

REGULAR MEETING OF THE BOARD OF DIRECTORS
Tuesday, March 11, 2025 5:00 p.m.
Columbia Assembly Room
Ridgefield Administrative & Civic Center - 510 Pioneer Street
[Join Via Zoom](#)

AGENDA

- I. CALL TO ORDER
- II. FLAG SALUTE
- III. CHANGES OR ADDITIONS TO THE AGENDA - Action
- IV. CONSENT AGENDA - Action
 - A. Approve Board Minutes
 1. Regular Meeting on February 25, 2025
 - B. Approve Personnel Report
 - C. Approve Donation Log
 - D. Approve Warrants
- V. SUPERINTENDENT REPORTS - Information Only / No Action
 - A. RHS Student Leadership Update – Mikayla Nix
 - B. Student of the Month - March
 1. Wisdom Ridge Academy - Audrey Reid
 2. Early Learning Center - Lanoa Kalwe
 3. South Ridge Elementary School - Meli Trujillo
 4. Union Ridge Elementary School - Paisley Zornado
 5. Sunset Ridge Intermediate School - Cesar Chavez Lopez
 6. View Ridge Middle School - Faizal Mumuni
 7. Ridgefield High School - Noah Stromberg
 - C. Employee of the Month - March
 1. Stacie Andrew - Chartwells / Union Ridge Elementary School
 2. Shelle House - Ridgefield High School
 - D. National Merit Scholarship Program Finalist - Mahnoor Siddiqua
 - E. Ridgefield Family Resource Center Volunteer Retiree - Margie Stoner
 - F. Superintendent Updates
- VI. BOARD COMMUNICATION
- VII. PUBLIC COMMENT - Agenda / Non-Agenda Items

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

VIII. OLD BUSINESS - *Action*

A. None

IX. NEW BUSINESS - *Action*

A. Approve District Calendar for the 2025-2026 School Year

B. Approve Resolution No. 2024-2025-008 Resolution of Racial Balance

C. Approve Resolution No. 2024-2025-009 Approval of Educational Specifications - New Elementary School

D. Resolution No. 2024-2025-010 Resolution of Reduction in Force (RIF)

E. Hear First Read of Revised Board Policy No. 4260 Use of Facilities

F. Hear First Read of Revised Board Policy No. 6700 Nutrition

G. Hear First Read of New Board Policy No. 6701 Recess and Physical Activity

H. Hear First Read of New Board Policy No. 6702 Wellness

I. Hear First Read of New Board Policy No. 1805 Open Government Training

J. Hear First Read of New Board Policy No. 2414 Community Service

K. Hear First Read of New Board Policy No. 5400 Personnel Leaves

X. EXECUTIVE SESSION - *No Action*

XI. ADJOURNMENT



Board Agenda Item

Agenda Item Number: IV. A-D

Meeting Date: 03/11/2025

Item: Approve Consent Agenda

Submitted By: Dr. Jenny Rodriquez, Superintendent

Will Be Presented By: Dr. Jenny Rodriquez, Superintendent

- A. Approve Board Minutes
 - 1. Regular Meeting on February 25, 2025
- B. Approve Personnel Report
- C. Approve Donation Log
- D. Approve Warrants

Approve	Disapprove	Table	No Action Required
XXX			

Department Head: _____

Superintendent: _____

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS

CALL TO ORDER – The regular meeting of the Board of Directors of the Ridgefield School District was called to order by President Brett Jones at 5:01 p.m. on **Tuesday, February 25, 2025** in the Columbia Assembly Room, Ridgefield Administrative and Civic Center, 510 Pioneer Street, Ridgefield, WA 98642. The meeting was also simulcast via a Zoom video conference. The purpose of the meeting was to conduct regular monthly business.

Voting Members Present: Brett Jones, Amber Baker, Amanda Ronstadt, Donna Farnsworth, Jake Bredstrand
Voting Members Absent: None
Others Present: Dr. Jenny Rodriguez, Chris Griffith, Paula McCoy, Joe Vajgrt, Tiffany Gould, Danielle Taylor and 7 community and staff members attended in person while approximately 3 joined via Zoom.

FLAG SALUTE

CHANGES OR ADDITIONS TO THE AGENDA – Action

Item 5-C under the Superintendent's Reports will be removed.

CONSENT AGENDA – Action

Approve Board Minutes

1) Regular Meeting on February 11, 2025

Approve Personnel Report

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

Fund	Warrant / Micr Numbers	Date	Amount	Number
General Fund - #6134				
Payroll				
Warrant Numbers:	-			
Micr Numbers	-		\$	
Sub-Total of Payroll				
			\$	0.00
Electronic Transfer:			\$	0.00
Total payroll amount: (*includes payroll vendors)	0			
Warrant Numbers	-			
Micr Numbers	-		\$	W-
Accounts Payable				
Warrant Numbers	125736 - 125737			
Micr Numbers	151320 - 151321	2/05/2025	\$	145.43 W-02052025-4
Warrant Numbers	-			
Micr Numbers	-		\$	
Electronic transfer for payment of comp tax			\$	0.00
Electronic transfer for US Bank			\$	0.00
Electronic transfer US Bank			\$	0.00
ACH Payments		02/25/2025	\$	1,985.80 P-2025025- 1
Sub-Total of Accounts Payable			\$	2,131.23

ASB - #6156		
Warrant Numbers	-	
Micro Numbers		\$0.00
Warrant Numbers	-	
Micro Numbers		\$0.00
Electronic Transfer for payment of comp tax	\$	0.00
Electronic Transfer for US Bank	\$	0.00
Electronic transfer for US Bank	\$	0.00
ACH Payments	\$	0.00
Sub-Total of ASB Payable	\$	
# 6135		
Capital Projects-1(Bond)	\$	
Capital Projects-State Match	\$	
Capital Projects - #6135-3 (Bond)	\$	
Capital Projects - #6135i (Impact)	\$	
Capital Projects-#6135	\$	
Warrant Numbers	-	
Micro Numbers		\$
Electronic Transfer payment for comp tax	\$	0.00
Electronic Transfer for US Bank	\$	0.00
ACH Payments	\$	0.00
Sub-Total of Capital Projects Payable	\$	

Motion was made by Director Amber Baker to approve the consent agenda, seconded by Director Donna Farnsworth. There was no discussion. All members present voted in favor of the motion. Motion carried.

SUPERINTENDENT REPORTS – Information Only / No Action

- o Rachele Simmons and Georgianna Jones from the Ridgefield Public Schools Foundation provided a background on the Foundation and the work they do to support the students and staff of Ridgefield School District. They presented a donation check for \$18,000 to the Ridgefield Family Resource Center, from funds raised through the 2024 Turkey Trot. Chris Poppert from the Resource Center said a few words of thanks and appreciation of the support.
- o Principal Todd Graves and Assistant Principal Stephanie Goad presented an in-depth look at Sunset Ridge Intermediate School. They started by introducing the mission and vision of Sunset Ridge and explained how they try to have a “through line” to connect all of the work they do each year, in order to help prioritize the work. They discussed Sunset’s key initiatives for the 2024-2025 school year of PLT (Professional Learning Team) work and embedded professional development for teachers. They then reviewed their three goals in the areas of Math, English Language Arts and Social Emotional Learning. They finished by reviewing Smarter Balanced Assessment goals.
- o Dr. Rodriguez provided a quick financial update. She provided an overview of enrollment numbers, reminded everyone that the annual audit is now in progress and reviewed ways the District continues to reduce expenditures. She shared some early planning for the coming school year, including continued efforts to present a balanced budget for 2025-2026 and preserve staff jobs. Dr. Rodriguez reviewed some reorganization happening at Central Services to better serve the staff and teachers in the District and shared a draft organizational chart for the 2025-2026 school year.

BOARD COMMUNICATION – Information Only / No Action

- o Director Jake Bredstrand thanked the community for their support of the levies. He shared that it has been fun to be a part of some of the construction meetings with LSW and R&C Management and he feels the District is in good hands with those partners. He shared that he participated in the Reverse Career Fair at View Ridge Middle School, where students present information about careers that interest them. This was his second year being involved and it was a great experience.
- o Director Donna Farnsworth thanked the community for the support of the levies as well. She shared that she is looking forward to finally seeing Elementary School #3 built. She thanked the Foundation for their generous donation and thanked Todd and Stephanie for their informative presentation.
- o Director Amanda Ronstadt talked about how excited she is to be able to show up for “all the things” around RSD. She was able to participate in the Heron Future Fair and returned the following week to participate in the Health Science Fair. She shared that another successful season of Community Ed basketball has wrapped up and that she has also been able to

participate in meetings with LSW and R&C. She said that it is exciting to see plans starting to come together for Elementary #3. Director Ronstadt reminded everyone that the Color Run is happening this Saturday, March 1 as a kick off to Ridgefield Youth Arts Month and she expressed excitement for all of the free art class that students have the opportunity to try.

- o Director Amber Baker talked about her “Coffee Talk” that was held last week at Lava Java. She said that not as many people were in attendance, but they still had some really good conversations. She was able to talk to several people about different ways to volunteer and get involved in the schools. She shared that she is looking forward to the beginning stages of some strategic planning, and that she has heard some disappointment about the snow make up days and not having any built into the school year.
- o Director Brett Jones echoed the comments of everyone. He also participated in the Reverse Career Fair and shared that it was a really great event. He congratulated athletic teams and non-athletic activities on post season success. He acknowledged that while the District has some hard decisions ahead, it is always encouraging to have creative ideas on fiscal responsibility.

PUBLIC COMMENT – Agenda / Non Agenda Items

There was one person signed up for public comment. Executive Assistant Dani Taylor reminded the speaker that they would have 3 minutes to speak and the time would display on the screens.

- Bill Baumann – Community member spoke about the Green Bag Project and provided statistics on the amount of food collected over the years and amount of support provided to the Ridgefield Family Resource Center and Neighbors Helping Neighbors.

OLD BUSINESS – Action

- o *Approve Revised Board Policy No. 4310 Relations with Law Enforcement, Child Protective Agencies and the County Health Department*
 - Dr. Rodriquez reviewed the updates to the policy. A motion was made by Director Amber Baker to approve revised Board Policy No. 4310, seconded by Director Donna Farnsworth. There was no discussion. All members present voted in favor of the motion. Motion carried.

NEW BUSINESS – Action

- o *Approve Resolution No. 2024-2025-007 March is Youth Arts Month*
 - President Brett Jones read the resolution into the record. A motion was by Director Amber Baker to approve Resolution No. 2024-2025-007, seconded by Director Donna Farnsworth. There was no discussion. All members present voted for the motion. Motion carried.

EXECUTIVE SESSION

- o The purpose of the executive session was to review performance of an employee pursuant to RCW 42.30.110(1)(g) and to discuss the sale or lease of agency real estate pursuant to RCW 42.30.110(1)(c). A motion was made by Director Amber Baker to have a 5-minute recess and then go into executive session for 45 minutes, until 7:40, seconded by Director Donna Farnsworth. All members present voted in favor of the motion. Motion carried. The Board entered executive session at 6:55 p.m. The Board returned to regular session at 7:40 p.m.

ADJOURN REGULAR MEETING

There being no further business to come before the Board, President Brett Jones adjourned the regular meeting at 7:41 p.m.

Brett Jones, President
Amber Baker, Vice-President

Danielle Taylor, Executive Assistant
to the Superintendent

Approved by the Board of Directors: March 11, 2025



PERSONNEL ACTION

TO: Dr. Jenny Rodriguez, Superintendent
FROM: Jodi Fontyn, Human Resources Coordinator
RE: Personnel Action

REVISED DATE: 03/04/2025
BOARD DATE: 03/11/2025

Certified/Classified:

NAME	JOB TITLE	LOCATION	REASON
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HIRE:
None

RESIGN/RETIRE:

Angelina Pauletto	Math Teacher	VRMS	Resign - Other Employment / Further Education
Kathy Andrew	Assistant Secretary	SRES	Retirement
Jennifer Zora	Spanish Teacher	VRMS	Resign - Family Responsibilities
Sean Riley	Accounting & Business Services Specialist	Central Services	Resign - Other Employment
Breanna Eisenbarth	Site Based Nurse	SRIS / VRMS	Resign - Family Responsibilities

LEAVE OF ABSENCE:

Rachelle Radzi	6th Grade Teacher	SRIS	LOA 2025 - 26 School Year
Brittany Rodin	ELA / Social Studies Teacher	RHS	LOA 2025 - 26 School Year

SUPPLEMENTAL CONTRACTS:	AMOUNT:	LOCATION:	REASON:
None			

Extracurricular:

NAME	JOB TITLE	LOCATION	REASON
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HIRE:

Broeckel, Aaron	Asst. Track	VRMS	Returning
DeShazer, Jerry	Asst. Track	VRMS	Returning
Fry, Kristine	Asst. Track	VRMS	Returning
Jovanoska, Biljana	Asst. Track	VRMS	Returning
Lacey, Megan	Asst. Track	VRMS	Returning
Phelps, Zach	Head Track	VRMS	Returning
Simmons, Kim	Asst. Track	VRMS	Returning
Allysen Ames	Weights & Conditioning .34 FTE	RHS	Vacancy
Stephanie Horn	Asst. Track Coach .75 FTE	RHS	Increase from .5 FTE to .75 FTE
Cami Pickett	Asst. Track Coach .75 FTE	RHS	Increase from .5 FTE to .75 FTE

RESIGN:

Jason Buffum	Weights & Conditioning .34 FTE	RHS	Resignation
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Donations Received - February 2025

Building	Donor Name	Purpose	Type of Donation	Value/Amount
SRES	PTA	Planetarium 3rd grade	Cash	\$600.00
SRES	PTA	Reptile Lady	Cash	\$787.00
SRES	Margo Manke	Student Snacks	snacks	\$50.00
SRES	Margo Manke	21 student gift books	supplies	\$45.00
SRES	Margo Manke	Valentine Party supplies,toys/treats	supplies	\$75.00
SRES	Margo Manke	Ticonderoga Pencils, electric sharpener	Supplies	\$45.00
SRES	Anonymous	Found Money- never claimed	Cash	\$20.00
SRES	PTA	Water Filtration- Staff Lounge	Supplies	\$36.40
SRES	PTA	Roadrunner Bucks Store-Amazon	Supplies	\$164.89
SRES	PTA	Leadership Treats	Supplies	\$16.26
SRES	PTA	Scholastic- Books for Library	Supplies	\$669.35
SRES	PTA	Coloring Contest Prizes	Gift Cards	\$150.00
CS	Careers in Construction	Tool box kits for RHS/VRMS 4th grade collaboration	Supplies	\$2,216.00
CS	Barbara Wright	COMMUNITY ED DONATION	Cash	\$210.00
CS	ABM	RYAM Donation		\$500.00
CS	Maureen O'Reilly	RYAM Donation		\$100.00
CS	HP Donation Match - Steven Radosevich	RFRC		\$828.00
CS	Bill Bauman	RYAM Donation		\$200.00
VRMS	PTA	GENERAL		\$357.56
VRMS	PTA	GENERAL		\$246.54
URES	PTO	GRADE GRANTS		\$1,000.00
URES	PTO	GRADE GRANTS		\$1,100.00
URES	PTO	GRADE GRANTS		\$340.00

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RIDGEFIELD SCHOOL DISTRICT #122

Warrant Info

Date: 3/11/2025
 To: Ridgfield School District Board of Directors
 From: Lisa McGhee -AP Specialist
 Subject: Request for Warrant Authorization
 *Effective 4.18.2024 accounts payable and payroll
 will use the same warrant number series.



Fund	Warrant / Micr Numbers			Warrant Date	Issue Amount	Authorization Number
General Fund - #6134						
Payroll						
Warrant Numbers	125782	-	125798			
Micr Numbers	151375	-	151391	2/28/2025	\$ 22,736.28	W-02282025-29
Sub-Total of Payroll					\$ 22,736.28	
Electronic Transfer:					\$ 2,236,126.84	
Total payroll amount: (*includes payroll vendors)	\$3,529,265.17					
Warrant Numbers	125799	-	125818			
Micr Numbers	151392	-	151411	3/3/2025	\$ 1,270,402.05	W-03042025-7
Accounts Payable						
Warrant Numbers	125738	-	125781			
Micr Numbers	151331	-	151374	2/26/2025	\$ 217,081.42	P-20250226-6
Warrant Numbers	125819	-	125854			
Micr Numbers	151422	-	151457	3/12/2025	\$ 117,041.69	W-03122025-3
Electronic transfer for payment of comp tax					\$ 0.00	
Electronic transfer for US Bank					\$ 0.00	
Electronic transfer US Bank					\$ 0.00	
ACH Payments			2/25/2025	\$ 125,319.30		P-20250212-5
ACH Payments			2/26/2025	\$ 81,669.98		P-20250226-3
ACH Payments			3/12/2025	\$ 246,474.30		P-20250312-1
Sub-Total of Accounts Payable					\$ 787,586.69	
ASB - #6158						
Warrant Numbers	21538	-	21542			
Micr Numbers	151322	-	151326	2/26/2025	\$ 1,091.15	P-20250226-4
Warrant Numbers	21543	-	21549			
Micr Numbers	151415	-	151421	3/12/2025	\$ 1,925.00	W-03122025-2
Electronic Transfer for payment of comp tax:					\$ 0.00	
Electronic Transfer for US Bank					\$ 0.00	
Electronic transfer for US Bank					\$ 0.00	
ACH Payments			2/26/2025	\$ 1,091.36		P-20250226-3
ACH Payments			2/28/2025	\$ 4,034.00		P-20250225-68
ACH Payments			3/12/2025	\$ 1,255.62		P-20250312-1
Sub-Total of ASB Payable					\$ 9,397.13	
# 6135						
Capital Projects-1(Bond)					\$	
Capital Projects-State Match					\$ -	
Capital Projects - #6135-3 (Bond)					\$	
Capital Projects - #6135I (Impact)					\$ 111,963.98	
Capital Projects-#6135					\$ 17,255.00	
Warrant Numbers	3073	-	3075			
Micr Numbers	151328	-	151330	2/26/2025	\$ 25,865.50	P-20250226-5
Warrant Numbers	3076	-	3078			
Micr Numbers	151412	-	151414	3/12/2025	\$ 29,665.51	W-03122025-1
Electronic Transfer payment for comp tax					\$ 0.00	
Electronic Transfer for US Bank					\$ 0.00	
ACH Payments			2/26/2025	\$ 73,687.97		P-20250226-3
Sub-Total of Capital Projects Payable					\$ 129,218.98	

As of this date March 11th, 2025 THE BOARD , by a _____ vote.
 Voted to approve the Funds listed above for payment.

Secretary, Board of Directors

Director

President, Board of Directors

Director

Vice President, Board of Directors

Director

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

As of March 11, 2025, the board, by a _____ vote, approves payments, totaling \$1,270,402.05. The payments are further identified in this document.

Total by Payment Type for Cash Account, SEA 1ST:

Warrant Numbers 125799 through 125818, totaling \$1,270,402.05

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

Check Nbr	Vendor Name	Check Date	Check Amount
125799	DEPT OF RETIREMENT SYSTEMS	03/03/2025	100,100.98
125800	DEPT OF RETIREMENT SYSTEMS	03/03/2025	91,924.56
125801	DEPT OF RETIREMENT SYSTEMS	03/03/2025	22,131.60
125802	ESD #112 / UNEMP	03/03/2025	5,947.92
125803	ESD112 WORK/COMP	03/03/2025	33,743.97
125804	HCA-SEBB BENEFITS	03/03/2025	585,384.00
125805	HCA-SEBB FLEX SPEND	03/03/2025	10,164.84
125806	HEALTHEQUITY, INC.	03/03/2025	3,268.77
125807	RIDGEFIELD SCHOOL DISTRICT	03/03/2025	339.00
125808	RIDGEFIELD PUBLIC SCHOOLS FOUN	03/03/2025	49.16
125809	RIDGEFIELD BOOSTERS	03/03/2025	336.17
125810	RIDGEFIELD FAMILY RESOURCE CEN	03/03/2025	20.00
125811	The Standard Insurance Company	03/03/2025	6,896.90
125812	STATE TREASURER	03/03/2025	22,137.06
125813	TEACHER RET SYST	03/03/2025	323,433.43
125814	THE OMNI GROUP	03/03/2025	23,733.00
125815	THE RIDGE	03/03/2025	66.00
125816	VEBA TRUST	03/03/2025	11,244.09
125817	WEA PAYROLL DEDUCTIONS	03/03/2025	24,573.03
125818	WEA PAYROLL DEDUCTIONS	03/03/2025	4,907.57

20	Computer	Check(s) For a Total of	1,270,402.05
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	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
	20	Computer	Checks For a Total of	1,270,402.05
Total For	20	Manual, Wire Tran, ACH & Computer Checks		1,270,402.05
Less	0	Voided	Checks For a Total of	0.00
		Net Amount		1,270,402.05

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 March 11, 2025, the board, by a _____ vote, approves payments, totaling \$217,081.42. The payments are further identified in this document.

Total by Payment Type for Cash Account, SEA 1ST:

Warrant Numbers 125738 through 125781, totaling \$217,081.42

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

Check Nbr	Vendor Name	Check Date	Check Amount
125738	AIRGAS USA, INC.	02/26/2025	210.67
125739	ALLIANT SYSTEMS	02/26/2025	1,082.65
125740	ART WITH ELIDA, LLC	02/26/2025	1,535.10
125741	ATHLETIC TIMING LLC	02/26/2025	2,979.00
125742	Bochart, Andrea	02/26/2025	10.50
125743	Clackamas Community College	02/26/2025	257.38
125744	CLARK COUNTY LAWN & TRACTOR	02/26/2025	10,217.80
125745	CLARK COLLEGE	02/26/2025	99,483.08
125746	CLARK COUNTY TREASURER'S OFFIC	02/26/2025	5,636.28
125747	Vendor Continued Check	02/26/2025	0.00
125748	CLARK PUBLIC UTILITIES	02/26/2025	35,660.97
125749	CLOUD 9 SPORTS, LLC.	02/26/2025	7,749.32
125750	COAST TO COAST COMPUTER PRODUC	02/26/2025	128.27
125751	County Industrial Supply, LLC	02/26/2025	23.91
125752	DeBoard, Melissa	02/26/2025	100.00
125753	DEPT OF L&I- BOILER PRESSURE/V	02/26/2025	1,939.20
125754	Engstrom, Holly A	02/26/2025	35.00
125755	GROVER ELECTRIC	02/26/2025	21.84
125756	HAZEL DELL LANES, INC	02/26/2025	1,085.00
125757	Hutchison, Mailina	02/26/2025	65.00
125758	JOSTENS, INC.	02/26/2025	336.13
125759	LES SCHWAB INC	02/26/2025	721.50
125760	Miller-Wolfe, Alonda	02/26/2025	85.50
125761	MKELEVATE	02/26/2025	790.68
125762	Moino, Rossanna	02/26/2025	9.00
125763	NW Industrial Tool, Inc.	02/26/2025	5,183.90
125764	NWI GLOBAL	02/26/2025	138.00
125765	ODP BUSINESS SOLUTIONS, LLC	02/26/2025	169.19
125766	PERFORMANCE SYSTEMS INTEGRATIO	02/26/2025	918.84
125767	PORTLAND ENERGY BASKETBALL	02/26/2025	603.14
125768	Propane Northwest	02/26/2025	1,128.33
125769	RICOH USA, INC.	02/26/2025	191.77
125770	Vendor Continued Check	02/26/2025	0.00

Check Nbr	Vendor Name	Check Date	Check Amount
125771	RIDGEFIELD SCHOOL DISTRICT	02/26/2025	373.50
125772	RIDGEFIELD SCHOOL DISTRICT	02/26/2025	250.00
125773	RIDGEFIELD HARDWARE	02/26/2025	12.19
125774	RIDGEFIELD HIGH SCHOOL ASB	02/26/2025	4,192.28
125775	SCHOOL SPECIALTY, LLC	02/26/2025	112.68
125776	Simpson, Meagan	02/26/2025	512.00
125777	SOLANT HEALTH, LLC	02/26/2025	11,000.00
125778	TLC Behavioral Consulting and	02/26/2025	8,216.99
125779	VANCOUVER SCHOOL DIST	02/26/2025	13,500.00
125780	WOODLAND AUTO SUPPLY, INC	02/26/2025	244.43
125781	WOODLAND SAW & CYCLE, INC	02/26/2025	170.40
44	Computer	Check(s) For a Total of	217,081.42

	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
	44	Computer	Checks For a Total of	217,081.42
Total For	44	Manual, Wire Tran, ACH & Computer	Checks	217,081.42
Less	0	Voided	Checks For a Total of	0.00
		Net Amount		217,081.42

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 March 11, 2025, the board, by a _____ vote, approves payments, totaling \$117,041.69. The payments are further identified in this document.

Total by Payment Type for Cash Account, SEA 1ST:

Warrant Numbers 125819 through 125854, totaling \$117,041.69

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

Check Nbr	Vendor Name	Check Date	Check Amount
125819	AINSWORTH INC.	03/12/2025	217.40
125820	ALLIANT SYSTEMS	03/12/2025	2,385.01
125821	Cairns, Sara	03/12/2025	16.35
125822	CENGAGE LEARNING	03/12/2025	2,754.01
125823	CENTEGIX	03/12/2025	48,371.50
125824	CLARK COUNTY LAWN & TRACTOR	03/12/2025	408.91
125825	CLARK COUNTY TREASURER	03/12/2025	20.00
125826	Eisenbarth, Katrina	03/12/2025	348.90
125827	FOLLETT SOFTWARE, LLC	03/12/2025	3,868.39
125828	Gebhart, Michael	03/12/2025	12.00
125829	GLOBAL SECURITY AND COMMUNICAT	03/12/2025	60.82
125830	HARRY'S LAWN & POWER EQUIP	03/12/2025	21,123.80
125831	Huston, Brent	03/12/2025	35.45
125832	INTERFACE ENGINEERING, INC.	03/12/2025	17,550.00
125833	LOWER COLUMBIA COLLEGE	03/12/2025	3,307.42
125834	MISSOULA CHILDREN'S THEATRE, I	03/12/2025	3,550.00
125835	MKELEVATE	03/12/2025	790.68
125836	MUSIC WORLD INC	03/12/2025	385.42
125837	NORTHWEST NATURAL GAS, INC.	03/12/2025	23.32
125838	NORTHWEST PBIS NETWORK, INC.	03/12/2025	500.00
125839	NW Industrial Tool, Inc.	03/12/2025	946.78
125840	ODP BUSINESS SOLUTIONS, LLC	03/12/2025	220.09
125841	PAULY, SARA R	03/12/2025	18.00
125842	PITNEY BOWES RESERVE ACCOUNT	03/12/2025	1,250.00
125843	PLATT ELECTRIC SUPPLY	03/12/2025	51.32
125844	Propane Northwest	03/12/2025	683.77
125845	RICOH USA, INC.	03/12/2025	1,185.01
125846	RIDGEFIELD SCHOOL DISTRICT	03/12/2025	19.45
125847	RIDGEFIELD HARDWARE	03/12/2025	287.40
125848	RIVER CITY ENVIRONMENTAL INC	03/12/2025	214.33
125849	SCHOOL DATEBOOKS	03/12/2025	424.02
125850	SIERRA SPRINGS	03/12/2025	289.60
125851	UNLIMITED FENCE CO.	03/12/2025	3,883.63

Check Nbr	Vendor Name	Check Date	Check Amount
125852	VANCOUVER SCHOOL DIST	03/12/2025	125.00
125853	WASHINGTON STATE DEPARTMENT OF	03/12/2025	260.00
125854	WASTE CONNECTIONS OF WASHINGTO	03/12/2025	1,453.91
36	Computer	Check(s) For a Total of	117,041.69

	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
	36	Computer	Checks For a Total of	117,041.69
Total For	36	Manual, Wire Tran, ACH & Computer	Checks	117,041.69
Less	0	Voided	Checks For a Total of	0.00
		Net Amount		117,041.69

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 March 11, 2025, the board, by a _____ vote, approves payments, totaling \$125,319.30. The payments are further identified in this document.

Total by Payment Type for Cash Account, VENDOR ACH PAYMENTS:
ACH Numbers 242500551 through 242500551, totaling \$125,319.30

Secretary _____ Board Member _____

Board Member _____ Board Member _____

Board Member _____ Board Member _____

Check Nbr	Vendor Name	Check Date	Check Amount
242500551	CHARTWELLS INC	02/21/2025	125,319.30

1	ACH	Check(s) For a Total of	125,319.30
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	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	1	ACH	Checks For a Total of	125,319.30
	0	Computer	Checks For a Total of	0.00
Total For	1	Manual, Wire Tran, ACH & Computer	Checks	125,319.30
Less	0	Voided	Checks For a Total of	0.00
		Net Amount		125,319.30

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

As of March 11, 2025, the board, by a _____ vote, approves payments, totaling \$156,449.31. The payments are further identified in this document.

Total by Payment Type for Cash Account, VENDOR ACH PAYMENTS:
ACH Numbers 242500552 through 242500601, totaling \$156,449.31

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

Check Nbr	Vendor Name	Check Date	Check Amount
242500552	Allen, Donna Sophia	02/26/2025	500.00
242500553	Vendor Continued Check	02/26/2025	0.00
242500554	Vendor Continued Check	02/26/2025	0.00
242500555	Vendor Continued Check	02/26/2025	0.00
242500556	Vendor Continued Check	02/26/2025	0.00
242500557	Vendor Continued Check	02/26/2025	0.00
242500558	AMAZON.COM SERVICES, INC.	02/26/2025	4,886.78
242500559	AMERICAN BUILDING MAINTENANCE,	02/26/2025	8,851.12
242500560	B&H PHOTO VIDEO	02/26/2025	81.09
242500561	Barbouletos, Kippi Ann	02/26/2025	33.92
242500562	Bennett, Jay Marcus	02/26/2025	52.29
242500563	BLICK ART MATERIALS	02/26/2025	367.04
242500564	CHARTWELLS INC	02/26/2025	1,627.35
242500565	COLUMBIA LANGUAGE SERVICES INC	02/26/2025	469.05
242500566	Eastham, Sara Marie	02/26/2025	111.53
242500567	Freedman, Tyler E	02/26/2025	1,646.36
242500568	Fuller, Rachel J	02/26/2025	16.64
242500569	GRANITE TELECOMMUNICATIONS, LL	02/26/2025	2,675.15
242500570	Graves, Todd	02/26/2025	50.73
242500571	GREAT MINDS PBC	02/26/2025	7,000.00
242500572	Hagensen, Scott	02/26/2025	193.14
242500573	Hart, Sally A	02/26/2025	100.00
242500574	Huver, Avery E	02/26/2025	364.78
242500575	Jequinto, Joannie I	02/26/2025	71.75
242500576	JO LINDEN, LLC	02/26/2025	875.00
242500577	Jones, Shanel P	02/26/2025	211.48
242500578	KING COUNTY DIRECTORS ASSOCIAT	02/26/2025	748.36
242500579	LIONBRIDGE TECHNOLOGIES, INC.	02/26/2025	237.24
242500580	LSW ARCHITECTS, P.C.	02/26/2025	9,125.00
242500581	McDonald, Jody L	02/26/2025	40.86
242500582	Olennikov, Katherine M	02/26/2025	74.34
242500583	PART WORKS INC	02/26/2025	396.42
242500584	PORT OF RIDGEFIELD	02/26/2025	9,848.63

Check Nbr	Vendor Name	Check Date	Check Amount
242500585	PPC SOLUTIONS, INC.	02/26/2025	17,403.75
242500586	RAPTOR TECHNOLOGIES, LLC	02/26/2025	3,265.00
242500587	Rice, Kelsi D	02/26/2025	210.98
242500588	Rice, Tonia Jane	02/26/2025	49.56
242500589	Rinard, Steven Joel	02/26/2025	550.00
242500590	Ryan, Stephanie M	02/26/2025	84.49
242500591	Savage, Kerry Elizabeth	02/26/2025	18.00
242500592	Taylor, Danielle Lee	02/26/2025	183.97
242500593	Tornow, Chase C	02/26/2025	48.30
242500594	UNITED FIRE HEALTH & SAFETY	02/26/2025	1,892.51
242500595	WALTER E. NELSON CO.	02/26/2025	3,228.21
242500596	WOODLAND SCHOOL DISTRICT #404	02/26/2025	4,079.16
242500597	LSW ARCHITECTS, P.C.	02/26/2025	73,687.97
242500598	AMAZON.COM SERVICES, INC.	02/26/2025	20.65
242500599	B&H PHOTO VIDEO	02/26/2025	704.35
242500600	Scott, Audrey	02/26/2025	34.78
242500601	TURSI'S	02/26/2025	331.58

50 ACH

Check(s) For a Total of

156,449.31

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	50	ACH	Checks For a Total of	156,449.31
	0	Computer	Checks For a Total of	0.00
Total For	50	Manual, Wire Tran, ACH & Computer	Checks	156,449.31
Less	0	Voided	Checks For a Total of	0.00
		Net Amount		156,449.31

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 March 11, 2025, the board, by a _____ vote, approves payments, totaling \$247,729.92. The payments are further identified in this document.

Total by Payment Type for Cash Account, VENDOR ACH PAYMENTS:
ACH Numbers 242500604 through 242500650, totaling \$247,729.92

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

Check Nbr	Vendor Name	Check Date	Check Amount
242500604	Allen, Nicholas Ryan	03/12/2025	200.00
242500605	Vendor Continued Check	03/12/2025	0.00
242500606	Vendor Continued Check	03/12/2025	0.00
242500607	Vendor Continued Check	03/12/2025	0.00
242500608	Vendor Continued Check	03/12/2025	0.00
242500609	AMAZON.COM SERVICES, INC.	03/12/2025	3,528.81
242500610	Baylous, Braelyn R	03/12/2025	219.72
242500611	Brown, Heather	03/12/2025	303.68
242500612	Burgess, Amanda Kaye	03/12/2025	932.73
242500613	CDW GOVERNMENT	03/12/2025	111.37
242500614	CHARTWELLS INC	03/12/2025	118,654.05
242500615	Eastham, Sara Marie	03/12/2025	66.39
242500616	Vendor Continued Check	03/12/2025	0.00
242500617	Vendor Continued Check	03/12/2025	0.00
242500618	ESD 112	03/12/2025	58,879.56
242500619	FOLLETT CONTENT SOLUTIONS, LLC	03/12/2025	223.28
242500620	Garrison, Amy Jo E	03/12/2025	251.84
242500621	GB Manchester, Inc.	03/12/2025	871.00
242500622	Hernandez, Kristen C	03/12/2025	114.40
242500623	Hyland, Meredith	03/12/2025	950.00
242500624	IMAGINEERING, INC.	03/12/2025	3,665.84
242500625	JW PEPPER & SON, INC.	03/12/2025	85.32
242500626	KING COUNTY DIRECTORS ASSOCIAT	03/12/2025	1,665.17
242500627	Mellin, Christa M	03/12/2025	119.25
242500628	Ortner, Debora S	03/12/2025	809.98
242500629	PACIFIC OFFICE AUTOMATION, INC	03/12/2025	1,791.24
242500630	Parsons, Alix D	03/12/2025	434.40
242500631	Poppert, Christine J	03/12/2025	79.03
242500632	REVOLVING FUND	03/12/2025	2,020.40
242500633	Rice, Scott T	03/12/2025	139.00
242500634	Roth, Jubilee Grace	03/12/2025	156.38
242500635	Shaffer, Amanda L	03/12/2025	124.79
242500636	Stalcup, Morning Ann	03/12/2025	184.78

Check Nbr	Vendor Name	Check Date	Check Amount
242500637	Stamp, Elizabeth Venus	03/12/2025	119.25
242500638	Thornton, Amanda G	03/12/2025	390.64
242500639	Vendor Continued Check	03/12/2025	0.00
242500640	TLC Behavioral Consulting and	03/12/2025	42,421.99
242500641	Upton, Kerri A	03/12/2025	25.00
242500642	VERIZON WIRELESS	03/12/2025	152.34
242500643	Verpoorten, Jessica Marie	03/12/2025	119.25
242500644	Vogel, Holly S	03/12/2025	281.26
242500645	WALTER E. NELSON CO.	03/12/2025	5,054.23
242500646	Whetsell, Bobbe Jane	03/12/2025	1,233.11
242500647	Whitton, Matthew P	03/12/2025	12.42
242500648	WOODLAND AUTO SUPPLY, INC	03/12/2025	82.40
242500649	AMAZON.COM SERVICES, INC.	03/12/2025	857.94
242500650	McCain, Andrea	03/12/2025	397.68

47	ACH	Check(s) For a Total of	247,729.92
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	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	47	ACH	Checks For a Total of	247,729.92
	0	Computer	Checks For a Total of	0.00
Total For	47	Manual, Wire Tran, ACH & Computer Checks		247,729.92
Less	0	Voided	Checks For a Total of	0.00
		Net Amount		247,729.92

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 March 11, 2025, the board, by a _____ vote, approves payments, totaling \$1,091.15. The payments are further identified in this document.

Total by Payment Type for Cash Account, SEA 1ST:
Warrant Numbers 21538 through 21542, totaling \$1,091.15

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

Check Nbr	Vendor Name	Check Date	Check Amount
21538	Blast Motion	02/26/2025	83.69
21539	Greer, Janae	02/26/2025	34.00
21540	LCRMEA	02/26/2025	45.00
21541	SIGNS & MORE	02/26/2025	211.26
21542	SNAP MOBILE, INC	02/26/2025	717.20

5	Computer	Check(s) For a Total of	1,091.15
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	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
	5	Computer	Checks For a Total of	1,091.15
Total For	5	Manual, Wire Tran, ACH & Computer	Checks	1,091.15
Less	0	Voided	Checks For a Total of	0.00
		Net Amount		1,091.15

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 March 11, 2025, the board, by a _____ vote, approves payments, totaling \$1,925.00. The payments are further identified in this document.

Total by Payment Type for Cash Account, SEA 1ST:
Warrant Numbers 21543 through 21549, totaling \$1,925.00

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

Check Nbr	Vendor Name	Check Date	Check Amount
21543	Axtell, Brian	03/12/2025	35.00
21544	DANCE FUSION NORTHWEST	03/12/2025	60.00
21545	HOSA, INC	03/12/2025	1,200.00
21546	LCRMEA	03/12/2025	500.00
21547	MARK MORRIS HIGH SCHOOL	03/12/2025	100.00
21548	Novak, Carrie	03/12/2025	20.00
21549	RIDGEFIELD SCHOOL DISTRICT	03/12/2025	10.00

7	Computer	Check(s) For a Total of	1,925.00
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	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
	7	Computer	Checks For a Total of	1,925.00
Total For	7	Manual, Wire Tran, ACH & Computer	Checks	1,925.00
Less	0	Voided	Checks For a Total of	0.00
		Net Amount		1,925.00

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

As of March 11, 2025, the board, by a _____ vote, approves payments, totaling \$156,449.31. The payments are further identified in this document.

Total by Payment Type for Cash Account, VENDOR ACH PAYMENTS:
ACH Numbers 242500552 through 242500601, totaling \$156,449.31

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

Check Nbr	Vendor Name	Check Date	Check Amount
242500552	Allen, Donna Sophia	02/26/2025	500.00
242500553	Vendor Continued Check	02/26/2025	0.00
242500554	Vendor Continued Check	02/26/2025	0.00
242500555	Vendor Continued Check	02/26/2025	0.00
242500556	Vendor Continued Check	02/26/2025	0.00
242500557	Vendor Continued Check	02/26/2025	0.00
242500558	AMAZON.COM SERVICES, INC.	02/26/2025	4,886.78
242500559	AMERICAN BUILDING MAINTENANCE,	02/26/2025	8,851.12
242500560	B&H PHOTO VIDEO	02/26/2025	81.09
242500561	Barbouletos, Kippi Ann	02/26/2025	33.92
242500562	Bennett, Jay Marcus	02/26/2025	52.29
242500563	BLICK ART MATERIALS	02/26/2025	367.04
242500564	CHARTWELLS INC	02/26/2025	1,627.35
242500565	COLUMBIA LANGUAGE SERVICES INC	02/26/2025	469.05
242500566	Eastham, Sara Marie	02/26/2025	111.53
242500567	Freedman, Tyler E	02/26/2025	1,646.36
242500568	Fuller, Rachel J	02/26/2025	16.64
242500569	GRANITE TELECOMMUNICATIONS, LL	02/26/2025	2,675.15
242500570	Graves, Todd	02/26/2025	50.73
242500571	GREAT MINDS PBC	02/26/2025	7,000.00
242500572	Hagensen, Scott	02/26/2025	193.14
242500573	Hart, Sally A	02/26/2025	100.00
242500574	Huver, Avery E	02/26/2025	364.78
242500575	Jequinto, Joannie I	02/26/2025	71.75
242500576	JO LINDEN, LLC	02/26/2025	875.00
242500577	Jones, Shanel P	02/26/2025	211.48
242500578	KING COUNTY DIRECTORS ASSOCIAT	02/26/2025	748.36
242500579	LIONBRIDGE TECHNOLOGIES, INC.	02/26/2025	237.24
242500580	LSW ARCHITECTS, P.C.	02/26/2025	9,125.00
242500581	McDonald, Jody L	02/26/2025	40.86
242500582	Olennikov, Katherine M	02/26/2025	74.34
242500583	PART WORKS INC	02/26/2025	396.42
242500584	PORT OF RIDGEFIELD	02/26/2025	9,848.63

Check Nbr	Vendor Name	Check Date	Check Amount
242500585	PPC SOLUTIONS, INC.	02/26/2025	17,403.75
242500586	RAPTOR TECHNOLOGIES, LLC	02/26/2025	3,265.00
242500587	Rice, Kelsi D	02/26/2025	210.98
242500588	Rice, Tonia Jane	02/26/2025	49.56
242500589	Rinard, Steven Joel	02/26/2025	550.00
242500590	Ryan, Stephanie M	02/26/2025	84.49
242500591	Savage, Kerry Elizabeth	02/26/2025	18.00
242500592	Taylor, Danielle Lee	02/26/2025	183.97
242500593	Tornow, Chase C	02/26/2025	48.30
242500594	UNITED FIRE HEALTH & SAFETY	02/26/2025	1,892.51
242500595	WALTER E. NELSON CO.	02/26/2025	3,228.21
242500596	WOODLAND SCHOOL DISTRICT #404	02/26/2025	4,079.16
242500597	LSW ARCHITECTS, P.C.	02/26/2025	73,687.97
242500598	AMAZON.COM SERVICES, INC.	02/26/2025	20.65
242500599	B&H PHOTO VIDEO	02/26/2025	704.35
242500600	Scott, Audrey	02/26/2025	34.78
242500601	TURSI'S	02/26/2025	331.58
50	ACH	Check(s) For a Total of	156,449.31

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	50	ACH	Checks For a Total of	156,449.31
	0	Computer	Checks For a Total of	0.00
Total For	50	Manual, Wire Tran, ACH & Computer Checks		156,449.31
Less	0	Voided	Checks For a Total of	0.00
		Net Amount		156,449.31

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 March 11, 2025, the board, by a _____ vote, approves payments, totaling \$4,034.00. The payments are further identified in this document.

Total by Payment Type for Cash Account, VENDOR ACH PAYMENTS:
ACH Numbers 242500602 through 242500603, totaling \$4,034.00

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

Check Nbr	Vendor Name	Check Date	Check Amount
242500602	Vendor Continued Check	02/28/2025	0.00
242500603	RIDGEFIELD HIGH SCHOOL GEN IMP	02/28/2025	4,034.00
2	ACH	Check(s) For a Total of	4,034.00

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	2	ACH	Checks For a Total of	4,034.00
	0	Computer	Checks For a Total of	0.00
Total For	2	Manual, Wire Tran, ACH & Computer	Checks	4,034.00
Less	0	Voided	Checks For a Total of	0.00
		Net Amount		4,034.00

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

As of March 11, 2025, the board, by a _____ vote, approves payments, totaling \$247,729.92. The payments are further identified in this document.

Total by Payment Type for Cash Account, VENDOR ACH PAYMENTS:
ACH Numbers 242500604 through 242500650, totaling \$247,729.92

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

Check Nbr	Vendor Name	Check Date	Check Amount
242500604	Allen, Nicholas Ryan	03/12/2025	200.00
242500605	Vendor Continued Check	03/12/2025	0.00
242500606	Vendor Continued Check	03/12/2025	0.00
242500607	Vendor Continued Check	03/12/2025	0.00
242500608	Vendor Continued Check	03/12/2025	0.00
242500609	AMAZON.COM SERVICES, INC.	03/12/2025	3,528.81
242500610	Baylous, Braelyn R	03/12/2025	219.72
242500611	Brown, Heather	03/12/2025	303.68
242500612	Burgess, Amanda Kaye	03/12/2025	932.73
242500613	CDW GOVERNMENT	03/12/2025	111.37
242500614	CHARTWELLS INC	03/12/2025	118,654.05
242500615	Eastham, Sara Marie	03/12/2025	66.39
242500616	Vendor Continued Check	03/12/2025	0.00
242500617	Vendor Continued Check	03/12/2025	0.00
242500618	ESD 112	03/12/2025	58,879.56
242500619	FOLLETT CONTENT SOLUTIONS, LLC	03/12/2025	223.28
242500620	Garrison, Amy Jo E	03/12/2025	251.84
242500621	GB Manchester, Inc.	03/12/2025	871.00
242500622	Hernandez, Kristen C	03/12/2025	114.40
242500623	Hyland, Meredith	03/12/2025	950.00
242500624	IMAGINEERING, INC.	03/12/2025	3,665.84
242500625	JW PEPPER & SON, INC.	03/12/2025	85.32
242500626	KING COUNTY DIRECTORS ASSOCIAT	03/12/2025	1,665.17
242500627	Mellin, Christa M	03/12/2025	119.25
242500628	Ortner, Debora S	03/12/2025	809.98
242500629	PACIFIC OFFICE AUTOMATION, INC	03/12/2025	1,791.24
242500630	Parsons, Alix D	03/12/2025	434.40
242500631	Poppert, Christine J	03/12/2025	79.03
242500632	REVOLVING FUND	03/12/2025	2,020.40
242500633	Rice, Scott T	03/12/2025	139.00
242500634	Roth, Jubilee Grace	03/12/2025	156.38
242500635	Shaffer, Amanda L	03/12/2025	124.79
242500636	Stalcup, Morning Ann	03/12/2025	184.78

Check Nbr	Vendor Name	Check Date	Check Amount
242500637	Stamp, Elizabeth Venus	03/12/2025	119.25
242500638	Thornton, Amanda G	03/12/2025	390.64
242500639	Vendor Continued Check	03/12/2025	0.00
242500640	TLC Behavioral Consulting and	03/12/2025	42,421.99
242500641	Upton, Kerri A	03/12/2025	25.00
242500642	VERIZON WIRELESS	03/12/2025	152.34
242500643	Verpoorten, Jessica Marie	03/12/2025	119.25
242500644	Vogel, Holly S	03/12/2025	281.26
242500645	WALTER E. NELSON CO.	03/12/2025	5,054.23
242500646	Whetsell, Bobbe Jane	03/12/2025	1,233.11
242500647	Whitton, Matthew P	03/12/2025	12.42
242500648	WOODLAND AUTO SUPPLY, INC	03/12/2025	82.40
242500649	AMAZON.COM SERVICES, INC.	03/12/2025	857.94
242500650	McCain, Andrea	03/12/2025	397.68

47	ACH	Check(s) For a Total of	247,729.92
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	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	47	ACH	Checks For a Total of	247,729.92
	0	Computer	Checks For a Total of	0.00
Total For	47	Manual, Wire Tran, ACH & Computer Checks		247,729.92
Less	0	Voided	Checks For a Total of	0.00
		Net Amount		247,729.92

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 March 11, 2025, the board, by a _____ vote, approves payments, totaling \$25,865.50. The payments are further identified in this document.

Total by Payment Type for Cash Account, SEA 1ST:
Warrant Numbers 3073 through 3075, totaling \$25,865.50

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

Check Nbr	Vendor Name	Check Date	Check Amount
3073	COLUMBIA WEST ENGINEERING INC.	02/26/2025	1,000.00
3074	NUTTER CORPORATION	02/26/2025	16,600.50
3075	Soil and Water Technologies, I	02/26/2025	8,265.00

3	Computer	Check(s) For a Total of	25,865.50
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	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	3	Computer	Checks For a Total of	25,865.50
Total For	3	Manual, Wire Tran, ACH & Computer	Checks	25,865.50
Less	0	Voided	Checks For a Total of	0.00
		Net Amount		25,865.50

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 March 11, 2025, the board, by a _____ vote, approves payments, totaling \$29,665.51. The payments are further identified in this document.

Total by Payment Type for Cash Account, SEA 1ST:
Warrant Numbers 3076 through 3078, totaling \$29,665.51

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

Check Nbr	Vendor Name	Check Date	Check Amount
3076	ANCHOR CONCRETE, INC	03/12/2025	4,680.51
3077	R&C MANAGEMENT GROUP LLC	03/12/2025	24,355.00
3078	System Commissioning Consultan	03/12/2025	630.00

3	Computer	Check(s) For a Total of	29,665.51
---	----------	-------------------------	-----------

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	3	Computer	Checks For a Total of	29,665.51
Total For	3	Manual, Wire Tran, ACH & Computer	Checks	29,665.51
Less	0	Voided	Checks For a Total of	0.00
		Net Amount		29,665.51

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 March 11, 2025, the board, by a _____ vote, approves payments, totaling \$156,449.31. The payments are further identified in this document.

Total by Payment Type for Cash Account, VENDOR ACH PAYMENTS:
ACH Numbers 242500552 through 242500601, totaling \$156,449.31

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

Check Nbr	Vendor Name	Check Date	Check Amount
242500552	Allen, Donna Sophia	02/26/2025	500.00
242500553	Vendor Continued Check	02/26/2025	0.00
242500554	Vendor Continued Check	02/26/2025	0.00
242500555	Vendor Continued Check	02/26/2025	0.00
242500556	Vendor Continued Check	02/26/2025	0.00
242500557	Vendor Continued Check	02/26/2025	0.00
242500558	AMAZON.COM SERVICES, INC.	02/26/2025	4,886.78
242500559	AMERICAN BUILDING MAINTENANCE,	02/26/2025	8,851.12
242500560	B&H PHOTO VIDEO	02/26/2025	81.09
242500561	Barbouletos, Kippi Ann	02/26/2025	33.92
242500562	Bennett, Jay Marcus	02/26/2025	52.29
242500563	BLICK ART MATERIALS	02/26/2025	367.04
242500564	CHARTWELLS INC	02/26/2025	1,627.35
242500565	COLUMBIA LANGUAGE SERVICES INC	02/26/2025	469.05
242500566	Eastham, Sara Marie	02/26/2025	111.53
242500567	Freedman, Tyler E	02/26/2025	1,646.36
242500568	Fuller, Rachel J	02/26/2025	16.64
242500569	GRANITE TELECOMMUNICATIONS, LL	02/26/2025	2,675.15
242500570	Graves, Todd	02/26/2025	50.73
242500571	GREAT MINDS PBC	02/26/2025	7,000.00
242500572	Hagensen, Scott	02/26/2025	193.14
242500573	Hart, Sally A	02/26/2025	100.00
242500574	Huver, Avery E	02/26/2025	364.78
242500575	Jequinto, Joannie I	02/26/2025	71.75
242500576	JO LINDEN, LLC	02/26/2025	875.00
242500577	Jones, Shanel P	02/26/2025	211.48
242500578	KING COUNTY DIRECTORS ASSOCIAT	02/26/2025	748.36
242500579	LIONBRIDGE TECHNOLOGIES, INC.	02/26/2025	237.24
242500580	LSW ARCHITECTS, P.C.	02/26/2025	9,125.00
242500581	McDonald, Jody L	02/26/2025	40.86
242500582	Olennikov, Katherine M	02/26/2025	74.34
242500583	PART WORKS INC	02/26/2025	396.42
242500584	PORT OF RIDGEFIELD	02/26/2025	9,848.63

Check Nbr	Vendor Name	Check Date	Check Amount
242500585	PPC SOLUTIONS, INC.	02/26/2025	17,403.75
242500586	RAPTOR TECHNOLOGIES, LLC	02/26/2025	3,265.00
242500587	Rice, Kelsi D	02/26/2025	210.98
242500588	Rice, Tonia Jane	02/26/2025	49.56
242500589	Rinard, Steven Joel	02/26/2025	550.00
242500590	Ryan, Stephanie M	02/26/2025	84.49
242500591	Savage, Kerry Elizabeth	02/26/2025	18.00
242500592	Taylor, Danielle Lee	02/26/2025	183.97
242500593	Tornow, Chase C	02/26/2025	48.30
242500594	UNITED FIRE HEALTH & SAFETY	02/26/2025	1,892.51
242500595	WALTER E. NELSON CO.	02/26/2025	3,228.21
242500596	WOODLAND SCHOOL DISTRICT #404	02/26/2025	4,079.16
242500597	LSW ARCHITECTS, P.C.	02/26/2025	73,687.97
242500598	AMAZON.COM SERVICES, INC.	02/26/2025	20.65
242500599	B&H PHOTO VIDEO	02/26/2025	704.35
242500600	Scott, Audrey	02/26/2025	34.78
242500601	TURSI'S	02/26/2025	331.58

50 ACH

Check(s) For a Total of

156,449.31

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	50	ACH	Checks For a Total of	156,449.31
	0	Computer	Checks For a Total of	0.00
Total For	50	Manual, Wire Tran, ACH & Computer Checks		156,449.31
Less	0	Voided	Checks For a Total of	0.00
		Net Amount		156,449.31



Board Agenda Item

Agenda Item Number:

V. A-F

Meeting Date:

03/11/2025

Item:

Superintendents Report

Submitted By:

Dr. Jenny Rodriquez, Superintendent

Will Be Presented By:

Dr. Jenny Rodriquez, Superintendent

- A. RHS Student Leadership Update – Mikayla Nix
- B. Student of the Month - March
 - 1. Wisdom Ridge Academy - Audrey Reid
 - 2. Early Learning Center - Lanoa Kalwe
 - 3. South Ridge Elementary School - Meli Trujillo
 - 4. Union Ridge Elementary School - Paisley Zornado
 - 5. Sunset Ridge Intermediate School - Cesar Chavez Lopez
 - 6. View Ridge Middle School - Faizal Mumuni
 - 7. Ridgefield High School - Noah Stromberg
- C. Employee of the Month - March
 - 1. Staci Andrew - Chartwells / Union Ridge Elementary School
 - 2. Shelle House - Ridgefield High School
- D. National Merit Scholarship Program Finalist - Mahnoor Siddiqua
- E. Ridgefield Family Resource Center Volunteer Retiree - Margie Stoner
- F. Superintendent Updates

Approve	Disapprove	Table	No Action Required
			XXX

Department Head:

Superintendent:



Board Agenda Item

Agenda Item Number: VI.

Meeting Date:	03/11/2025
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Item:	Board Communication
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Submitted By:

Will Be Presented By:

Approve	Disapprove	Table	No Action Required
			xxx

Department Head: _____ Superintendent: _____



Board Agenda Item

Agenda Item Number: VII.

Meeting Date: 03/11/2025

Item: Public Comment

Submitted By: Dr. Jenny Rodriquez, Superintendent

Will Be Presented By: Dr. Jenny Rodriquez, Superintendent

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

Approve	Disapprove	Table	No Action Required
			XXX

Department Head: _____

Superintendent: _____



Board Agenda Item

Agenda Item Number: VIII.

Meeting Date: 3/11/2025

Item: There is no old business

Submitted By:

Will Be Presented By:

There is no old business

Recommended Action:

Approve	Disapprove	Table	No Action Required
			XXX

Department Head:

Superintendent:



Board Agenda Item

Agenda Item Number:

IX. A

Meeting Date:

03/11/2025

Item:

Approve District Calendar for the 2025-2026 School Year

Submitted By:

Dr. Jenny Rodriquez, Superintendent

Will Be Presented By:

Dr. Jenny Rodriquez, Superintendent

A. Approve District Calendar for the 2025-2026 School Year

Recommended Action:

Approve	Disapprove	Table	No Action Required
XXX			

Department Head:

Superintendent:



MEMORANDUM

TO: Ridgefield School District Board of Directors
FROM: Dr. Jenny Rodriguez Superintendent
SUBJECT: District Calendar for the 2025-2026 School Year
DATE: March 11, 2025
TYPE: **Action**

Background:

As per Board Policy No. 2220, the Board of Directors must approve a calendar for the upcoming school year by June 1st. The proposed calendar for the 2025-2026 school year was developed with input from a staff and family survey, and feedback from Principals, REA leadership, and RCA leadership. Important dates include:

- Kindergarten: Beginning of Year Assessments - August 18-20, 2025; Family Conferences August 27-29, 2025; 1st regular day of school - September 2, 2025
- First Day of School: 1st-12th Grades - August 27, 2025
- Fall Break: November 26-28, 2025
- Winter Break: December 22, 2025-January 2, 2026
- Spring Break: April 6-10, 2026 (*Aligned to surrounding districts*)
- Last Day of School: June 17, 2026

We are continuing our late start Wednesdays for Professional Learning Communities work at all campuses. ALL Wednesday will begin at the 1-hour late start time, including the first and last day of school.

Recommendation:

It is recommended that the Board approve the proposed calendar for the 2025-2026 school year.



Ridgefield School District 2025-2026 School Instructional Calendar (K-12)

AUGUST 2025						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	<21>	<22>	23
24	<25>	<26>	[27]	28	29	30
31						
SEPTEMBER 2025						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
OCTOBER 2025						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	<10>	11
12	<13>	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
NOVEMBER 2025						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25^	26	27	28	29
30						
DECEMBER 2025						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
JANUARY 2026						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	<30>	31

August 2025	
18-20	Kindergarten Assessments & Placements
21	No School - District In-Service Day - Convocation
22, 25-26	No School - State In-Service Days
27	First Day of School (Regular Late Start Wednesday)
27-29	Kinder Conferences - 1st Day of School: 9/2/25
September 2025	
1	No School - Labor Day
October 2025	
10	No School - Staff Professional Learning (AM)
13	No School - Staff Professional Learning (AM)
27-28	Early Release K-8 Conferences
29-31	Early Release K-6 Conferences
November 2025	
11	No School - Veterans Day
25	Early Release K-6 - End of Trimester 1
26-28	No School - Fall Break
December 2025	
22-31	No School - Winter Break
January 2026	
1-2	No School - Winter Break
19	No School - MLK Day
22-23	Early Release 9-12 - Finals Schedule
23	End of Semester 1
30	No School - Staff Professional Learning (AM)
February 2026	
13	No School / Snow Make-up Day #1
16	No School - Presidents' Day
27	No School - Staff Professional Learning (AM)
March 2026	
13	Early Release K-6 - End of Trimester 2
27	No School - Staff Professional Learning (AM)
April 2026	
6-10	No School - Spring Break
24	No School - Staff Professional Learning (AM)
May 2026	
25	No School - Memorial Day
29	No School - Snow Make-up Day #2
June 2026	
12	RHS/WRA Graduation
16-17	Early Release 9-12 - Finals Schedule
17	Last Day of School - Early Release All Grades
17	End of Trimester 3 / End of Semester 2
18	No School - Snow Make-up Day #3
19	No School - Juneteenth Emancipation Day
July 2026	
3	Offices Closed - Independence Day

FEBRUARY 2026						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13\$	14
15	16	17	18	19	20	21
22	23	24	25	26	<27>	28
March 2026						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13^	14
15	16	17	18	19	20	21
22	23	24	25	26	<27>	28
29	30	31				
April 2026						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	<24>	25
26	27	28	29	30		
May 2026						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29\$	30
31						
June 2026						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	[17]	18\$	19	20
21	22	23	24	25	26	27
28	29	30				
July 2026						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

	Holidays & Breaks
^	K-6 End of Tri., Early Release
*	K-6 Conferences, Early Release
**	K-8 Conferences, Early Release
***	RHS, Early Release (Finals)
\$	Snow Make-Up Day
< >	No School, Staff In-Service
< >	No School, 1/2-day In-Service
[]	1st / Last Day of School

Regular School Hours:	
URES/SRES, 9:05-3:35; SRIS/VRMS/WRA, 8:00-2:30; RHS, 7:55-2:40	
EVERY Wednesday - 1-Hour Late Start for PLTs:	
URES/SRES, 10:05 a.m.; SRIS/VRMS/WRA, 9:00 a.m.; RHS, 8:55 a.m.	
Early Release Times:	
URES/SRES (K-4th), 12:35 p.m.; SRIS/VRMS (5th-8th), 11:30 a.m.;	
RHS (9th-12th), 1:00 p.m. (Finals Schedule)	
Meals served on all school days, including early release days.	

K-6th Trimesters:		
T1	Aug. 27-Nov. 25	61 Days
T2	Dec. 1-Mar. 13	60 Days
T3	Mar. 16-June 17	59 Days
7th-12th Semesters:		
S1	Aug. 27-Jan. 23	90 Days
S2	Jan. 26-June 17	90 Days



Board Agenda Item

Agenda Item Number:

IX. B

Meeting Date:

03/11/2025

Item:

Approve Resolution No. 2024-2025-008 Resolution of Racial Balance

Submitted By:

Dr. Jenny Rodriquez, Superintendent

Will Be Presented By:

Dr. Jenny Rodriquez, Superintendent

B. Approve Resolution No. 2024-2025-008 Resolution of Racial Balance

Recommended Action:

Approve	Disapprove	Table	No Action Required
XXX			

Department Head:

Superintendent:



MEMORANDUM

TO: Ridgefield School District Board of Directors
FROM: Dr. Jenny Rodriguez Superintendent
SUBJECT: Resolution No. 2024-2025-008 Racial Balance
DATE: March 11, 2025
TYPE: **Action**

Background:

As part of the School Construction Assistance Program (SCAP) D-form process, in order to receive state funds, the Board must pass this resolution stating there is not currently a racial imbalance among the elementary schools in Ridgefield, and the construction of a new school will not create a racial imbalance.

Recommendation:

It is recommended that the Board approve Resolution No. 2024-2025-008 Resolution of Racial Balance.

RIDGEFIELD SCHOOL DISTRICT 122
BOARD OF DIRECTORS
RESOLUTION NO. 2024-2025-008
Resolution of Racial Balance

A Resolution of the Board of Directors certifying the Ridgefield School District's New Elementary School #3 Project will not create or aggravate, racial imbalance in enrollment.

WHEREAS, racial imbalance, as defined in WAC 392-342-025 does not presently exist at Ridgefield School District; and

WHEREAS, Ridgefield School District attendance policies will not be revised or changed as a result of the New Elementary #3 School project;

THEREFORE, BE IT RESOLVED that the planned New Elementary #3 School project will not create or aggravate racial imbalance with the boundaries of Ridgefield School District.

APPROVED by the Board of Directors of the Ridgefield School District No. 122, Clark County, Washington, at an open public meeting thereof held this 11th day of March 2025.

Attest:

RIDGEFIELD SCHOOL DISTRICT NO.122
BOARD OF DIRECTORS

Dr. Jenny Rodriguez, Superintendent

Brett Jones, President
Director District 3

Amber Baker, Vice President
Director District 2

Amanda Ronstadt
Director District 1

Donna Farnsworth
Director District 4

Jake Bredstrand
Director District 5



Board Agenda Item

Agenda Item Number: IX. C

Meeting Date: 03/11/2025

Item: Approve Resolution No. 2024-2025-009 Approval of Educational Specifications – New Elementary School

Submitted By: Dr. Jenny Rodriquez, Superintendent

Will Be Presented By: Dr. Jenny Rodriquez, Superintendent

C. Approve Resolution No. 2024-2025-009 Approval of Educational Specifications - New Elementary School

Recommended Action:

Approve	Disapprove	Table	No Action Required
XXX			

Department Head:

Superintendent:



MEMORANDUM

TO: Ridgefield School District Board of Directors
FROM: Dr. Jenny Rodriguez Superintendent
SUBJECT: Resolution No. 2024-2025-009 Approval of Educational Specifications – New Elementary School #3
DATE: March 11, 2025
TYPE: **Action**

Background:

As part of the School Construction Assistance Program (SCAP) D-form process, in order to receive state funds, the Board must pass this resolution approving the educational specifications of the new elementary school. These specifications were originally drafted in 2018. For time and cost efficiency, LSW developed an addendum addressing design updates and changes due to reduction of square footage, updated code requirements, and a simplified design. In addition, the District is in the process of creating an updated District Strategic Plan, as well as an updated Capital Facilities Plan, both of which will be finalized by the end of 2026.

Recommendation:

It is recommended that the Board approve Resolution No. 2024-2025-009 Approval of Educational Specifications – New Elementary School #3.

RIDGEFIELD SCHOOL DISTRICT 122
BOARD OF DIRECTORS
RESOLUTION NO. 2024-2025-009

Approval of Educational Specifications – New Elementary School #3

WHEREAS, Educational Specifications, as defined in WAC 392-342-015, and

WHEREAS, the purpose of the educational specifications is to define and communicate to the architect/engineer the district's goals and requirements for what a given facility should be to accommodate their program. The educational specifications should reflect the needs, goals, and objectives as defined in the Study and Survey;

THEREFORE, BE IT RESOLVED that the Ridgefield School District Board of Directors approves the Educational Specifications for the New Elementary #3 School Project and intends to comply with the requirements defined in the WAC 392-342-015.

APPROVED by the Board of Directors of the Ridgefield School District No. 122, Clark County, Washington, at an open public meeting thereof held this 11th day of March 2025.

Attest:

RIDGEFIELD SCHOOL DISTRICT NO.122
BOARD OF DIRECTORS

Dr. Jenny Rodriquez, Superintendent

Brett Jones, President
Director District 3

Amber Baker, Vice President
Director District 2

Amanda Ronstadt
Director District 1

Donna Farnsworth
Director District 4

Jake Bredstrand
Director District 5



610 Esther Street, Suite 200
Vancouver, WA 98660

360-694-8571

LSWARCHITECTS.COM

March 03, 2025

**Summary of Project Changes to the New Elementary School
/ Based on the New Elementary Education Specifications dated December 12, 2018**

Jenny Rodriguez
Superintendent
Ridgefield Public Schools
2724 S. Hillhurst Road
Ridgefield, WA 98642

RE: Ridgefield School District, New Elementary Educational Specification, LSW Architects
- Originally dated December 12, 2018
- See document attached:

The intent of this memo is to summarize any substantial changes to the New Ridgefield Elementary School project since the original Educational Specifications were submitted for approval.

Executive Summary:

1. Capital Facilities Plan

- Ed-Spec document remains as-is. The revised elementary school design has been developed based on the program standard, facility needs, and recommendations from the original capital facilities plan.

2. Pursuing Premiere

- Ed-Spec document remains as-is.

3. Type and Extent of New and/or Modernizations Required

- Ed-Spec document remains as-is.

4. Project Givens and Site Analysis

- **Phased Construction During School Operation**

Summary of Design Changes: The current scope of the project pertains only to Phase 1, which involves the construction of a new elementary school on a 27.36-acre property located at 7025 N 10th Street, Ridgefield, WA 98642.

Key updates to the project include:

- **Building Size:** The design has been revised to a 67,158 square foot new school, which will serve grades K-4.
- **The elementary school project** is located on a new, stand-alone site and will not impact the district's current school operations.
- **Site Changes:** The originally proposed turf field has been removed and replaced with a new grass play field, following feedback from the community.
- **Regulatory Requirements:** Street frontage improvements along 10th Street will still be necessary, along with road upgrades to accommodate school buses.

- **Early Site Work:** The current site/civil design package is based on as-built drawings from the earlier site work project, which included grading, installation of main storm and sewer lines, the concrete treated building base, and a stockpile of fill material. This work was completed in February 2022.
- **Project Timeline:** The new elementary school is scheduled to be completed and ready for occupancy by July 2026.
- **Site Evaluation and Design Response**
The current, revised school design has been developed to align with the original proposed site evaluation and design guidelines.

5. General Design Considerations

- **Primary Considerations Influencing Building Design**
All the original design considerations have been used to develop the revised school design.
- **Key Influencing Factors**
All the original key influencing factors have been met with the revised school design.

6. Programing

Summary of Design Changes: The school will consist of 67,158 square feet of new construction of both one- and two-story facilities.

The program consists of:

- 26 Classrooms
- Music Room
- Art Room
- Revised Media Center
- Revised Elementary scale Gymnasium.
- Revised Life Skills suite
- Removed the original co-op and collaboration spaces originally located in the classroom wings.
- The revised school is designed using prototypical elements to build familiarity between all three district elementary schools.

See attached Revised Program_03032025 to reflect current design.

7. Functional Program Schedule

Functions include: - **See Attached Revised Functional Program Schedules_03032025**

- Administration: **See revised Function Program.**
- Special Education/Life Skills Classrooms: **See revised Function Program.**
- Commons: Remains as-is.
- Kitchen: Remains as-is.
- Gymnasium: **See revised Function Program.**
- Kindergarten Classrooms: **See revised Function Program.**
- General Ed Classrooms: **See revised Function Program.**
- Co-op Spaces: **Spaces removed per district direction.**
- Collab Rooms: **Spaces removed per district direction.**
- Music Classroom: Remains as-is.
- Art Classroom: **See revised Function Program.**
- Media Center: **See revised Function Program.**
- Staff Workroom: **See revised Function Program.**
- Staff Lounge: Remains as-is.
- Custodial and Janitorial Services: Remains as-is.
- Mechanical Rooms: Remains as-is.
- Electrical Rooms: Remains as-is.
- MDF / IDF Rooms: Remains as-is.

- Restrooms: **See revised Function Program.**

8. WSSP Score Card, Resource and Energy Conservation

Summary of Design Changes: The district has coordinated with OSPI that the project can proceed to move forward using the WSSP Scorecard submitted by Nathan McCann, Dated 2.11.20. – **see attached Copy of 2018WSSP-Scorecard_021120**

9. Maintenance and Operation

Ed-Spec document remains as-is. The revised school design has been developed to meet the listed maintenance and operational goals and requirements.

10. Technology and Communication Systems

Ed-Spec document remains as-is. The revised school design has been developed to meet the listed technology and communication requirements for the following categories:

- Classroom Configurations
- Offices and Administrative Spaces
- Special Purpose Spaces
- Fire Alarm Control Panel
- Elevator Equipment Room
- Backbone Cable Requirements
- Horizontal/Station Cable

11. Schematic Design

The current Educational Specifications are based on outdated schematic design-level drawings. However, the attached floor plans reflect the revised design that has been updated to align with the current project requirements. The project is in its final stages of development and is preparing for permit-ready drawings, which are scheduled to be submitted by March 10, 2025.

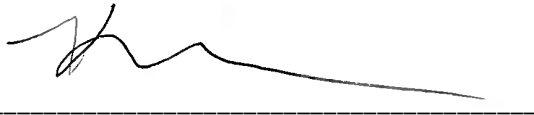
12. Character Renderings

The current Educational Specifications feature outdated schematic-level character renderings. At present, the district has not requested LSW Architects to create new, presentation-level character renderings that reflect the recent design revisions.

13. Appendix

See Section 7 above and attached Revised Functional Program Schedules_03032025

Sincerely,



Kristina Walsh-Daarud, AIA
Associate Principal
LSW Architects

Attachments:

1. Revised Program_03032025
2. Revised Functional Program Schedules_03032025
3. Copy of 2018WSSP-Scorecard_021120
4. Overall Floor Plans 03032025
5. Copy of Ed Spec_Dated 012118

1. Revised Program_03032025

RSD NEW E.S.

LSW ARCHITECTS, P.C.

Revised Current Design 3/3/2025

PROGRAM AREAS	QTY	TOTAL EA	PROPOSED	TOTAL AREA	NOTES
ADMINISTRATION / SUPPORT					
Reception/Secretary/Attend	1	583	583		Rec/Sec = Combined
Secretary	0	0	0		
Principal	1	182	182		
Assoc. Principal	1	156	156		
Health	1	189	189		Health/Nurse = Combined
Nurse	0	0	0		
Conference Room	1	144	144		
Staff Lounge	1	290	290		
Volunteer Room	1	157	157		
FCRC / Community Use	0	0	0		Removed per District, Office could be used in future
Calm Room (Student)	1	75	75		
Staff Work Room	0	0	0		Removed per District
Work Room	1	327	327		
Music Office	0	0	0		
P.E. Office/Storage	1	207	207		
Counseling	2	140	280		
Media Office	0	0	0		Included in Media Center
Psych	1	138	138		
Instructional Coach	0	0	0		Removed per District
Conference Room / Itin. Office	0	0	0		Removed per District
Admin Storage	1	119	119		
Office	1	143	143		
SLP Office	1	135	135		
Itinerant Office	0	0	0		
O.T. / P.T.	1	191	191		
Life Skills Room	1	740	740		
Behavioral	1	687	687		
Sensory Room	1	180	180		
De-Escalation	1	77	77		
Life Skills RR w/ Laundry	1	130	130		
Behavioral RR	1	65	65		
Sensory Room	1	180	180		
Intervention	1	440	440		
Special Ed Shared Office	0	0	0		
Kitchen Office / Laundry	0	76	76		
Other - Contingency	0	0	0		
				5,553	
CORE AREAS					
Music Classroom/Platform	0	0	0		Deleted per CFAC
Commons	1	3,838	3,838		275 seating capacity, small platform
Gymnasium	1	4,993	4,993		Revised per District, = Non-standard court size = reduced sf

Gym Storage - Before & After School	1	198	198		
Library	1	2,248	2,248		Revised per District Includes Office Area
Library Work Room	1	328	328		Revised per District
Book Room	1	72	72		Revised per District
Tech Room	1	117	117		Located in Admin
Co-Op	0	0	0		Deleted per District
Small Group	1	180	180		Revised per District
Food Education Lab (student space)	0	0	0		Deleted per CFAC
Music Classroom - Dedicated	1	1,026	1,026		Includes Music Stor
Collaboration Spaces	0	0	0		Deleted per District
E.S.L.	0	0	0		Deleted per District, but Intervention / Small Group spaces can be used
Book Room	0	0	0		Deleted, have one in the program already.
				12,672	
<u>SERVICE AREAS</u>					
Storage	2	126	252		Kindergarten Wing C LVL 1
R.R. (Single)	1	86	86		Admin
R.R. (Single)	1	86	86		Admin
Storage	2	90	180		Classroom Wing D LVL 1
Custodian	1	90	90		Near Lobby
Serving Area	1	0	0		Included in Kitchen
Scullery	1	0	0		Included in Kitchen
Kitchen	1	1,051	1,051		
R.R.	1	61	61		
Dry Storage	1	109	109		
Girls R.R.	1	221	221		Lobby
Boys R.R.	1	231	231		Lobby
Unisex	1	70	70		Lobby
Unisex	1	66	66		Kindergarten Wing
Storage	2	125	250		Classroom Wing C LVL 2
Storage	2	125	250		Classroom Wing D LVL 2
Media Center Storage	0	0	0		Removed/Core Team
MDF	1	118	118		
IDF	2	93	186		
Girls R.R.	1	137	137		Sector D LVL 1
Boys R.R.	1	137	137		Sector D LVL 1
Elevator Mechanical	1	80	80		
Janitor	1	70	70		
Girls R.R.	1	137	137		Sector C LVL 2
Boys R.R.	1	200	200		Sector C LVL 2
Girls R.R.	1	137	137		Sector D LVL 2
Boys R.R.	1	137	137		Sector D LVL 2
Janitor	1	80	80		
Unisex	2	68	136		Sector A, C & D LVL 2
				4,558	
					64 of 217

<u>COVERED OUTDOOR PLAY</u>					
Covered Play Area	1	3,200	3,200		
				3,200	
<u>CLASSROOMS</u>					
Kindergarten Classroom	6	900	5,400		
R.R.	6	60	360		
Storage	6	60	360		
Art Classroom	1	1091	1,091		Includes Storage & Kiln
Classroom	20	860	17,200		
				24,411	
Total Assignable Area				50,394	
Non Assignable SF				20,043	
Total Gross Area				70,437	Includes 3,200 sf covered play (67,237 sf without)

2. Revised Functional Program Schedules_03032025

13. APPENDIX **(Note: Highlighted & Bolded items have been updated for the current design.)**

SECTOR A: RSD NEW ELEMENTARY SCHOOL (LEVEL 1)

FUNCTION:	ADMINISTRATION
Planned Use:	Administrative and student services.
Type of Instruction:	Support services.
No. of spaces and square footage:	Reception / secretary, principal office, associate principal office, (2) counselor offices, conference room, tech office, health office, psychologist office, volunteer space, calm room, family resource center misc. office and tech office: Approximately 4,300 s.f.
Number of Students Served:	550 students total.
Staffing:	9-10 staff.
Associated Adjacencies:	Controlled school entry vestibule and reception.
Support Spaces:	Storage rooms and restrooms.
Special Requirements:	School entry / exit security, and public access.
Finishes:	
Ceiling:	Acoustical ceiling tiles and gypsum wallboard soffits – painted.
Floor:	Carpet and rubber base.
Walls:	Gypsum wallboard – painted.
Hours of Use:	
Office Hours:	8:30am – 4:30pm
Furnishings:	Built-in lower/upper casework and standard office furniture.
HVAC Requirements:	Packaged roof top unit provides air to VAV reheat boxes for main spaces and fan powered terminal units for support spaces. Roof top unit also serves Life Skills classrooms
Lighting Requirements:	Natural daylighting, auto dimming LED pendant mounted linear fixtures, and recessed LED troffer fixtures
Technology and Communication:	See Section 9 Technology and Communication Systems.

SECTOR A: RSD NEW ELEMENTARY SCHOOL (LEVEL 1)

FUNCTION:	SPECIALTY EDUCATION/LIFE SKILLS CLASSROOMS
Planned Use:	Specialty instruction.
Type of Instruction:	Individual, small group, hands-on and tactile instruction and independent study.
No. of spaces and square footage:	(1) Life Skills room: Approximately 740 s.f. (1) Life Skills Sensory room: Approximately 180 s.f. (1) Life Skills Occupational/Physical Therapy room: Approximately 191 s.f. (1) Behavioral: Approximately 687 s.f. (1) De-Escalation: Approximately 77 s.f.
Number of Students Served:	10-15 students.
Staffing:	2-3 staff.
Associated Adjacencies:	Main building circulation. Administration.
Support Spaces:	Speech-Language Pathologist (SLP), laundry, and two restroom.
Special Requirements:	Changing table, shower, kitchenette without stove, reverberation and sound attenuation, laundry, adaptable lighting and 4-point ceiling suspension points.
Finishes:	
Ceiling:	Acoustical ceiling tiles and gypsum wallboard soffits – painted.
Floor:	Carpet and rubber base.
Walls:	Gypsum wallboard – painted and acoustical panels.
Hours of Use:	
Students:	9:05am – 3:35 pm
Staff:	8:30am – 4:30pm
Special:	Parent teacher conferences and “back to school” nights.
Furnishings:	Standard student tables and chairs and specialty equipment.
HVAC Requirements:	Packaged roof top unit provides air to VAV reheat boxes for main classroom and fan powered terminal units for support spaces Roof top unit also serves Administration
Lighting Requirements:	Natural daylighting and manual and auto dimming LED pendant mounted linear fixtures.
Technology and Communication:	See Section 9 Technology and Communication Systems.

SECTOR B: RSD NEW ELEMENTARY SCHOOL (LEVEL 1)

FUNCTION:	COMMONS
Planned Use:	Interior dining and assembly.
Type of Instruction:	None.
No. of spaces and square footage:	Approximately 3,800 s.f.
Number of Students Served:	550 students.
Staffing:	1-4 per lunch break.
Associated Adjacencies:	Main building circulation, food service, restrooms, janitorial services, and exterior play.
Support Spaces:	food service, restrooms, storage, janitorial services and multiple exits.
Special Requirements:	Hard surface floor.
Finishes:	
Ceiling:	Exposed wood framing with acoustical metal decking-painted.
Floor:	Interior: Sealed concrete (stained and polished) and rubber base.
Walls:	Sealed structural CMU, Gypsum wallboard soffits and accents – painted, hollow metal relites/doors and aluminum storefront windows/doors.
Hours of Use:	
Students and Staff:	9:05am – 3:35 pm
Special:	After school study, secure student waiting, club and sports meetings and as required for community scheduled events.
Furnishings:	Varied styles of collapsible tables, movable tables and stackable chairs.
HVAC Requirements:	Dedicated, single zone roof top air handling unit serves Commons space.
Lighting Requirements:	Natural daylighting and high bay LED fixtures.
Technology and Communication:	See Section 9 Technology and Communication Systems.

SECTOR B: RSD NEW ELEMENTARY SCHOOL (LEVEL 1)

FUNCTION:	KITCHEN
Planned Use:	Food preparation and storage, scullery and dry storage.
Type of Instruction:	None.
No. of spaces and square footage:	Kitchen: includes Scullery and Walk-In combo unit: Approximately 1,060 s.f. Dry storage: Approximately 110 s.f. Kitchen office: Approximately 80 s.f. Restroom: Approximately 60 s.f.
Number of Students Served:	550 students.
Staffing:	3
Associated Adjacencies:	Commons, exterior delivery and waste enclosure.
Support Spaces:	Kitchen office, laundry, and dedicated toilet.
Special Requirements:	Walk-in refrigerator and freezer, type I grease hood, type II vapor hood, screen door, grease interceptor and gas.
Finishes:	
Ceiling:	Acoustical ceiling tile w/ anti-microbial/water resistant surface
Floor:	Vinyl safety floor and cove base.
Walls:	Sealed structural CMU, Gypsum wallboard – painted and stainless steel and fiberglass reinforced panel wainscoting.
Hours of Use:	
Staff:	8:30am – 4:30pm
Furnishings:	Custom stainless-steel preparation, serving and wash tops integral with sinks and kitchen equipment. Custom stainless-steel shelves, racks and storage units.
HVAC Requirements:	Dedicated make-up air unit and ventilation.
Lighting Requirements:	Natural daylighting and recessed troffer LED fixtures.
Technology and Communication:	See Section 9 Technology and Communication Systems

SECTOR B: RSD NEW ELEMENTARY SCHOOL (LEVEL 1)

-SHARED CURRICULUM SPACE

FUNCTION:	GYMNASIUM
Planned Use:	Physical Education, team sports, wrestling, school assemblies and scheduled community events.
Type of Instruction:	Team instruction.
No. of spaces and square footage:	Gymnasium: Approximately 4,993 s.f.
Number of Students Served:	Up to two classes of 25 students each.
Staffing:	1 per class.
Associated Adjacencies:	Main building circulation, storage, restrooms, janitorial services, and exterior play.
Support Spaces:	PE Office / Storage Room
Special Requirements:	High ceilings, high capacity exiting, acoustical wall treatment, impact resistant materials, misc. equipment and fixtures and crash padding.
Finishes:	
Ceiling:	Open to structure with acoustical metal decking – painted.
Floor:	Resilient Athletic Flooring
Walls:	Sealed Structural CMU
Hours of Use:	
Students:	9:05am – 3:35 pm
Staff:	8:30am – 4:30pm
Special:	After school team sports as required and community events as scheduled.
Furnishings:	N/A
HVAC Requirements:	Dedicated, single zone roof top air handling unit serves Gymnasium space.
Lighting Requirements:	Natural daylighting and high bay LED fixtures.
Technology and Communication:	See Section 9 Technology and Communication Systems.

SECTOR C: RSD NEW ELEMENTARY SCHOOL (LEVEL 1)

FUNCTION:	KINDERGARTEN CLASSROOMS
Planned Use:	Classroom instruction.
Type of Instruction:	Lecture, team, group instruction and individual study.
No. of spaces and square footage:	(6) Kindergarten Classrooms: Approximately 900 s.f. each
Number of Students Served:	Up to 25 students per classroom.
Staffing:	1 per classroom.
Associated Adjacencies:	Restroom, storage, access to outdoor play and main building circulation.
Support Spaces:	IDF, restroom, storage, staff workroom
Special Requirements:	Unisex restroom and storage in each classroom, prep space, Network access and display, sound attenuation, security, built-in casework, storage/book area & pin-up space.
Finishes:	
Ceiling:	Acoustical ceiling tiles.
Floor:	Carpet, resilient flooring and rubber base.
Walls:	Gypsum wallboard – painted.
Hours of Use:	
Students:	9:05am – 3:35 pm
Staff:	8:30am – 4:30pm
Special:	Parent teacher conferences and “back to school” nights.
Furnishings:	Standard student tables and chairs and built-in casework.
HVAC Requirements:	Fan coils are provided in the corridors to serve the classrooms and are served by a central roof-top Ventilation system (DOAS)
Lighting Requirements:	Natural daylighting and auto dimming LED pendant mounted linear fixtures.
Technology and Communication:	See Section 9 Technology and Communication Systems.

SECTOR C & D: RSD NEW ELEMENTARY SCHOOL (LEVEL 1 & LEVEL 2)

FUNCTION:	GENERAL ED CLASSROOMS
Planned Use:	Classroom instruction.
Type of Instruction:	Lecture, team, group instruction and individual study.
No. of spaces and square footage:	Sector C, Level 2: (7) general ed classrooms): Approximately 850 s.f. each Sector D, Level 1: (6) general ed classrooms): Approximately 850 s.f. each Sector D, Level 2: (7) general ed classrooms): Approximately 850 s.f. each
Number of Students Served:	Up to 25 students per classroom.
Staffing:	1 per classroom.
Associated Adjacencies:	Restrooms, storage, access to and main building circulation.
Support Spaces:	IDF, storage, restrooms.
Special Requirements:	Network access and display, sound attenuation, security, built-in casework, storage area & pin-up space.
Finishes:	
Ceiling:	Acoustical ceiling tiles.
Floor:	Carpet and rubber base.
Walls:	Gypsum wallboard – painted.
Hours of Use:	
Students:	9:05am – 3:35 pm
Staff:	8:30am – 4:30pm
Special:	Parent teacher conferences and “back to school” nights.
Furnishings:	Standard student tables and chairs and built-in casework.
HVAC Requirements:	Fan coils are provided in the corridors to serve the classrooms and are served by a central roof-top Ventilation system (DOAS)
Lighting Requirements:	Natural daylighting and auto dimming LED pendant mounted linear fixtures.
Technology and Communication:	See Section 9 Technology and Communication Systems.

SECTOR C & D: RSD NEW ELEMENTARY SCHOOL (LEVEL 1 & LEVEL 2)
-SHARED CURRICULUM SPACE

FUNCTION:	CO-OP Space Note: These spaces have been deleted in the current design - per district direction.
Planned Use:	Group activity and project collaboration.
Type of Instruction:	Individual and group instruction.
No. of spaces and square footage:	Sector C, Level 2: (1) Co-Op Space: Approximately 1,100 s.f. Sector D, Level 1: (1) Co-Op Space: Approximately 1,100 s.f. Sector D, Level 2: (1) Co-Op Space: Approximately 1,100 s.f.
Number of Students Served:	25 students.
Staffing:	1 staff.
Associated Adjacencies:	Classrooms, main building circulation.
Support Spaces:	IDF, storage, and restrooms.
Special Requirements:	None.
Finishes:	
Ceiling:	Acoustical ceiling tiles and gypsum wallboard soffits – painted.
Floor:	Interior: Sealed concrete (stained and polished) and rubber base.
Walls:	Gypsum wallboard – painted.
Hours of Use:	
Students:	9:05am – 3:35 pm
Staff:	8:30am – 4:30pm
Furnishings:	Standard student tables and chairs.
HVAC Requirements:	Fan coils are provided in the corridors to serve the classrooms and are served by a central roof-top Ventilation system (DOAS)
Lighting Requirements:	Recessed LED troffer fixtures
Technology and Communication:	See Section 9 Technology and Communication Systems.

SECTOR C & D: RSD NEW ELEMENTARY SCHOOL (LEVEL 1 & LEVEL 2)
-SHARED CURRICULUM SPACE

FUNCTION:

COLLAB ROOMS

Note: These rooms have been deleted in the current design - per district direction.

Planned Use:

Group activity and project collaboration.

Type of Instruction:

Individual and small group instruction.

No. of spaces and square footage:

Sector B, Level 2: (1) Collab Room: Approximately 190 s.f.
Sector C, Level 1: (2) Collab Room: Approximately 280 s.f. each
Sector C, Level 2: (1) Collab Room: Approximately 280 s.f.
Sector D, Level 1: (1) Collab Room: Approximately 280 s.f.
Sector D, Level 2: (1) Collab Room: Approximately 280 s.f.

Number of Students Served:

10-15 students.

Staffing:

1 staff.

Associated Adjacencies:

Classrooms, main building circulation.

Support Spaces:

IDF, storage, and restrooms.

Special Requirements:

Network access and display, sound attenuation, security, built-in casework, storage area & pin-up space.

Finishes:

Ceiling:

Acoustical ceiling tiles.

Floor:

Carpet and rubber base.

Walls:

Gypsum wallboard – painted.

Hours of Use:

Students:

9:05am – 3:35 pm

Staff:

8:30am – 4:30pm

Furnishings:

Standard student tables and chairs.

HVAC Requirements:

Fan coils are provided in the corridors to serve the classrooms and are served by a central roof-top Ventilation system (DOAS)

Lighting Requirements:

LED pendant mounted linear fixtures.

Technology and Communication:

See Section 9 Technology and Communication Systems.

SECTOR C: RSD NEW ELEMENTARY SCHOOL (LEVEL 1)

-SHARED CURRICULUM SPACE

FUNCTION:	MUSIC CLASSROOM
Planned Use:	Classroom instruction.
Type of Instruction:	Lecture, team and group instruction and individual study.
No. of spaces and square footage:	(1) Music classroom: Approximately 920 s.f.
Number of Students Served:	25 students.
Staffing:	1 staff.
Associated Adjacencies:	Classrooms and main building circulation, restrooms and storage
Support Spaces:	Dedicated storage room, open instrument storage, and restrooms.
Special Requirements:	Sound attenuation, two exits (one accessible from exterior), security, network access and display, built-in open standard music instrument casework, and pin-up space.
Finishes:	
Ceiling:	Acoustical ceiling tile and secondary gypsum board acoustical ceiling above.
Floor:	Carpet and rubber base.
Walls:	Gypsum wallboard – painted and acoustical wall panels.
Hours of Use:	
Students:	9:05am – 3:35 pm
Staff:	8:30am – 4:30pm
Special:	Parent teacher conferences, “back to school” nights and after school clubs or performance practice.
Furnishings:	Built-in standard casework shelving for music instrument storage, music stands and chairs.
HVAC Requirements:	Fan coils are provided in the corridors to serve the classrooms and are served by a central roof-top Ventilation system (DOAS)
Lighting Requirements:	Natural daylighting and auto dimming LED pendant mounted linear and troffer 2x4 fixtures.
Technology and Communication:	See Section 9 Technology and Communication Systems

SECTOR D: RSD NEW ELEMENTARY SCHOOL (LEVEL 1)
-SHARED CURRICULUM SPACE

FUNCTION:	ART CLASSROOM
Planned Use:	Classroom instruction.
Type of Instruction:	Lecture, team, group instruction and individual study.
No. of spaces and square footage:	(1) Art classroom: Approximately 920 s.f.
Number of Students Served:	25 students.
Staffing:	1 staff.
Associated Adjacencies:	Classrooms and main building circulation, restrooms and storage
Support Spaces:	Dedicated art storage room, kiln room (1-hr rated construction), and restrooms.
Special Requirements:	Security, network access and display, sound attenuation, built-in casework, storage and pin-up space.
Finishes:	
Ceiling:	Acoustical ceiling tiles and gypsum wallboard soffits – painted.
Floor:	Sealed concrete and rubber base.
Walls:	Gypsum wallboard – painted.
Hours of Use:	
Students:	9:05am – 3:35 pm
Staff:	8:30am – 4:30pm
Special:	Parent teacher conferences and “back to school” nights.
Furnishings:	Standard student tables and chairs and built-in lower and upper casework with sinks.
HVAC Requirements:	Fan coils are provided in the corridors to serve the classrooms and are served by a central roof-top Ventilation system (DOAS)
Lighting Requirements:	Natural daylighting and auto dimming LED pendant mounted linear fixtures.
Technology and Communication:	See Section 9 Technology and Communication Systems.

SECTOR A: RSD NEW ELEMENTARY SCHOOL (LEVEL 2)
-SHARED CURRICULUM SPACE

FUNCTION:	MEDIA CENTER
Planned Use:	Library and media research, testing and assembly.
Type of Instruction:	Team instruction, group reading, lecture, study, research and self-guided exploration.
No. of spaces and square footage:	(1) Media Center (level 2) (includes classroom, reading nooks, study spaces and circulation desk: Approximately 2,248 s.f. (1) Media Work Room (level 2): Approximately 328 s.f. (1) Book Storage (level 2): Approximately 72 s.f.
Number of Students Served:	25 – 30 students.
Staffing:	1 librarian, 1 support staff
Associated Adjacencies:	Work room, restroom, storage, classrooms and main building circulation.
Support Spaces:	Work room/office, and dedicated storage room.
Special Requirements:	Acoustical attenuation, adjustable and portable shelving, display, security and planned use flexibility.
Finishes:	
Ceiling:	Acoustical ceiling tile and acoustical manuf. wood ceilings.
Floor:	Carpet and rubber base.
Walls:	Gypsum Wallboard – painted and acoustical wall coverings.
Hours of Use:	
Students:	9:05am – 3:35 pm
Staff:	8:30am – 4:30pm
Special:	Scheduled assembly, study and research.
Furnishings:	Built-in adjustable shelving, portable shelving units, multiple tables and chairs for 6-8 individuals each.
HVAC Requirements:	Dedicated, single zone roof top air handling unit serves Media space
Lighting Requirements:	Combination of recessed LED, 2'x4' troffer, pendant mounted linear fixtures, and specialty light fixtures.
Technology and Communication:	See Section 9 Technology and Communication Systems.

SECTOR A/B: RSD NEW ELEMENTARY SCHOOL (LEVEL 1 & LEVEL 2)

FUNCTION:	STAFF WORKROOM
Planned Use:	Teacher planning, preparation and storage of instructional materials.
Type of Instruction:	Instructional support.
No. of spaces and square footage:	(1) Staff workroom Sector A (level 1): Approximately 330 s.f. (1) Staff workroom Sector B (level 2): Approximately 190 s.f.
Number of Students Served:	None.
Staffing:	20-25 staff each.
Associated Adjacencies:	Main building circulation, classrooms, and administration.
Support Spaces:	None.
Special Requirements:	Dedicated data and power, built-in storage, lower and upper casework and flat open work surfaces.
Finishes:	
Ceiling:	Acoustical Ceiling tiles.
Floor:	Carpet and rubber base.
Walls:	Gypsum wallboard – painted.
Hours of Use:	
Staff:	8:30am – 4:30pm
Furnishings:	Built-in casework, and countertops.
HVAC Requirements:	Packaged roof top unit provides air to VAV reheat boxes for main spaces and fan powered terminal units for support spaces. Roof top unit serves Life Skills/Administration areas which includes this space
Lighting Requirements:	2x4 troffer LED fixtures.
Technology and Communication:	See Section 9 Technology and Communication Systems.

SECTOR A: RSD NEW ELEMENTARY SCHOOL (LEVEL 1)

FUNCTION:	STAFF LOUNGE
Planned Use:	Lunch and break room.
Type of Instruction:	None
No. of spaces and square footage:	(1) Staff lounge: Approximately 500 s.f.
Number of Students Served:	None.
Staffing:	20-25 staff.
Associated Adjacencies:	Main building circulation, administration
Support Spaces:	Restrooms.
Special Requirements:	Sink, power for microwave and coffee, hot water, dishwasher, refrigerator.
Finishes:	
Ceiling:	Acoustical Ceiling Tiles.
Floor:	Resilient flooring and rubber base.
Walls:	Gypsum wallboard – painted.
Hours of Use:	
Staff:	8:30am – 4:30pm
Furnishings:	Built-in lower/upper casework.
HVAC Requirements:	Packaged roof top unit provides air to VAV reheat boxes for main spaces and fan powered terminal units for support spaces. Roof top unit serves Life Skills/Administration areas which includes this space
Lighting Requirements:	2x4 troffer LED fixtures.
Technology and Communication:	See Section 9 Technology and Communication Systems.

SECTOR A & B: RSD NEW ELEMENTARY SCHOOL (LEVEL 1 & LEVEL 2)

-FACILITY SERVICE AND SUPPORT

FUNCTION:	CUSTODIAL AND JANITORIAL SERVICES
Planned Use:	Storage of maintenance, cleaning and bathroom stock. Access to cleaning supplies and floor sinks for facility maintenance and cleaning.
Type of Instruction:	None.
No. of spaces and square footage:	(1) Janitor Room in Sector A, Level 1: Approximately 91 s.f. (1) Janitor Area within Kitchen in Sector B, Level 1: Approximately 60 s.f. (1) Janitor Room in Sector A, Level 2: Approximately 80 s.f.
Number of Students Served:	None.
Staffing:	3 staff.
Associated Adjacencies:	Main building circulation.
Support Spaces:	None.
Special Requirements:	Floor sink and water-resistant wall and floor surfaces.
Finishes:	
Ceiling:	Gypsum wallboard – painted.
Floor:	Sealed concrete and rubber base.
Walls:	Gypsum wallboard – painted and FRP wainscoting.
Hours of Use:	
Staff:	8:30am – 4:30pm
Furnishings:	Storage shelving and racks.
HVAC Requirements:	See function for MECHANICAL ROOMS.
Lighting Requirements:	Light industrial LED surface mounted fixtures.
Technology and Communication:	See Section 9 Technology and Communication Systems.

RSD NEW ELEMENTARY SCHOOL -FACILITY SERVICE AND SUPPORT

FUNCTION:

Planned Use:

No. of spaces and square footage:

Staffing:

Associated Adjacencies:

Special Requirements:

Finishes:

Ceiling:

Floor:

Walls:

Hours of Use:

7 days a week:

Lighting Requirements:

Technology and Communication:

MECHANICAL ROOMS

Physical Plant: Provides distribution of hot and cold water, heating, ventilation, and air-conditioning throughout the facility.

Interior mechanical rooms: Approximately 260 s.f.

- (1) Primary mechanical room contains major equipment to facilitate maintenance.

The physical plant boilers, pumps, expansion tanks and air separators. Chiller is located immediately outside and fenced and housed on a concrete pad.

Exterior packaged roof top units:

- Sector A, Roof: (1) Dedicated, single zone roof top air handling unit serves Media Center space.
- Sector A, Roof: (1) Packaged roof top air handling unit provides air to VAV reheat boxes for main spaces and fan powered terminal units for support spaces. Unit serves Life Skills/Administration area.
- Sector B, Roof: (1) Dedicated, single zone roof top air handling unit serves Gymnasium space
- Sector B, Roof: (1) Dedicated, single zone roof top air handling unit serves Commons space
- Sector B, Roof: Dedicated roof top make-up air unit and ventilation serves the kitchen zone.
- Sector C, Roof: (1) Central roof-top Ventilation system (DOAS) serves fan coils located in the corridors to serve the classrooms and support spaces
- Sector D, Roof: (1) Central roof-top Ventilation system (DOAS) serves fan coils located in the corridors to serve the classrooms and support spaces

Off-site District facilities staff.

Chillers, emergency generator, and primary electrical room.

Exterior access for operation, maintenance and emergency services.
Exterior wall for supply and return air.

Open to structure – painted.

Sealed Concrete and rubber base.

Gypsum wallboard / Sealed Structural CMU – painted.

24 hours.

Light industrial LED suspended or surface mounted fixtures.

See Section 9 Technology and Communication Systems.

RSD NEW ELEMENTARY SCHOOL
-FACILITY SERVICE AND SUPPORT

FUNCTION:

Planned Use:

No. of spaces and square footage:

ELECTRICAL ROOMS

Facility Electrical Service.

- (1) emergency electrical room: Approx. 90 s.f.
Contains the automatic transfer switches for the generator.
- (1) primary electrical room: Approx. 250 s.f.
Contains the primary switchgear and provides main distribution for (3) other electrical rooms. This room also provides electrical service for the kitchen, gymnasium, commons, and associated service spaces.
- (1) Sector C upper floor remote electrical room: Approx. 50 s.f.
Provides service for the Sector C school classroom wing and associated service spaces.
- (1) Sector D upper floor remote electrical room: Approx. 50 s.f.
Provides service for the Sector D school classroom wing and associated service spaces.
- (1) Sector A lower floor remote electrical closet: Approx. 10 s.f.
Provides service for the Sector A Administration and Life Skills wing and associated service spaces.

Staffing:

Off-site District facilities staff.

Associated Adjacencies:

The primary electrical room is adjacent to the emergency electrical room, primary mechanical room, and exterior emergency generator.

Support Spaces:

Exterior emergency generator.

Special Requirements:

Exterior access for operation, maintenance and emergency services.

Finishes:

Ceiling:

Gypsum wallboard – painted. (1 hour-rated at emergency elect.)

Floor:

Sealed Concrete and rubber base.

Walls:

Gypsum wallboard / Sealed Structural CMU – painted. (1 hour-rated at emergency elect.)

Hours of Use:

7 days a week:

24 hours.

HVAC Requirements:

Dedicated split system

Lighting Requirements:

Light industrial LED surface mounted fixtures.

Technology and Communication:

See Section 9 Technology and Communication Systems.

RSD NEW ELEMENTARY SCHOOL
FACILITY SERVICE AND SUPPORT

FUNCTION:	MDF / IDF ROOMS
Planned Use:	Facility data and network service.
Type of Instruction:	None.
No. of spaces and square footage:	(1) MDF room (level 1): Approx. 120 s.f. (2) IDF room (level 2): Approx. 160 s.f.
Staffing:	3 staff.
Associated Adjacencies:	Main building circulation
Support Spaces:	Primary electrical room
Special Requirements:	None
Finishes:	
Ceiling:	Gypsum wallboard – painted. (1 hour-rated)
Floor:	Static control resilient flooring and rubber base.
Walls:	Gypsum Wallboard. (1 hour-rated)
Hours of Use:	
7 days a week:	24 hours
Furnishings:	None
Lighting Requirements:	Light industrial LED surface mounted fixtures.
Technology and Communication:	See Section 9 Technology and Communication Systems

RSD NEW ELEMENTARY SCHOOL
FACILITY SERVICE AND SUPPORT

FUNCTION:	RESTROOMS
Planned Use:	Facility Services
Type of Instruction:	None
No. of spaces and square footage:	Level 1: (13) Unisex restrooms: Approx. 60 s.f. each Level 1: (2) Boys restrooms: Approx. 230 and 140 s.f. Level 1: (2) Girls restrooms: Approx. 230 and 140 s.f. Level 1: (1) Unisex kitchen restroom: Approx. 60 s.f. Level 2: (2) Unisex restrooms: Approx. 60 s.f. each Level 2 (1) Media Center restroom: Approx. 60 s.f. Level 2: (2) Boys restrooms: Approx. 140 s.f. each Level 2: (2) Girls restrooms: Approx. 140 s.f. each
Number of Students Served:	550 students.
Staffing:	40-50 staff.
Associated Adjacencies:	Classrooms, life skills, administrative offices, kindergarten classrooms, kitchen and main building circulation.
Support Spaces:	None.
Special Requirements:	Hard surface floors and wainscoting.
Finishes:	
Ceiling:	Gypsum wallboard – painted.
Floor:	Porcelain tile and base.
Walls:	Gypsum wallboard – painted and ceramic tile wainscot.
Hours of Use:	
Students and staff:	8:30am – 4:30pm
Furnishings:	Grab bars, soap, paper towel and sanitary napkin accessories.
HVAC Requirements:	Individual exhaust ventilation from each room.
Lighting Requirements:	Recessed LED can lights, recessed linear lights and vanity wall mounted fixtures.
Technology and Communication:	See Section 9 Technology and Communication Systems

3. Copy of 2018WSSP-Scorecard_021120

WSSP 2018 Scorecard

District: Ridgefield School District Contact Name & Phone: Nathan McCann - 360.619.1302 Date: 2.11.20

Project Name and Type: New Elementary School D Phase: D-7

Category	Group	Credit Number	Credit Name	Possible Points	Yes	No	Maybe
Site 23 points	1) Selection & Use	S1.0	Code Compliance	R	R		
		S1.1	Sensitive Areas	1		1	
		S1.2	Greenfields	1		1	
		S1.3	Central Location	1		1	
		S1.4	Joint Use of On-Site Facilities	1-2	1	1	
		S1.5	Joint Use of Off Site Facilities	1		1	
		S1.6	Minimize Site Disturbance - Building	2	2		
	2) Transportation	S2.1	Public Transportation	1	1		
		S2.2	Bicycle Lanes & Security	1	1		
		S2.3	Electric Vehicle Charging Stations	1-2		2	
		S2.4	Minimize Parking	1		1	
	3) Stormwater Management	S3.0	Construction Stormwater Pollution Prevention	R	R		
		S3.1	On-site Stormwater Management and Flow Control	R-1		1	
		S3.2	Stormwater Treatment	R-1	1		
		S3.3	Soil Management	1	1		
	4) Outdoor Surfaces	S4.1	Outdoor Learning Spaces	2		2	
		S4.2	School Gardens	1-2		2	
		S4.3	Reduce Heat Island - Site	1		1	
		S4.4	Reduce Heat Island - Roof Design	1	1		
	5) Outdoor Lighting	S5.1	Light Pollution Reduction	1	1		
			Total possible	23	9	14	0
Water 10 points	1) Outdoor Systems	W1.0	Landscape Water Use Budget	R	R		
		W1.1	Irrigation Water Reduction (50%, 100%)	1-2		2	
		W1.2	Control Irrigation Water Use	1	1		
		W1.3	Irrigation System Testing and Training	1		1	
	2) Indoor Systems	W2.0	Lead-Free Potable Water System	1	1		
		W2.1	Potable Water Use Reduction for Sewage (25%, 45%)	1-2	1	1	
		W2.2	Potable Water Use Reduction (20%, 30%, 40%)	1-3	2	1	
			Total possible	10	5	5	0
Materials and Waste 25 points	1) Waste Reduction and Efficient Materials Use	MW1.0	Storage and Collection of Recyclables and Compostables	R	R		
		MW1.1	Construction Site Waste Management (50%, 75%)	1-2	2		
		MW1.2	Building Reuse - Structure/Shell (50%, 75%, 95%)	1-3		3	
		MW1.3	Building Reuse - Interior Non-Structural Elements (50%)	1		1	
		MW1.4	Materials Reuse (5%, 10%)	1-2		2	
	2) Sustainable Materials	MW2.1	Recycled Content (10%/4 mtl's, 20%/8 mtl's)	1-2	2		
		MW2.2	Rapidly Renewable Materials	1		1	
		MW2.3	Certified Wood (50%, Chain of Custody)	1-2		2	
		MW2.4	Regional/Local Materials	1-2	1		1
		MW2.5	Environmentally Preferable Products - Multiple Attribute	1-2			2
		MW2.6	Environmental Product Declaration	2-7			7
		MW2.7	Building Materials Health Product Disclosure	1			1
			Total possible	25	5	9	11

Category	Group	Credit Number	Credit Name	Possible Points	Yes	No	Maybe
Energy 60 points	1) Efficiency	E1.0	Minimum Energy Performance				
		E1.0.1	Energy Code Minimum	R	R		
		E1.0.2	Energy Star Certified Equipment	R	R		
		E1.1	Superior Energy Performance - Prescriptive Component Design	2-10		10	
		E1.2	Superior Energy Performance - Whole Building Design	8-20	14	6	
		E1.3	Zero Net Energy	35		35	
	2) Building Automation	E2.0	Audio and Visual Systems Control	R	R		
		E2.1	Daylight Responsive Controls	R	R		
		E2.2	HVAC Controls and Operable Windows	1		1	
		E2.3	Occupancy Controls				
		E2.3.1	Occupancy Sensor-based Controls	1	1		
		E2.3.2	Occupancy Sensor-based Control for Temperature & Airflow	1	1		
		E2.4	Demand Control Ventilation	1	1		
		E2.5	Exterior Lighting Motion Detection	2		2	
	3) Alternative Energy	E3.1	On-Site Renewable Energy				
		E3.1.1	On-Site Renewable Energy	2-8		8	
		E3.1.2	Solar Ready	1		1	
		E3.1.3	Service Water Heating	2		2	
		E3.1.4	Zero Net Energy Capable	3		3	
		E3.2	Combined Heat & Power	4		4	
	4) Commissioning	E4.0	Fundamental Commissioning	R	R		
		E4.1	Enhanced Commissioning				
		E4.1.1	Commissioning Review	1	1		
		E4.1.2	Verification and Assurances	1		1	
		E4.1.3	Systems Manual	1		1	
	5) Metering & Management	E5.0	Minimum Energy Metering	R	R		
		E5.1	Energy Metering - Other				
		E5.1.1	Energy Metering System - Not Code Required	4		4	
		E5.1.2	Additional Use Metering	2		2	
		E5.1.3	Energy Use Metering Display	2		2	
		E5.2	Energy Storage	2		2	
		E5.3	Automated Demand Response				
		E5.3.1	Manage Peak Demand	2		2	
		E5.3.2	Future Demand Response	1		1	
			Total possible	60	18	87	0

Category	Group	Credit Number	Credit Name	Possible Points	Yes	No	Maybe
Indoor Environmental Quality 36 points	1) Daylighting	IEQ1.0	Permanent Shading	R-1		1	
		IEQ1.1	Outdoor View Windows	R-1	1		
		IEQ1.2	Daylighting Classrooms	1-4		4	
	2) Electric Lighting Quality	IEQ2.0	Electric Lighting Quality				
		IEQ2.0.1	Electric Lighting Quality	R	R		
		IEQ2.0.2	Electric Lighting Dimming	1	1		
		IEQ2.0.3	Electric Lighting Luminaire Color	1	1		
	3) Indoor Air Quality	IEQ3.0	Min Requirements Ventilation, Filtration, & Moisture Control				
		IEQ3.0.1	Permanent Ventilation	R	R		
		IEQ3.0.2	Increased Ventilation	1		1	
		IEQ3.0.3	Evaluate Envelope	1	1		
		IEQ3.1	Low-Emitting Interior Finishes	1-6	6		
		IEQ3.2	Low-Emitting Furniture	1	1		
		IEQ3.3	Source Control	3	3		
		IEQ3.4	Ducted HVAC Returns	1	1		
		IEQ3.5	Particle Arrestance Filtration	1-2		2	
		IEQ3.6	Construction IAQ Management				
		IEQ3.6.1	During Construction	1	1		
		IEQ3.6.2	After Construction	1	1		
		IEQ3.7	Indoor Air Monitoring	2		2	
		4) Acoustics	IEQ4.0	Minimum Acoustic Performance	R	R	
	IEQ4.1		Improved Acoustical Performance				
	IEQ4.1.1		Reduced Unoccupied Classroom Noise All Classrooms	1	1		
	IEQ4.1.2		STC 50 All Classrooms	1		1	
	IEQ4.1.3		Cymnasium Reverberation Times	1	1		
	IEQ4.1.4		Multi-Purpose, Commons, Cafeteria Reverberation Times	1	1		
	IEQ4.2		Audio Enhancement	1	1		
	5) Thermal Comfort	IEQ5.0	Thermal Code Compliance	R	R		
		IEQ5.1	Radiant Heated Floors - K–5	2		2	
	6) User Controls	IEQ6.1	User Control - Windows	1		1	
		IEQ6.2	User Control - Temperature	1		1	
			Total possible	36	21	15	0

Category	Group	Credit Number	Credit Name	Possible Points	Yes	No	Maybe
Integration, Education and Operations 43 points	1) Integration	IEO1.1	Integrated Design Workshop	1	1		
		IEO 1.2	Durability	1	1		
		IEO1.3	Faculty and Staff Changing and Shower Facilities	1		1	
		IEO1.4	Innovation	1-2		2	
		IEO1.5	Biophilic Design	1-2		2	
		IEO1.6	Pursue Additional Funding Sources	2		2	
		IEO1.7	Safer Schools by Design	2	2		
	2) Education	IEO2.1	Green Building Learning	1-2		2	
	3) Operations	IEO 3.0	Operational Performance Monitoring	R	R		
		IEQ3.1	Post Occupancy Evaluation (POE)				
		IEO3.1.1	POE Occupant Survey	R	R		
		IEO3.1.2	Comprehensive POE	2			2
		IEO3.2	ELCCA/LCCA				
		IEO3.2.1	ELCCA Required Facilities	R	R		
		IEO3.2.2	ELCCA Other Facilities	1		1	
		IEO3.2.3	ELCCA Update	1	1		
		IEO3.2.4	LCCA	1	1		
		IEO3.3	Monitoring-Based Commissioning	4			4
		IEO3.4	Project or District Long Term Operations				
		IEO3.4.0	Asset Preservation Program (APP)-New Buildings	R	R		
		IEO3.4.1	Operations and Maintenance Staff Involvement	R	R		
		IEO3.4.2	Asset Preservation System (APS) on Modernizations	1		1	
		IEO3.4.3	Green Power and Carbon Offsets	1-2		1	
		IEO3.4.4	Resource Conservation and GHG Reduction Plan	1		1	
		IEO3.4.5	IAQ Management Plan	2	1		
		IEO3.4.6	Integrated Pest Management Program	2	1		
		IEO3.4.7	Transportation Options Program	1		1	
		IEO3.4.8	Operations and Maintenance Personnel Training	1-2		2	
		IEO3.4.9	Food Related Waste Management	1-2	1		
		IEO3.4.10	Wasted Food Reduction Program	1, 2-3		1	
		IEO3.4.11	Fuel Efficient Buses and Maintenance Vehicles	1	1		
		IEO3.4.12	Environmentally Preferable Supplies Purchasing	1		1	
		IEO3.4.13	Green Cleaning Policy and Program	1		1	
		IEO3.4.14	Green School Program	1		1	
			Total Possible	43	10	20	6
GRAND TOTAL Possible Points (Most points possible, not a total of all points listed above)				197	68	150	17
Minimum required for Washington Sustainable School Two-tier system: New Facility and new Building on Existing Facility For Class I Districts: Minimum 66 points For Class II Districts: Minimum 58 points Modernization				58 or 66 43 or 49	90 of 217		

Published June 2018	For Class I Districts: Minimum 49 points For Class II Districts: Minimum 43 points		
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4. Overall Floor Plans 03032025



LEVEL 1 OVERALL FLOOR PLAN

PERMIT SET

RSD - New Elementary School

510 Pioneer Street



1 LEVEL 1 OVERALL FLOOR PLAN



 2 LEVEL 2 OVERALL FLOOR PLAN



Ridgefield School District
New Elementary Educational Specification

LSW Architects

December 12, 2018

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EXECUTIVE SUMMARY

In January of 2018, Ridgefield School District Superintendent Nathan McCann chartered a Capital Facilities Advisory Committee (CFAC) to:

- Evaluate the current conditions and needs of the Ridgefield School District's facilities as they relate to supporting enrollment projections and the District's educational vision.
- Develop criteria for facility decision-making that promotes continued success for Ridgefield School District and the community.
- Increase K-4 capacity (Possibilities included a new K-4 school and/or additions to the existing Union Ridge and South Ridge campuses.
- Increase 9-12 capacity (Possibilities included expansion at RHS, small specialty and/or alternative high school.
- Remodel existing RHS CTE Building (health and life safety improvements)
- Covered Play structures at URES and SRES.
- Engage the community in conversation, to encourage an inclusive process; host a community forum.
- The committee consisted of over 30 members representing Ridgefield citizens, parents, teachers, district staff and professionals with various areas of expertise related to facility planning. The meetings were open to the public, transparent and fluid in terms of participation.

The Capital Facilities Advisory Committee (CFAC) worked to understand the existing conditions, projected needs and available resources to meet the needs. The CFAC also developed focused subcommittees to garner specific feedback regarding the following topics:

- Special Education
- General Education
- Athletics/Extra-Curricular
- School Safety

The CFAC further desired to garner feedback from the City of Ridgefield and the proposed outdoor recreation complex, Jon Gores of DA Davidson regarding bond financing, Casey Wyckoff of LSW Architects regarding the planning process, and from the broader community through a community forum.

The CFAC work culminated in a recommendation for five proposed projects to address the most pressing needs of the District. While the total cost is significant, there is an urgency to address these issues before the District reaches a crisis situation. The proposed projects work to address near term needs in a manner that fits within the District's long-term facility planning work. These recommended projects would constitute a proposed Phase III of capital improvements building upon the work of the previous bond measure successfully completing Phase I. Those needs that haven't been yet addressed through past phases or proposed in this phase would be evaluated for potential inclusion in a future Phase IV efforts.

The following table provides a summary of the recommended projects.

Capital Projects Bond Proposal Summary		
Facility Needs	Cost Range	
Build New K-4 campus	\$42,125,000	\$73,969,643
Build Addition at RHS	\$22,000,000	\$24,000,000
Remodel existing RHS CTE building – health & life safety improvements	\$2,400,000	\$6,250,000
Covered play at SRES and URES	\$700,000	\$900,000
District facilities safety and security improvements	\$200,000	\$300,000
Total Cost Range	\$67,425,000	\$105,419,643

LSW Architects will continue to work with Ridgefield School District to provide additional information to the Board of Directors, as needed.

1. CAPITAL FACILITIES PLAN

SECTION 1 INTRODUCTION

A. Purpose of the Capital Facilities Plan

The Washington State Growth Management Act (the "GMA") includes schools in the category of public facilities and services. School districts have adopted capital facilities plans to satisfy the requirements of the GMA and to identify additional school facilities necessary to meet the educational needs of the growing student populations anticipated in their districts.

The Ridgefield School District (the "District") has prepared this Capital Facilities Plan (the "CFP") to provide Clark County (the "County") and the City of Ridgefield (the "City") with a schedule and financing plan for capital improvements needed to serve growth over the next six years (2015-2021).

In accordance with the Growth Management Act, Clark County Code Sections 40.620.030 – 40.620.040, and City of Ridgefield Municipal Code Sections 18.070.100 – 18.070.110, this CFP contains the following required elements:

- The District's standard of service, which is based on program year, class size by grade span, number of classrooms, types of facilities and other factors identified by the District.
- Future enrollment forecasts for each grade span (elementary, middle, and high schools).
- An inventory of existing capital facilities owned by the District, showing the locations and capacities of the facilities, based on the District's standard of service.
- A forecast of the future needs for capital facilities and school sites based on the District's enrollment projections.
- The proposed capacities of expanded or new capital facilities over the next six years based on the inventory of existing facilities and the standard of service.
- A six-year plan for financing capital facilities within projected funding capacities, which identifies sources of public money for such purposes.
- A calculation of impact fees to be assessed and supporting data substantiating such fees.

B. Overview of the Ridgefield School District

The Ridgefield School District is situated along the Interstate 5 corridor in northern Clark County. It encompasses the City of Ridgefield, a community that is experiencing accelerated growth, and is bordered by Battleground, La Center, Woodland, and Vancouver School Districts.

The District serves a population of 2,307 (Headcount March 2015) with two elementary schools (grades K-6), one middle school (grades 7-8), and one high school (grades 9-12).

The District needs to build schools and make improvements at existing schools in order to effectively accommodate growth. As improvements are made to the facilities and new schools come online, the District anticipates that current grade configurations possibly may change.

The most significant issues facing the District in terms of providing classroom capacity to accommodate existing and projected demands are:

- The District is experiencing the fastest enrollment growth rate in Clark County.
- Presently, View Ridge Middle School is housing students well in excess of the capacity of the facility. Additionally, enrollment projections indicate that all other campuses will exceed capacity by the 2016-2017 school year. Presently, portables are in use for instructional purposes at both elementary schools and View Ridge Middle School
- The Legislature has indicated that full day kindergarten will be implemented state-wide in 2016-2017. RSD currently offers a very limited full day/every day kindergarten program. Full day kindergarten will require additional facility capacity and result in additional costs that are not currently funded by the State.
- The impact of citizen-approved Initiative 1351 is still unknown. Any significant reduction in class size will require a corresponding increase in the number of class rooms across the district.
- As existing facilities exceed capacity, they are experiencing traffic control and safety concerns that need to be addressed.

SECTION 2 DISTRICT EDUCATIONAL PROGRAM STANDARDS

School facility and student capacity needs are dictated by the types and amounts of space required to accommodate the District's adopted educational program. The role that quality school systems play in growing a strong local economy is vital. In order to accomplish the community value of having a vibrant local economy, schools must have quality facilities. These facilities provide the necessary spaces for nurturing the development of the whole child and successfully preparing all Ridgefield children for an increasingly competitive global economy. The educational program standards which typically drive needs for educational space for students include grade configuration, optimum facility size, class size, educational program offerings, supplemental program offerings, specialty spaces, classroom utilization and scheduling requirements.

In addition to student population, other factors such as collective bargaining agreements, government mandates, and community expectations affect classroom space requirements. Space is necessary for regular classrooms, the fine and performing arts, physical education, special education, Title I, Highly Capable, bilingual education, STEM, computer labs, preschool and daycare programs, and other specialized programs. Space must be provided for common areas such as media centers, cafeterias, kitchens, and auditoriums. Space is needed for groups of students/staff to work together. These programs can have a significant impact on the available student capacity within school facilities. Further, the community expects all spaces to be well utilized during the school day and available after the school day for public use.

A. District Educational Program Standards:

Core programs include the following:

- Core classroom space for all curriculum areas which includes space for group learning, direct instruction, and individual student work to meet the rigors set forth in state standards.
- Science classroom space that supports advanced coursework (including water, sinks, gas, hoods, safety equipment). Students must achieve rigorous state mandated science standards. This requires specialty space that is not met by adding portables.
- As STEM education continues to expand, there is an increased need to provide flexible classroom space capable of supporting a variety of educational activities.

- Physical education space is needed for students to meet rigorous health and fitness standards. This includes covered areas, fields, gymnasiums, and other multi-use spaces.
- Technological competency is expected for all students. Space must be allocated for technological equipment and applications in classrooms and specialty spaces. Square footage for this equipment and its infrastructure is not calculated in current state allowances, but must be provided.
- Fine and performing arts spaces are critical to the development of the whole child. Spaces are necessary to adequately meet the rigorous standards of these state required programs.
- Library/Media services and collaboration spaces must be provided for students to successfully meet the rigor of the District's academic programs. In an information-driven environment, student access to information through appropriately sized library/media spaces is essential.
- Extra-curricular activities need adequate space in order to safely support program activities.

Special services are essential to meet the needs of special populations.

- Special Education services are delivered at each of the schools within the District. Program standards and services vary based on the handicapping conditions of the students and their individual education plan (IEP). Implementing each student's IEP often requires large and small specialty spaces, which the District must provide. Program standards change as a result of various external or internal influences. External influences include changing federal mandates, funding changes, and the introduction of new technological applications which meet the needs of students. Internal influences include modifications to the program year, class size, grade configurations, and facility changes.
- Special populations receive special support. Specialty space is essential to delivery of this support. Federal and state programs, including Title I math and reading instruction, Highly Capable, and Bilingual, are limitedly funded. These resources do not include the expense of adding facilities to support them.
- Early Childhood programs, such as every-day kindergarten and preschool are essential educational programs and vital to the community. These programs require specialty space which is not currently funded by the state.
- Supplementary services in core academic areas (tutoring, on-line learning) and providing multiple pathways to prepare students for a broader range of post-secondary learning opportunities require additional spaces that have not been calculated in current state square footage allowance formulas.

Support services are often overlooked core services, and are essential to a quality educational program.

- Food service delivery, storage, preparation, and service require spaces that are specialty designed and equipped also need specific attention. As student populations increase, adequately calculating space requirements for this core service is crucial to the overall planning of the facility. Adequacy in planning for this space has significant impacts on the overall learning environment for students if not done appropriately.
- Transportation support centers are required to handle growing transportation needs.
- Maintenance support facilities must also be considered and are often overlooked as core support services.

- Administrative support facilities must also be considered and are often overlooked as core support services.

B. Elementary Educational Program Standards

The District educational program standards, which directly affect elementary school capacity, include:

- Class sizes for grades K-3 are targeted not to exceed 25 students per class.
- Class sizes for grades 4-6 are targeted not to exceed 25 students per class.
- Music and art instruction will be provided in separate classrooms.
- Physical education instruction must be provided in a full size area.
- Special education services are provided in a self-contained classroom for some children, while others need highly specialized spaces.
- All elementary schools will have a library/media resource center which includes space for a technology lab.

C. Middle and High School Program Standards

The District education programs standards, which directly affect middle school and high school capacity include:

- Class sizes for middle school grades 7-8 are targeted not to exceed an average of 25 students per class, with the exception of PE, music, art, and theatre arts.
- Class sizes for high school grades 9-12 have various targets depending on various program and safety needs. However, the District strives to meet an average of 25 students in the core classrooms with the exception of PE and the fine and performing arts.
- The middle and high school classroom utilization standard is set at a factor of 85% (based on a regular school day).
- Special education services are provided in a self-contained classroom for some children, while others need highly specialized spaces.
- Students will also be provided other programs in classrooms designated as follows:
 - Specialty rooms (computer labs, individual and group study rooms, practice labs, production rooms).
 - Media Center/Library,
 - Program Specific Classrooms (science, music, theatre arts, art, career and technical education).

SECTION 3 CAPITAL FACILITIES INVENTORY

The facilities inventory serves to establish a baseline for determining the facilities necessary to accommodate future demand (student enrollment) at acceptable levels of service. This section provides an inventory of capital facilities owned and operated by the District including schools, portables, undeveloped land and support facilities. School facility capacity was inventoried based on the space required to accommodate the District's educational program standards.

A. Schools

The District maintains two elementary schools, one middle school, and one high school. Elementary schools currently accommodate grades K-6, the middle school serves grades 7-8, and the high school serves grades 9-12. When the school facilities are improved as contemplated in this Plan, the District will consider alternate configurations.

School capacity is determined based on the number of teaching stations within each building and the space requirements of the District's current educational program. It is this capacity calculation that is used to establish the District's baseline capacity, and to determine future capacity needs based on projected student enrollment. The school capacity inventory is summarized in Tables 1, 2, and 3.

Table 1 – Elementary School Inventory

Elementary School	Location	Acres	Building Area (Square Feet)	Teaching Stations*	Permanent Capacity
South Ridge	502 NW 199 th St. Ridgefield, WA 98642	40	59,687	21	525
Union Ridge	330N. 5 th St. Ridgefield, WA 98642	11.8	81,533	28	700
Total		51.8	141,220	49	1,225

*Space reserved for art, music, and PE as well special education classrooms are not counted as teaching stations in the elementary schools because they are pull-out programs. One of the teaching stations at South Ridge houses the Learning Center. It was counted in calculating the permanent capacity.

Table 2 – Middle School Inventory

Middle School	Location	Acres	Building Area (Square Feet)	Teaching Stations*	Permanent Capacity
View Ridge	510 Pioneer St. Ridgefield, WA 98642	9.0	44,079	14	297

* The music room and physical education space are counted as teaching stations because these are not special pull-out programs at the middle school.

Table 3 – High School Inventory

High School	Location	Acres	Building Area (Square Feet)	Teaching Stations*	Permanent Capacity
Ridgefield HS	2630 S. Hillhurst Rd. Ridgefield, WA	60	137,395	30	637

*The music room and physical education space are counted as teaching stations because these are not special pull-out programs at the high school. The instructional space that is used for shop was not counted as a teaching station because it is used for special/pull-out programs.

B. Portables

Portables are used on an interim basis to house students until funding can be secured to construct permanent facilities. The District currently uses 6 portable classrooms at various school sites for special programs and basic education throughout the District. The number and location of the portables is shown in Table 4.

Table 4 – Portables Inventory

School	Portables	Classrooms
South Ridge Elementary	2	4
Union Ridge Elementary	2	3
View Ridge Middle School	2	4
Ridgefield High School	0	0

C. Support Facilities

In addition to schools, the District owns and operates additional facilities which provide operational support functions to the schools. An inventory of these facilities is provided in Table 5.

Table 5- Support Facility Inventory

School	Building Area	Site Location
Administration/Central Office	1,848	2724 S. Hillhurst Rd. Ridgefield, WA (a portable located on the HS Campus)
Maintenance Department	10,000	304 Pioneer Avenue, Ridgefield, WA
SW Washington Child Care Consortium	2-classroom portable	509 N.W. 199 th St., Ridgefield, WA (located at South Ridge Elementary)

D. Land Inventory

The District owns the following sites:

- 49.84 acre site located at 23800 NW Hillhurst Road, Ridgefield, WA 98642
- 23 acre site located at NE 10th Avenue and 239th Street, Ridgefield, WA 98642 that is being purchased for a future elementary school.
- 2,178 sq. ft. strip located at 45th and Pioneer in Ridgefield.
- Co-owner of Paradise Point Transportation Center as a member of the Kalama, Woodland, Ridgefield and La Center School District Transportation Cooperative.

SECTION 4 STUDENT ENROLLMENT PROJECTIONS

A. Projected Student Enrollment 2015-2021

The District's enrollment projections are based on forecasting work completed by E.D. Hovee & Company, LLC in February 2015. The approach used in conducting this student enrollment forecast builds on the baseline enrollment forecast provided by an earlier memorandum dated January 2, 2015. With the *baseline forecast*, the model applied the Comprehensive Plan allocation for the Ridgefield Urban Growth Area (UGA) plus a proportionate share of population

growth forecast by Clark County for areas outside of UGAs countywide. Grade-to-grade enrollment changes as a share of district population were forecast based on historic experience across each of the K-12 grade levels.

Table 6- Enrollment Forecast

Grade	2015	2016	2017	2018	2019	2020	2021
K	179	170	168	165	169	181	209
1	185	214	208	203	199	202	216
2	182	203	240	231	224	218	221
3	186	204	232	272	260	252	244
4	169	204	229	258	300	285	275
5	184	185	228	253	284	329	312
6	182	197	202	247	272	304	351
Total K-6	1267	1377	1507	1629	1709	1773	1828
7	176	195	215	219	266	292	324
8	190	188	213	233	236	285	311
Total 7-8	366	383	428	452	501	576	636
9	167	208	211	236	256	258	310
10	190	179	227	228	254	275	275
11	159	203	195	246	245	272	293
12	142	170	222	211	265	263	290
Total 9-12	658	760	856	921	1020	1067	1169
TOTAL	2,291	2,520	2791	3002	3230	3416	3633

SECTION 5 CAPITAL FACILITIES NEEDS

A. Facility Needs

The District's facility needs are based on its existing capacity and the forecast enrollment. In 2021, the enrollment forecast projects that the District will be serving 3,633 students, an increase of 1,342 students, representing student enrollment growth of approximately 59%. This includes high school students the District anticipates will return to the District due to facility upgrades at Ridgefield High School. Currently, there are approximately 400 students who live within the boundaries of the Ridgefield School District who attend schools in other public school districts.

Table 7 – Enrollment and Capacity

Facility	Existing Capacity	2021 Enrollment	2021 Need
Elementary Schools (K-6)	1,225	1,828	603
Middle School (7-8)	297	636	339
High School (9-12)	637	1,169	532
Totals	1,934	3,633	1,474

As shown in Table 7, the District needs to expand its capacity to serve 603 K-6th grade students, 339 7th and 8th grade students and approximately 532 high school students.

B. Planned Improvements

To serve the forecast growth, the District proposes constructing new schools to serve K-8th grade students and expanding capacity at the high school. These projects, the capacity they will add and the estimated cost is shown in Table 8.

Table 8 – Improvements and Costs

Project Description	Estimated Cost**	Added Capacity	Cost for Capacity to Serve Growth***
New schools to serve K-8*	\$69,764,710	1200	\$48,312,067
High School Improvements	\$21,635,404	300	\$21,635,404
TOTAL:	\$91,400,114	1,500	\$69,947,471

* The community and District patrons will be engaged to assist the District identify the type of schools and grade configuration.

** The estimated cost is based on data the District's architect has compiled given his experience and knowledge of the school construction industry and District standards.

*** That portion of the total cost that is equal to the percentage of the added capacity that is needed to serve the forecast growth, determined by increased enrollment (831 K-8 and 511 high school students).

Portable classrooms are not considered permanent facilities so they are not used to determine future capital facility needs. Facility needs are expressed in terms of "unhoused students" or students that cannot be housed in permanent (brick/mortar) facilities. To serve the "unhoused students" on a short-term and immediate basis to serve growth, the District will purchase and utilize portable classrooms. This plan incorporates those facilities. The cost of the portables is not included in the impact fee calculation; however, impact fee revenue can be available to fund portable facilities if these facilities are needed to serve growth.

SECTION 6 CAPITAL FACILITIES FINANCING PLAN

A. Finance Plan

The District will finance the \$91,400,114 in planned improvements using bonds, state match and impact fees.

Table 9 – Anticipated Finances

	Bonds	State Match	Impact Fees
Secured	\$0	\$0	\$1,841,907
Unsecured	\$73,445,785	\$14,659,370	\$1,453,052
TOTAL	\$73,445,785	\$14,659,370	\$3,294,959

The District's planned improvements that will add capacity are dependent upon the passage of a bond and receipt of state match and impact fees. Below is a summary of these funding sources.

B. Funding Sources

General Obligation Bonds

Bonds are used to fund site acquisition, construction of new schools, and other capital improvement projects. A 60% majority vote is required to approve the issuance of bonds. Bonds are then retired through collection of property taxes.

State Match Funds

State Match funds primarily come from the Common School Construction Fund. School districts may qualify for State Match funds for specific capital projects based on eligibility requirements and a state prioritization system. Based on the District's assessed valuation per student and the formula in the State regulations, the District is currently eligible for State Match funds for new schools at the 47.81% match level.

Impact Fees

The collection of school impact fees generates partial funding for construction of public facilities needed to accommodate new development. School impact fees are collected by the Cities and County on behalf of the District. Impact fees are calculated based on a formula, which includes the portion of District construction resulting in increased capacity in schools.

SECTION 7 SCHOOL IMPACT FEES

The GMA authorizes jurisdictions to collect impact fees to supplement funding of additional public facilities needed to accommodate new development. Impact fees cannot be used for the operation, maintenance, repair, alteration, or replacement of existing capital facilities used to meet existing service demands.

A. School Impact Fees

The County's and City's impact fee programs require school districts to prepare and adopt CFPs meeting the specifications of the GMA. Impact fees are calculated in accordance with the local jurisdiction's formula, which are based on projected school facility costs necessitated by new growth and are contained in the District's CFP.

B. Methodology and Variables Used to Calculate School Impact Fees

The District's impact fees have been calculated utilizing the formula in the Clark County and City of Ridgefield Impact Fee Ordinances. The resulting figures in the attached Appendix A are based on the District's cost per dwelling unit to construct new schools and increase capacity at Ridgefield School District, both of which add capacity that is needed to serve new development. Credits have also been applied in the formula to account for future state match funds the District could receive and projected future property taxes that will be paid by the owner of the dwelling unit.

C. Proposed Ridgefield School District Impact Fee Schedule

The school impact fee calculation results in a fee of \$ \$11,290 per single-family home and \$13,697 per multi-family home.

The District requests collection of school impact fees in the following amounts:

Single Family: \$6,530 in 2016

Multi-Family: \$6,530 in 2016

Because the amount of the fees being recommended is less than the calculated amount, and in anticipation that construction costs for school facilities will continue to increase, the District will be requesting an increase in the amount the City and County collect each year based on the Rider Levett Bucknall Construction Cost Index. Future increases in fees will not exceed the calculated impact fee amounts.

Ridgefield School District **2015 Impact Fee Calculation**

APPENDIX A

$$SIF = \left[CS(SF) - (SM) - \left(\frac{(1+i)^{10} - 1}{i(1+i)^{10}} \times AAV \times TLR \right) \right] \times A - FC$$

Single Family Residence:

Elementary	Middle School	High School	Formula
\$34,882,355.00	\$34,882,355.00	\$21,635,404.00	Facility Cost
600	600	300	Additional Capacity
\$58,137.26	\$58,137.26	\$72,118.01	Cost per Student (CS)
0.190	0.086	0.077	Student Factor (SF)
\$11,046.08	\$4,999.80	\$5,553.09	CS x SF
\$200.40	\$200.40	\$200.40	Boeck Index
90.00	117.00	130.00	OSPI Sq Ft
47.81%	47.81%	47.81%	State Match Eligibility %
\$1,638.37	\$964.05	\$959.07	State Match Credit (SM)
\$9,407.71	\$4,035.75	\$4,594.02	CS x SF - SM
		\$18,037.47	Cost per Single Family Residence
		0.00356	Average Interest Rate
		0.03617576	Tax Credit Numerator
		0.003688786	Tax Credit Denominator
		9.806956251	Tax Credit Multiplier (TCM)
		\$334,434.00	Average Assessed Value (AAV)
		3279779.61	TCM x AAV
		0.00145	Tax Levy Rate (TLR)
		\$4,755.68	TCM x AAV x TLR = (TC)
		\$13,281.79	Cost per Single Family Residence - Tax Credit
		\$1,992.27	15% reduction (A)
		\$11,289.53	Calculated Single Family Fee Amount
		\$7,900.00	2016 Recommended Fee Amount
		\$11,200.00	2017 Recommended Fee Amount

Multi-Family Residence:

Elementary	Middle School	High School	Formula
\$34,882,355.00	\$34,882,355.00	\$21,635,404.00	Facility Cost
600	600	300	Additional Capacity
\$58,137.26	\$58,137.26	\$72,118.01	Cost per Student (CS)
0.165	0.089	0.087	Student Factor (SF)
\$9,592.65	\$5,174.22	\$6,274.27	CS x SF
\$200.40	\$200.40	\$200.40	Boeck Index
90.00	117.00	130.00	OSPI Sq Ft
47.81%	47.81%	47.81%	State Match Eligibility %
\$1,422.80	\$997.68	\$1,083.63	State Match Credit (SM)
\$8,169.85	\$4,176.53	\$5,190.64	CS x SF - SM
		\$17,537.03	Cost per Multi-Family Residence
		0.00356	Average Interest Rate
		0.03617576	Tax Credit Numerator
		0.003688786	Tax Credit Denominator
		9.806956251	Tax Credit Multiplier (TCM)
		\$100,096.00	Average Assessed Value (AAV)
		981637.09	TCM x AAV
		0.00145	Tax Levy Rate (TLR)
		\$1,423.37	TCM x AAV x TLR = (TC)
		\$16,113.65	Cost per Multi-Family Residence - Tax Credit
		\$2,417.05	15% reduction (A)
		\$13,696.60	Calculated Multi-Family Fee Amount
		\$4,900.00	2016 Recommended Fee Amount
		\$6,947.00	2017 Recommended Fee Amount

2. PURSUING PREMIERE



PURSUING

Premier



DISTRICT GOALS AND PLANNING BLUEPRINT

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PURSUING *Premier*



DISTRICT GOALS OVERVIEW

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

PURPOSE STATEMENT

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



THE RIDGEFIELD SCHOOL DISTRICT MAKES DECISIONS IN THE BEST INTEREST OF OUR STUDENTS

GUIDING PRINCIPLES

Data driven
Input from stakeholders
Enhance and support a premier education
Research-based best practices

ACCOUNTABILITY

The personal choice to rise above one's
own circumstance and demonstrate
the ownership necessary for achieving
desired results.



BOARD OF DIRECTORS

District 1 Jeff Vigue
District 2 Joseph Vance
District 3 Steve Radosevich
District 4 Becky Greenwald
District 5 Scott Gullickson

DISTRICT ADMINISTRATION

Superintendent	Dr. Nathan McCann
Assistant Superintendent	Chris Griffith
Director of Business Services	Paula McCoy
Special Education Coordinator	Denise Freund
Director of Professional Development	Janice Sauve
Manager of Technology Services	Geoff Varney
Maintenance Supervisor	Neil Brinson

BUILDING ADMINISTRATION

Ridgefield High School Principal	Tony VanderMaas
Ridgefield High School Asst. Principal	Allen Andringa
View Ridge Middle School Principal	Tony Smith
South Ridge Elementary School Principal	Todd Graves
Union Ridge Elementary School Principal	Tracey MacLachlan
Union Ridge Elementary School Asst. Principal	Dave Schaefer



GOAL #1



Achieve high outcomes through quality instruction, personalized learning, and continuous improvement resulting in success for every student.

STRATEGIES FOR ACHIEVING THIS GOAL

- Deliver an articulated and challenging K-12 curriculum, aligned to state standards, and taught with fidelity that ensures academic success for every student.
- Staff will develop School Improvement Plan (SIP) goals and strategies to ensure continuous increases in student learning.
- Staff will analyze multiple assessment measures to inform instructional decision-making, track student progress, and ensure every student meets or exceeds expected growth.
- Staff will provide additional instructional support to any student falling below growth expectations.
- Align resources for classroom support, professional development, and implementation of best practices that are proven to increase success for all students.
- Explore and develop flexible learning environments (time, place and pace) that require students to apply academic knowledge, skills, and dispositions necessary in future careers and support personalized experiences for all students.
- Effectively integrate technology practices to optimize and enhance student learning.
- Staff will inform and counsel every student in developing a career, college and life goals pathway necessary for obtaining the goal.

MEASUREMENT OF SUCCESS

- All students will make at least a year's growth in a year's time.
- All 2nd grade students will be reading at grade level by the end of the year.
- Top district performance or within 5% of the highest in state assessment data.
- Multiple programs will be available for personalized learning opportunities.
- All secondary students will have an identified career, college and life goals pathway.
- Each school will have an established system to help struggling learners.
- Identified school improvement plan goals will be met annually.
- Graduate follow-up survey will indicate a continuously increasing percentage of students successfully implementing post-secondary pathway choice.

GOAL #2



Provide safe, inclusive, and supportive environments that nurture the well-being of the whole child.

STRATEGIES FOR ACHIEVING THIS GOAL

- Develop and expand family resource center(s) to address the broad range of students and family needs at each school.
- Develop and expand after-school extracurricular program offerings to support students' diverse interests and needs.
- Actively review and refine emergency school procedures with partnering agencies and first responders.
- School improvement plans will address respectful and collaborative environments among all school community members.
- Implement Positive Behavioral Interventions and Supports in all schools.
- Facilities will be constructed and maintained with an emphasis on a safe environment that is conducive to student learning.
- Deliver whole child professional development to staff and parents.
- Expand staff and partnership capacity to address the mental health needs of students.

MEASUREMENT OF SUCCESS

- At the conclusion of the 2017-18 school year, the district will have reduced the disciplinary disparity between student sub-groups.
- At the end of the 2017-18 school year, suspensions and/or expulsions will be reduced in Ridgefield School District.
- The percentage of students that indicate on the Healthy Youth Survey that they feel safe at school will continuously increase.
- The percentage of students involved in extracurricular activities in the Ridgefield School District will increase annually.
- Safety Audit and Action Plan will be successfully completed annually.
- The percentage of participants in Community Education programs will increase annually.
- The district will continuously make facility enhancements that will support safe, inclusive learning environments.

GOAL #3



Provide collaboration and communication opportunities with families, staff, and the community resulting in strong partnerships.

STRATEGIES FOR ACHIEVING THIS GOAL

- The district calendar will schedule collaboration time for staff.
- The district will communicate with stakeholders in multiple languages.
- Maintain a budget development process that aligns resources with improving student achievement.
- Communicate with staff and stakeholders in a timely manner utilizing a variety of tools that promote two-way communication.
- Provide opportunities for parent and patron involvement at all schools.
- Share and seek feedback on instructional programming, student support and extended learning opportunities with parents and patrons.
- Increase opportunities for parents to be members of the school improvement planning process at each building.
- Increase opportunities for patrons to be members of the district improvement planning process.
- Establish educational partnerships to leverage enhanced opportunities for all students.

MEASUREMENT OF SUCCESS

- The community will receive regular communications across a variety of electronic and printed media.
- With district insight and support, complete a budget process annually with input from staff. Allow for financial control at the lowest level feasible.
- Continue partnerships with community groups to support and sustain levy and bond initiatives.
- Increase in number of student, staff and community celebrations of success.
- Long-term district plans including technology plan, capital facilities plan, etc, will create partnership opportunities for parents and community members.
- Annual increase in the number of community and business partners collaborating with the district.
- Report to the Community, published and distributed annually, will continue to provide detailed student achievement, attendance and demographic data.

GOAL #4



Close the disparity gaps by ensuring high expectations, removing barriers and providing opportunities for all students.

STRATEGIES FOR ACHIEVING THIS GOAL

- Analyze Healthy Youth Survey results at the building level and develop plans of action that address opportunities for improvement.
- Analyze academic and discipline data for disparate gaps. Develop strategies to narrow identified gaps.
- The district will maintain and enhance support of the Family Resource Center's mission of supporting all Ridgefield families.
- Increase awareness of and develop programs that support the unique needs of targeted identified sub-group populations.
- Remove barriers for under-represented students and their families to increase access to and participation in programs of choice.
- Ensure that School Improvement Plans (SIP) identify differentiated and individualized pathways to meet the needs of each student.

MEASUREMENT OF SUCCESS

- An increase in school climate as measured by the Healthy Youth Teen survey.
- The state's annual equity gap report will show a narrowing of disparity.
- Expansion of the Ridgefield Family Resource Center, both in terms of space and staff.
- Increased staff and patron understanding as the district identifies experts in sub-group populations.
- Annual increase in the number of students accessing individualized learning pathways. Annual expansion of access to the activity bus.
- Annual expansion of Tier II and Tier III academic intervention strategies.

Adopted by the Board of Directors on April 10, 2016

3. TYPE AND EXTENT OF NEW AND/OR MODERNIZATIONS REQUIRED

The following is the final report from Ridgefield School District's Capital Facilities Advisory Committee. It summarizes the facilities needs for each school campus and the projected cost to provide for each need.

DRAFT 6-8-18

Ridgefield School District
Capital Facilities Advisory Committee
School Board Report



Executive Summary

In **insert date**, Superintendent Nathan McCann chartered a Capital Facilities Advisory Committee (CFAC) to:

- Increase K-4 capacity (Possibilities include new K-4 school and/or additions to the existing Union Ridge and South Ridge campuses)
- Increase 9-12 capacity (Possibilities include expansion at RHS, small specialty and/or alternative high school)
- Review proposed project scope to meet the District's future facility needs and provide feedback and recommendation of preferred concept for a potential future bond election.
- Engage the community in conversation, encourage an inclusive process, and host a community forum.

The committee consisted of 20+ members representing Ridgefield citizens, parents, teachers, district staff and professionals with various areas of expertise related to facility planning. The meetings were open to the public, transparent and fluid in terms of participation.

The Capital Facilities Advisory Committee (CFAC) worked to understand the existing conditions, projected needs and available resources to meet the needs. The CFAC also developed focused subcommittees to garner specific feedback regarding;

- Special Education
- Categorical Programs
- Athletics/Extra-Curricular
- School Safety & Security

The committee work culminated in a recommendation for five projects to address the districts most pressing needs. While the total cost is significant, there is a pending urgency to address these issues before the District reaches a crisis situation. These proposed projects would constitute a proposed Phase III of capital improvements with the previous bond measure successfully accomplishing Phase II. Those district needs that are not addressed through past phases or proposed within this phase would be evaluated for potential inclusion in Phase IV future efforts.

Capital Projects Bond Proposal Summary		
Facility Needs	Cost Range	
Build new K-4 Elementary, 550 student capacity (72,000sf est.)	\$42,125,000	\$73,969,643

Build addition at RHS, (36,000sf est.)	\$22,000,000	\$24,000,000
Remodel existing RHS CTE Building (health & life safety improvements)	\$2,400,000	\$6,250,000
Covered Play at SRES and URES	\$700,000	\$900,000
District facilities safety and security improvements	\$200,000	\$300,000
Total Cost Range	\$x	\$x

Methodology

The CFAC reviewed reports regarding demographic and growth projections, school enrollment and capacity, funding capacity, program needs, and projected project costs. The CFAC sub-committees interviewed and surveyed community members, outside experts and District personnel to gain an understanding of both the needs as well as potential effective solutions. The CFAC also held an open public forum to present proposed projects and garner community input. LSW Architects presented the CFAC with cost information for those scopes of work identified by the CFAC. This data formed the basis by which the CFAC developed the recommendations.

Criteria

During the process of identifying and understanding the District needs, the committee developed the following criteria to assist the decision making process.

- Does it reach a large number of students to provide **Personalized Learning**?
- Does it benefit the community to build **Strong Community Partnerships**?
- Does it make it **Premier**? Provide **Opportunities and Skills that Ensure Success and Unlimited Possibilities**?
- Is it "building/facility" specific?
- Is it designed with security in mind?
- Does it benefit multiple schools?
- Does it coincide with future growth of the district and the next phases of development?
- Does it provide a strong return on investment?
- Does it improve the traffic flow of existing buildings, and/or provide efficient traffic flow for future buildings?

Community Forum

On May 2nd, 2018 the CFAC facilitated a community forum to present the proposed project scopes, gather community feedback and help shape the future of Ridgefield School District. Approximately 30 community members attended the event. The event was organized into stations where community members were encouraged to focus on various aspects of the planning, ask questions, and provide

feedback. The community was presented a four phase capital construction plan, a summary of 2016 bond promises fulfilled and a financial summary from the 2016 bond measure.

Bond Cost Analysis

DA Davidson presented data regarding election results, capital facilities financing and tax rate projections to the CFAC. The voting patterns indicate that 65% of February Bond measures pass the super majority approval, 35% in April, 20% in August and 29% in November. For a February 14, 2017 election the resolution filing date is December 16, 2016. In February of 2012 Ridgefield School District community supported the \$47,000,000 Bond with 65.45% approval. DA Davidson provided the CFAC with estimates for bond sales in 2017-2019 totaling \$75,000,000. Below is a brief summary of the tax rate and cost for one option. (2017 election, 3 \$25m bond sales, 20yr term, final sale in 2019)

Bond Authorization Amount	\$75,000,000
Projected Tax Rate Increase / \$1,000	\$1.32
Home Value	\$200,000
Projected cost per year	\$264

Note: Does not take into account senior exemptions. Citizens should contact County Assessor for details.

Project Summaries

New K-4 Elementary

The proposed project would be constructed on District owned property on the East side of the district to address a growing need for a neighborhood school in that part of the district. The project would consist of approximately 72,000 SF of new construction to accommodate a total capacity of 550 students. The CFAC committee has envisioned a school that will be flexible enough to encourage teaching in learning in multiple types of spaces, efficient enough to maximize the square footage available, and provide a 21st century learning environment that will be inspiring and foster a sense of community and pride. Programmatically this new facility will provide 26 new classrooms centered around flexible Co-Operative learning spaces, Life Skills spaces, new media center, large gymnasium, commons, and outdoor play areas.

RHS Addition

The proposed project would be constructed on the existing RHS campus. The intent of the project is to provide classroom space to accommodate 400-500 students. The addition would accommodate space primarily for general education classroom space, A new family and consumer science program, child care classroom, and capacity for an expanded science department. The project will likely attach to the West side of the new addition currently under construction from the 2012 bond, replacing the existing 200 building.

RHS CTE Remodel

The existing CTE building is 12,000sf and meets a critical need to provide RHS students with learning experience options connected to both STEM fields of study as well as trade career opportunities. The existing facility has served it's useful life, but is flexible enough that this life span can be extended through a phased approach to improvements. This phase of work is proposed to address the most pressing health and life safety improvements and minor infrastructure improvements to allow for modernization of some of the equipment and program needs.

Covered Play

Two new covered play structures, one at South Ridge and one at Union Ridge elementary schools will give students access to more options for outdoor play. Each would likely contain a full size basketball court and a ball wall at one or both ends to maximize opportunities for recess activities.

Safety and Security

The scope of safety and security upgrades has not yet been fully scoped but will likely continue the work that is being done as part of the 2016 bond campaign.

Other District Needs and Priorities, (Not currently funded by this proposed Bond Phase)

- Expanded RHS Commons
- Exhanced, full-remodel of RHS CTE
- Kitchen expansion at RHS
- RHS outdoor covered areas

4. PROJECT GIVENS AND SITE ANALYSIS

PHASED CONSTRUCTION DURING SCHOOL OPERATION

These four projects will be completed in separate phases. **Phase 1 (New K-4 School)** will be built on a 27.5 acre property being purchased by RSD just East of the fire station, near Claiborne Estates. At approx. 72,000SF, the new school will house grades K-4. Site work will include a lighted, turn sports field for all season use by the school and community. Regulatory agencies will require street frontage improvements along 10th Street, as well as upgrade the road to accommodate school buses. Completion of Phase 1 is scheduled for occupancy in July 2020. **Phase 2 (RHS Addition)** includes demolition of the 200 building and an addition at a site which houses 800 students. Phase 2 will add 30,000 to 40,000sf to RHS and is scheduled for an August 2021 completion. **Phase 3 (RHS – CTE Upgrades)** includes minor demolition and remodel to address the most pressing health and life safety improvements and is scheduled for occupancy in August of 2021. **Phase 4 (SRES/URES – Covered Play Structures)** will include new covered play structures at each of the existing elementary school campuses. Completion schedule for Aug. of 2021.

SITE EVALUATION AND DESIGN RESPONSE

Site Evaluation and Guideline Requirements

The site evaluation and design process should consider the following:

- Siting of the building and design should work to respond to the existing topography and site conditions in a manner that works to minimize import and export of fill materials and costs associated with site development.
- Respond to the natural orientation of solar access and prevailing wind directions.
- Play to the strengths of the natural habitat, the value for wildlife and sensitivity to restoring wetland habitat.
- Provide clarity between the identities of each of the schools.
- Consider ongoing operational and maintenance aspects of the design



SITE PLAN

5. GENERAL DESIGN CONSIDERATIONS

PRIMARY CONSIDERATIONS INFLUENCING BUILDING DESIGN

- Effective learning environment
- Daylight access to learning spaces
- Transparency / display
- Acoustics
- Indoor air quality
- Flexibility
- Views into site
- Topography / vegetation
- Grading
- Skyline
- Visual prominence
- Color – draw from the landscape/school colors
- Reflectivity
- Materials
- Shade devices
- Building safety and security
- Lighting
- Visibility
- Ease of way finding
- Wind
- Snow/ice
- Operations and maintenance
- Site specific unique opportunities
- Landscape features
- Vegetation
- Views
- Indoor/outdoor learning connections
- Outdoor sports and recreation space
- Ridgefield community / culture
- Outdoor recreation
- Community use

KEY INFLUENCING FACTORS

- Bond Commitment
 - Work to deliver on expectations and commitments made to the community.
- Symposium Elements
 - Consider desired experience through perspectives of student, teacher and community.
 - Create unique elements that support effective learning.
 - Capture opportunities that are unique to the site.
- Design Team Direction
 - Provide students, teacher, administration and community needs to support the District mission.
 - Provide for affordable and efficient maintenance and operation.
- Site Constraints
 - Consider topography, weather exposure, existing buildings, habitat buffers, and vegetation, and vehicle access.
- Prototypical Elements
 - Consider prototypical elements, space layouts, adjacencies, programs, and materials used successfully on the recently completed schools since 2012 to help influence the New Elementary School design.

6. PROGRAMMING

The school will consist of approximately 72,000 sf of new construction of both one and two story facilities. The program includes 20 classrooms, commons, full size gym with bleachers, music, art, life skills, co-op spaces and a media center. This new school is designed as a prototype in order to build familiarity between the three elementary schools.

Schematic Program

RSD NEW E.S.

LSW ARCHITECTS, P.C.

PROGRAM AREAS	QTY	TOTAL EA	PROPOSED	TOTAL AREA	NOTES
ADMINISTRATION / SUPPORT					
Reception	1	830	830		Rec/Sec = Combined
Secretary	1	0	0		
Principal	1	183	183		
Assoc. Principal	1	163	163		
Health	1	202	202		Health/Nurse = Combined
Nurse	1	0	0		
Conference Room	1	154	154		
Staff Room	1	321	321		
Volunteer Room	1	130	130		
FCRC / Community Use	1	258	258		Reduced from 600 SF/Core Team
Calm Room (Student)	1	102	102		Reduced from 300 SF
Staff Work Room	1	0	0		Removed
Work Room	1	315	315		
Music Office	1	0	0		
P.E. Office/Storage	1	226	226		
Counseling	2	150	300		Reduced from 200 SF
Media Office	1	0	0		
Psych	1	150	150		
Instructional Coach	1	0	0		Removed/Core Team
Conference Room / Itin. Office	1	181	181		
Admin Storage	1	119	119		Replaced Office/Core Team
SLP Office	1	258	258		
Itinerant Office	1	0	0		Removed/Core Team
O.T. / P.T.	1	292	292		Reduced from 300 SF
Large Life Skills Room	1	1,030	1,030		
Large Pull-out Workshop	1	0	0		Removed/Core Team
Small Group SpEd	1	240	240		
One on One SpEd space(s)	1	0	0		Removed/Core Team
Sensory Room	1	292	292		Re-labeled from OTPT and reduced from 600 SF
General Ed Staff Room/Collaboration	1	284	0		Added per Staff Tour/Core Team
Special Ed Shared Office	1	219	219		one office for three people
Laundry	1	77	77		
Other - Contingency	1	0	0		Deleted per CFAC
				6,042	
CORE AREAS					
Music Classroom/Platform	1	0	0		Deleted per CFAC - Adding Bleachers to gym to accommodate assemblies
Commons	1	3,838	3,838		275 seating capacity
Gymnasium	1	7,275	7,275		50' x 84' Court, with bleachers (per CFAC)
Storage - Before & After School	1	198	198		
Media Center	1	2,309	2,309		Includes Media Office
Book Room	1	102	102		
Tech Room	1	196	196		
Co-Op	3	1,139	3,417		Deleted (1) in Kindergarten Wing/Core Team
Small Group	2	203	406		Added Core Team
Food Education Lab (student space)	1	0	0		Deleted per CFAC
Music Classroom - Dedicated	1	1,109	1,109		Includes Music Stor
Collaboration Spaces	5	290	1,450		Added Core Team
E.S.L.	1	241	241		
Book Room	1	0	0		Deleted, have one in the program already.
				20,541	

SERVICE AREAS					
R.R. (Single)	1	78	78		Life Skills Wing
Storage	1	147	147		Kindergarten Wing
R.R. (Single)	1	76	76		Admin
R.R. (Single)	1	76	76		Admin
Storage	1	120	120		Classroom Wing
Custodian	1	78	78		
Serving Area	1	0	0		Included in Kitchen
Scullery	1	0	0		Included in Kitchen
Kitchen	1	1,069	1,069		
R.R.	1	58	58		
Dry Storage	1	104	104		
Girls R.R.	1	268	268		Lobby
Boys R.R.	1	268	268		Lobby
Unisex	1	58	58		Lobby
Unisex	1	58	58		Kindergarten Wing
Storage	1	91	91		Classroom Wing
Storage	2	159	318		Classroom Wing
Media Center Storage	1	0	0		Removed/Core Team
MDF	1	105	105		
IDF	2	75	150		
Girls R.R.	1	137	137		
Boys R.R.	1	137	137		
Elevator Mechanical	1	75	75		
Janitor	1	70	70		
Girls R.R.	1	137	137		
Boys R.R.	1	200	200		
Girls R.R.	1	137	137		
R.R.	3	54	162		Classroom Wing
Janitor	1	78	78		
Boys R.R.	1	137	137		
				4,392	
COVERED OUTDOOR PLAY					
Covered Play Area	1	3,200	3,200		
				3,200	
CLASSROOMS					
Kindergarten Classroom	5	900	4,500		Added 1 per CFAC
R.R.	6	57	342		
Storage	6	69	414		
Art Classroom	1	1089	1,089		Includes Storage
Classroom	21	860	18,060		Note: (1) Classroom = Future Kindergarten and (1) Classroom = Collaboration Classroom
				24,405	
Total Assignable Area				58,580	
Non Assignable SF				17,238	
Total Gross Area				75,818	Included 3200 Covered Play

7. FUNCTIONAL PROGRAM SCHEDULE

Functional Programs were developed from the Schematic Program to define the needs and character of each space. Although some functions overlap, a program schedule was created for the elementary school to capture specific needs associated with the curriculum. Final Functional Programs are provided in Section 13.

Functions include:

- Administration
- Special Education/Life Skills Classrooms
- Commons
- Kitchen
- Gymnasium
- Kindergarten Classrooms
- General Ed Classrooms
- Co-op Spaces
- Collab Rooms
- Music Classroom
- Art Classroom
- Media Center
- Staff Workroom
- Staff Lounge
- Custodial and Janitorial Services
- Mechanical Rooms
- Electrical Rooms
- MDF / IDF Rooms
- Restrooms

Schedule Format:

Function:	Describe function
Planned Use:	Describe use
Type of Instruction:	Example - lecture, team, group, individual, etc.
No. of spaces and square footage:	List and note
No. of Students Served:	District service Load
Staffing:	Example - teacher, counselor, admin, Athletic, etc.
Associated Adjacencies:	Example – gym to playground, commons to circulation, etc.
Support Space:	Example - conference, prep, storage, planning, etc.
Special Requirements:	Example - security, casework, eye-wash, display, etc.
Finishes:	Ceiling: Floor: Walls:
Hours of Use:	Students: Staff:
Furnishings:	Example - built-In, movable, collapsible, 6 person tables, etc.
HVAC Requirements:	Example - mech system used, operable windows, etc.
Lighting Requirements:	Example - LED, incandescent, high-bay, fluorescent, display, etc.
Technology and Communications:	Describe provisions.

8. WSSP SCORE CARD, RESOURCE AND ENERGY CONSERVATION

The new school is designed to meet the Washington State Sustainable Schools Protocol (WSSP). The planning and design has made careful consideration of environmental sustainability, public safety, education, and the natural environment. The WSSP Score Card below notes all design elements used to meet this protocol.

WSSP 2018 Scorecard								
District: _____		Contact Name & Phone: _____		Date: _____				
Project Name and Type: _____		D Phase: _____						
Category	Group	Credit Number	Credit Name	Possible Points	Yes	No	Maybe	
Site 23 points	1) Selection & Use	S1.0	Code Compliance	R	R			
		S1.1	Sensitive Areas	1			1	
		S1.2	Greenfields	1		1		
		S1.3	Central Location	1		1		
		S1.4	Joint Use of On-Site Facilities	1-2	1	1		
		S1.5	Joint Use of Off Site Facilities	1		1		
		S1.6	Minimize Site Disturbance - Building	2	2			
	2) Transportation	S2.1	Public Transportation	1	1			
		S2.2	Bicycle Lanes & Security	1	1			
		S2.3	Electric Vehicle Charging Stations	1-2		1	1	
		S2.4	Minimize Parking	1		1		
	3) Stormwater Management	S3.0	Construction Stormwater Pollution Prevention	R	R			
		S3.1	On-site Stormwater Management and Flow Control	R-1			1	
		S3.2	Stormwater Treatment	R-1	1			
		S3.3	Soil Management	1	1			
	4) Outdoor Surfaces	S4.1	Outdoor Learning Spaces	2		2		
		S4.2	School Gardens	1-2		2		
		S4.3	Reduce Heat Island - Site	1		1		
		S4.4	Reduce Heat Island - Roof Design	1	1			
	5) Outdoor Lighting	S5.1	Light Pollution Reduction	1	1			
				Total possible	23	9	11	3
	Water 10 points	1) Outdoor Systems	W1.0	Landscape Water Use Budget	R	R		
			W1.1	Irrigation Water Reduction (50%, 100%)	1-2	1		
W1.2			Control Irrigation Water Use	1	1			
W1.3			Irrigation System Testing and Training	1	1			
2) Indoor Systems		W2.0	Lead-Free Potable Water System	1	1			
		W2.1	Potable Water Use Reduction for Sewage (25%, 45%)	1-2	1	1		
		W2.2	Potable Water Use Reduction (20%, 30%, 40%)	1-3	2	1		
			Total possible	10	7	2	0	
Materials and Waste 25 points	1) Waste Reduction and Efficient Materials Use	MW1.0	Storage and Collection of Recyclables and Compostables	R	R			
		MW1.1	Construction Site Waste Management (50%, 75%)	1-2	2			
		MW1.2	Building Reuse - Structure/Shell (50%, 75%, 95%)	1-3		3		
		MW1.3	Building Reuse - Interior Non-Structural Elements (50%)	1		1		
		MW1.4	Materials Reuse (5%, 10%)	1-2		2		
	2) Sustainable Materials	MW2.1	Recycled Content (10%/4 mtl's, 20%/8 mtl's)	1-2	2			
		MW2.2	Rapidly Renewable Materials	1		1		
		MW2.3	Certified Wood (50% Chain of Custody)	1-2		2		
		MW2.4	Regional/Local Materials	1-2	1		1	
		MW2.5	Environmentally Preferable Products - Multiple Attribute	1-2				
		MW2.6	Environmental Product Declaration	2-7				
		MW2.7	Building Materials Health Product Disclosure	1				
					Total possible	25	5	9

Category	Group	Credit Number	Credit Name	Possible Points	Yes	No	Maybe
Energy 60 points	1) Efficiency	E1.0	Minimum Energy Performance				
		E1.0.1	Energy Code Minimum	R	R		
		E1.0.2	Energy Star Certified Equipment	R	R		
		E1.1	Superior Energy Performance - Prescriptive Component Design	2-10		10	
		E1.2	Superior Energy Performance - Whole Building Design	8-20	14	4	2
		E1.3	Zero Net Energy	35		35	
	2) Building Automation	E2.0	Audio and Visual Systems Control	R	R		
		E2.1	Daylight Responsive Controls	R	R		
		E2.2	HVAC Controls and Operable Windows	1		1	
		E2.3	Occupancy Controls				
		E2.3.1	Occupancy Sensor-based Controls	1	1		
		E2.3.2	Occupancy Sensor-based Control for Temperature & Airflow	1	1		
		E2.4	Demand Control Ventilation	1	1		
		E2.5	Exterior Lighting Motion Detection	2	2?		
	3) Alternative Energy	E3.1	On-Site Renewable Energy				
		E3.1.1	On-Site Renewable Energy	2-8		8	
		E3.1.2	Solar Ready	1		1	
		E3.1.3	Service Water Heating	2		2	
		E3.1.4	Zero Net Energy Capable	3		3	
		E3.2	Combined Heat & Power	4		4	
	4) Commissioning	E4.0	Fundamental Commissioning	R	R		
		E4.1	Enhanced Commissioning				
		E4.1.1	Commissioning Review	1	1		
		E4.1.2	Verification and Assurances	1	1		
		E4.1.3	Systems Manual	1			1
	5) Metering & Management	E5.0	Minimum Energy Metering	R	R		
		E5.1	Energy Metering - Other				
		E5.1.1	Energy Metering System - Not Code Required	4		4	
		E5.1.2	Additional Use Metering	2			2
		E5.1.3	Energy Use Metering Display	2		2	
		E5.2	Energy Storage	2		2	
		E5.3	Automated Demand Response				
		E5.3.1	Manage Peak Demand	2		2	
		E5.3.2	Future Demand Response	1		1	
			Total possible	60	19	79	5

Category	Group	Credit Number	Credit Name	Possible Points	Yes	No	Maybe
Indoor Environmental Quality 36 points	1) Daylighting	IEQ1.0	Permanent Shading	R-1		1	
		IEQ1.1	Outdoor View Windows	R-1	1		
		IEQ1.2	Daylighting Classrooms	1-4		4	
	2) Electric Lighting Quality	IEQ2.0	Electric Lighting Quality				
		IEQ2.0.1	Electric Lighting Quality	R	R		
		IEQ2.0.2	Electric Lighting Dimming	1	1		
		IEQ2.0.3	Electric Lighting Luminaire Color	1	1		
	3) Indoor Air Quality	IEQ3.0	Min Requirements Ventilation, Filtration, & Moisture Control				
		IEQ3.0.1	Permanent Ventilation	R	R		
		IEQ3.0.2	Increased Ventilation	1		1	
		IEQ3.0.3	Evaluate Envelope	1	1		
		IEQ3.1	Low-Emitting Interior Finishes	1-6	6		
		IEQ3.2	Low-Emitting Furniture	1	1		
		IEQ3.3	Source Control	3	3		
		IEQ3.4	Ducted HVAC Returns	1	1		
		IEQ3.5	Particle Arrestance Filtration	1-2		2	
		IEQ3.6	Construction IAQ Management				
		IEQ3.6.1	During Construction	1	1		
		IEQ3.6.2	After Construction	1	1		
		IEQ3.7	Indoor Air Monitoring	2		2	
	4) Acoustics	IEQ4.0	Minimum Acoustic Performance	R	R		
		IEQ4.1	Improved Acoustical Performance				
		IEQ4.1.1	Reduced Unoccupied Classroom Noise All Classrooms	1	1		
		IEQ4.1.2	STC 50 All Classrooms	1		1	
		IEQ4.1.3	Gymnasium Reverberation Times	1	1		
		IEQ4.1.4	Multi-Purpose, Commons, Cafeteria Reverberation Times	1	1		
		IEQ4.2	Audio Enhancement	1	1		
	5) Thermal Comfort	IEQ5.0	Thermal Code Compliance	R	R		
		IEQ5.1	Radiant Heated Floors - K-5	2		2	
	6) User Controls	IEQ6.1	User Control -- Windows	1		1	
		IEQ6.2	User Control -- Temperature	1		1	
			Total possible	36	21	15	0

Category	Group	Credit Number	Credit Name	Possible Points	Yes	No	Maybe
Integration, Education and Operations 43 points	1) Integration	IEO1.1	Integrated Design Workshop	1	1		
		IEO1.2	Durability	1	1		
		IEO1.3	Faculty and Staff Changing and Shower Facilities	1		1	
		IEO1.4	Innovation	1-2		2	
		IEO1.5	Biophilic Design	1-2		2	
		IEO1.6	Pursue Additional Funding Sources	2			2
		IEO1.7	Safer Schools by Design	2	2		
	2) Education	IEO2.1	Green Building Learning	1-2			2
	3) Operations	IEO3.0	Operational Performance Monitoring	R	R		
		IEO3.1	Post Occupancy Evaluation (POE)				
		IEO3.1.1	POE Occupant Survey	R	R		
		IEO3.1.2	Comprehensive POE	2			2
		IEO3.2	ELCCA/LCCA				
		IEO3.2.1	ELCCA Required Facilities	R	R		
		IEO3.2.2	ELCCA Other Facilities	1		1	
		IEO3.2.3	ELCCA Update	1	1		
		IEO3.2.4	LCCA	1	1		
		IEO3.3	Monitoring-Based Commissioning	4			4
		IEO3.4	Project or District Long Term Operations				
		IEO3.4.0	Asset Preservation Program (APP)-New Buildings	R	R		
		IEO3.4.1	Operations and Maintenance Staff Involvement	R	R		
		IEO3.4.2	Asset Preservation System (APS) on Modernizations	1			
		IEO3.4.3	Green Power and Carbon Offsets	1-2			
		IEO3.4.4	Resource Conservation and GHG Reduction Plan	1			
		IEO3.4.5	IAQ Management Plan	2			
		IEO3.4.6	Integrated Pest Management Program	2			
		IEO3.4.7	Transportation Options Program	1			
		IEO3.4.8	Operations and Maintenance Personnel Training	1-2			
		IEO3.4.9	Food Related Waste Management	1-2			
		IEO3.4.10	Wasted Food Reduction Program	1, 2-3			
		IEO3.4.11	Fuel Efficient Buses and Maintenance Vehicles	1			
		IEO3.4.12	Environmentally Preferable Supplies Purchasing	1			
		IEO3.4.13	Green Cleaning Policy and Program	1			
		IEO3.4.14	Green School Program	1			
			Total Possible	43	6	8	8
GRAND TOTAL: Possible Points (Most points possible, not a total of all points listed above)				197	67	124	17
Minimum required for Washington Sustainable School Two-tier system: New Facility and new Building on Existing Facility For Class I Districts: Minimum 66 points For Class II Districts: Minimum 58 points Modernization				58 or 66 43 or 49			

9. MAINTENANCE AND OPERATION

Environmental and Sustainability Goals.

<u>What are your environmental concerns?</u> Provide comfortable spaces conducive to learning.
<u>Will there be environmental accreditation goals?</u> Meet Washington Sustainable Schools Program criteria for high-performance schools
<u>If so, what certifications will you be looking for?</u> Meet Washington Sustainable Schools Program criteria for high-performance schools
<u>Will the school incorporate electric vehicle charging, photovoltaic panels, combined heat and power, or any other sustainable/renewable practices?</u> No.
<u>Will the building utilize LED lighting?</u> Yes.

Energy Efficiency Goals.

<u>What are your energy efficiency goals?</u> Meet WSSP.
<u>Describe any goals or requirements for building siting, landscaping, façade, fenestration, envelope, and roof features that will impact energy use.</u> None.

Indoor Environmental Quality Requirements.

<u>Outdoor design Conditions:</u> Closest ASHRAE weather info: Portland, OR. Heating: 99.6% Dry Bulb temperature is 23.9°F. Cooling: 0.4% Dry Bulb is 91.2°F. <u>Space temperature setpoints:</u> Occupied: 70F ± 2F heating/74 ± 2F degree cooling. Unoccupied: 55/80°F
<u>Occupancy Schedules:</u> Administration: Start early Teaching: Normal school hours Ancillary spaces: Considerable after-hours use by students and community
<u>Humidity requirements:</u> Humidity will not be controlled.
<u>What will the noise criteria be?</u> <u>Noise Criteria:</u> Classrooms: 25 Private Offices: 30 Conference Rooms: 30 Corridors and lobbies: 40

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<u>What are the ventilation and filtration requirements?</u> Filter maintenance is an ongoing expense to the district. Standardize filter sizes and types where practical and provide good access for change-outs. Specify that contractor post a laminated instruction sign at each filter rack listing type and size of filter. Carbon dioxide (CO2) sensors are to be installed and utilized for demand control ventilation where applicable. Provide higher level filtration in computer labs and ceramics areas.
<u>What are the system control expectations?</u> The DDC system must provide a web accessed graphical interface, arranged so that operators can remotely start and stop equipment, adjust setpoints, troubleshoot problems, adjust scheduling, and receive and respond to alarms. The goal is to have a K.I.S.S. intuitive, user-friendly system that operators can readily navigate with minimal remote assistance and vendor training. DDC systems that are based on text PPCL programming are not acceptable. Programming is to utilize block diagrams that depict the sequence of operation for ease of operator use.
<u>Are there any preferred manufacturers you would like to use?</u> Quality and low maintenance/ease of operation are important considerations. SCC suggestions are ClimaTech (Automated Logic) and Sunbelt (Distech).

Equipment and System Expectations.

Lighting
<u>What types lighting systems would you like to use (daylighting, photocells etc.)?</u> Daylighting, daylighting photo dimming controls, energy efficient LED light fixtures.
<u>What type of control would you like to have?</u> 1. Classrooms to be programmed alike, with manual-on/auto-off functionality. K.I.S.S. is the goal. 2. Common areas to be programmed from a basic lighting control panel. 3. Exterior lighting can be configured for multi zone control options. Building mounted exterior (security), building entry (off at _____), parking off or reduced at _____, etc.
<u>Are there certain features you require?</u> Lighting control as-builts: Specify that all lighting plan as-builts show actual lighting relay numbers, switch positions, etc.
<u>Are there any preferred manufacturers you would like to use?</u> No specific preferred manufacturers (quality and low maintenance/ease of operation are important considerations). The district does not want to use Enlight Controls.
HVAC
<u>General requirements for HVAC components:</u> Equipment should be selected for durability, comfort and zone control, reliability, readily available spare parts, ease of maintenance, cost of maintenance, training provided by manufacturer's reps and energy conservation. All parts shall be readily available within 50 miles of District offices. Zones are to be separated according to their relation to exterior walls, physical barriers, fire/smoke compartments, use, and exposure (north, south, east, west). Each zone should have a temperature sensing device controlling air and/or water distribution to the zone for occupant comfort. Perimeter zones are defined as spaces within 15 feet of an exterior or below grade wall. Request piping details show isolation valves at each piece of equipment and throughout the school at locations that facilitate ready isolation for maintenance of devices and equipment.

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Locate major equipment within mechanical rooms to facilitate maintenance.

For heating water systems, provide piping details showing branch connections to mains on the side of the pipe rather than bottom, with connections so that sediment does not “fall” into heating coils, etc.

Provide a small (1 bag) side stream bag filter canister across the heating pumps and chilled water pump. Side stream filters to be used during the initial two months of building operation to polish suspended solids from the water systems. After two months, the school district will valve them off. Filters will remain available for use when needed after future piping repairs or periodic water cleaning.

IDF rooms to be served by computer room quality splits.

Limit equipment requiring extensive maintenance.

Require full O&Ms for equipment.

Configure controls so that classrooms will retain heating operation control in the event of a central air handling unit failure.

Each piece of terminal equipment (TUs, FSDs, FCUs, etc.) to have a unique designation on equipment schedules and plans. Specs to call for contractor to use the same ID designations for equipment nameplates, control programs, as-built drawings, etc.

Specify contractor to provide posted operating instructions for each piece of major equipment.

Label ceiling grid below each TU, FSD, etc., with Brother labels that describe what is above the ceiling (eg., TU-2-1, FSD-4-1, etc.).

All terminal heating or cooling units to have discharge temperature sensors which display duct temperatures on the relevant BMS graphic.

Building static pressure control sometimes causes problems with exterior door closures in the existing school. The district understands that no static pressure control arrangement works perfectly all the time but suggests the following be specified:

1. Each DP sensor to have a surge tank installed on the OSA reference tube.
2. Each surge tank to be connected to OSA reference points at three different locations so that the OSA pressure value gets averaged through the surge tank during windy conditions.

What are your plumbing system expectations?

Request piping details show isolation valves at each piece of equipment and throughout the school at locations that facilitate ready isolation for maintenance of devices and equipment.

Isolation valves at each floor, wing, toilet room, kitchen, classroom, and equipment.

Floor drain in boiler rooms.

Non-clogging roof drain.

Provide water hammer arresters at flushometer valve, solenoid valve, and other quick-closing valve locations.

Water efficiency is a goal.

Trap primers: Provide electronic trap primer stations with integral clocks rather than the pressure activated type.

Types of plumbing systems? Basic domestic systems for typical school functions.

Types of fixtures?

Are there any preferred manufacturers you would like to use?

Electrical

Exit sign placement.

Labeling of outlet covers.

Specify all outlet covers be labeled with the as-built panel and circuit number.

Switched/unswitched outlets to be arranged in a consistent manner, labeled, and color-coded if possible.
<u>What will the power distribution requirements be?</u> Typical as needed for school function.
<u>What are your energy efficiency requirements?</u> Provide occupancy sensing controls for lighting as well as daylight sensors/dimmers to minimize electrical lighting use. Corridors to utilize occupancy sensors for after-hours use.
Security Systems/Access Control
<u>What are the security access requirements for this building?</u> To be determined.
<u>What are the functional security requirements for this building?</u> To be determined.
<u>Will there be card access?</u> To be determined.
<u>Are there any preferred manufacturers you would like to use?</u> No.
Commissioning (Cx)
<u>What level of Commissioning is anticipated?</u> Meet the prerequisite requirements for WSSP E4.0. E4.1.1 and E4.1.2. (Note to school district: E4.1.2 requires one-year follow-up, which adds considerably to commissioning budget. OK?)
<u>Systems to be commissioned:</u> HVAC systems, and controls Lighting and daylighting and occupancy controls

Building Occupant and O&M Personnel Requirements.

<u>The building will be operated and maintained by:</u> Ridgefield School District.
<u>Facilities training is to be conducted by:</u> The General Contractor and related Subs starting at Substantial Completion. Specify that each training session be documented with video of the session and formatted to be learned by watching that video with a list of attendees, written outline of the areas covered, videotape (on CD).

10. TECHNOLOGY AND COMMUNICATION SYSTEMS

CLASSROOM CONFIGURATIONS

A. General

Telecommunication outlets in classrooms shall be located to provide connectivity to the instructor's desk and student computer locations. Locations and density are determined on a project basis with the following criteria being established as minimums:

- 1) The instructor's desk will be typically located at the front of the classroom near the marker board on the instructional wall opposite the door. The WAO at the instructor's location shall have four jacks. The number of jacks for student computers is a function of the type of school. There shall be a minimum of four telecommunications outlets per classroom. The standard outlet is 3 Category 6A jacks.
- 2) A typical school classroom shall have a minimum of one WAO on each of the walls for computers.
- 3) Classrooms will be equipped with a minimum of one, Wireless Access Point (WAP).

Audio/Video

A minimum of one audio/video (A/V) outlet shall be provided for displaying video images from the instructor's computer onto a display. The A/V outlet shall have connectors supporting HDMI video outputs. The A/V outlet shall be mounted on the instructional wall below and to the right or left of the marker board or in a floor box. Video cabling shall be installed from the outlet to an outlet on the ceiling for a ceiling mounted projector or to the wall above a short throw projector or in a recessed box behind a wall mounted display.

OFFICES AND ADMINISTRATIVE SPACES

A. General Office

A typical office shall have one WAO at the desk location. In larger offices that can support two workstations, provide two such outlets on interior walls opposite each other.

General office area shall be equipped with a minimum of one WAP.

Main Office

In the main office provide telecommunications outlets at each of the planned workstation locations. There shall be additional WAO in the main office to support network printers, fax machines and copiers.

Main office areas will typically be provided with multiple WAP locations. Configuration will be based on type of facility and total square footage being covered.

SPECIAL PURPOSE SPACES

A. Art Rooms

One telecommunications outlet shall be located at the front of an Art Room for the instructor. A minimum of three telecommunications outlets shall provide connectivity to the student computers.

Art rooms will be equipped with a minimum of one, Wireless Access Point (WAP).

Commons / Cafeteria /

Commons / Cafeteria Room shall have a WAO supporting a Point of Sale (POS) application at the cash register location(s), specifically:

1. In elementary schools, there shall be one POS location with 2 jacks
2. At middle schools, there shall be two POS locations, 4 jacks
3. At high schools, there shall be three POS locations, 6 jacks

The kitchen office shall have a WAO with four jacks. Commons, Cafeteria or Multipurpose rooms shall also have a wall mounted WAO with 4 jacks.

Commons will be equipped with a minimum of two WAPs.

Cafeteria will be equipped with a minimum of one WAP.

Conference Rooms

Conference rooms shall have a minimum of one WAO, four jacks for connection of laptop computers and speaker phones. Conference room wireless is typically covered by the general or main office configuration. In the event a conference room is in an area not covered by general office, a WAP will be installed in the conference room.

Custodial

The Custodial Office shall contain a WAO with four jacks

Elevator

Elevator machine rooms shall have a wall mounted phone outlet. In addition, an individual horizontal cable shall be provided from a 110-voice cross-connect field in the ER to the elevator machine room to provide telephone connectivity to the elevator cab. The cable shall have a minimum 15' service loop and shall be coiled and left un-terminated inside a junction box in the machine room. The final connection of the cable to the elevator cab shall be the responsibility of the elevator contractor

Gymnasium

A WAO shall be provided at each end of the gym, in addition one WAO will be placed near the center of the bleachers for connection to scoreboard, or scoring system. The exposed outlets shall be wall mounted, typically 84" above finished floor (or as specified on Drawings) with a wire guard to protect the outlet from damage.

Gyms will receive multiple WAPs to provide complete coverage based on size and anticipated wireless density to be supported by the District.

Mechanical / Electrical Rooms

Mechanical and electrical rooms shall have a wall phone outlet. Mechanical and electrical rooms may house other equipment such as irrigation controllers, fire alarm and security alarm systems that will require connection to the nearest TR. Provide 1 cable for irrigation and 2 cables each for security and fire alarm as required.

Media Center / Library

The library will contain telecommunications outlets at the checkout desk(s) and telecommunications outlets to support computers used for research and to access the automated card catalog. Minimum additional requirements:

1. Elementary schools shall have a minimum of two WAOs, (8 jacks) to support student computers
2. Middle schools shall have three WAOs, (12 jacks) for student computers
3. High school shall have four WAOs, (16 jacks).
4. WAP density shall match WAO outlet density.

Music Room

One WAO shall be located at the front of the music room for the instructor. A minimum of three WAOs shall provide connectivity to the student computers. Music rooms shall also have an A/V presentation station.

Music rooms will be equipped with a minimum of one WAP.

Conduit

Multiple Trade Size 2 and Trade Size 4 conduits for the various communication systems including voice, data, intercom/clock, security (to include access control(s), video surveillance, and mass notification), and fire alarm shall be run from the main building to the telecommunications vault. The conduits shall be installed in a trench with minimum depth of 24" with a warning tape a minimum of 18" above the conduits. All conduits shall have pull-strings installed.

The conduits shall be extended from the vault to the portable closest to the main building. The conduits shall utilize 90 degree sweeps and enter a NEMA-4 enclosure on the side of the portable mounted in a manner that allows direct access into the telecommunications enclosure (TE) supporting the portable building. In the event multiple portables are in place, the conduit shall extend from this NEMA-4 box to an identical unit on the next portable and so-on until all portables are connected.

Telecommunications Enclosure

The portable building shall contain a wall mounted TE. The TE shall be sized to provide adequate mounting space for the required connecting hardware and networking equipment.

Where additional mounting space is required, a 19" wall mounted cabinet shall be used. If the distance from the Portable TE to a telecommunication outlet located in any of the portables exceeds 90 meters, then a second Portable TE will be required. The location of this second Portable TE will be determined by the quantities of portables, distances and the potential for additional portables in the future. Voice and data backbone cabling shall be routed from the second portable TE back to the ER in the main building.

Outside Plant Cable

All cabling routing to portables shall be rated for outdoor use.

Entrance Protection

All pairs of all balanced twisted pair backbone cables from the main building to the portable TR that are considered to have lightning exposure shall be terminated on primary protector blocks at each end. Cross-connect all entrance protection blocks to 110 blocks.

FIRE ALARM CONTROL PANEL

A. Pathway

A dedicated Trade Size 1 conduit shall be placed between the Fire Alarm Control Panel (FCAP) and the nearest Telecommunications Room. In the event the conduit runs in or beneath a slab, the cable shall meet the requirements for slab-on-grade in regard to rating and construction.

Connectivity

Two Category 6A UTP cables shall be placed in this conduit. These cables are to be identified at each end with machine generated tags. One will be annotated as "Primary" and the other will be designated as "Spare". The cables shall be left un-terminated at the FCAP with a 10' slack loop to accommodate final placement of the FCAP.

The cables shall be terminated on the highest available positions of the highest numbered rack mounted 48 port patch panel and labeled "FCAP - Primary" and "FCAP - Spare".

In the event the closest Telecommunications Room to the FCAP is not the Main Equipment Room (ER), the "Primary" cable shall be cross-connected using a uniquely colored and obviously labeled modular patch cord to the copper backbone cable and routed to the Main Equipment Room where it shall be terminated on a 100 pair 110 block located on the backboard in the immediate vicinity of the telephone company point of demarcation and labeled on the designation strip as "FCAP".

ELEVATOR EQUIPMENT ROOM

A. Pathway

A dedicated Trade Size 1 conduit shall be placed between the control panel in the Elevator Equipment Room and the Telecommunications equipment room Demarc location, (MDF, EF or ER). In the event the conduit runs in or beneath a slab, the cable shall meet the requirements for slab-on-grade in regard to rating and construction.

Connectivity

Two Category 6A UTP cables shall be placed in this conduit. These cables are to be identified at each end with machine generated tags. One will be annotated as “Primary” and the other will be designated as “Spare”. The cables shall be left un-terminated in the Elevator Equipment Room with a 5’ slack loop left within the control panel to facilitate termination by the elevator equipment installation contractor.

The cables shall be terminated on the highest available positions of the highest numbered rack mounted 48 port patch panel and labeled “Elevator – Primary” and “Elevator – Spare”.

In the event the closest Telecommunications Room to the Elevator Equipment Room is not the Main Equipment Room (MDF), the “Primary” cable shall be cross-connected using a uniquely colored and obviously labeled modular path cord to the copper backbone cable and routed to the Main Equipment Room where it shall be terminated on a 100 pair 110 block located on the backboard in the immediate vicinity of the telephone company point of demarcation labeled on the designation strip as “Elevator”.

Multiple Elevators

If a site has more than one elevator, necessitating multiple Elevator Equipment Rooms, the procedures outlined above will be replicated for each Elevator Control Room. The label criteria will be amended to read Elevator “x”, where “x”= the elevator number as assigned by District, typically starting at 1. HVAC CONTROLLER

A. Pathway

A dedicated Trade Size 1 conduit shall be placed between the Heating Ventilation Air Conditioning (HVAC) Control Panel and the nearest TR. In the event the conduit runs in or beneath a slab, the cable shall meet the requirements for slab-on-grade in regard to rating and construction.

Connectivity

Two Category 6A UTP cables shall be placed in this conduit. These cables are to be identified at each end with machine generated tags. One will be annotated as “Primary” and the other will be designated as “Spare”. The cables shall be left un-terminated at the HVAC Control Panel with a 10’ slack loop.

The cables shall be terminated on the highest available positions of the highest numbered rack mounted 48 port patch panel and labeled “HVAC – Primary” and “HVAC – Spare”.

In the event the closest TR is not the Main Equipment Room (MDF), the “Primary” cable shall be cross-connected using a uniquely colored and obviously labeled modular path cord to the copper backbone cable and routed to the Main Equipment Room where it shall be terminated on a 100 pair 110 block located on the backboard in the immediate vicinity of the telephone company point of demarcation and labeled on the designation strip as “HVAC”.

BACKBONE CABLE REQUIREMENTS

A. Topology

The telecommunication distribution system shall be a hierarchical star topology consisting of backbone cables connecting the Main Equipment Room ("ER") to TRs ("TR") or in specific cases, a Telecommunications Enclosure ("TE"). Horizontal cables shall be installed from each WAO") to the ER, TR, or TE serving that area of the building.

Inter-Building Maintenance Hole and Conduit Requirements

In campus environments where multiple buildings are separated by open spaces or in situations where different schools share a contiguous property, it may be in the best interest of the District to construct an outside plant cable system to connect the facilities together. If the buildings are greater than 300 feet apart, a maintenance hole (or series of maintenance holes) will be required to facilitate the placement of cables.

Maintenance holes shall be interconnected by a minimum of two, Trade Size 4 conduits. Appropriate locating devices (locate balls or trace wire) shall be placed at intervals along the conduit to allow location for future construction activities. In such cases, all cable that is spliced in or passes through a maintenance hole shall be provided with a slack coil. This coil shall be affixed to the maintenance hole racking in a manner that protects the cable from damage by persons climbing into or out of the maintenance hole.

Slack coils shall be formed in a large circular loop in a manner that meets or exceeds the minimum bend radius as specified by the manufacturer of the installed cable. Slack loop shall be a minimum of twenty feet (20').

B. Inter-Building Fiber Optic Cable

The inter-building fiber optic cable may be single mode or 50/125µm Laser Optimized (OM3/4) multimode. In no case will inter-building cable be less than twelve strands. In the event a composite fiber is specified, it will be a minimum of 12 strands of multimode and 12 strands of single mode combined under a common jacket.

Fiber shall be tight buffer and jacket ratings shall be suitable for indoor-outdoor placement without need for fan-out assemblies prior to termination within a building. The fiber will meet the specifications listed in ANSI/TIA-568 and the transmission performance parameters listed in Table 1.

On a project-by-project basis, District Technology Services may specify factory terminated pre-assembled fiber optic harnesses for inter-building runs. These harnesses allow rapid installation and eliminate the need for termination and may be installed directly in Trade Size 3 (or larger) conduit ducts without inner duct; however, installation of these assemblies may also call for empty inner ducts to be installed simultaneously to facilitate future use of the conduit. In the event pre-assembled fiber optic harnesses are used, careful review of the conduit quantities will be required to determine if additional conduits should be specified in the initial construction.

Field terminated inter-building fiber cables shall be installed within 1" orange inner duct.

Distances greater than 300 meters (984') shall be serviced exclusively by a minimum of 12 strands of single mode fiber.

Both single and multimode fiber optic strands shall be terminated with LC type connectors. When factory assembled units are specified, the harnesses shall be procured with an MPO (Multiple-Fiber Push-On/Pull-off) connector that will plug directly into rack mounted cassettes with LC connectors. For field termination, the LC connectors will have a ceramic ferule and will be attached to each fiber strand with either a heat cure or anaerobic type epoxy. Connectors will be then inserted into bulkheads housed in rack mounted patch panels.

LC connectors and corresponding bulkheads will be color-coded as per type:

- 1) 50/125µm Laser Optimized – Aqua
- 2) Single mode – Dark Blue

In large buildings containing more than one Telecommunications Room, 12 strands of 50/125µm OM4 multimode will be required for each TR in the building if such may be accomplished within the 300 meter limitation noted above.

C. Intra-Building Fiber Optic Cable

The intra-building fiber optic cable will be 50/125µm multimode fiber. Number of strands will be project specific but never less than 12 strands without express permission from District Technology Services. Fiber shall be tight buffer and jacket ratings shall be suitable for application. The fiber will meet the specifications listed in ANSI/TIA-568-C.3 and the transmission performance parameters listed in Table 1.

All intra-building fiber shall be factory assembled pre-terminated units. The distance between the ER and the TR shall not exceed 300 m (984 ft).

The fiber trunk assemblies shall be terminated with MPO type connectors. MPO shall plug directly into factory assembled fiber cassettes that present a duplex “LC” connector.

D. Fiber Optic Performance Parameters

Fiber optic cable and associated components will be selected from pre-approved manufacturer. In all cases, fiber will be certified to perform at or better than the values listed in Table 2.¹

Type	Optical fiber cable type	Wavelength (nm)	Maximum attenuation (dB/km)
OM3	50/125µm multimode	850	3.5
OM3	50/125µm multimode	1300	1.5
OM4	50/125µm multimode	850	2.4
OM4	50/125µm multimode	1300	.5
	Single mode	1310	1.0
	Single mode	1550	1.0

Table 1 - Fiber Optic Performance

E. Fiber Types to be Specified

	Intra-Building				Inter-Building		
	≤ 150 M	150 – 300 M	300 – 550 M	> 500M	≤ 150 M	150 – 300 M	> 300M
Elementary	OM3	OM4			OM4	OM4	SM
Middle	OM3	OM4	SM		OM4	OM4	SM
High	OM3	OM4	SM	SM	OM4	OM4	SM
Admin	OM3	OM4	SM	SM	OM4	OM4	SM
Stadiums					OM4	OM4	SM
Video Surveillance	OM3	OM3	OM4	SM	OM3		

F. Fiber Optic Pathway Considerations

¹ Legacy 62.5/125µm (OM1) fiber exists in many locations throughout the District and will be maintained as a stabilized product. Replacement strategy calls for all fiber to be OM3 or OM4 as a part of any significant upgrade to the telecommunications cabling infrastructure at a District facility.

Equally important is the pathway specified. When need arises to replace medium of any type the better the pathway the easier the replacement. Specifying a multi-channel pathway by means of innerduct, cell type material, or tubes facilitating blown fiber is highly recommended and should be included to allow for installation of new media without having to remove the existing media wherein at possible.

Inter-Building Multipair UTP

The Inter-Building backbone copper cables shall be a multipair cable from the building's Main Equipment Room to the Telecommunications Room(s) in each building. Pair count and cable category shall be determined on a project basis.

If run in under-slab conduit, the cable shall consist of an OSP sheath with 22-24 AWG solid-copper conductors encapsulated with water blocking gel filling compound for moisture protection. The multipair UTP will meet or exceed the mechanical and transmission specifications of ANSI/TIA-568.

Inter-Building Protection

Copper backbone shall terminate on both ends with primary and secondary (sneak current) protectors. Termination shall be 110 bases or 710 modular connectors. Protection base shall be grounded using a #6 AWG green sheath ground wire to the telecommunications ground busbar. Exception shall be made where pathway is in buried conduit and the distance between buildings is less than 140'.

Intra-Building Multipair UTP

Intra-building copper backbone shall be multipair, category 5 (or greater). Jacket shall be suitably rated for application but in no case less than CMR. The cable shall be sized on a project basis and placed between Telecommunications Rooms within the same building. The cable will meet or exceed the performance and transmission specifications of ANSI/TIA-568 requirements for category specified.

HORIZONTAL/STATION CABLE

A. General Requirements

1. The length of each horizontal cable shall not exceed 90 meters (295 feet) regardless of medium.
2. Unless specifically directed otherwise by District Technology Services, all horizontal cables placed in ceiling and wall spaces shall be plenum rated.
3. At District facilities, horizontal distribution copper cable and components shall be rated and installed to support up and including IEEE 802.3a1 10GBase-T standard.
4. Horizontal distribution cable to support voice and data applications (and all other low voltage systems that are capable of operating with 22-24 AWG copper cabling) shall be 4-pair Category 6A cable in new installations. Exception will be category 6A for wireless access point (WAP) connectivity.
5. Horizontal Category 6A cables shall be terminated at the work area end with Category 6A information outlets. The outlets shall be almond unless the facility has a different pre-established color code for Category 6A outlets.
6. For new construction, there shall be no distinction made for voice or data at the work area regarding cable type or color, outlet type or color, or labeling.
7. Horizontal Category 6A cables shall be terminated in the TR on rack-mounted Category 6A patch panels.
8. The cross connects between the patch panels and active electronic equipment shall be made with Category 6A patch cords.
9. Locations specific to Wireless Access Points shall be cabled with category 6A components including all terminations and patch cords.
10. In existing buildings, where additions are made to a Category 5 or 5e installation, the additions shall be made as directed by District Technology Services. The Category 6A cable sheath shall be of a color that is different from existing cable that is less than Category 6A.

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11. Under no circumstances will the splitting of cable pairs be allowed on either side of the information outlet or either side of the outlet panel or patch panel.
12. External line splitting devices shall not be used for cables connecting data devices.
13. Where existing split cable pairs are encountered, they shall be cut back to the cable sheath and re-terminated. If insufficient cable service slack is available, new cable shall replace the existing damaged cable. The damaged cable shall be completely removed for compliance to the *NEC*® requirement on “abandoned cable.”

B. Specific Requirements

1. Voice Connections - Traditional “voice connections”, i.e., those supported by analog telephone services may be encountered in the Ridgefield School District. In the event such service is required, it shall be cross-connected from the patch panel to a voice supply patch panel with modular patch cables. The voice patch panel is connected (via multi-pair; backbone cable) via protection (where required) to a wall mounted 110 cross-connect field and finally a rack mounted modular distribution panel in the ER. Cables will use 110 blocks in the ER only and will transition directly from the protection to rack mounted patch panels in the TR of outlying telecommunication rooms. Green patch cords are used for voice connections.
2. Data Connections - Data connections shall be an interconnection from the patch panel to an Ethernet switch using modular patch cables equal to the medium installed for horizontal (station) cable. An Ethernet switch in a TR shall be connected to the intra-building data backbone cabling using a single mode fiber optic patch cable. In the ER, the data backbone cables shall connect to the network hardware using appropriate length fiber optic patch cables.
3. Voice over Internet Protocol (VoIP) Connections - Voice over IP (“VoIP”) connections shall be an interconnection from the patch panel to a powered Ethernet switch (“PoE”) using Category 6A modular patch cables. The PoE Ethernet switch in a TR shall be connected to the intra-building data backbone cabling using a fiber optic patch cable connecting the Ethernet switch to the rack mounted fiber optic patch panel. The VoIP traffic will typically be routed to the ER or the location where the VoIP system resides.
4. Wireless Access Points (WAP) Connections - Wireless Access Point (“WAP”) connections shall be an interconnection from the patch panel to a powered Ethernet switch (“PoE”) using Category 6A modular patch cables. The PoE Ethernet switch in a Telecommunications Room shall be connected to the intra-building data backbone cabling using a single mode fiber optic patch cable connecting the Ethernet switch to the rack mounted fiber optic patch panel. The WAP traffic will typically be routed to the ER.

C. Under Slab Cable Installation

Under slab conduits are, by definition, a damp or wet location. As such, cables installed in under slab conduits shall be manufactured with jackets rated for damp or wet locations and employ proper moisture blocking techniques in construction.

11. SCHEMATIC DESIGN

A Schematic Design has been created using input from the direction from the District, Stakeholder meetings and the study of site opportunities. The following Schematic Design will be the basis for continued development into Construction Documents.

FLOOR PLANS

This architectural floor plan depicts a school building with a complex layout. The plan is color-coded to distinguish different functional areas:

- Top Section (Blue and Yellow):** Features a large outdoor basketball court area labeled "NEW RIDGE" in orange text. Adjacent to it is a large yellow rectangular area, possibly a gymnasium or a large storage space.
- Right Section (Red and Blue):** Contains numerous small rooms, likely classrooms or offices, arranged in a grid-like fashion. Some rooms are labeled with numbers (e.g., 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 113, 114, 115, 116, 117, 118, 119, 120, 121, 122, 123, 124, 125, 126, 127, 128, 129, 130, 131, 132, 133, 134, 135, 136, 137, 138, 139, 140, 141, 142, 143, 144, 145, 146, 147, 148, 149, 150, 151, 152, 153, 154, 155, 156, 157, 158, 159, 160, 161, 162, 163, 164, 165, 166, 167, 168, 169, 170, 171, 172, 173, 174, 175, 176, 177, 178, 179, 180, 181, 182, 183, 184, 185, 186, 187, 188, 189, 190, 191, 192, 193, 194, 195, 196, 197, 198, 199, 200, 201, 202, 203, 204, 205, 206, 207, 208, 209, 210, 211, 212, 213, 214, 215, 216, 217, 218, 219, 220, 221, 222, 223, 224, 225, 226, 227, 228, 229, 230, 231, 232, 233, 234, 235, 236, 237, 238, 239, 240, 241, 242, 243, 244, 245, 246, 247, 248, 249, 250, 251, 252, 253, 254, 255, 256, 257, 258, 259, 260, 261, 262, 263, 264, 265, 266, 267, 268, 269, 270, 271, 272, 273, 274, 275, 276, 277, 278, 279, 280, 281, 282, 283, 284, 285, 286, 287, 288, 289, 290, 291, 292, 293, 294, 295, 296, 297, 298, 299, 300, 301, 302, 303, 304, 305, 306, 307, 308, 309, 310, 311, 312, 313, 314, 315, 316, 317, 318, 319, 320, 321, 322, 323, 324, 325, 326, 327, 328, 329, 330, 331, 332, 333, 334, 335, 336, 337, 338, 339, 340, 341, 342, 343, 344, 345, 346, 347, 348, 349, 350, 351, 352, 353, 354, 355, 356, 357, 358, 359, 360, 361, 362, 363, 364, 365, 366, 367, 368, 369, 370, 371, 372, 373, 374, 375, 376, 377, 378, 379, 380, 381, 382, 383, 384, 385, 386, 387, 388, 389, 390, 391, 392, 393, 394, 395, 396, 397, 398, 399, 400, 401, 402, 403, 404, 405, 406, 407, 408, 409, 410, 411, 412, 413, 414, 415, 416, 417, 418, 419, 420, 421, 422, 423, 424, 425, 426, 427, 428, 429, 430, 431, 432, 433, 434, 435, 436, 437, 438, 439, 440, 441, 442, 443, 444, 445, 446, 447, 448, 449, 450, 451, 452, 453, 454, 455, 456, 457, 458, 459, 460, 461, 462, 463, 464, 465, 466, 467, 468, 469, 470, 471, 472, 473, 474, 475, 476, 477, 478, 479, 480, 481, 482, 483, 484, 485, 486, 487, 488, 489, 490, 491, 492, 493, 494, 495, 496, 497, 498, 499, 500, 501, 502, 503, 504, 505, 506, 507, 508, 509, 510, 511, 512, 513, 514, 515, 516, 517, 518, 519, 520, 521, 522, 523, 524, 525, 526, 527, 528, 529, 530, 531, 532, 533, 534, 535, 536, 537, 538, 539, 540, 541, 542, 543, 544, 545, 546, 547, 548, 549, 550, 551, 552, 553, 554, 555, 556, 557, 558, 559, 560, 561, 562, 563, 564, 565, 566, 567, 568, 569, 570, 571, 572, 573, 574, 575, 576, 577, 578, 579, 580, 581, 582, 583, 584, 585, 586, 587, 588, 589, 590, 591, 592, 593, 594, 595, 596, 597, 598, 599, 600, 601, 602, 603, 604, 605, 606, 607, 608, 609, 610, 611, 612, 613, 614, 615, 616, 617, 618, 619, 620, 621, 622, 623, 624, 625, 626, 627, 628, 629, 630, 631, 632, 633, 634, 635, 636, 637, 638, 639, 640, 641, 642, 643, 644, 645, 646, 647, 648, 649, 650, 651, 652, 653, 654, 655, 656, 657, 658, 659, 660, 661, 662, 663, 664, 665, 666, 667, 668, 669, 670, 671, 672, 673, 674, 675, 676, 677, 678, 679, 680, 681, 682, 683, 684, 685, 686, 687, 688, 689, 690, 691, 692, 693, 694, 695, 696, 697, 698, 699, 700, 701, 702, 703, 704, 705, 706, 707, 708, 709, 710, 711, 712, 713, 714, 715, 716, 717, 718, 719, 720, 721, 722, 723, 724, 725, 726, 727, 728, 729, 730, 731, 732, 733, 734, 735, 736, 737, 738, 739, 740, 741, 742, 743, 744, 745, 746, 747, 748, 749, 750, 751, 752, 753, 754, 755, 756, 757, 758, 759, 760, 761, 762, 763, 764, 765, 766, 767, 768, 769, 770, 771, 772, 773, 774, 775, 776, 777, 778, 779, 780, 781, 782, 783, 784, 785, 786, 787, 788, 789, 790, 791, 792, 793, 794, 795, 796, 797, 798, 799, 800, 801, 802, 803, 804, 805, 806, 807, 808, 809, 810, 811, 812, 813, 814, 815, 816, 817, 818, 819, 820, 821, 822, 823, 824, 825, 826, 827, 828, 829, 830, 831, 832, 833, 834, 835, 836, 837, 838, 839, 840, 841, 842, 843, 844, 845, 846, 847, 848, 849, 850, 851, 852, 853, 854, 855, 856, 857, 858, 859, 860, 861, 862, 863, 864, 865, 866, 867, 868, 869, 870, 871, 872, 873, 874, 875, 876, 877, 878, 879, 880, 881, 882, 883, 884, 885, 886, 887

2 LEVEL 2 OVERALL FLOOR PLAN



12. CHARACTER RENDERINGS

EXTERIOR





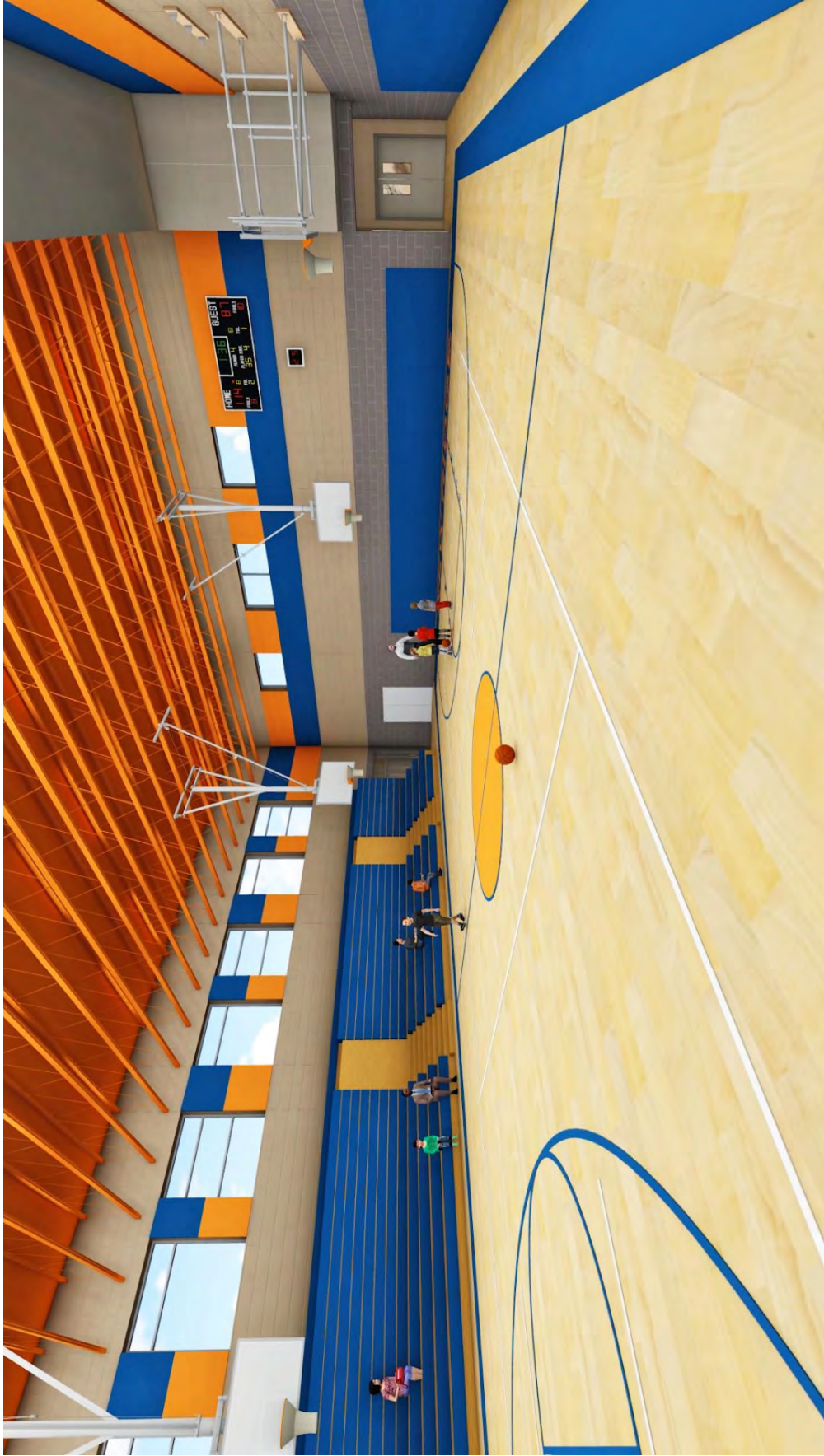


INTERIOR





















13. APPENDIX

SECTOR A: RSD NEW ELEMENTARY SCHOOL (LEVEL 1)

FUNCTION:	ADMINISTRATION
Planned Use:	Administrative and student services.
Type of Instruction:	Support services.
No. of spaces and square footage:	Reception / secretary, principal office, associate principal office, (2) counselor offices, conference room, tech office, health office, psychologist office, volunteer space, calm room, family resource center and tech office: Approximately 4,300 s.f.
Number of Students Served:	550 students total.
Staffing:	9-10 staff.
Associated Adjacencies:	Controlled school entry vestibule and reception.
Support Spaces:	Storage rooms and restrooms.
Special Requirements:	School entry / exit security, and public access.
Finishes:	
Ceiling:	Acoustical ceiling tiles and gypsum wallboard soffits – painted.
Floor:	Carpet and rubber base.
Walls:	Gypsum wallboard – painted.
Hours of Use:	
Office Hours:	8:30am – 4:30pm
Furnishings:	Built-in lower/upper casework and standard office furniture.
HVAC Requirements:	Packaged roof top unit provides air to VAV reheat boxes for main spaces and fan powered terminal units for support spaces. Roof top unit also serves Life Skills classrooms
Lighting Requirements:	Natural daylighting, auto dimming LED pendant mounted linear fixtures, and recessed LED troffer fixtures
Technology and Communication:	See Section 9 Technology and Communication Systems.

SECTOR A: RSD NEW ELEMENTARY SCHOOL (LEVEL 1)

FUNCTION:	SPECIALTY EDUCATION/LIFE SKILLS CLASSROOMS
Planned Use:	Specialty instruction.
Type of Instruction:	Individual, small group, hands-on and tactile instruction and independent study.
No. of spaces and square footage:	(1) Life Skills room: Approximately 1,070 s.f. (1) Life Skills Small Group room: Approximately 240 s.f. (1) Life Skills Sensory room: Approximately 280 s.f. (1) Life Skills Occupational/Physical Therapy room: Approximately 300 s.f.
Number of Students Served:	10-15 students.
Staffing:	1-2 staff.
Associated Adjacencies:	Main building circulation. Administration.
Support Spaces:	Group room, laundry, and restroom.
Special Requirements:	Changing table, shower, kitchenette without stove, reverberation and sound attenuation, laundry, adaptable lighting and 4-point ceiling suspension points.
Finishes:	
Ceiling:	Acoustical ceiling tiles and gypsum wallboard soffits – painted.
Floor:	Carpet and rubber base.
Walls:	Gypsum wallboard – painted and acoustical panels.
Hours of Use:	
Students:	9:05am – 3:35 pm
Staff:	8:30am – 4:30pm
Special:	Parent teacher conferences and “back to school” nights.
Furnishings:	Standard student tables and chairs and specialty equipment.
HVAC Requirements:	Packaged roof top unit provides air to VAV reheat boxes for main classroom and fan powered terminal units for support spaces Roof top unit also serves Administration
Lighting Requirements:	Natural daylighting and manual and auto dimming LED pendant mounted linear fixtures.
Technology and Communication:	See Section 9 Technology and Communication Systems.

SECTOR B: RSD NEW ELEMENTARY SCHOOL (LEVEL 1)

FUNCTION:	COMMONS
Planned Use:	Interior dining and assembly.
Type of Instruction:	None.
No. of spaces and square footage:	Approximately 3,800 s.f.
Number of Students Served:	550 students.
Staffing:	1-4 per lunch break.
Associated Adjacencies:	Main building circulation, food service, restrooms, janitorial services, and exterior play.
Support Spaces:	food service, restrooms, storage, janitorial services and multiple exits.
Special Requirements:	Hard surface floor.
Finishes:	
Ceiling:	Exposed wood framing with acoustical metal decking-painted.
Floor:	Interior: Sealed concrete (stained and polished) and rubber base.
Walls:	Sealed structural CMU, Gypsum wallboard soffits and accents – painted, hollow metal relites/doors and aluminum storefront windows/doors.
Hours of Use:	
Students and Staff:	9:05am – 3:35 pm
Special:	After school study, secure student waiting, club and sports meetings and as required for community scheduled events.
Furnishings:	Varied styles of collapsible tables, movable tables and stackable chairs.
HVAC Requirements:	Dedicated, single zone roof top air handling unit serves Commons space.
Lighting Requirements:	Natural daylighting and high bay LED fixtures.
Technology and Communication:	See Section 9 Technology and Communication Systems.

SECTOR B: RSD NEW ELEMENTARY SCHOOL (LEVEL 1)

FUNCTION:	KITCHEN
Planned Use:	Food preparation and storage, scullery and dry storage.
Type of Instruction:	None.
No. of spaces and square footage:	Kitchen: includes Scullery and Walk-In combo unit: Approximately 1,060 s.f. Dry storage: Approximately 110 s.f. Kitchen office: Approximately 80 s.f. Restroom: Approximately 60 s.f.
Number of Students Served:	550 students.
Staffing:	3
Associated Adjacencies:	Commons, exterior delivery and waste enclosure.
Support Spaces:	Kitchen office, laundry, and dedicated toilet.
Special Requirements:	Walk-in refrigerator and freezer, type I grease hood, type II vapor hood, screen door, grease interceptor and gas.
Finishes:	
Ceiling:	Acoustical ceiling tile w/ anti-microbial/water resistant surface
Floor:	Vinyl safety floor and cove base.
Walls:	Sealed structural CMU, Gypsum wallboard – painted and stainless steel and fiberglass reinforced panel wainscoting.
Hours of Use:	
Staff:	8:30am – 4:30pm
Furnishings:	Custom stainless-steel preparation, serving and wash tops integral with sinks and kitchen equipment. Custom stainless-steel shelves, racks and storage units.
HVAC Requirements:	Dedicated make-up air unit and ventilation.
Lighting Requirements:	Natural daylighting and recessed troffer LED fixtures.
Technology and Communication:	See Section 9 Technology and Communication Systems

SECTOR B: RSD NEW ELEMENTARY SCHOOL (LEVEL 1)
-SHARED CURRICULUM SPACE

FUNCTION:	GYMNASIUM
Planned Use:	Physical Education, team sports, wrestling, school assemblies and scheduled community events.
Type of Instruction:	Team instruction.
No. of spaces and square footage:	Gymnasium: Approximately 7,300 s.f.
Number of Students Served:	Up to two classes of 25 students each.
Staffing:	1 per class.
Associated Adjacencies:	Main building circulation, storage, restrooms, janitorial services, and exterior play.
Support Spaces:	PE Office / Storage Room
Special Requirements:	High ceilings, high capacity exiting, acoustical wall treatment, impact resistant materials, misc. equipment and fixtures and crash padding.
Finishes:	
Ceiling:	Open to structure with acoustical metal decking – painted.
Floor:	Natural wood basketball floor – maple.
Walls:	Sealed Structural CMU
Hours of Use:	
Students:	9:05am – 3:35 pm
Staff:	8:30am – 4:30pm
Special:	After school team sports as required and community events as scheduled.
Furnishings:	Retractable bleachers.
HVAC Requirements:	Dedicated, single zone roof top air handling unit serves Gymnasium space.
Lighting Requirements:	Natural daylighting and high bay LED fixtures.
Technology and Communication:	See Section 9 Technology and Communication Systems.

SECTOR C: RSD NEW ELEMENTARY SCHOOL (LEVEL 1)

FUNCTION:	KINDERGARTEN CLASSROOMS
Planned Use:	Classroom instruction.
Type of Instruction:	Lecture, team, group instruction and individual study.
No. of spaces and square footage:	(5) Kindergarten Classrooms: Approximately 900 s.f. each (1) Flex Kindergarten/ Gen. Ed. Classrooms: Approximately 900 s.f
Number of Students Served:	Up to 25 students per classroom.
Staffing:	1 per classroom.
Associated Adjacencies:	Collab room, restroom, storage, access to outdoor play and main building circulation.
Support Spaces:	IDF, Collab rooms, restroom, storage, staff workroom
Special Requirements:	Unisex restroom and storage in each classroom, prep space, Network access and display, sound attenuation, security, built-in casework, storage/book area & pin-up space.
Finishes:	
Ceiling:	Acoustical ceiling tiles.
Floor:	Carpet, resilient flooring and rubber base.
Walls:	Gypsum wallboard – painted.
Hours of Use:	
Students:	9:05am – 3:35 pm
Staff:	8:30am – 4:30pm
Special:	Parent teacher conferences and “back to school” nights.
Furnishings:	Standard student tables and chairs and built-in casework.
HVAC Requirements:	Fan coils are provided in the corridors to serve the classrooms and are served by a central roof-top Ventilation system (DOAS)
Lighting Requirements:	Natural daylighting and auto dimming LED pendant mounted linear fixtures.
Technology and Communication:	See Section 9 Technology and Communication Systems.

SECTOR C & D: RSD NEW ELEMENTARY SCHOOL (LEVEL 1 & LEVEL 2)

FUNCTION:	GENERAL ED CLASSROOMS
Planned Use:	Classroom instruction.
Type of Instruction:	Lecture, team, group instruction and individual study.
No. of spaces and square footage:	Sector C, Level 2: (6) general ed classrooms): Approximately 850 s.f. each Sector C, Level 2: (1) collaboration classrooms: Approximately 1,700 s.f. Sector D, Level 1: (6) general ed classrooms): Approximately 850 s.f. each Sector D, Level 2: (7) general ed classrooms): Approximately 850 s.f. each
Number of Students Served:	Up to 25 students per classroom.
Staffing:	1 per classroom.
Associated Adjacencies:	Collab rooms, Co-Op, restrooms, storage, access to and main building circulation.
Support Spaces:	IDF, storage, restrooms.
Special Requirements:	Network access and display, sound attenuation, security, built-in casework, storage area & pin-up space.
Finishes:	
Ceiling:	Acoustical ceiling tiles.
Floor:	Carpet and rubber base.
Walls:	Gypsum wallboard – painted.
Hours of Use:	
Students:	9:05am – 3:35 pm
Staff:	8:30am – 4:30pm
Special:	Parent teacher conferences and “back to school” nights.
Furnishings:	Standard student tables and chairs and built-in casework.
HVAC Requirements:	Fan coils are provided in the corridors to serve the classrooms and are served by a central roof-top Ventilation system (DOAS)
Lighting Requirements:	Natural daylighting and auto dimming LED pendant mounted linear fixtures.
Technology and Communication:	See Section 9 Technology and Communication Systems.

SECTOR C & D: RSD NEW ELEMENTARY SCHOOL (LEVEL 1 & LEVEL 2)
-SHARED CURRICULUM SPACE

FUNCTION:	CO-OP Space
Planned Use:	Group activity and project collaboration.
Type of Instruction:	Individual and group instruction.
No. of spaces and square footage:	Sector C, Level 2: (1) Co-Op Space: Approximately 1,100 s.f. Sector D, Level 1: (1) Co-Op Space: Approximately 1,100 s.f. Sector D, Level 2: (1) Co-Op Space: Approximately 1,100 s.f.
Number of Students Served:	25 students.
Staffing:	1 staff.
Associated Adjacencies:	Classrooms, main building circulation.
Support Spaces:	IDF, storage, and restrooms.
Special Requirements:	None.
Finishes:	
Ceiling:	Acoustical ceiling tiles and gypsum wallboard soffits – painted.
Floor:	Interior: Sealed concrete (stained and polished) and rubber base.
Walls:	Gypsum wallboard – painted.
Hours of Use:	
Students:	9:05am – 3:35 pm
Staff:	8:30am – 4:30pm
Furnishings:	Standard student tables and chairs.
HVAC Requirements:	Fan coils are provided in the corridors to serve the classrooms and are served by a central roof-top Ventilation system (DOAS)
Lighting Requirements:	Recessed LED troffer fixtures
Technology and Communication:	See Section 9 Technology and Communication Systems.

SECTOR C & D: RSD NEW ELEMENTARY SCHOOL (LEVEL 1 & LEVEL 2)
-SHARED CURRICULUM SPACE

FUNCTION:	COLLAB ROOMS
Planned Use:	Group activity and project collaboration.
Type of Instruction:	Individual and small group instruction.
No. of spaces and square footage:	Sector B, Level 2: (1) Collab Room: Approximately 190 s.f. Sector C, Level 1: (2) Collab Room: Approximately 280 s.f. each Sector C, Level 2: (1) Collab Room: Approximately 280 s.f. Sector D, Level 1: (1) Collab Room: Approximately 280 s.f. Sector D, Level 2: (1) Collab Room: Approximately 280 s.f.
Number of Students Served:	10-15 students.
Staffing:	1 staff.
Associated Adjacencies:	Classrooms, main building circulation.
Support Spaces:	IDF, storage, and restrooms.
Special Requirements:	Network access and display, sound attenuation, security, built-in casework, storage area & pin-up space.
Finishes:	
Ceiling:	Acoustical ceiling tiles.
Floor:	Carpet and rubber base.
Walls:	Gypsum wallboard – painted.
Hours of Use:	
Students:	9:05am – 3:35 pm
Staff:	8:30am – 4:30pm
Furnishings:	Standard student tables and chairs.
HVAC Requirements:	Fan coils are provided in the corridors to serve the classrooms and are served by a central roof-top Ventilation system (DOAS)
Lighting Requirements:	LED pendant mounted linear fixtures.
Technology and Communication:	See Section 9 Technology and Communication Systems.

SECTOR C: RSD NEW ELEMENTARY SCHOOL (LEVEL 1)
-SHARED CURRICULUM SPACE

FUNCTION:	MUSIC CLASSROOM
Planned Use:	Classroom instruction.
Type of Instruction:	Lecture, team and group instruction and individual study.
No. of spaces and square footage:	(1) Music classroom: Approximately 920 s.f.
Number of Students Served:	25 students.
Staffing:	1 staff.
Associated Adjacencies:	Classrooms and main building circulation, restrooms and storage
Support Spaces:	Dedicated storage room, open instrument storage, and restrooms.
Special Requirements:	Sound attenuation, two exits (one accessible from exterior), security, network access and display, built-in open standard music instrument casework, and pin-up space.
Finishes:	
Ceiling:	Acoustical ceiling tile and secondary gypsum board acoustical ceiling above.
Floor:	Carpet and rubber base.
Walls:	Gypsum wallboard – painted and acoustical wall panels.
Hours of Use:	
Students:	9:05am – 3:35 pm
Staff:	8:30am – 4:30pm
Special:	Parent teacher conferences, “back to school” nights and after school clubs or performance practice.
Furnishings:	Built-in standard casework shelving for music instrument storage, music stands and chairs.
HVAC Requirements:	Fan coils are provided in the corridors to serve the classrooms and are served by a central roof-top Ventilation system (DOAS)
Lighting Requirements:	Natural daylighting and auto dimming LED pendant mounted linear and troffer 2x4 fixtures.
Technology and Communication:	See Section 9 Technology and Communication Systems

SECTOR D: RSD NEW ELEMENTARY SCHOOL (LEVEL 1)
-SHARED CURRICULUM SPACE

FUNCTION:	ART CLASSROOM
Planned Use:	Classroom instruction.
Type of Instruction:	Lecture, team, group instruction and individual study.
No. of spaces and square footage:	(1) Art classroom: Approximately 920 s.f.
Number of Students Served:	25 students.
Staffing:	1 staff.
Associated Adjacencies:	Classrooms and main building circulation, restrooms and storage
Support Spaces:	Dedicated art storage room, kiln room (1-hr rated construction), and restrooms.
Special Requirements:	Security, network access and display, sound attenuation, built-in casework, storage and pin-up space.
Finishes:	
Ceiling:	Acoustical ceiling tiles and gypsum wallboard soffits – painted.
Floor:	Polished concrete and rubber base.
Walls:	Gypsum wallboard – painted.
Hours of Use:	
Students:	9:05am – 3:35 pm
Staff:	8:30am – 4:30pm
Special:	Parent teacher conferences and “back to school” nights.
Furnishings:	Standard student tables and chairs and built-in lower and upper casework with sinks.
HVAC Requirements:	Fan coils are provided in the corridors to serve the classrooms and are served by a central roof-top Ventilation system (DOAS)
Lighting Requirements:	Natural daylighting and auto dimming LED pendant mounted linear fixtures.
Technology and Communication:	See Section 9 Technology and Communication Systems.

SECTOR A: RSD NEW ELEMENTARY SCHOOL (LEVEL 2)

-SHARED CURRICULUM SPACE

FUNCTION:	MEDIA CENTER
Planned Use:	Library and media research, testing and assembly.
Type of Instruction:	Team instruction, group reading, lecture, study, research and self-guided exploration.
No. of spaces and square footage:	(1) Media Center (level 2) (includes classroom, reading nooks, study spaces and circulation desk: Approximately 2,400 s.f. (1) Media Work Room (level 2): Approximately 380 s.f. (1) Book Storage (level 2): Approximately 80 s.f.
Number of Students Served:	25 – 30 students.
Staffing:	1 librarian, 1 support staff
Associated Adjacencies:	Work room, restroom, storage, classrooms and main building circulation.
Support Spaces:	Work room/office, and dedicated storage room.
Special Requirements:	Acoustical attenuation, adjustable and portable shelving, display, security and planned use flexibility.
Finishes:	
Ceiling:	Acoustical ceiling tile and acoustical manuf. wood ceilings.
Floor:	Carpet and rubber base.
Walls:	Gypsum Wallboard – painted and acoustical wall coverings.
Hours of Use:	
Students:	9:05am – 3:35 pm
Staff:	8:30am – 4:30pm
Special:	Scheduled assembly, study and research.
Furnishings:	Built-in adjustable shelving, portable shelving units, multiple tables and chairs for 6-8 individuals each.
HVAC Requirements:	Dedicated, single zone roof top air handling unit serves Media space
Lighting Requirements:	Combination of recessed LED, 2'x4' troffer, pendant mounted linear fixtures, and specialty light fixtures.
Technology and Communication:	See Section 9 Technology and Communication Systems.

SECTOR A/B: RSD NEW ELEMENTARY SCHOOL (LEVEL 1 & LEVEL 2)

FUNCTION:	STAFF WORKROOM
Planned Use:	Teacher planning, preparation and storage of instructional materials.
Type of Instruction:	Instructional support.
No. of spaces and square footage:	(1) Staff workroom Sector A (level 1): Approximately 330 s.f. (1) Staff workroom Sector B (level 2): Approximately 190 s.f.
Number of Students Served:	None.
Staffing:	20-25 staff each.
Associated Adjacencies:	Main building circulation, classrooms, and administration.
Support Spaces:	None.
Special Requirements:	Dedicated data and power, built-in storage, lower and upper casework and flat open work surfaces.
Finishes:	
Ceiling:	Acoustical Ceiling tiles.
Floor:	Carpet and rubber base.
Walls:	Gypsum wallboard – painted.
Hours of Use:	
Staff:	8:30am – 4:30pm
Furnishings:	Built-in casework, and countertops.
HVAC Requirements:	Packaged roof top unit provides air to VAV reheat boxes for main spaces and fan powered terminal units for support spaces. Roof top unit serves Life Skills/Administration areas which includes this space
Lighting Requirements:	2x4 troffer LED fixtures.
Technology and Communication:	See Section 9 Technology and Communication Systems.

SECTOR A: RSD NEW ELEMENTARY SCHOOL (LEVEL 1)

FUNCTION:	STAFF LOUNGE
Planned Use:	Lunch and break room.
Type of Instruction:	None
No. of spaces and square footage:	(1) Staff lounge: Approximately 500 s.f.
Number of Students Served:	None.
Staffing:	20-25 staff.
Associated Adjacencies:	Main building circulation, administration
Support Spaces:	Restrooms.
Special Requirements:	Sink, power for microwave and coffee, hot water, dishwasher, refrigerator.
Finishes:	
Ceiling:	Acoustical Ceiling Tiles.
Floor:	Resilient flooring and rubber base.
Walls:	Gypsum wallboard – painted.
Hours of Use:	
Staff:	8:30am – 4:30pm
Furnishings:	Built-in lower/upper casework.
HVAC Requirements:	Packaged roof top unit provides air to VAV reheat boxes for main spaces and fan powered terminal units for support spaces. Roof top unit serves Life Skills/Administration areas which includes this space
Lighting Requirements:	2x4 troffer LED fixtures.
Technology and Communication:	See Section 9 Technology and Communication Systems.

SECTOR A & B: RSD NEW ELEMENTARY SCHOOL (LEVEL 1 & LEVEL 2)

-FACILITY SERVICE AND SUPPORT

FUNCTION:	CUSTODIAL AND JANITORIAL SERVICES
Planned Use:	Storage of maintenance, cleaning and bathroom stock. Access to cleaning supplies and floor sinks for facility maintenance and cleaning.
Type of Instruction:	None.
No. of spaces and square footage:	(1) Janitor Room in Sector A, Level 1: Approximately 91 s.f. (1) Janitor Area within Kitchen in Sector B, Level 1: Approximately 60 s.f. (1) Janitor Room in Sector A, Level 2: Approximately 80 s.f.
Number of Students Served:	None.
Staffing:	3 staff.
Associated Adjacencies:	Main building circulation.
Support Spaces:	None.
Special Requirements:	Floor sink and water-resistant wall and floor surfaces.
Finishes:	
Ceiling:	Gypsum wallboard – painted.
Floor:	Sealed concrete and rubber base.
Walls:	Gypsum wallboard – painted and FRP wainscoting.
Hours of Use:	
Staff:	8:30am – 4:30pm
Furnishings:	Storage shelving and racks.
HVAC Requirements:	See function for MECHANICAL ROOMS.
Lighting Requirements:	Light industrial LED surface mounted fixtures.
Technology and Communication:	See Section 9 Technology and Communication Systems.

RSD NEW ELEMENTARY SCHOOL -FACILITY SERVICE AND SUPPORT

FUNCTION:

Planned Use:

No. of spaces and square footage:

Staffing:

Associated Adjacencies:

Special Requirements:

Finishes:

Ceiling:

Floor:

Walls:

Hours of Use:

7 days a week:

Lighting Requirements:

Technology and Communication:

MECHANICAL ROOMS

Physical Plant: Provides distribution of hot and cold water, heating, ventilation, and air-conditioning throughout the facility.

Interior mechanical rooms: Approximately 260 s.f.

- (1) Primary mechanical room contains major equipment to facilitate maintenance.

The physical plant boilers, pumps, expansion tanks and air separators. Chiller is located immediately outside and fenced and housed on a concrete pad.

Exterior packaged roof top units:

- Sector A, Roof: (1) Dedicated, single zone roof top air handling unit serves Media Center space.
- Sector A, Roof: (1) Packaged roof top air handling unit provides air to VAV reheat boxes for main spaces and fan powered terminal units for support spaces. Unit serves Life Skills/Administration area.
- Sector B, Roof: (1) Dedicated, single zone roof top air handling unit serves Gymnasium space
- Sector B, Roof: (1) Dedicated, single zone roof top air handling unit serves Commons space
- Sector B, Roof: Dedicated roof top make-up air unit and ventilation serves the kitchen zone.
- Sector C, Roof: (1) Central roof-top Ventilation system (DOAS) serves fan coils located in the corridors to serve the classrooms and support spaces
- Sector D, Roof: (1) Central roof-top Ventilation system (DOAS) serves fan coils located in the corridors to serve the classrooms and support spaces

Off-site District facilities staff.

Chillers, emergency generator, and primary electrical room.

Exterior access for operation, maintenance and emergency services.
Exterior wall for supply and return air.

Open to structure – painted.

Sealed Concrete and rubber base.

Gypsum wallboard / Sealed Structural CMU – painted.

24 hours.

Light industrial LED suspended or surface mounted fixtures.

See Section 9 Technology and Communication Systems.

RSD NEW ELEMENTARY SCHOOL -FACILITY SERVICE AND SUPPORT

FUNCTION:

Planned Use:

No. of spaces and square footage:

ELECTRICAL ROOMS

Facility Electrical Service.

- (1) emergency electrical room: Approx. 90 s.f.
Contains the automatic transfer switches for the generator.
- (1) primary electrical room: Approx. 250 s.f.
Contains the primary switchgear and provides main distribution for (3) other electrical rooms. This room also provides electrical service for the kitchen, gymnasium, commons, and associated service spaces.
- (1) Sector C upper floor remote electrical room: Approx. 50 s.f.
Provides service for the Sector C school classroom wing and associated service spaces.
- (1) Sector D upper floor remote electrical room: Approx. 50 s.f.
Provides service for the Sector D school classroom wing and associated service spaces.
- (1) Sector A lower floor remote electrical closet: Approx. 10 s.f.
Provides service for the Sector A Administration and Life Skills wing and associated service spaces.

Staffing:

Off-site District facilities staff.

Associated Adjacencies:

The primary electrical room is adjacent to the emergency electrical room, primary mechanical room, and exterior emergency generator.

Support Spaces:

Exterior emergency generator.

Special Requirements:

Exterior access for operation, maintenance and emergency services.

Finishes:

Ceiling:

Gypsum wallboard – painted. (1 hour-rated at emergency elect.)

Floor:

Sealed Concrete and rubber base.

Walls:

Gypsum wallboard / Sealed Structural CMU – painted. (1 hour-rated at emergency elect.)

Hours of Use:

7 days a week:

24 hours.

HVAC Requirements:

Dedicated split system

Lighting Requirements:

Light industrial LED surface mounted fixtures.

Technology and Communication:

See Section 9 Technology and Communication Systems.

RSD NEW ELEMENTARY SCHOOL
FACILITY SERVICE AND SUPPORT

FUNCTION:	MDF / IDF ROOMS
Planned Use:	Facility data and network service.
Type of Instruction:	None.
No. of spaces and square footage:	(1) MDF room (level 1): Approx. 120 s.f. (2) IDF room (level 2): Approx. 160 s.f.
Staffing:	3 staff.
Associated Adjacencies:	Main building circulation
Support Spaces:	Primary electrical room
Special Requirements:	None
Finishes:	
Ceiling:	Gypsum wallboard – painted. (1 hour-rated)
Floor:	Static control resilient flooring and rubber base.
Walls:	Gypsum Wallboard. (1 hour-rated)
Hours of Use:	
7 days a week:	24 hours
Furnishings:	None
Lighting Requirements:	Light industrial LED surface mounted fixtures.
Technology and Communication:	See Section 9 Technology and Communication Systems

RSD NEW ELEMENTARY SCHOOL FACILITY SERVICE AND SUPPORT

FUNCTION:

RESTROOMS

Planned Use:

Facility Services

Type of Instruction:

None

No. of spaces and square footage:

Level 1: (11) Unisex restrooms: Approx. 60 s.f. each
Level 1: (2) Boys restrooms: Approx. 230 and 140 s.f.
Level 1: (2) Girls restrooms: Approx. 230 and 140 s.f.
Level 1: (1) Unisex kitchen restroom: Approx. 60 s.f.
Level 2: (2) Unisex restrooms: Approx. 60 s.f. each
Level 2: (1) Media Center restroom: Approx. 60 s.f.
Level 2: (2) Boys restrooms: Approx. 140 s.f. each
Level 2: (2) Girls restrooms: Approx. 140 s.f. each

Number of Students Served:

550 students.

Staffing:

40-50 staff.

Associated Adjacencies:

Classrooms, life skills, administrative offices, kindergarten classrooms, kitchen and main building circulation.

Support Spaces:

None.

Special Requirements:

Hard surface floors and wainscoting.

Finishes:

Ceiling:

Gypsum wallboard – painted.

Floor:

Porcelain tile and base.

Walls:

Gypsum wallboard – painted and ceramic tile wainscot.

Hours of Use:

Students and staff:

8:30am – 4:30pm

Furnishings:

Grab bars, soap, paper towel and sanitary napkin accessories.

HVAC Requirements:

Individual exhaust ventilation from each room.

Lighting Requirements:

Recessed LED can lights, recessed linear lights and vanity wall mounted fixtures.

Technology and Communication:

See Section 9 Technology and Communication Systems



Board Agenda Item

Agenda Item Number:

IX. D

Meeting Date:

03/11/2025

Item:

Approve Resolution No. 2024-2025-010 RIF

Submitted By:

Dr. Jenny Rodriquez, Superintendent

Will Be Presented By:

Dr. Jenny Rodriquez, Superintendent

D. Approve Resolution No. 2024-2025-010

Recommended Action:

Approve	Disapprove	Table	No Action Required
XXX			

Department Head:

Superintendent:



MEMORANDUM

TO: Ridgefield School District Board of Directors
FROM: Dr. Jenny Rodriguez Superintendent
SUBJECT: Resolution No. 2024-2025-010 Resolution Approving Reduction in Force (RIF)
DATE: March 11, 2025
TYPE: **Action**

Background:

While student enrollment continues to increase, the rate of change has slowed considerably. Previous enrollment projections have been modified to align to current student enrollment and updated trend data. In addition, the Ridgefield School District approved a deficit budget for the 2023-2024 school year, as well as the 2024-2025 school year. Four-year budget projections show the district will not maintain financial solvency without adjustments to expenditures.

In addition, the state continues to underfund public school staff, as well as materials, supplies, and other operating costs. Even with the support of the community through local funds, such as the EP&O levy, revenues are insufficient to maintain all existing staff.

Every effort has been made to reduce expenditures through staff attrition over the past twelve (12) months. However, at this time, only three (3) current employees (less than 1% of directly employed staff) have filed for retirement or resignation, effective the end of this school year.

Recommendation:

It is recommended that the Board approve Resolution No. 2024-2025-010 Resolution Approving Reduction in Force.

RIDGEFIELD SCHOOL DISTRICT 122
BOARD OF DIRECTORS
RESOLUTION NO. 2024-2025-010
Resolution of Reduction in Force (RIF)

WHEREAS, the Board of Directors has reviewed administrative reports concerning anticipated student enrollment, anticipated revenue and expenditures for the 2025-26 fiscal year, and the number of anticipated and confirmed resignations from and vacancies in classified, certificated, and administrative staff positions; and

WHEREAS, the Board of Directors has determined that for the 2025-26 school year anticipated financial resources are not adequate to maintain the District's educational program and services at substantially the same level as the current year; and

WHEREAS, the Board of Directors has determined that a financial necessity exists to adopt a reduced educational program for the 2025-26 school year requiring a reduction in the current number of staff positions; and

WHEREAS, the current proposed State Budget and the resulting funding is inadequate to ameliorate the current district operating deficit; and

WHEREAS, the State Legislature will provide a COLA (IPD) of 2.5% for all state funded staff, creating an increased cost to local funds for non-funded employees; and

WHEREAS, even if additional funding in excess of current projections becomes available, the Board of Directors desires to exercise its discretion to allocate funds in the best interest of the District's educational program and fiscal sustainability; and

WHEREAS, the District's Board of Directors has a duty to plan for support staffing levels in a manner that makes efficient use of public funds and resources.

WHEREAS, the District is providing notice to reduce certificated staff per RCW 28A.405.210 and the Ridgefield Education Association Collective Bargaining Agreement via writing and Board action; and

WHEREAS, Washington State law requires that any supervisory or nonsupervisory certificated employee affected by a reduction in the program be given notice of such action on or before May 15;

THEREFORE, BE IT RESOLVED by the Board of Directors of the Ridgefield School District that:

1. The Board hereby authorizes the Superintendent to make the most efficient use of public funds and resources and take such action as is necessary to restructure, reorganize and/or reduce administrative, certificated, and/or classified staff positions and programs.

2. The depth and breadth of staff reductions in force is dependent upon staff retirements and/or resignations.
3. The Superintendent is directed to take any action necessary to implement such reductions to the following employee groups as needed; Certificated Staff, Classified Staff, and other Unrepresented Employees who will be affected by the District's change in operations necessitated by insufficient revenue.
4. The Superintendent is directed to take such action as may be required by law and collective bargaining agreements to give appropriate notices to employees to implement the above-described reduction and reorganization of the educational program and reduction in classified and certificated staff, and to layoff, reduce, reassign, and transfer staff members as required under applicable collective bargaining agreements and District policies and procedures, to implement this reduced program for the 2025-26 school year.

APPROVED by the Board of Directors of Ridgefield School District No. 122, Clark County, Washington, at an open public meeting thereof held this 11th day of March, 2025; notice of which was given as required by law, the following directors being present and voting therefore.

Attest:

RIDGEFIELD SCHOOL DISTRICT NO.122
BOARD OF DIRECTORS

Dr. Jenny Rodriquez, Superintendent

Brett Jones, President
Director District 3

Amber Baker, Vice President
Director District 2

Amanda Ronstadt
Director District 1

Donna Farnsworth
Director District 4

Jake Bredstrand
Director District 5



Board Agenda Item

Agenda Item Number:

IX. E

Meeting Date:

03/11/2025

Item:

Hear First Read of Revised Board Policy No. 4260 Use of Facilities

Submitted By:

Dr. Jenny Rodriquez, Superintendent

Will Be Presented By:

Dr. Jenny Rodriquez, Superintendent

E. Hear First Read of Revised Board Policy No. 4260 Use of Facilities

Recommended Action:

Approve	Disapprove	Table	No Action Required
			XXX

Department Head:

Superintendent:



MEMORANDUM

TO: Ridgefield School District Board of Directors
FROM: Dr. Jenny Rodriguez Superintendent
SUBJECT: Revised Board Policy No. 4260 Use of Facilities
DATE: March 11, 2025
TYPE: **First Read – No Action**

Background:

The District believes in the importance of allowing use of school facilities for the enrichment of youth and the community. In an effort to streamline and make this process more efficient we are reviewing all policies and procedures associated with the rental of school facilities to ensure that they are in line with WSSDA model policy and District practice. There have been some updates to language and legal references in the WSSDA model policy. These updates will align this policy to WSSDA policy language and District practice.

Recommendation:

It is recommended that the Board approve revised Board Policy No. 4260 Use of Facilities.

Use of School Facilities

The board ~~subscribes to the belief~~ believes that public schools are owned and operated by and for the community, ~~while recognizing school facilities primarily support the education of students.~~ The public is encouraged to use school facilities, ~~when it does not interfere with school operations or cause undue wear or tear on facilities. Users~~ but will be expected to reimburse the district for such use to ensure that funds intended for education are not used for other purposes. ~~The user assumes financial responsibility for rental fees, property damage and liability.~~

~~The superintendent is authorized to establish procedures for use of school facilities, including rental rates, supervisory requirements, restrictions, and security. Those using school facilities will maintain insurance for accident and liability covering persons using the district's facilities under the sponsorship of the organization.~~

On recommendation of the superintendent, ~~the board will set the rental rates schedule~~ the Board may approve. Lease agreements with individually-negotiated exceptions to ~~this~~ the rate schedule ~~may be presented to the board for approval~~ for use of facilities with unusual lengths or intensities (e.g., use of a facility all day for several days in a row) when such use furthers district financial or program interests. The Board authorizes the superintendent to enter into agreements regarding fees with specific users when that use is deemed to be mutually beneficial for the school district and the facility user.

~~The superintendent is authorized to establish procedures for use of school facilities, including rental rates, supervisory requirements, restrictions, and security. Those using school facilities will maintain insurance for accident and liability covering persons using the district's facilities under the sponsorship of the organization.~~

The district does not discriminate based on race, creed, religion, color, national origin, age, honorably-discharged veteran or military status, sex, sexual orientation including gender expression or identity, marital status, the presence of any sensory, mental or physical disability or the use of a trained dog guide or service animal by a person with a disability and provides equal access to Boy Scouts of America and other designated youth groups.

Community athletics programs that use district facilities will not discriminate against any person on the basis of sex in the operation, conduct or administration of their programs. The district will provide copies of the district's nondiscrimination policy to all third parties using district facilities.

For rental rate purposes, organizations seeking the use of school facilities have been divided into ~~four~~ three categories:

School ~~and School or Child~~-Related Groups or Other Government Agencies

School ~~and School or Child~~-related Groups ~~or Other Government Agencies~~ include ~~those~~ organizations ~~in the district~~ whose main purpose is to promote the ~~educational programs, safety and~~ welfare of ~~children~~ students, or to provide members of the community access to government programs or opportunities for civic participation. Examples are: parent/teacher organizations, parent booster ~~Scouts, Campfire, PTA, 4-H, city or county sponsored recreation~~ groups, ~~and school related~~ polling places, political caucuses and governmental groups. ~~The district will provide official recruiting representatives of the state and United States military forces, Job Corps, Peace Corps and AmeriCorps with access to school facilities (including~~

number of days and type of presentation space) equal to and no less than the access provided to other post-secondary occupational or educational representatives.

- When facilities are used outside of regular school hours, or when the district incurs extra utility, cleaning or supervision costs, a fee, established by the superintendent, will be charged to recoup those costs.

Nonprofit In-District Groups

~~Nonprofit In-District Groups are general and civic in nature and their primary reason for existence is the betterment of children and adults, the community and the state. Examples are: Athletic groups, service clubs, scouts, 4-H groups, church, church-related groups, government agencies, neighborhood associations, fire and police departments, and non-professional athletic groups. Groups that fall under this classification must have 70% of their membership residing within the boundaries of the district.~~ Additionally, youth organizations engaged in sports activities and using school facilities must provide a statement of compliance with the policies for the management of concussion and head injury in youth sports as required by ~~state law.~~ RCW 28A.600.

Nonprofit ~~Out-of-District~~ Groups

Nonprofit ~~Out-of-District Groups~~ groups and organizations may use school facilities for lectures, promotional activities, rallies, entertainment, college courses, or other activities for which public halls or commercial facilities generally are those who meet the definition of nonprofit above but have less than 70% residency, rented or owned. The district ~~will~~ may charge a rental rate in excess of costs incurred.

Excess charges may be waived when a service club or other nonprofit group is raising funds for charitable purposes. ~~To be granted this exception, the charitable organization must be recognized by the Philanthropic Division of the Better Business Bureau.~~

Professional fund raisers representing charities must provide evidence that they are registered and bonded by the state of Washington. Such fund-raisers must provide evidence that the charity will receive at least sixty (60) percent of the gross revenues received from the public prior to approval to use the facilities.

Similar treatment may be granted public universities and colleges when offering college courses within the community or when any university/college is offering a course for staff at the request of the district. Nonprofit groups of the kind that in most communities have their own facilities (churches, lodges, veterans groups, granges, etc.) who wish to use district facilities on a regular, but temporary, basis may do so under this rental rate.

For-Profit

~~For-Profit groups include non-local athletic groups, professional groups, conventions, and purely social gatherings.~~

Commercial Enterprises

Commercial Enterprises include profit-making organizations and business-related enterprises. While the district would prefer these organizations use commercial or private facilities, facilities may be rented for non-regular use at the prevailing rate charged by commercial facilities in the area.

District-sponsored activities, including curricular and co-curricular functions, retain first priority in use of facilities. Authorization for use of school facilities will not be considered as endorsement or approval of the activity, group or organization.

Legal References: ~~RCW 4.24.660~~ ~~Liability of school districts under contracts with youth programs~~

~~RCW 28A.320.510 Night schools, summer schools, meetings, use of facilities for~~
~~RCW 28A.335.150 Permitting use and rental of playgrounds, athletic fields, or athletic facilities~~
~~RCW 28A.335.155 Use of buildings for youth programs — Limited immunity~~
~~20 USC Sec. 7905 Boys Scout of America Equal Access Act~~
~~34 CFR Sec. 108.6 Equal Access to Public School Facilities For The Boy Scouts of America and Other Designated Youth Groups~~
~~AGO 1973 No. 26, Initiative No. 276 School districts — Use of school facilities for presentation of programs — Legislature — Elections~~

~~Management Resources: Policy News, August 2009 Concussion and Head Injuries Legislation~~

Cross References: [3422 - Student Sports – Concussion, Head Injury and Sudden Cardiac Arrest](#)

Legal References: [RCW 28A.230.180 Access to campus and student information directories by official recruiting representatives — Informing students of educational and career opportunities.](#)
[RCW 4.24.660 Liability of school districts under contracts with youth programs](#)
[RCW 28A.320.510 Night schools, summer schools, meetings, use of facilities for](#)
[RCW 28A.335.150 Permitting use and rental of playgrounds, athletic fields, or athletic facilities](#)
[RCW 28A.335.155 Use of buildings for youth programs — Limited immunity](#)
[20 USC Sec. 7905 Boys Scout of America Equal Access Act](#)
[34 CFR Sec. 108.6 Equal Access to Public School Facilities For The Boy Scouts of America and Other Designated Youth Groups](#)
[AGO 1973 No. 26, Initiative No. 276 - School districts — Use of school facilities for presentation of programs — Legislature — Elections](#)

Management Resources: [2014 - February Issue](#)
[2013 - July Issue](#)
[2013 - June Issue](#)
[2011 - December Issue](#)
[2009 - August Issue](#)

Adoption Date: ~~05.22.18~~
~~Ridgefield School District~~

~~Revised: 12.00; 08.09; 12.11; 03.12; 01.15.~~

06.99

Classification: **Essential**

Revised Dates: **08.09; 12.11; 06.13; 07.13; 02.14**

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Board Agenda Item

Agenda Item Number:

IX. F - H

Meeting Date:

03/11/2025

Item:

Hear First Read of Revised Board Policy No. 6700 Nutrition, New Board Policy No. 6701 Recess and Physical Activity and New Board Policy No. 6702 Wellness

Submitted By:

Dr. Jenny Rodriquez, Superintendent

Will Be Presented By:

Dr. Jenny Rodriquez, Superintendent

- F. Hear First Read of Revised Board Policy No. 6700 Nutrition
- G. Hear First Read of New Board Policy No. 6701 Recess and Physical Activity
- H. Hear First Read of New Board Policy No. 6702 Wellness

Recommended Action:

Approve	Disapprove	Table	No Action Required
			XXX

Department Head:

Superintendent:



MEMORANDUM

TO: Ridgefield School District Board of Directors
FROM: Dr. Jenny Rodriguez Superintendent
SUBJECT: Revised Board Policy No. 6700 Nutrition, New Board Policy No. 6701 Recess and Physical Activity and New Board Policy No. 6702 Wellness
DATE: March 11, 2025
TYPE: **First Read – No Action**

Background:

Policy 6700 Nutrition, Health and Physical Fitness has been updated to be three separate policies. There were not substantive changes to this policy, but it has been separated into the three policies as recommended by WSSDA. Policies include: 6700 Nutrition, 6701 Recess and Physical Activity, and 6702 Wellness.

Recommendation:

It is recommended that the Board approve revised Board Policy No. 6700 Nutrition, new Board Policy No. 6701 Recess and Physical Activity and new Board Policy No. 6702 Wellness.

Nutrition, Health, and Physical Education

The board recognizes that a healthy school environment prepares students for college, careers, and successful futures. Students who eat well-balanced meals ~~and engage in regular exercise~~ are more likely to learn in the classroom. The board supports the district's increased emphasis on nutrition, ~~health, physical education, and physical activity~~ at all grade levels to enhance the well-being of the ~~District's~~district's students. Therefore, it is the policy of the ~~Board of Directors~~board to provide students with access to nutritious food, ~~emphasize health education and physical education, and provide students with opportunities for physical activity. The board recognizes as stated in this policy and the benefit of scheduling at least 20 minutes of seat time for every student. To the extent appropriate and feasible, the Superintendent will strive to identify and remove barriers to these practices and periodically report back to the board, accompanying procedure.~~

-

Wellness Policy

The district, through a wellness committee, will develop and implement a comprehensive wellness policy in compliance with state and federal requirements for districts participating in the National School Lunch Program, the School Breakfast Program, and the United States Department of Agriculture (USDA) Smart Snacks in School nutrition standards.

Nutrition and Food Services Program

The ~~Board of Directors~~board supports the philosophy of the National School Lunch and School Breakfast ~~Program~~Programs and will provide wholesome and nutritious meals for children in the ~~District's~~district's schools. The ~~Board~~board authorizes the ~~Superintendent~~superintendent or designee to administer the food services program, provided that any decision to enter into a contract with a food service management company will require the approval of the ~~Board~~board. Expenditures for food supplies shall not exceed the estimated revenues.

The ~~Superintendent~~superintendent or designee is responsible for:

-

- Annually distributing meal applications and determining eligibility for school meals;
- Protecting the identity of students eligible for free and reduced-price meals;
- Ensuring meals meet USDA meal pattern requirements;
- Ensuring meal periods are in compliance with USDA regulations;
- Establishing a Food Safety Plan;
- Determining meal prices and submitting them to the board for approval annually;
- Using the full entitlement of USDA Foods;
- Maintaining a nonprofit school food service account;
- Ensuring all revenues are used solely for the school meal program;
- Establishing a meal charge policy if not serving meals at no cost to students;
- Accommodating children with special dietary needs;
- Ensuring compliance with USDA nondiscrimination policies;
- Following proper procurement procedures; and
- Ensuring compliance with the Smart Snacks in School nutrition standards.

Health and Physical Education Program

The District's K-12 health and physical education programs will be aligned with the Washington State Health and Physical Education K-12 Learning Standards and will include, but not be limited to, the development of knowledge and skills to be physically active, eat nutritiously, access reliable health information and services, communicate effectively, and set health-enhancing goals.

The District will ensure that the following requirements are met:

- All high school students are required to complete a minimum of three semesters (1.5 credits) of physical education and one semester (.5 credit) of health education.
- Any student who is excused from participation on account of physical disability, employment, religious belief, participation in directed athletics or military science and tactics, or for other good cause will be required to demonstrate proficiency/competency in the knowledge portion of the fitness requirement, in accordance with District policy.
- The district will offer a one-credit course or its equivalent in physical education for each grade in the high school program (grades 9-12).
- All students have equal and equitable opportunities for health and physical education.
- All students, from kindergarten through grade 12, will participate in a quality, standards-based health and physical education program.
- OSPI developed assessments or other strategies will be used in health and physical education, formerly known as classroom-based assessments (CBAs).

Additionally, school districts must conduct an annual review of their PE programs. The review must consist of numerous provisions, including:

- The number of individual students completing a PE class during the school year;
- The average number of minutes per week of PE received by students in grades 1 through 8, expressed in appropriate reporting ranges;
- The number of students granted waivers (excused from participation) from PE requirements;
- An indication of whether all PE classes are taught by instructors who possess a valid health and fitness endorsement;
- The PE class sizes, expressed in appropriate reporting ranges;
- An indication of whether, as a matter of policy or procedure, the district routinely modifies and adapts its PE curriculum for students with disabilities; and
- An indication of whether the district routinely excludes students from PE classes for disciplinary reasons.

As a best practice and subject to available funding, the district will strive to ensure:

- Students will be moderately to vigorously active for at least 50% of class time during most or all physical education class sessions.
- All schools will have certificated physical education teachers providing instruction.
- All schools will have appropriate class sizes, facilities, equipment, and supplies needed to deliver quality health and physical education consistent with state standards.
- All physical education teachers will be encouraged to participate in professional development in physical education at least once a year.

Physical Activity

Physical education class is not to be used or withheld as punishment for any reason. All schools, as a best practice and subject to available funding, will participate in a multi-component approach by which schools use all opportunities for students to be physically active, such as the Comprehensive School Physical Activity Program (CSPAP) recommended by the Centers for Disease Control and Prevention, and will provide the following:

- Quality physical education;
- Physical activity during the school day (brain boosters/energizers);
- Physical activity before and after school;
- Recess (which will not be used or withheld as punishment for any reason);
- Family and community engagement;
- Staff wellness and health promotion;
- Active transportation; and
- School district facilities.

Federal Programs

Participation in various federal programs related to nutrition, including the National School Lunch Program, the School Breakfast Program, and the United States Department of Agriculture (USDA Smart Snacks in School nutrition standards, require a wellness policy. The district will address and follow its comprehensive wellness policy in accordance with 6702 – Wellness **modify number and nomenclature as accurate for your district.**

Cross References:

~~2150—Co-Curricular Program~~
~~2151—Interscholastic Activities~~
~~2161—Special Education and Related Services for Eligible Students~~
~~2162—Education of Students With Disabilities Under Section 504 of the Rehabilitation Act of 1973~~
~~2410—High School Graduation Requirements~~

Cross References:

3210 - Nondiscrimination
~~3422—Student Sports—Concussion, Head Injury and Sudden Cardiac Arrest~~
~~4260—Use of School Facilities~~

Legal References:

RCW 28A.210.365 Food choice, physical activity, childhood fitness —
Minimum standards — District waiver or exemption policy.
~~RCW 28A.230.040 Physical Education—Grades 1-8~~
~~RCW 28A.230.050 Physical Education in High Schools~~
~~RCW 28A.230.095 Essential academic learning requirements and assessments—Verification reports.~~
RCW 28A.235.~~120 Meal~~120Meal Programs — Establishment and Operation — Personnel — Agreements
RCW 28A.235.~~130 Milk~~130Milk for children at school expense
RCW 28A.235.140 School breakfast programs
RCW 28A. 235.145 School breakfast and lunch programs — Use of state funds
RCW 28A. 235.150 School breakfast and lunch programs — Grants to increase participation — Increased state support
RCW 28A.235.160 Requirements to implement school breakfast, lunch and summer food service programs — Exemptions
RCW 28A.235.170 Washington grown fresh fruit and vegetable grant program
RCW 28A.623.~~020 Nonprofit~~020Nonprofit program for elderly — Authorized — Restrictions
RCW 69.~~04 Intrastate~~04Intrastate Commerce in Food, Drugs and Cosmetics
RCW 69.06.~~010 Food~~010Food and beverage service ~~worker's~~worker s permit — Filing, duration — Minimum training requirements
RCW 69.06.~~020 Permit~~020Permit exclusive and valid throughout state — Fee
RCW 69.06.~~030 Diseased~~030Diseased persons — May not work — Employer may not hire
RCW 69.06.050 Permit to be secured within fourteen days from time of employment.
RCW 69.06.070 Limited duty permit
~~WAC 180-51-068 State subject and credit requirements for high school graduation—Students entering the ninth grade on or after July 1, 2015.~~
WAC 392-157-125 Time for meals
~~WAC 392-410-135 Physical Education—Grade school and high school requirement.~~
~~WAC 392-410-136 Physical Education Requirement-Excuse~~
2 CFR Part 200 - Procurement
7 CFR, Parts 210 and 220
7 CFR, Part 245.5

Management Resources:

2022 - June June

Management Resources:

2018 - May Policy Issue
2017 - July Issue
2017 - April Issue
Comprehensive School Physical Activity Program
2015 - June Issue
Recommendations for Waivers in High School Physical Education/Fitness Education, OSPI (September 2013)
2014 - February Issue
Wellness Policy Best Practices, OSPI (January 2013)
Policy News, February 2005 Nutrition and Physical Fitness Policy
Policy News, December 2004 Nutrition and Physical Fitness Update
Alliance for a Healthier Generation Wellness Policies
OSPI Child Nutrition School Wellness Policy Best Practices for Policy Development, Implementation and Evaluation

~~Adoption Date: TBD~~ Last Revised: **March 29, 2024**

Classification: **Essential**

~~Prior~~ Revised Dates: **11.04; 12.04; 02.05; 2.06; 10.07; 12.11; 02.14; 06.15; 04.17; 07.17; ~~07.05~~.18; 7.20, 10.22 02/01/2020; 06/29/2022; 07/24/2023**

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Recess and Physical Activity

The board recognizes that recess is an essential part of the day for elementary school students. Young students learn through play, and recess supports the mental, physical, and emotional health of students and positively impacts their learning and behavior. Similarly, the board recognizes that students who engage in regular exercise are more likely to learn in the classroom and supports the district's increased emphasis on physical activity at all grade levels to enhance the well-being of the district's students. Therefore, it is the policy of the board to provide students with recess and opportunities for physical activity.

Recess

The district aims to make elementary school recess safe, inclusive, and high quality for all students. All district elementary schools (whether K-5 and/or K-6) will receive a minimum of 30 minutes per day of unstructured physical activity as recess. The accompanying procedure will specify how the district will meet other legal requirements.

Physical Activity

All schools, as a best practice and subject to available funding, will participate in a multi-component approach by which schools use all opportunities for students to be physically active, such as the Comprehensive School Physical Activity Program recommended by the Centers for Disease Control and Prevention, and will provide the following:

- Quality physical education;
- Physical activity during the school day (e.g., brain boosters/energizers);
- Physical activity before and after school;
- Recess that aims to be safe, inclusive, and high quality;
- Family and community engagement;
- Staff wellness and health promotion;
- Opportunities for active transportation to school; and
- Access to school district facilities for physical activity, fitness, sports, and recreation programs.

Cross References:	2161 - Special Education and Related Services for Eligible Students
	2162 - Education of Students With Disabilities Under Section 504 of the Rehabilitation Act of 1973
	3210 - Nondiscrimination
	3422 - Student Sports • • • Concussion, Head Injury and Sudden Cardiac Arrest
	4260 - Use of School Facilities

Management Resources:	Comprehensive School Physical Activity Program
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Adoption Date: **03.25.2025**
Classification: **Essential**

Wellness

The board recognizes that a healthy school environment prepares students for college, careers, and successful futures. Students who engage in regular exercise are more likely to learn in the classroom. The board supports the district's increased emphasis on health, physical education, and physical activity at all grade levels to enhance the well-being of the district's students. Therefore, it is the policy of the board to emphasize health education and physical education and provide students with opportunities for physical activity.

Wellness Policy

The district, through a wellness committee, will develop and implement a comprehensive wellness policy in compliance with state and federal requirements for districts participating in the National School Lunch Program, the School Breakfast Program, and the United States Department of Agriculture (USDA) Smart Snacks in School nutrition standards.

All schools, as a best practice and subject to available funding, will participate in a multi-component approach by which schools use all opportunities for students to be physically active, such as the Comprehensive School Physical Activity Program recommended by the Centers for Disease Control and Prevention, and will provide the following:

- Quality physical education;
- Physical activity during the school day (e.g., brain boosters/energizers);
- Physical activity before and after school;
- Recess that aims to be safe, inclusive, and high quality;
- Family and community engagement;
- Staff wellness and health promotion;
- Opportunities for active transportation to school; and
- Access to school district facilities for physical activity, fitness, sports, and recreation programs.

Cross References: 2124 - Physical Education and Health Class
 4260 - Use of School Facilities
 6700 - Nutrition

Legal References: RCW 28A.210.365 Food choice, physical activity, childhood fitness -
 Minimum standards - District waiver or exemption policy
 2 CFR Part 200 - Procurement
 7 CFR, Parts 210 and 220
 7 CFR, Part 245.5

Management Resources: Comprehensive School Physical Activity Program

Adoption Date: **03.25.2025**
Classification: **Essential**
Revised:



Board Agenda Item

Agenda Item Number: IX. I

Meeting Date: 03/11/2025

Item: Hear First Read of New Board Policy No. 1805 Open Government Training

Submitted By: Dr. Jenny Rodriquez, Superintendent

Will Be Presented By: Dr. Jenny Rodriquez, Superintendent

I. Hear First Read of New Board Policy No. 1805 Open Government Training

Recommended Action:

Approve	Disapprove	Table	No Action Required
			XXX

Department Head: _____

Superintendent: _____



MEMORANDUM

TO: Ridgefield School District Board of Directors
FROM: Dr. Jenny Rodriguez Superintendent
SUBJECT: New Board Policy No. 1805 Open Government Training
DATE: March 11, 2025
TYPE: **First Read – No Action**

Background:

This is a required WSSDA policy regarding training for school board members. While the District has been ensuring that Board members receive the necessary training, this policy has not yet been adopted. This policy is in alignment with the WSSDA model policy.

Recommendation:

It is recommended that the Board approve new Board Policy No. 1805 Open Government Training.

Open Government Trainings

The board recognizes the value of meaningful, informed public participation in district deliberations and the need to conduct its affairs in a transparent manner. All board directors will participate in trainings regarding: 1) the Open Public Meetings Act; 2) the Public Records Act; and 3) Public Records Retention, within ninety (90) days of taking the oath of office following election or appointment. After the initial trainings, board directors will participate in refresher trainings on these subjects every four years that they hold office in order to remain current with new developments in open government law.

Board directors will document their completion of required trainings. The Superintendent or designee will file and maintain the documentation in the district.

Legal References:	ESSB 5964, Open Government Trainings Act RCW 28A.343.360, Oath of Office RCW 40, Public Documents, Records, and Publications RCW 40.14, Preservation and Destruction of Public Records RCW 42.30, Open Public Meetings Act RCW 42.56, Public Records Act RCW 42.56.580, Public Records Officers
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Management Resources:	2014 - June Issue 2014 Open Government Training Act (Q&A) Attorney General's Model Rules
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Adopted:
Classification: **Essential**
Revised:



Board Agenda Item

Agenda Item Number: IX. J

Meeting Date: 03/11/2025

Item: Hear First Read of New Board Policy No. 2414 Community Service

Submitted By: Dr. Jenny Rodriquez, Superintendent

Will Be Presented By: Dr. Jenny Rodriquez, Superintendent

J. Hear First Read of New Board Policy No. 2414 Community Service

Recommended Action:

Approve	Disapprove	Table	No Action Required
			XXX

Department Head: _____

Superintendent: _____



MEMORANDUM

TO: Ridgefield School District Board of Directors
FROM: Dr. Jenny Rodriguez Superintendent
SUBJECT: New Board Policy No. 2414 Community Service
DATE: March 11, 2025
TYPE: **First Read – No Action**

Background:

The board recognizes that volunteering connects students to communities and that community service is associated with increased civic awareness. The board, along with Ridgefield High School has implemented the Seal of Community Service to encourage students to engage in community service. Policy 2414 is a required WSSDA policy regarding these community service opportunities for students. This policy is in alignment with WSSDA model policy language.

Recommendation:

It is recommended that the Board approve new Board Policy No. 2414 Community Service.

Community Service

The board recognizes that volunteering connects students to their communities and provides an opportunity for students to practice and apply their academic and social skills in preparation for entering the workforce. The board further recognizes that community service is associated with increased civic awareness and participation by students, and can inspire students to continue their education and skill development beyond high school. Students are encouraged to participate in community service activities as a part of their high school experience. The board will implement an incentive program to recognize students for achievement in community service.

Cross References: 2410 - High School Graduation
Requirements

Legal References: RCW 28A.320 Provisions applicable to all
districts
ESSB 1412 Community Service

Management Resources: 2013 - June
Issue

Adopted: **03.25.2025**
Classification: **Essential**
Revised:



Board Agenda Item

Agenda Item Number:

IX. K

Meeting Date:

03/11/2025

Item:

Hear First Read of New Board Policy No. 5400 Personnel Leaves

Submitted By:

Dr. Jenny Rodriquez, Superintendent

Will Be Presented By:

Dr. Jenny Rodriquez, Superintendent

K. Hear First Read of New Board Policy No. 5400 Personnel Leaves

Recommended Action:

Approve	Disapprove	Table	No Action Required
			XXX

Department Head:

Superintendent:



MEMORANDUM

TO: Ridgefield School District Board of Directors
FROM: Dr. Jenny Rodriguez Superintendent
SUBJECT: New Board Policy No. 5400 Personnel Leaves
DATE: March 11, 2025
TYPE: **First Read – No Action**

Background:

New Board Policy No. 5400 is a required WSSDA policy. The proposed policy is in alignment with WSSDA model policy and outlines the kinds of leave that may be granted to staff, unless applicable collective bargaining agreements state otherwise.

Recommendation:

It is recommended that the Board approve new Board Policy No. 5400 Personnel Leaves.

Personnel Leaves

Upon the recommendation of the superintendent and in accordance with the law and district policy, staff may be granted leaves pursuant to the following conditions, unless the applicable collective bargaining agreement provides otherwise:

- A. **Leave at Full Pay Unless Stated Otherwise.** Leaves will be with pay unless otherwise stated. If leaves are to include expenses to be paid by the district, that also will be specifically stated.
- B. **Leaves in Units of Full or Half Days.** Leaves may be granted in units of half or full days only.
- C. **Return from Leaves.** At the end of any leave shorter than 20 days in duration, sabbatical leave, or sick leave which does not exhaust the staff member's accumulated sick leave, the affected staff member is entitled to return to the position held when the leave commenced or to an appropriate comparable position.

Except as may otherwise be specifically provided by law or district policy, a staff member will be entitled to a position in the district subject to the availability of a position for which the staff member is qualified after leaves of longer duration.

- D. **Prior Notice of Application.** Reasonable advance notice is required for all leaves, with specific advance notice as stated in district policy.
- E. **Flexibility in Granting Leaves.** The superintendent, with approval of the board, may grant leaves to individuals who might not otherwise be covered, or extend leave in excess of the number of days provided by district policy, in unusual or exceptional circumstances.
- F. **Leaves Prorated for Part-Time Staff.** Part-time staff will be entitled to leave benefits, unless otherwise stated in district policy, provided that the length of leaves will be prorated according to the ratio of days and/or hours worked to the number of days and/or hours worked by a full-time staff member in the same or a similar position.
- G. **Noncumulative.** Leaves will be noncumulative from year to year unless otherwise stated.

Unpaid Leaves

Upon employee request, the superintendent or designee has discretion to consider providing unpaid leave to employees in certain circumstances. The option to provide unpaid leave does not obligate the district to do so or in any way limit or prevent the district from pursuing other responses.

Cross References: 5411 - Staff Vacations
5410 - Holidays
5407 - Military Leave
5406 - Leave Sharing
5404 - Family, Medical, and Maternity Leave
5403 - Emergency and Discretionary Leaves
5401 - Sick Leave

Legal References: RCW 28A.400.300 Hiring and discharging of employees
Written leave policies Seniority and leave benefits of employees transferring between school districts and other educational employers
AGO 1980 No. 22 Limitation on compensated leave for school district employees

Management Resources: 2021 - December Issue
2021 - October Issue
2011 - December Issue

Adopted: **03.25.2025**
Classification: **Essential**
Revised:



Board Agenda Item

Agenda Item Number:

Meeting Date:

Item:

Submitted By:

Will Be Presented By:

Approve	Disapprove	Table	No Action Required
			xxx

Department Head:  Superintendent: 