

**SCHOOL BOARD MEETING  
KENNEWICK SCHOOL DISTRICT NO. 17**

Meeting Date: Wednesday, September 27, 2023  
Time: 5:30 p.m.  
Location: District Administration Building  
Remote Viewing Access: <https://bit.ly/3ELw70c>  
Remote Public Comment Sign-Up Form: <https://bit.ly/3dn9dyk>  
Interpretación al español estará disponible.

**AGENDA**

1. **Call to Order** – 5:30 PM **MICHAEL CONNORS**
  
2. **Pledge of Allegiance**
  
3. **Communications from Parents, Staff, and District Residents**
  
4. **Consent Items**  
**Approval of Board Minutes**  
A. Minutes of School Board Meeting September 13, 2023  
  
**Business Office Items**  
A. Purchase of Tri-Cities Community Health (TCCH) Portable  
  
**Human Resources Reports**  
A. Personnel Actions – Certificated, Classified, and Extracurricular  
B. Kennewick Association of Educational Support Professionals Contract  
C. 2023-24 Extracurricular Contract  
  
**Interagency Contracts for Special Education Services 2023-24**  
A. The ARC of the Tri-Cities  
B. Columbia Industries  
C. Pasco School District Deaf Program  
D. Waterfall Canyon Academy  
E. Candy Mountain Academy  
  
**Legal Items**  
A. Altria Settlement Agreement
  
5. **Superintendent/Board Member Report**

6. **Reports and Discussions**
  - A. Family/Parent Involvement and Engagement Efforts **ROBYN CHASTAIN &  
ALYSSA ST. HILAIRE**
  - B. Radio Frequency Identification (RFID) Badges for Students
  
7. **Unfinished Business**
  - None
  
8. **New Business**
  - A. Policy 3113 STUDENTS: Part-Time, Home-Based Students or Off-Campus Students **ALYSSA ST. HILAIRE**
  - B. Policy 3232 STUDENTS: Parent and Student Rights in Administration of Surveys, Analysis or Evaluations **DR. TRACI PIERCE**
  
9. **Next Meeting Agenda**
  - A. Enrollment Update
  - B. Capital Projects Update
  - C. Capital Budget
  - D. Student Safety
  
10. **Other Business as Authorized by Law**
  
11. **Adjourn**

**KENNEWICK SCHOOL DISTRICT NO. 17  
DR. TRACI PIERCE  
SECRETARY OF THE BOARD**

KENNEWICK SCHOOL DISTRICT NO. 17  
SCHOOL BOARD MEETING  
Administration Building / Remote Board Meeting  
September 13, 2023

MINUTES

MEMBERS PRESENT

Board Members: Michael Connors, President of the Board (attending remotely); Ron Mabry, Vice President of the Board; Diane Sundvik, Legislative Representative of the Board; Micah Valentine, Board Member; Gabe Galbraith, Board Member; Mallory Dupaquier, Student Representative to the Board; and Dr. Traci Pierce, Superintendent and Secretary of the Board.

Student Board Member-Elect: Annie Maltos

Cabinet Members: Dr. Doug Christensen, Associate Superintendent of Human Resources; Matt Scott, Assistant Superintendent of K-12 Education; Alyssa St. Hilaire, Assistant Superintendent of Teaching & Learning; Vic Roberts, Executive Director of Business Operations; Robyn Chastain, Executive Director of Communications and Public Relations; Ron Cone, Executive Director of Information Technology.

Other Guest(s): Bronson Brown, District Legal Counsel

CALL TO ORDER

Vice President Ron Mabry called the meeting to order at 5:30 p.m. and led the Pledge of Allegiance with approximately 73 online and in-person staff and guests in attendance.

RECOGNITION

2023-24 Student School Board Representative and Representative-Elect

Superintendent Dr. Traci Pierce introduced the new Student Representative to the Board, Mallory Dupaquier, who attends Kennewick High School, and Annie Maltos, the Student Representative-Elect, who attends Southridge High School. Mallory and Annie shared information about themselves, including the school activities with which they are involved.

New Administrators/Administrators in New Roles

Superintendent Dr. Pierce introduced administrators new to the Kennewick School District. She recognized the entire administrative team's leadership and commitment to KSD staff, families, and students.

COMMUNICATIONS FROM PARENTS, STAFF, AND RESIDENTS

David Cannon commented on IT procedures and protocol and requested a reporting tool where parents are notified regarding student online access. Mr. Cannon added that he has been in contact with Ron Cone. The Board asked Dr. Pierce to follow up with Mr. Cone

on the issue.

## CONSENT ITEMS

Motion by Diane Sundvik to approve the consent items as presented.

Seconded by Gabe Galbraith.

Roll call vote:	Mr. Connors	Yes
	Mr. Mabry	Yes
	Ms. Sundvik	Yes
	Mr. Valentine	Yes
	Mr. Galbraith	Yes

Motion carried 5-0.

The consent items were as follows:

- Minutes of Regular Board Meeting August 16, 2023
- Personnel Actions – Certificated, Classified, and Extracurricular
- Out of Endorsement Teacher Plans 2023 – 2024
- Budget Status Report Ending July 31, 2023
- Payroll and Vouchers Ending July 31, 2023
- Updated Budget Status Report Ending June 30, 2023
- Cabinet and Superintendent Contract Updates
- Carl D. Perkins Grant Assurances 2023 - 2024

## SUPERINTENDENT/BOARD MEMBER REPORT

Superintendent Dr. Traci Pierce reported on the positive media coverage of the new Safety Officers. She discussed the Kennewick School District's remarkable partnership with the Kennewick Police Department and expressed her appreciation for the community's support in passing the levy to put safety officers in place. Dr. Pierce reminded the Board that Friday is the FOCUS annual BBQ Fundraiser.

Student Representative to the Board, Mallory Dupaquier, reported she attended the Superintendent Student Advisory Council meeting and shared topics that were discussed.

Board Member Gabe Galbraith reported attending the KSD Welcome Back Assembly, several school open houses, and some sporting events.

Board Member Micah Valentine shared that he attended several school open houses, the Welcome Back Assembly, and some sporting events. He spoke with board members nationwide, noting that KSD is leading the state in a few areas.

Board Member Diane Sundvik reported that she attended a Zoom meeting with Ashwin Joshi and Ron Mabry regarding the financial literacy curriculum in the high school. She also noted that she attended the WA Poison Center 3-day Harm Reduction, Overdose

Prevention, and Treatment Services workshop and training, the Racial Equity and Social Justice Coalition of Tri-Cities monthly meeting, WSSDA online Networking Hours (2), coffee meetings with KSD residents regarding School Board races (4) and visited Tri-Tech open house.

Board Member Mike Connors reported attending the Welcome Back Assembly, meeting with Ashwin Josi, and attending the open house at Tri-Tech Skills Center. He added that he is excited about the School Safety Officer program and the positive media coverage.

Board Member Ron Mabry reported attending the KSD Welcome Back Assembly and shared that he is working on legislative policy issues like battery-operated buses, which are very expensive.

## REPORTS AND DISCUSSIONS

### 2023 – 2024 Strategic Objectives

Dr. Traci Pierce reviewed the process for updating annual objectives, reviewed the Board priorities identified during the June 7, 2023, Board Retreat, and shared the 2023-24 objectives. She recommended approval of the 2023-24 Strategic Objectives.

Motion by Diane Sundvik to approve the 2023-24 Strategic Objectives as presented for first and second reading.

Seconded by Gabe Galbraith.

Roll call vote:	Mr. Connors	Yes
	Mr. Mabry	Yes
	Ms. Sundvik	Yes
	Mr. Valentine	Yes
	Mr. Galbraith	Yes

Motion carried 5-0.

### Student Growth and Proficiency Targets

Alyssa St. Hilaire, Assistant Superintendent of Teaching & Learning, presented the annual K-12 student goal report showing progress toward meeting student growth and proficiency targets.

### 2023 – 2024 Get to Know KSD Plan

Robyn Chastain, Executive Director of Communications and Public Relations, presented the new goal and timeline for Get to Know KSD, including a Family Hub: Online Training Resources and Online Parent Information and Education Sessions.

Vice President Mabry announced a five-minute break at 7:07 p.m.

The Board reconvened at 7:12 p.m.

#### UNFINISHED BUSINESS

##### Policy No. 2314, INSTRUCTION: Use of Outside Media Resources in the Classroom

Dr. Pierce presented the revisions discussed in the previous board meeting to Policy 2314.

Motion by Gabe Galbraith to approve Policy No. 2314, INSTRUCTION: Use of Outside Media Resources in the Classroom for first and second reading.

Seconded by Micah Valentine.

Roll call vote:	Mr. Connors	Yes
	Mr. Mabry	Yes
	Ms. Sundvik	Yes
	Mr. Valentine	Yes
	Mr. Galbraith	Yes

Motion carried 5-0.

#### NEW BUSINESS

##### Policy No. 2235, INSTRUCTION: Transition to Kindergarten

Matt Scott, Assistant Superintendent of K-12 Education, presented a new policy.

Motion by Diane Sundvik to approve Policy No. 2235, INSTRUCTION: Transition to Kindergarten as presented.

Seconded by Gabe Galbraith.

Roll call vote:	Mr. Connors	Yes
	Mr. Mabry	Yes
	Ms. Sundvik	Yes
	Mr. Valentine	Yes
	Mr. Galbraith	Yes

Motion carried 5-0.

##### Policy No. 5020, PERSONNEL: Collective Bargaining

Superintendent Dr. Pierce presented an updated board policy. Amendments to the policy align with a recent Public Employment Relations Commission (PERC) ruling.

Motion by Gabe Galbraith to approve Policy No. 5020 PERSONNEL: Collective Bargaining for first and second reading.

Seconded by Diane Sundvik.

Roll call vote:	Mr. Connors	Yes
	Mr. Mabry	Yes
	Ms. Sundvik	Yes
	Mr. Valentine	No
	Mr. Galbraith	Yes

Motion carried 4-1.

Policy No. 5161, PERSONNEL: Civility in the Workplace

Superintendent Dr. Pierce presented a new Civility policy, which aligns with WSSDA model policy.

Motion by Diane Sundvik to approve Policy No. 5161, PERSONNEL: Civility in the Workplace, for first and second reading.

Seconded by Micah Valentine.

Roll call vote:	Mr. Connors	Yes
	Mr. Mabry	Yes
	Ms. Sundvik	Yes
	Mr. Valentine	Yes
	Mr. Galbraith	No

Motion carried 4-1.

NEXT MEETING AGENDA

The Board reviewed items for the next meeting agenda:

- A. Study Session: Performance Indicators and Targets
- B. Family/Parent Involvement and Engagement Efforts

Per the Board's request, Radio Frequency Identification (RFID) badges for students will be added to the next meeting agenda.

EXECUTIVE SESSION

Vice President Ron Mabry announced an end to the business portion of the meeting at 7:48 p.m. and moved the Board into executive session at 7:55 p.m. per RCW 42.30.110 (1) (g) to discuss Superintendent Self-Assessment for approximately 30 minutes. Mr. Mabry noted that no further formal action would be taken.

OTHER BUSINESS AS AUTHORIZED BY LAW.

Mr. Connors reconvened the regular session of the Board at 8:25 p.m. There being no further business, the Board adjourned at 8:25 p.m.

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RECORDING SECRETARY

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PRESIDENT OF THE BOARD

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SECRETARY OF THE BOARD

Approved: September 27, 2023

DATE: September 22, 2023  
TO: Board of Directors  
FROM: Vic Roberts, Executive Director, Business Operations  
RE: **Purchase of Tri-Cities Community Health (TCCH) Portable**

District administration has negotiated a price of \$200,000 for the TCCH portable that is located on the district Early Childhood Education and Assistance Program (ECEAP) campus. The portable was sited at the location by TCCH in 2014 and has a floor area of 1,456 square feet. The portable is connected to water and sewer, and is in excellent condition. The district does not have a portable that is sized for replacing the TCCH portable and does not have a portable that would connect into the water/sewer utility infrastructure at the site. Purchase of the portable will provide ECEAP office space that will free up a current portable for program future growth. The purchase is contingent on an appraisal that supports the \$200,000 purchase price.

**Recommendation:** Approve Purchase and Sale Agreement for the TCCH portable that is located at the ECEAP campus at a price of \$200,000 contingent on an appraisal supporting the price.



**CERTIFICATED PERSONNEL  
ELECTIONS, LEAVES OF ABSENCE, TRANSFERS AND TERMINATIONS**

**Exhibit A:** Lists new employment contracts, requests for leaves of absence, and terminations which have occurred for certificated employees since the last meeting of the Board of Directors.

**DATE: Wednesday, September 27, 2023**

**EXHIBIT A**

	<i>Name</i>	<i>School</i>	<i>Position</i>	<i>Justification</i>	<i>FTE</i>	<i>Date</i>
<b>NEW POSITIONS</b>						
<b>REHIRE</b>						
<b>REPLACEMENT</b>	Hailey Caprio	Amon Creek	Teacher - Elem	Yazwinski move	1.0	9/18/2023
<b>LEAVE OF ABSENCE</b>	Jessica Bouscher-Gilliam	Lincoln	Teacher - Elem Sp. Svcs.	Requesting temp. LOA	1.0	Eff. 11/30/23
<b>LEAVE OF ABSENCE REPLACEMENT</b>						
<b>RETIREMENTS</b>						
<b>RESIGNATIONS</b>	Heather Paul	Highlands MS	Teacher - MS	Johnsen move	1.0	2024-25
<b>IN DISTRICT TRANSFERS</b>						

**CLASSIFIED PERSONNEL  
ELECTIONS, LEAVES OF ABSENCE AND TERMINATIONS**

**EXHIBIT B:** Lists new employment personnel actions and terminations for classified employees that have occurred since the last meeting of the Board of Directors

**DATE: September 27, 2023**

**EXHIBIT B**

	<i>Name</i>	<i>School</i>	<i>Position</i>	<i>Justification</i>	<i>Hours</i>	<i>Date</i>
<b>NEW POSITONS</b>	Alejandra Anguiano	Federal Programs	Migrant Home Visitor	Program need	8.0	9/18/2023
	Thomas Windisch	Chinook	Para/BE/1-1 for Physically Disabled Student	Student need	6.0	9/25/223
<b>REPLACEMENT</b>	Isabelle Najera	Washington	Para/FP/LAP/BE	Replaces Ashlee Reddout	6.0	9/19/2023
	Cielo Castor Pascual	Vista	Para/FP/BE	Replaces Bryan Donis	6.0	9/20/2023
	Hannah Goff	Westgate	Para/FP/LAP	Replaces Samantha Wonders	5.5	9/20/2023
	Parker Johnson	Washington	Para/FP/BE	Replaces Courtney Broadie	6.0	9/20/2023
	Chris Bueno	Westgate	Para/FP/LAP	Replaces Jessica Andrews	6.0	9/21/2023
	Yessenia Alvarado	Eastgate	Para/FP/BE/Bilingual	Replaces Esmeralda Castro Guillen	7.0	9/25/2023
<b>REHIRE</b>						
<b>RESIGNATION</b>	Catherine Thatsana	Canyon View	Para/SS/Tier II Behavior	To sub teach	6.0	9/29/2023
	Cassandra Miller	Kennewick	Para/Career Center	To coach	6.5	9/29/2023
<b>LEAVE OF ABSENCE</b>						
<b>RESIGNED FROM LOA</b>						
<b>LAYOFF</b>						
<b>RETIREMENT</b>						
<b>RETURN FROM LOA</b>						
<b>TERMINATION</b>						





**Toni Neidhold**

*Director of Human Resources*

1000 W. 4<sup>th</sup> Avenue

Kennewick, WA 99336

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September 27, 2023

To: Kennewick School District Board of Directors

From: Toni Neidhold, Director of Human Resources

Re: Kennewick Association of Educational Support Professionals Contract

The Kennewick Association of Educational Support Professionals salary Schedule A was open for negotiation this school year. The full contract will be open in the 2024-25 school year. Salary Schedule A has been updated to reflect the 3.7% IPD salary increase retroactive to September 1, 2023. In addition, ECEAP staff will receive an additional 3% to match the state funding designated for the program. Also, Tier 2 & 3 paraeducators will receive an additional \$0.50/hr. The group has voted to ratify salary Schedule A.

**Recommendation:** The Board approves salary Schedule A as presented.

**Kennewick Association of Education Support Professionals**  
**Schedule A**  
**September 1, 2023-August 31, 2024**  
**3.7% increase**

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
					<i>Longevity 2%</i>	<i>Longevity 2%</i>
YEAR OF SERVICE	0-3 YEARS	4-5 YEARS	6-10 YEARS	11-15 YEARS	16-20 YEARS	21+ YEARS
Level 1	\$19.62	\$21.10	\$21.63	\$21.94	\$22.38	\$22.83
Positions REQUIRING AA or Equivalent						
Paraeducators working in Special Services positions in <b>Inclusion Autism Program, Inclusion Behavior Program, Self-Contained Autism Program, Life Skills Program, Structured Learning, OT/PT, and /or 1:1 paraeducators working with students assigned to these programs</b> shall receive an <b>additional \$1.25 per hour.</b>						
LPN's shall be entitled to an <b>additional \$.50 per hour</b> when working in the same above classrooms						
Intervention Paraeducators shall receive an additional \$1.75 per hour.						
Level 2	\$19.83	\$21.30	\$21.83	\$22.15	\$22.59	\$23.04
Hearing Interpreter with no certifications.						
ECEAP	\$20.42	\$21.94	\$22.48	\$22.81	\$23.27	\$23.74
Positions REQUIRING a BA/BS degree or AA degree with early childhood focus (ECEAP).						
<b>ECEAP receiving an 3.7% increase plus an additional 3.0%</b>						
Level 3	\$26.90	\$28.26	\$28.95	\$29.38	\$29.97	\$30.57
Hearing Interpreters with state certification, Speech/Language assistant with BA/BS required/Certificated Brailist,						
Success Coordinators with required BA/BS, CTE Career Center Para with BA required.						
Level 4	\$33.61	\$34.62	\$35.48	\$36.02	\$36.74	\$37.47
National Certification Hearing Interpreters and LPN						



**DR. DOUG CHRISTENSEN**

*Associate Superintendent*

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September 27, 2023

To: Kennewick School District Board of Directors  
From: Doug Christensen, Associate Superintendent  
Re: Extracurricular (coaches') Contract

The KEA/KSD Extracurricular Contract was open for a full bargain this summer. Salary schedules have been updated to reflect the 3.7% IPD salary increase. Other changes include an extra \$50 per coach for professional development activities, as well as an additional volleyball assistant coach position and girls' wrestling assistant coach position at each high school.

**Recommendation:** The Board approves the contract as presented.



**KENNEWICK EDUCATION  
ASSOCIATION  
AND  
KENNEWICK SCHOOL  
DISTRICT**

**EXTRACURRICULAR  
CONTRACT  
2023-24**

# Terms of Agreement

## Extracurricular Bargaining Unit

This agreement is made and entered into by the Kennewick School District No. 17 Board of Directors, referred to as “the Board,” and the Kennewick Education Association, referred to as “the Association.” The signatories are the sole parties to this agreement.

This agreement was bargained in accordance with **RCW 41.59**, the Educational Employment Relations Act, and will remain in full force and effect from **September 1, 2023**, up to and including **August 31, 2024**. Either party may, upon written notice **no later than 60 days before the date of expiration**, give notice of its intent to negotiate a successor agreement.

This agreement may be reopened for amendment, provided both parties concur, during the life of this agreement. Either party may notify the other party in writing of its desire to negotiate. Authorized representatives of the Association and the Board will sign supplemental agreements, which will be affixed to and become part of this agreement and subject to all its provisions.

The parties below sign and approve this agreement on **August 31, 2023**.

---

**Doug Christensen**

Associate Superintendent, HR

**Bargaining Team**

Dr. Doug Christensen

Anna Harris

Kyle Cowan

Casey Gant

Richard Wells

BJ Wilson

Rhonda Pratt

---

**Rob Woodford, President**

Kennewick Education Association

**Bargaining Team**

Scott Biglin

Ty Cronenwett

Kym David

Phill Dron

Pete Frentzen

Boyd Gebers

Darlene Harris

John Heitz

Cheryl Schauble

Jason Slagle

Kennewick Education Association Ratified: **September 6, 2023**

Kennewick School Board Adopted: \_\_\_\_\_

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## **Appendix**

Extracurricular Contract Responsibilities

Extracurricular Sports Personnel Evaluation - Form A

Extracurricular Assignments Personnel Evaluation - Form B

Professional Development Banking Form

Salary Schedule A – Elementary/Middle School

Salary Schedule B – High School

Salary Schedule C – Extracurricular

# Article I - Administration

## Section 1: Exclusive Recognition

The Board hereby recognizes the Association as the sole and exclusive bargaining representative for all personnel employed by the Board, whether under contract or on leave, holding supplemental contracts that do not require teacher certification. These contracts are generally referred to as “extracurricular contracts.” Bargaining Unit is all employees who work under a supplemental contract 30 days or more in any 12-month period. The Bargaining Unit will not include positions requiring professional teacher or administrator certification.

The term "employee" in the agreement will refer to all employees represented by the Association in the Bargaining Unit, as defined.

Sole and exclusive rights are defined as the rights provided by this agreement to the Association, and these rights will not be granted to any rival or competing organization that purports to represent the same employee group for purposes of representation and/or collective bargaining.

Unless the context in which words are used clearly requires otherwise, words in this agreement denoting gender will include both masculine and feminine, and words denoting number will be both singular and plural.

## Section 2: Viability of Signed Agreements

This agreement will be binding on the parties after ratification by both the Bargaining Unit and the Board.

## Section 3: Conformity to Law - Savings Clause

This agreement will be governed and construed according to the Constitution and laws of the State of Washington. If any provision of this agreement or any application of this agreement to any employee or groups of employees covered will be found contrary to law by a court of law having competent jurisdiction, the provision or application will have effect only to the extent permitted by law, and all other provisions or applications of the agreement will continue in full force and effect.

## Section 4: Status of the Agreement

This agreement will supersede any rules, regulations, policies, resolutions, or practices of the District contrary to or inconsistent with its terms. Existing rules, regulations, policies, resolutions, or practices of the District not in conflict with this agreement will remain in full force.

## Section 5: Contract Compliance

All individual employee contracts will be subject to and consistent with Federal laws, Washington State laws, State Board of Education regulations, and the terms and conditions of this agreement. If any individual employee contract contains any language inconsistent with this agreement, this agreement will be controlling.

## Section 6: Maintenance of Benefits

Unless otherwise provided in this agreement, no provision in this agreement will be interpreted and/or applied to eliminate, reduce, or otherwise detract from current individual salaries and benefits or

38 prevailing practices relating to wages, hours, and working conditions in effect prior to the effective date  
39 of this agreement.

40 **Section 7: Printing and Distribution of Agreement**

41 Both parties must proofread a copy of the final agreement. The final contract will be made available to  
42 all members as a downloadable file on both the District website and the Association website.

43 **Section 8: Management Rights**

44 The parties agree that, with the exception of the specific provisions of this collective bargaining  
45 agreement, the District retains all the rights, powers, functions, and authority vested in management by  
46 laws and the Constitution of the State of Washington.

## Article II - Business

### Section 1: Payroll Deductions

The Association and its affiliates have the exclusive right of automatic payroll deduction of membership dues, assessments, and fees for employees who are represented by the Association, in accordance with **RCW 41.56**.

The District will provide dues deduction, assessments, and fees through automatic payroll authorization and will, without exception, refrain from intervention or failure to perform this service.

The Association agrees to reimburse Bargaining Unit members whose dues and assessments were deducted in excess of the total amount due the Association, provided the Association or its affiliate received the excessive amount.

The Association will provide an automatic payroll authorization form to each employee. The employee will sign and deliver the authorization to the Association during the enrollment period at the beginning of the school year. Once an employee has signed the automatic payroll authorization, dues deductions will be continuous thereafter.

The Association will submit the automatic payroll authorization to the District Payroll and Benefits Department for processing. The Association will provide to the District a table of prorated annual dues, assessments, and fees to determine monthly dues deductions.

Continuation of dues deductions is binding **until the end of the dues period on August 31** each year. Revocation of membership will be made on an Association form **between the beginning of the school year and September 30** and will become effective at that time. The Association will promptly submit notices of revocation to the District.

### Section 2: Association Rights

The Association and its representatives will have the right to a reasonable use of school buildings. Scheduling and arrangements will follow normal administrative procedures. The Association and its representatives will have access to all employees, provided this does not interfere with the instructional program.

The Association will have the right to post notices of activities and matters of Association concern on bulletin boards in each faculty lounge of each building in the District.

The Association will have the right to use the educator and staff mailboxes to communicate with its membership.

Upon written request, the District will furnish to the Association any available information permitted under statute that assists the Association in carrying out its responsibility as the bargaining representative.

### Section 3: Labor Management Committee

Labor Management meetings will be conducted during the school day between the District and the Association, as necessary, during the regular school year. Substitute teachers will be provided by the District. The Association team will have no more than nine (9) participants including the Association president or designee.

85 **Section 4: Professional Responsibilities**

86 All contract holders must complete their cardiopulmonary resuscitation (CPR) certifications, WIAA  
87 certifications, and safety training modules prior to the beginning of the season in which they are  
88 participating, based on middle school and high school starting dates. Contract holders who have not  
89 completed all requirements for CPR and safety training will not be allowed at practice or games until  
90 they are cleared by the District administration. Payment for contracts will be adjusted accordingly if the  
91 contract holder can't begin the season on time.

92 The District will include and explain in extracurricular contracts the required use of District e-mail for  
93 this and other official correspondence. It will contact coaches at their District-assigned e-mail addresses  
94 three weeks in advance of the season or, if the coach is a late hire, two weeks in advance of the season.

# Article III - Personnel

95

## 96 **Section 1: Employment**

97 All employees will be contracted in accordance with applicable State law. All work being performed by  
98 the Bargaining Unit will continue to be performed by the Bargaining Unit during the life of this  
99 agreement.

## 100 **Section 2: Employee Rights**

101 Employees will be entitled to full rights of citizenship. There will be no discipline or discrimination with  
102 respect to employment due to race, creed, color, marital status, sex, age, national origin, political activity  
103 (or lack thereof), or the presence of any sensory, mental, or physical disability. Equal access will be  
104 provided to the Boy Scouts and other designated groups. After reasonable accommodation under the  
105 provisions of the Americans with Disabilities Act, the prohibition against discrimination due to  
106 disabilities will not apply if the disability prevents the proper performance of the work involved and no  
107 alternative work can be found.

108 The rights granted in this section to an employee are in addition to those provided elsewhere.

### 109 **Right to Join and Support Association**

110 Employees will have the right to self-organization – to form, join, or assist the Association to bargain  
111 collectively. The Board will not directly or indirectly discriminate against any employee for membership  
112 in the Association or for participation in any grievances, complaints, or proceedings under this  
113 agreement.

### 114 **Right to Due Process**

115 All complaints will be called to the attention of the employee as soon as possible.

116 An employee will be entitled to have present, at his or her request, a representative of the Association.  
117 When a request for representation is made, no action will be taken with respect to the employee until a  
118 representative of the Association has had an opportunity to be present. No hearing will be delayed more  
119 than five (5) working days due to the unavailability of the employee's requested representative.

120 Without just cause, no employee will be reprimanded, disciplined, suspended, or reduced in rank or  
121 compensation during the annual contract period.

122 An employee will have the right to face his or her accuser(s).

123 All information forming the basis of any charge will be made available to the employee in writing. All  
124 complaints concerning the employee will be brought to the attention of the employee within 10 working  
125 days, except where doing so would materially affect an ongoing investigation. Except under emergency  
126 conditions, all discipline will be conducted in private.

127 In an attempt to resolve problems at the lowest level, principals will encourage parties making a  
128 complaint to discuss the issues surrounding their complaint with the employees involved.

129 Non-renewed employees can, within 15 working days of receipt of formal written notice, appeal to the  
130 Board. The Board will hear the appeal within 10 working days of receiving a written appeal from the  
131 employee. The written appeal will state the employee's reasons for reconsideration. The decision of the  
132 Board will be rendered within 10 working days. The decision of the Board is final.

133 The employee may bring witnesses, documented statements, and supporting evidence to the appeal  
134 hearing.

### 135 **Section 3: Personnel Files**

136 An employee or his or her designee will, upon request, have the right to inspect all contents of his or her  
137 complete personnel file and/or records kept in the District. The evaluation of an employee is personal  
138 information and will not be subject to public disclosure unless required by law. Processed grievances,  
139 garnishments, and attachments of wages will be kept apart from the employee's personnel file.

140 The employee may have an Association representative present when reviewing his or her personnel file  
141 and/or records. The District may have a representative(s) present during this review.

142 There will be only one (1) personnel file kept in the District office. There will be no secret or alternative  
143 files kept in the District office. However, this will not preclude administrators from keeping working  
144 files for their own use. All working files will be subject to the employee's inspection, with exclusive  
145 right of response by the employee.

146 Correspondence or other materials referencing an employee's competence, character, or manner will not  
147 be kept or placed in the personnel file without the employee's knowledge, and the employee will have  
148 the exclusive right of addendum of all items in the files.

149 Any derogatory material not shown to an employee within 10 days after receipt or composition (except  
150 in the case of criminal investigations) will not be allowed as evidence in any grievance or disciplinary  
151 action against an employee. Derogatory materials, except evaluations, will be removed from the  
152 employee's file, at his or her request, two (2) years from the date of the circumstance(s) or event(s)  
153 precipitating placement of the material. Findings related to offenses against children will remain in the  
154 file.

155 The Superintendent or designee and the employee or his or her designee will sign an inventory sheet to  
156 verify the contents of the personnel file at the employee's time of inspection.

### 157 **Section 4: Evaluation Procedures**

158 The building principal and/or assistant principal(s) will be designated as evaluators for all supplemental  
159 contract employees assigned to the building. An evaluation will be completed for each supplemental  
160 contract.

161 As part of the evaluation process the evaluator will document at least one (1) 15-minute evaluation of a  
162 practice and one (1) 15-minute evaluation of a game or performance during the supplemental contract  
163 season. The date and time of the observation will be recorded on the evaluation.

164 The evaluation criteria and procedures will be distributed and explained to all supplemental contract  
165 employees prior to the sports or activity season.

166 A bargaining unit member in his or her first season as a varsity high school head coach is on  
167 probationary status. The District may, prior to the mid-point of a season, institute a Plan of Improvement  
168 for a head coach on probationary status. The Plan of Improvement will remain in place for the remainder  
169 of the season, after which the District can either 1) remove the Plan of Improvement and probationary  
170 status, or 2) discharge the contract holder.

171 An employee receiving a "needs improvement" or "unsatisfactory" may contact the Association for  
172 counsel and advice.

173 The employee may list factors limiting his or her performance.

174 Evaluation Timelines

175 **Elementary Schools**

176 Flexible Contracts **June 15**

177 **Middle Schools**

178 Fall Sports/Activities **December 15**

179 Winter I Sports/Activities **January 30**

180 Winter II Sports/Activities **April 15**

181 Spring Sports/Activities **June 30**

182 Flexible Contracts **June 30**

183 **High Schools**

184 Fall Sports **January 15**

185 Winter Sports **May 1**

186 Spring Sports **June 30**

187 Other Contracts **June 30**

188 The following procedures will be followed:

- 189 • Annual evaluations will be based on all observations and any documented discussions with the
- 190 employee for the contracted sport or activity season.
- 191 • Following each observation the evaluator will document the date, time, and observer.
- 192 • If any performance is judged “Unsatisfactory,” the results will be documented on the evaluation
- 193 form. The completed evaluation form will be shared with the employee within three (3) working
- 194 days.
- 195 • When a rating of “Unsatisfactory” is given for an item on the evaluative criteria the evaluator
- 196 must include the following in the comments section of the form, following the item: a clear
- 197 description of the problem, detailed recommendations for improvement, specific acceptable
- 198 levels of performance, and a specific timeline for attaining satisfactory performance levels.
- 199 • The employee may list any factors limiting accountability.
- 200 • The employee's signature on the evaluation form indicates the employee has read and discussed
- 201 the observation or evaluation but does not necessarily imply agreement. The employee will have
- 202 the exclusive right to attach a statement, and he or she may seek relief through the grievance
- 203 procedure.
- 204 • Timely distribution of the final performance evaluation form will be: one (1) to the employee,
- 205 one (1) to the evaluator, and one (1) to the personnel file.
- 206 • Only four (4) ratings will apply for the evaluation criteria: “Satisfactory,” “Needs Improvement,”
- 207 “Unsatisfactory,” and “Not Observed.” All criteria must be marked with one (1) of these ratings.
- 208 • A high school assistant and all middle school coaches may be evaluated **prior to 50% of the**
- 209 **competitions during the regular season.** Anyone who receives an “unsatisfactory” will receive
- 210 notification in writing, and a copy will be sent to the Association president and the Associate
- 211 Superintendent of Human Resources. If the plan of improvement is not followed and the
- 212 evaluation is not satisfactory **by the end of the season**, that coach may be non-renewed **at the**
- 213 **end of the season.** An appeal would go directly to the Board.

214 **Section 5: Renewal / Non-renewal**

215 High School Head Coaches

216 A newly-hired head coach has a right to interview and recommend his or her assistants **prior to his or**  
217 **her first season.**

218 Either prior to or after a head coach receives his or her evaluation, he or she may be placed on a one-  
219 year probationary status. The District must inform a coach about his or her probationary status **prior to**  
220 **the first practice of his or her next coaching season.** After the District and the Association agree to a  
221 plan of improvement for the head coach, the District will implement the plan of improvement. If the  
222 athletic director at the head coach’s school determines at the end of the season that the head coach has  
223 not shown satisfactory improvement, the head coach may be non-renewed.

224 The plan of improvement must be clear, fair, and measurable. Copies of the plan of improvement must  
225 be given to the head coach, Association president, athletic director, and the Associate Superintendent of  
226 Human Resources.

227 High School Assistant Coaches

228 If a head coach announces he or she is resigning before the season’s non-renewal date, his or her  
229 assistant coaches will not be renewed. If the head coach resigns after the season’s non-renewal date, his  
230 or her assistant coaches will be guaranteed an interview with the new head coach.

231 Any previous assistant coach who is not selected for an assistant coach’s position will be assigned by the  
232 District administration for one (1) season only paid at the coaching step of that position and retaining his  
233 or her experience level. If there are more displaced coaches than open positions, normal hiring practices  
234 would apply and the coach(es) not hired would be placed in a flex position and paid at that group rate at  
235 his or her current experience level. These coaches can’t be used as flex coaches in the program or school  
236 from which they were cut.

237 Written Notification of Non-renewal

238 Written notification of non-renewal of a supplemental contract for the succeeding school year will occur  
239 according to the following timelines:

240 **Elementary School**  
241 Supplemental Contracts **June 15**

242 **Middle School**  
243 Fall **January 15**  
244 Winter I **March 1**  
245 Winter II **May 1**  
246 Spring **June 30**

247 **High School**  
248 Fall **February 1**  
249 Winter **May 15**  
250 Spring **June 30**

251 The deadline for written notification of non-renewal of a supplemental contract that is not tied to a  
252 season is **June 30.**

253 **Section 6: Grievance Procedure**

254 Purpose

255 The purpose of this grievance procedure is to provide a means for the orderly and expeditious  
256 adjustment of a grievance by an employee or group of employees.

257 Every reasonable effort will be exerted to resolve grievances **before the close of a school term, or as**  
258 **soon as possible.**

259 Informal Communication

260 Every effort will be made to settle problems at the lowest level through informal communication  
261 between the employee(s) and the immediate supervisor. Grievances may not be processed through this  
262 procedure until there is evidence informal two-way communications have failed to resolve the issue.

263 Definitions

264 "Grievant" will mean an employee or a group of employees, or it will mean the Association when it is  
265 filing a grievance on behalf of an employee or a group of employees. A grievance in which two (2) or  
266 more employees have the same complaint will be processed as a single action. The Association has the  
267 right to be present and, if the employee elects, the Association will represent the employee at any point  
268 in the procedure.

269 "Grievance" will mean a written statement by a grievant that a controversy, dispute, or disagreement of  
270 any kind or character exists in the interpretation or application of the terms of this agreement or of an  
271 existing Board policy or administrative regulation, and/or there exists a condition jeopardizing employee  
272 health and safety.

273 "Days" will mean contracted working days during the school year and weekdays during the summer.  
274 Any grievance actions carried over from the school year will be placed on the summer schedule by  
275 agreement of the Association and the District.

276 Procedures and Steps

277 A grievance must be filed within 30 days of the occurrence of the event on which the grievance is based.  
278 The timelines and procedures will be strictly followed, unless waived in writing by the parties. Failure of  
279 the grievant to follow the timelines will mean the grievance is withdrawn. Conversely, failure by the  
280 District to follow the timelines will automatically qualify the grievance for advancement to the next step.

281 When filed in the name of the Association, grievances relating to interpretation and/or application of this  
282 agreement may be initiated at Step 2.

283 **Step One: Immediate Supervisor**

284 The grievant(s) submit(s) a grievance review request (Form A) to the immediate supervisor. The  
285 supervisor will offer to meet within five (5) days after receipt of the request and will render a written  
286 decision to the grievant(s) within five (5) days after the formal meeting. A copy of the grievance review  
287 request will be sent to the Superintendent and the Association president. A copy of the written decision  
288 will be sent to the Superintendent and the Association president.

289 **Step Two: Appeal to Superintendent**

290 If the grievant(s) is not satisfied with the decision of the immediate supervisor at Step One, the grievant  
291 may refer the grievance to the Superintendent within five (5) days after the receipt of the decision. A  
292 copy will be given to the grievant's immediate supervisor. The Superintendent will meet with the  
293 grievant(s) within five (5) days after the grievance has been referred to him or her. Both the

294 Superintendent and the grievant(s) may have other people present at the meeting who might contribute  
295 to an acceptable adjustment of the grievance.

296 The Superintendent will render a written decision on the grievance (and any adjustment) within five (5)  
297 days after the grievance has been heard. Copies of the Superintendent's decision will be sent to the  
298 grievant, the grievant's immediate supervisor, and the Association president. The Superintendent's office  
299 will keep a copy.

300 **Step Three: Appeal to the Board of Directors**

301 If the grievant is not satisfied with the disposition of his or her grievance at Step Two, or if the  
302 Superintendent or designee has not provided a written decision within the timelines prescribed in Step  
303 Two, the grievant, or at his or her request or at the request of the Association acting on his or her behalf,  
304 may ask for a meeting with the Board.

305 If a request for a meeting with the Board is not delivered to the Superintendent within 30 days after the  
306 meeting prescribed in Step Two, the grievance will be deemed withdrawn.

307 The Board will meet with the grievant, Association representatives, and Superintendent within 15 days  
308 after the Superintendent receives the request for the meeting. Within 15 days after the meeting, the  
309 Board will render a written decision on the grievance.

310 **Step Four: Binding Arbitration**

311 If the grievance is a claim that this agreement between the District and the Association has been  
312 violated, misinterpreted, or misapplied, and/or if the grievant is not satisfied with the disposition of this  
313 grievance at Step Three, or if the Board has not provided a written decision within the timelines  
314 prescribed in Step Three, the grievance may be submitted to final and binding arbitration, at the option  
315 of the Association.

316 The parties will attempt to select an arbitrator within 10 days after the Superintendent receives the  
317 appeal from the Association. The arbitrator's decision will be final and binding. If the parties are unable  
318 to agree on the arbitrator, a list of arbitrators will be requested from the American Arbitration  
319 Association or the Federal Mediation Conciliation Service.

320 The parties will select an arbitrator under the rules and procedures of the American Arbitration  
321 Association or the Federal Mediation Conciliation Service. As an alternative, by agreement, a  
322 representative of the Board and a representative of the Association may select an arbitrator from a list of  
323 eligible candidates by alternately striking names until only one (1) name remains.

324 The hearing will proceed under the Voluntary Arbitration Rules of the American Arbitration Association  
325 or the Federal Mediation Conciliation Service, unless the parties agree to proceed under expedited rules.

326 The arbitrator will submit a decision in writing not more than 30 days after the close of the hearing.

327 During the arbitration, neither the District nor the Association will be permitted to assert evidence not  
328 previously disclosed to the other party. Each party will bear the full cost for its side of the arbitration and  
329 will pay one-half the cost for the arbitrator and/or any administration fees.

330 **Freedom from Reprisals**

331 No reprisal(s) will be invoked against any employee for processing a grievance or for participating in  
332 any way in the grievance procedure.

333 Powers of the Arbitrator

334 The arbitrator will have no power to alter, add to, or subtract from the terms of this collective bargaining  
335 agreement.

336 Release Time

337 Grievances will ordinarily be processed during the regular workday and release time will be provided  
338 for all participants in the investigating and processing of grievances, including release time for the  
339 grievant, Association representatives, and/or witnesses.

340 **Section 7: Layoff and Recall**

341 In the event the District anticipates a significant loss in revenue or change in program requiring a  
342 reduction in work force, the District will follow the procedures in this section. Prior to eliminating any  
343 positions, both parties will request to negotiate the contract.

344 Reductions will not be made without a thorough review of programs and options available. The Board  
345 will notify the Association of the proposed layoff **at least 30 calendar days before the proposed layoff**  
346 **date** and will provide to the Association a report of the financial situation, anticipated program changes,  
347 and needed staffing levels.

348 Reduction in work force will be negotiated between the parties.

349 **Section 8: Position Openings**

350 Definition of Terms

351 “Vacancy” is a position that has been permanently vacated, or one that has been newly created.

352 “In-building” refers to part-time or full-time employees who serve within the school building.

353 “In-District” refers to part-time or full-time employees who are employed by the District.

354 “Out-of-District” refers to people not currently employed by the District.

355 “Experience” is defined as the total number of years as an extracurricular employee, as recognized by  
356 the District. Experience may be accrued only in one-year increments, and no coach may accrue  
357 experience of more than one (1) step during a one-year period.

358 Hiring Procedures

359 Vacancies will be advertised for five (5) working days. If the position requires specific qualifications,  
360 those qualifications will be listed in the job announcement.

361 All in-District applicants will be reviewed and screened for consideration. All candidates will be notified  
362 by the Human Resources Department when a position is closed and/or has been filled. The most  
363 qualified applicant will be selected by the site administration or designee based on these job  
364 qualifications and criteria:

- 365 • Demonstrated short- and long-term organization and management skills
- 366 • Three (3) current recommendations
- 367 • Demonstrated evidence of being a positive role model
- 368 • Clearly-defined philosophy for the coaching level applied for
- 369 • Coaching experience in that sport
- 370 • Evidence of effective public relations

- 371 • Demonstrated ability to work cooperatively and communicate with students, parents, assistant  
372 coaches, administrators, and community members
- 373 • Evidence of WIAA certification and compliance with WIAA and District rules and regulations

374 The above timelines for selection of supplemental contracted staff will always be observed, except in  
375 situations where the selected coach gives his or her notice of resignation **on or after the 12<sup>th</sup> working**  
376 **day prior to the first day of practice for the athletic or activity season.** In that case, the  
377 administration may execute an emergency selection process after first notifying the Association  
378 president or vice-president of the emergency. This process will enable the selection of an available,  
379 qualified person to start the first day of the sport or activity practice.

### 380 Additional Hiring Procedures (High School Head Coaches)

381 Vacancies will be advertised in-building, in-District, and outside the District concurrently for a  
382 minimum of five (5) working days.

383 The Association and the District will agree to the job posting. (In the event of a disagreement, WEA  
384 Southeast Uniserv will provide a trained mediator at no cost to the District.)

385 Every in-building and in-District candidate who currently holds a coaching contract in that sport or a  
386 crossover sport is guaranteed an interview.

387 The interview pool may consist of candidates from inside the District and outside the District.

388 The Association and the District will determine the need for an ombudsman to review hiring for head  
389 coaching positions. If a conflict exists over having an ombudsman, the Association and the District will  
390 go to mediation to solve the matter. (In the event of a disagreement, WEA Southeast Uniserv will  
391 provide a trained mediator, at no cost to the District.)

392 Reference checking will be done prior to interviews.

393 To ensure a uniform experience for each applicant, specific directions will be given to interview teams  
394 prior to interviews.

395 The interview team will interview the candidates, rank the candidates, and reach a decision. All  
396 candidates will be notified of the interview team's decision in a timely manner.

397 The interview team may be composed of the following: the Superintendent or designee, the building  
398 principal, the building athletic director, community member(s), and building staff. The composition of  
399 the team may change by agreement between the Association and the District.

400 If the qualifications of two (2) candidates are substantially equal, the most senior candidate will be hired.

401 The interview team makes the recommendation to the principal.

## 402 **Section 9: Staff Protection**

### 403 Insurance

404 The District will provide general liability and errors and omission insurance for certificated employees  
405 who are acting within the scope of their employment, whether their duties are specific or implied, and  
406 whether their duties are performed during or after regular working hours. The insurance will provide  
407 limits as follows:

- 408 • General Liability Bodily Injury \$300,000 per occurrence
- 409 • General Liability Property Damage \$100,000 per occurrence
- 410 • Automobile Liability Bodily Injury \$250,000 per person/\$500,000 per occurrence
- 411 • Automobile Liability Property Damage \$100,000 per occurrence

412 Errors and Omissions Liability Insurance coverage will provide limits as follows: \$500,000 per  
 413 occurrence; \$500,000 aggregate.

414 Legal counsel will be provided, through insurance, to any employee against whom a lawsuit is initiated  
 415 provided the employee, at the time of the act or omission, was acting within the scope of his or her  
 416 employment.

417 **Property Damage**

418 The District will reimburse employees for replacement of any clothing or other personal property  
 419 damaged, destroyed, or stolen during the course of their employment, and/or cover the cost of medical,  
 420 surgical, or hospital service incurred as the result of any injury sustained in the course of their  
 421 employment, provided an employee exercised reasonable safeguards maintaining the security of his or  
 422 her personal belongings. Items under \$25 will not be subject to claim, pursuant to this section.

423 Personal property used as classroom instructional aids will be registered with the building principal on a  
 424 form available in the main office of each school building. Registration of personal property will be  
 425 required when it is brought into the building, and notification will be given to the main office when the  
 426 employee removes the personal property from the employee’s workstation.

427 The District will reimburse up to \$100 per incident toward the employee’s insurance deductible for  
 428 damage caused by verified vandalism to the employee's vehicle or other personal property while he or  
 429 she is performing contractual duties. Payment will be made after the employee has provided  
 430 documentation of his or her expenditure.

431 **Safety**

432 Matters relating to unsafe health or safety conditions will be reported to the building principal. The  
 433 parties will abide by the applicable safety standards set forth in the Washington Industrial Safety and  
 434 Health Act.

435 **Absences**

436 Employees will be granted absences, as needed, for sudden, unexpected occurrences that require  
 437 immediate action. Absences must be approved by agreement of the supervisor and the employee.

438 A physician’s statement of illness may be required, at the request of the Superintendent or designee.

439 **Threats to an Employee**

440 No employee will be coerced, intimidated, discriminated against, or threatened. An employee will not  
 441 receive a negative or downgraded evaluation based on his or her refusal to voluntarily participate  
 442 beyond the agreed-upon expectations for his or her position.

443 An employee who is threatened by any person or group while carrying out assigned duties will  
 444 immediately notify his or her supervisor. The supervisor will notify the Superintendent and, if necessary,  
 445 the police.

446 Immediate steps will be taken, with the cooperation of the employee, to provide for the employee's  
 447 safety. Precautionary measures for the employee's safety will be reported to the Superintendent at the  
 448 earliest possible time.

449 When the principal becomes aware of a threat, he or she will...

- 450 1. Identify the person making the threat.
- 451 2. Identify the nature of the threat.
- 452 3. Inform the employee.
- 453 4. Ask for the employee's input.
- 454 5. Decide whether to call the police.
- 455 6. Assist an employee who wishes to file a complaint and/or a restraining order.

456 The District will support any employee in seeking legal redress for violations of the law committed by  
457 students or members of the public who verbally or physically abuse an employee while he or she is  
458 performing duties for the District. The District expects employees using the services of private lawyers  
459 to cover their own obligations for fees or costs incurred by the use of those services.

## 460 **Section 10: Contracts and Payment**

### 461 **Employee's Contract**

462 The District will provide each employee a contract for each sport or activity that conforms with  
463 Washington State Law, Washington State Board of Education regulations, and this agreement.

### 464 **Copies of Contract**

465 After signing a contract, an employee may retain one (1) copy. All other copies will be returned to the  
466 District for processing.

### 467 **Payment**

468 In-District certificated employees will be paid in monthly installments through the course of the season.  
469 All classified and out-of-District contract holders will be paid according to timesheets submitted to the  
470 Payroll Department by their supervisors.

471 Athletic team coaches and individual coaches of participants whose season is extended by postseason  
472 play will receive additional payment at the rate of 1.333% of the individual's differential stipend for that  
473 activity for each day the team participates. "Extended season" is defined as days following the last  
474 scheduled game in the league's regular season schedule.

475 Employees will be paid according to Salary Schedule A, for elementary and middle school employees,  
476 and Salary Schedule B, for high school employees, and Salary Schedule C, when applicable.

477 Payroll checks will be issued to employees on the last business day of each month.

478 Upon request, in the event of a mistake in payment resulting in an underpayment, corrections will be  
479 made **no later than the next payday**. When an overpayment is made, the correction will be made on the  
480 employee's next monthly check. Cumulative errors in overpayment will be corrected at the rate they  
481 accumulated. Upon request, all compensation owed to an employee leaving the District will be paid **no**  
482 **later than the end of the next succeeding pay period**.

### 483 **Release from Contract**

484 Upon request, an employee under contract will be released from the obligations of the contract.

### 485 **Length of Contract**

486 The length of the employee contract will be clearly stated within the sport or activity contract. Hours are  
487 paid as reported to the Payroll Department on District timesheets, if applicable. Payment will occur  
488 pending supervisor approval.

489 Extracurricular contract holders gain experience steps on Salary Schedules A, B, and C when a head  
490 coach or administrator can properly verify experience. If an employee holds a .75 or more high school or  
491 middle school Schedule A, B, or C contract, he or she will receive a full year's experience credit.

492 Association members are grandfathered into this agreement when proper documentation is provided. No  
493 one will lose experience steps because of this agreement.

#### 494 Crossover Experience

495 The following coaching duties will be considered crossover experiences and will be credited on the  
496 salary schedule:

- 497 • track and cross country
- 498 • softball and baseball
- 499 • gymnastics and diving
- 500 • gymnastics, dance, and cheerleading
- 501 • ASB advisor, class advisor and club advisor

502 If a person coaches the same sport with a different gender, he or she will receive credit for crossover  
503 experience.

504 Only one (1) year of experience may be credited for one (1) school year. For example, coaching both  
505 boys and girls basketball in one (1) year equals one (1) year of experience.

506 Beginning with the 2011-12 school year, if an employee coaches a sport for 10 or more years and then  
507 changes/adds a sport, he/she will start on step 5 of the salary schedule for the new sport.

508 Beginning with the 2021-22 school year, if a coach of an athletic activity has 15 or more years of  
509 experience in one sport and then changes or adds a sport, he or she will start on step 10 of the salary  
510 schedule for the new sport. This does not apply to activity or club advisors or middle school athletic  
511 director positions.

#### 512 Volunteer Coaching Credit

513 Volunteers will be granted experience steps that have been verified using the following procedures. All  
514 these provisions must be noted in the volunteer's file.

- 515 • Volunteers must be registered with the District.
- 516 • An athletic director's signature is required to verify experience.
- 517 • A head coach or immediate supervisor's signature is required to verify experience.
- 518 • A timesheet signed by an athletic director or immediate supervisor and a head coach is required  
519 to verify the volunteer's time.

520 A volunteer's time on task is equivalent to a paid assistant coach's time, with no exceptions.

#### 521 Examples for clarification:

- 522 • Middle school experience for high school experience - yes
- 523 • Little League experience for middle school experience – no

524 Time on task is exactly the same as any paid position for the level for which the volunteer is expecting  
525 credit.

526 Out of District volunteer time is not recognized.

527 Volunteer experience will be accepted on the salary schedule with proper documentation. Members will  
528 have a reasonable amount of time to gather verification and documentation.

529 Volunteer credit applies to all extracurricular positions outlined in the contract.

530 Registration with the District follows **RCW 43.43.830**.

531 The Associate Superintendent for Human Resources will review volunteer records.

## 532 **Section 11: Leaves**

533 The Board may grant a leave by season up to one (1) year to extracurricular employees, at the  
534 recommendation of the Superintendent or designee.

535 A written request to take a leave for the succeeding season or year will have the following timelines:

### 536 ***Elementary and Annual Contracts***

537 Supplemental Contracts **May 1**

### 538 ***Middle School***

539 Fall **May 1**

540 Winter I **September 26**

541 Winter II **November 20**

542 Spring **February 1**

### 543 ***High School***

544 Fall **May 1**

545 Winter **September 1**

546 Spring **January 5**

547 Leaves, if granted, will state the provisions for employment. An extracurricular employee who has been  
548 granted a leave will be re-employed in the same position. The replacement posting will be listed as  
549 temporary and will be non-renewed at the end of the season. The employee will notify the  
550 Superintendent **no later than March 15** of his or her intent to return to employment with the District  
551 during the same calendar year. Extracurricular employees on a leave from their primary positions may  
552 be required to provide a medical release to begin or continue working.

## 553 **Section 12: Professional Development**

554 The Board and Association recognize the need for staff development opportunities so members may  
555 meet Washington Interscholastic Activities Association (WIAA) standards.

556 The District will maintain a program of local staff development opportunities, drawing on resources  
557 available within and outside the District.

558 The District agrees the professional development program will be employee-centered. The participation  
559 of any employee in the professional development program will be voluntary.

560 The District will continue as an approved in-service education agency, as recognized by the State Board  
561 of Education.

562 All staff development activities will meet WIAA standards.

563 The District will cover substitute teacher costs for coaches who attend District-approved clinics.

564 Professional Dues Pool

565 A total of \$8,000 will be reserved in one-time, individual allotments for each middle school and high  
566 school coach. These funds will be used for membership in the Washington State Coaches Association  
567 (WSCA). Allotments can be used for other professional State or national associations but the amount  
568 may not exceed the WSCA dues amount. This pool will also cover costs for District driving abstracts,  
569 first-aid training, and CPR training provided by the District for middle school and high school coaches.

570 Any costs exceeding the \$8,000 pool will be deducted from the pool of professional development  
571 stipends, which is \$18,700. Any balance in the dues pool will be added to the Professional Development  
572 Pool.

573 Professional Development Pool

574 With the exception of middle school athletic directors, the District will provide qualified contract  
575 holders one (1) stipend for \$375 and a second stipend for \$300, not to exceed \$22,500. Each middle  
576 school athletic director will receive one (1) stipend of \$500.

577 These stipends will be available to those who coach two (2) or more different sports. The second stipend  
578 may not be used on a contracted workday and must be used for a different sport. For example, boys and  
579 girls basketball are defined as the same sport. If the second stipend is used with the first stipend and is  
580 used for a different sport, the total amount will be \$675. There is a maximum of two (2) stipends per  
581 person annually.

582 The stipends are to be used for expenses and materials related to attending a WIAA-approved clinic or  
583 workshop, or to meet continuing certification requirements. The employee is not required to attend a  
584 workshop or clinic to access the stipend. With appropriate administrative approval, the stipend may be  
585 used to purchase materials pertinent to the employee's coaching or advisory position.

586 Stipends may also be used for WIAA 23.5 Coaches Education Categories for Skills and Knowledge, as  
587 long as the coach is compliant or is in the process of becoming compliant with WIAA coaching  
588 standards. Requests for the materials and clock hours must have prior approval by the athletic director  
589 and athletic administrators. However, no more than three (3) non-continuing substitutes per middle  
590 school and five (5) non-continuing substitutes per high school will be employed for this purpose during  
591 a single time period.

592 To receive the stipend the employee must submit a travel authorization form to his or her athletic  
593 director or administrator two (2) weeks prior to attending the activity. The Extracurricular Coach's  
594 Reimbursement Form must be submitted within 30 calendar days of the event the coach attended. The  
595 final date of submission for reimbursements is **the first working day Tuesday after Memorial Day**  
596 **weekend**, except for summer clinics and workshops. Travel authorization for summer clinics and  
597 workshops must be submitted **by the first working day Tuesday after Memorial Day weekend**. The  
598 District will notify the employees of the reimbursement approval status within two (2) weeks of the date  
599 of submission.

600 All paperwork for reimbursements for the current school year including June, July, and August, must be  
601 submitted to the Office of Secondary Education prior to the first day of the high school football season  
602 for the following year. Any paperwork submitted after that time will be taken from the individual's  
603 professional development fund for the following year.

604 Employees may bank one stipend of \$375 for one year by submitting the appropriate form to his or her  
605 athletic director on or before the last working day of April. All banked funds must be used prior to the  
606 end of the second year.

607 On a first-come first-served basis, up to 15 bargaining unit members can submit a form to combine one  
608 banked stipend from the first year with up to two (2) second-year stipends, a total of \$1050, prior to the  
609 end of the second year. All bargaining unit members granted a second year of banking must use their  
610 banked funds by the end of the third year.

611 This provision includes all middle school and high school coaches who hold a minimum of a .5  
612 extracurricular contract.

613 Only the following groups are approved for professional development stipends: high school – all from  
614 Groups 1 through 5, all from Group 6 (except Assistant Music-Instrumental), and all from Group 7  
615 (except for Drama). Middle school: all from Groups 1, 2, and 3.

616 All unused professional development funds accumulated prior to the 2023-24 school year will remain  
617 banked and available to Bargaining Unit members only during the contractual 2023-24 school year.

## 618 **Section 13: Salaries**

619 All Bargaining Unit members will be placed on the appropriate salary schedule with credit for previous  
620 experience.

### 621 **Classified / Non-Exempt Employee Pay**

622 Each individual contract issued to a classified or non-exempt employee will be calculated to represent  
623 pay as defined by the U.S. Department of Labor at the blended rate for coaching hours worked over 40  
624 hours in any one (1) week. The hourly rate and permitted hours of work will total the allowed stipend  
625 from the salary schedule for the sport. The employee must complete a weekly timesheet.

### 626 **Elementary and Middle School Employees (Contracts Per Building)**

627 Elementary and middle school extracurricular contract holders will be paid on Salary Schedule A in  
628 each building according to the groupings in this section. All flexible contracts in Groups 4 and 5 in this  
629 section are non-renewed and will be allotted by the building principal or designee.

#### 630 **Group 1A**

631 MS Head Football Coaches (1)

#### 632 **Group 2**

633 MS Head Coaches (12)

#### 634 **Group 3**

635 MS Assistant Coaches (24)

#### 636 **Group 4**

637 MS Flexible Contracts (6) (may include yearbook, newspaper, band, orchestra, vocal music, drama,  
638 activities director)

639 Elementary Flexible Contracts (3)

#### 640 **Group 5**

641 MS Flexible Contracts (11) (may include intramurals, Zero Hour classes, tutorials, miscellaneous  
642 activities)

643 Elementary Flexible Contracts (1) (may include Elementary Patrol)

644 Middle School Pool of Flexible Contracts (District-wide Totals)

645 All flexible contracts in this section will only be allocated if the need is apparent due to student  
646 participation.

647 Seasonal Contracts (4)

648 Four (4) flexible Group 3 middle school contracts – one (1) per sports season – will be held for positions  
649 that arise due to increased student participation. Middle schools may submit a request to the Assistant  
650 Superintendent of Secondary Education **by the sixth day after the start of the sports season.** A  
651 District committee made up of one (1) representative from each middle school and the Assistant  
652 Superintendent of Secondary Education or designee will review these applications and allocate the  
653 flexible positions accordingly.

654 A District committee consisting of one (1) representative from each middle school and the Assistant  
655 Superintendent of Secondary Education or designee will meet prior to the start of the fall sports season.  
656 Based on student participation from the previous three (3) years, the committee will allocate eleven (11)  
657 flexible Group 3 contracts.

658 When a middle school's B volleyball or B basketball program exceeds 20 participants per coach and all  
659 flex contracts for the year have been committed, an additional flex coaching contract will be added for  
660 that season only for each additional 20 participants, provided the new teams have a practice schedule of  
661 a minimum of four (4) days per week and one (1) hour per practice and a game schedule with a  
662 minimum of seven (7) games.

663 Middle School Flex contracts will return to the same middle school program if the contract has been  
664 used for three (3) years in a row in that program.

665 Middle School Athletic Directors

666 Middle School Athletic Directors (ADs) will receive four (4) Group 1A contracts per year. Middle  
667 School ADs will not coach any sports.

668 Middle School ADs will evaluate coaches in their buildings who fall under the Extracurricular  
669 Bargaining Agreement, and middle school building administrators will sign off on all evaluations after  
670 the ADs and coaches have met and completed the evaluations. Any potential legal action by a member  
671 due to adverse effect caused by this evaluation procedure will be solely the District's liability.

672 Middle school ADs will share the responsibility of game management and supervision of sporting events  
673 with middle school building administrators by having the middle school ADs bring the supervision  
674 schedule to their administration prior to the beginning of each season so all home contests are supervised  
675 by either the AD or the building administration.

676 Each middle school athletic director will have up to four (4) days without students to perform duties  
677 related to his or her position. These days must be approved by the building principal and used onsite  
678 during regular contact time. The days may be used in half-day or full-day increments. The athletic  
679 director and principal will schedule a substitute teacher to cover the athletic director's classes.

680 High School Employees

681 High school extracurricular contract holders will be paid on Salary Schedule B in each building  
682 according to the groupings in this section. All flexible contracts listed are non-renewable and will be  
683 allotted by the building principal or designee. Should participation numbers reduce the need for a coach,  
684 that contract may become transferable within the same gender's sport for one (1) year.

685 Each high school will have a total of three (3) Assistant Flexible Group 6 contracts.  
686 At the high school level, coaches who receive flex contracts will be paid at the Step and Group level  
687 corresponding to the position.  
688 If the number of participants for track exceeds 100, an additional assistant track coach will be added  
689 from the pool of unused contracts, or via an additional contract. Numbers will be determined **no later**  
690 **than the first Friday of the season.** An average of the last three (3) years of track participants can be  
691 used to qualify for the additional coaching position. If the number of participants for track exceeds 140,  
692 an additional assistant track coach will be added.  
693 If the number of participants for football exceeds 110, an additional assistant football coach will be  
694 added. Numbers will be determined **no later than the first Friday of the season.** Except for the 2020-  
695 21 football season, an average of the prior three (3) years of student participants in the football program  
696 is used to qualify for the additional coaching position.  
697       Group 1  
698 Head Football  
699 Head Basketball – Boys  
700 Head Basketball – Girls  
701       Group 2  
702 Head Wrestling – Boys  
703 Head Wrestling – Girls  
704 Head Baseball  
705 Head Softball  
706 Head Soccer – Boys  
707 Head Soccer – Girls  
708 Head Track – Boys  
709 Head Track – Girls  
710 Head Volleyball  
711 Head Tennis – Boys  
712 Head Tennis – Girls  
713       Group 3  
714 Assistant Football (9)  
715 Assistant Boys Basketball (4)  
716 Assistant Girls Basketball (up to 4)  
717       Group 4  
718 Head Cross Country – Boys  
719 Head Cross Country – Girls  
720 Head Bowling  
721 Head Gymnastics  
722 Head Swimming  
723 Head Golf – Boys  
724 Head Golf – Girls  
725       Group 5 – None

- 726 **Group 6**
- 727 Assistant Baseball (3)
- 728 Assistant Softball (3)
- 729 Assistant Soccer (2) – Boys
- 730 Assistant Soccer (2) – Girls
- 731 Assistant Bowling
- 732 Assistant Gymnastics
- 733 Assistant Track (5)
- 734 Assistant Volleyball (4)
- 735 Assistant Boys Wrestling (3)
- 736 Assistant Girls Wrestling (1)
- 737 Assistant Tennis – Boys
- 738 Assistant Tennis – Girls
- 739 Assistant Swimming
- 740 Head Diving
- 741 Assistant Boys Cross Country (*min. 15 participants*)
- 742 Assistant Girls Cross Country (*min. 15 participants*)
- 743 Assistant Instrumental Music (3)
- 744 Assistant Flex (2) (*paid at sport rate*)
- 745 Assistant Flex (1) JV Golf <or> Girl’s wrestling
- 746 **Group 7**
- 747 Cheerleading (2)
- 748 Drama
- 749 Dance Team (2)
- 750 **Group 8 - None**
- 751 **Groups 9, 10, 11**
- 752 HS Asst. Cheer (2) (Group 11)
- 753 HS Flexible Contracts (16)
- 754 Summer Coaching (*uses may include intramurals*)
- 755 The District will provide stipends for summer camps or clinics with pre-approval of the high school  
756 athletic director. These stipends will be subject to a minimum time requirement of 30 hours.
- 757 During the summer of 2023, the maximum number of contracts is 34. Beginning in the summer of 2024,  
758 the maximum number of contracts is 36.
- 759 Unused stipends at one (1) high school may be used at other schools.
- 760 The stipend amount will be \$25 per hour for a maximum of 30 hours of work and will not exceed \$750.  
761 Requests for summer camps/clinics must be submitted to the athletic director by June 1. This stipend  
762 will be paid to all high school coaches managing summer practices and/or camps, with the exclusion of  
763 the high school strength/conditioning camps and pre-high school camps (K-8).
- 764 **Group 9, 10, 11 Contracts**
- 765 There will be 16 Group 9 contracts per high school or a combination of Group 9, 10, and 11 contracts  
766 equaling 16 Group 9 contracts.

767 Building administration may flex the number of Group 9 contracts divided into Group 10 and Group 11  
768 contracts as needed to meet the needs of their high school.

769 Group 10 contracts will be half of a Group 9 contract. Two (2) Group 10 contracts will be equal to one  
770 (1) Group 9 contract.

771 Group 11 contracts will be half of a Group 10 contract or one-fourth of a Group 9 contract. Two (2)  
772 Group 11 contracts will be equal to one (1) Group 10 contract, or four (4) Group 11 contracts will be  
773 equal to one (1) Group 9 contract.

774 Group 9 contracts may not be divided into an amount smaller than .75 FTE while a Group 9 contract.

775 Group 10 and Group 11 contracts may not be divided.

### 776 Movement of Coaching Positions

777 If for three (3) consecutive years any sport falls to the minimums listed in this section, that sport will  
778 decrease according to the schedule. This will occur the year following the three (3) consecutive years.

779 At the end of the school year, student participation numbers will be calculated by averaging the starting  
780 and ending numbers for each sport. Each year after that, participation numbers will be determined at the  
781 mid-point of the league season.

782 The purpose is to build programs and increase student participation.

783 The head coach will consult with the assistant principal in charge of athletics. The assistant principal  
784 will make a recommendation to the principal regarding which assistant coach will be selected for non-  
785 renewal.

786 The affected coaching position will become a one-year flexible Group 6 contract and be moved to  
787 another sport at the same school during the same school year. The sport selected must meet Title IX  
788 requirements.

789 If the affected sport reaches the minimum standards for the two (2) consecutive years, the contract will  
790 be returned to that sport.

791	<b>Sport</b>	<b>Minimum</b>	<b>Decrease</b>
792	Football	80 students	10 coaches to 9 coaches
793	Volleyball	3 teams	4 coaches to 3 coaches
794	Girls Soccer	N/A	
795	Cross country	N/A	
796	Swim	12 students	2 coaches to 1 coach
797	Dive	N/A	
798	Boys Basketball	4 teams	5 coaches to 4 coaches
799	Girls Basketball	3 teams	4 coaches to 3 coaches
800	Wrestling	36 students	4 coaches to 3 coaches
801	Gymnastics	12 students	3 coaches to 2 coaches
802	Bowling	N/A	
803	Baseball	2 teams	4 coaches to 3 coaches
804	Softball	2 teams	4 coaches to 3 coaches
805	Boys soccer	N/A	
806	Track	Every Sport	N/A
807	Tennis	10 students	2 Coaches to 1 Coach

## Article IV - Instruction

808

### 809 **Section 1: Student Discipline**

810 In accordance with Washington Administrative Code, each employee will have the authority to impose  
811 discipline on a student or students for misconduct that violates written rules of the District and  
812 individual programs.

813 The Board and the Superintendent will support employees in their efforts to maintain discipline, in  
814 accordance with District discipline, which will be distributed to each employee **at the beginning of the**  
815 **school year**. The Board supports the authority of employees to use prudent disciplinary measures for the  
816 safety and well-being of students and employees.

817 In exercising authority to control and maintain order and discipline, the employee may use professional  
818 judgment, including the reasonable use of physical restraint, as long as the restraint does not violate  
819 specific Board policies or Federal, State, or local laws and regulations.

820 The District will conduct informational meetings for employees concerning all applicable Federal, State,  
821 and local laws, as well as District rules, regulations, and procedures pertaining to student rights,  
822 employee rights, due process, and student discipline. These meetings will be held prior to or during the  
823 sport or activity season at no cost to the employee.

### 824 **Section 2: Snow Day Protocol**

825 If a regular school day is cancelled due to inclement weather, the District office will decide at 1 p.m.  
826 whether high school varsity-level athletic teams can hold practice. All lower-level varsity teams will not  
827 have practice when a regular school day is cancelled due to inclement weather.

# **Appendix**

Extracurricular Contract Responsibilities

Extracurricular Sports Personnel Evaluation - Form A

Extracurricular Assignments Personnel Evaluation - Form B

Professional Development Banking Form

2023-24 Salary Schedule A – Elementary/Middle School

2023-24 Salary Schedule B – High School

2023-24 Salary Schedule C – Extracurricular

# Extracurricular Contract Responsibilities

**Basic Function:** to provide leadership, supervision, and organization for a specific interscholastic activity.

**Accountability:** responsible to the athletic director and principal. Assistant coaches are responsible to the head coach.

**Coach:** an extracurricular contract holder.

## Professional Competencies and Responsibilities

- Displays the ability to develop the athletes and team to fulfill their potential by preparing them physically and emotionally and motivating them to do their best.
- Demonstrates the organizational skills necessary for efficient operation of the sport.
- Displays the ability to maintain discipline and control of athletes and teach fundamental concepts of sportsmanship, good citizenship, and fair play.
- Observes the rules and regulations established by the building, the District, the athletic conference, and the Washington Interscholastic Activities Association.
- Demonstrates concern for the safety of participants, injury prevention, and caring for injuries. Reports all injuries in a timely manner.
- Provides supervision for students at all times when they are his or her responsibility.
- Follows athletic department procedures and promptly completes responsibilities, as designated by the coach's handbook or school athletic policies and the athletic director.
- Follows applicable policies and procedures for the participation of students in practices and in competition/performances.
- Sets high ethical standards, coaches by example, and is a good role model.

## Professional Relationships

- Promotes the total athletic program by supporting other coaches and their programs.
- Cooperates with supporting groups, such as booster clubs, staff, parents, service clubs, cheerleaders, music departments, etc.
- Cooperates with administration and keeps them informed of all aspects of the program.
- Establishes a working relationship with coaches at all levels.
- Strives as a head coach to clearly define the responsibilities of assistant coaches and direct the assistant coaches.
- Cooperates in a positive manner with the media to promote his or her sport.
- Communicates schedule and transportation arrangements, when available, to students and parents.
- Ensures players do not practice until cleared by the athletic director.

## **Responsibility for Equipment, Supplies and Facilities**

- Assumes responsibility for supervising facilities (i.e., lock doors, control keys, etc.)
- Maintains adequate inventory and equipment issue records.
- Provides a program for proper use and care of equipment, keeping both equipment and uniforms in good repair to ensure safety
- Manages care and proper use of facilities.
- Reports unsafe conditions to supervisor in writing.
- Uses budgets wisely. Does not overspend or make unapproved purchases.
- Develops long-range plans for purchasing and maintaining uniforms and equipment.

## **Professional Preparation**

- Is well-prepared to coach sports at his or her level. Possesses knowledge of applicable coaching strategies, techniques, and program development to successfully work at his or her level.
- Holds current CPR and first aid card.
- Maintains current WIAA coaching standards.
- Continues to develop coaching skills, attends clinics and sports medicine seminars, and reads periodicals and books relating to his or her coaching assignment.
- Has a clearly-defined philosophy for the coaching level in harmony with the athletic goals and philosophy of the District.

**KENNEWICK SCHOOL DISTRICT**  
**Extracurricular Sports**  
**Personnel Evaluation**

**Form A**

Name \_\_\_\_\_

School \_\_\_\_\_

Activity: \_\_\_\_\_

Date: \_\_\_\_\_ to \_\_\_\_\_

Practice Observation Date \_\_\_\_\_ Time \_\_\_\_\_

Observer's Name \_\_\_\_\_

Game Performance Observation Date \_\_\_\_\_ Time \_\_\_\_\_

Observer's Name \_\_\_\_\_

Satisfactory	Needs Improvement	Unsatisfactory	Not Observed
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Professional Competencies and Responsibilities:

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

Professional Relationships:

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

Responsibilities for Equipment, Supplies and Facilities:

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

Professional Preparation:

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

Limiting factors:

\_\_\_\_\_

Suggestions for improvement:

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

Evaluatee's Remarks:

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

Evaluatee's Signature: \_\_\_\_\_ Date \_\_\_\_\_

Evaluator's Signature: \_\_\_\_\_ Date \_\_\_\_\_

*The evaluatee's signature indicates that he/she has read and discussed the evaluation in a conference, but does not necessarily imply agreement.*

**KENNEWICK SCHOOL DISTRICT**  
**Extracurricular Assignments**  
**Personnel Evaluation**

**Form B**

Name \_\_\_\_\_

School \_\_\_\_\_

Activity: \_\_\_\_\_

Date: \_\_\_\_\_ to \_\_\_\_\_

Observation Date \_\_\_\_\_ Time \_\_\_\_\_  
 Observer's Name \_\_\_\_\_

Observation Date \_\_\_\_\_ Time \_\_\_\_\_  
 Observer's Name \_\_\_\_\_

Satisfactory	Needs Improvement	Unsatisfactory	Not Observed
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Professional Competencies and Responsibilities:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Professional Relationships:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Responsibilities for Equipment, Supplies and Facilities:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Professional Preparation:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Limiting factors:  
 \_\_\_\_\_  
 \_\_\_\_\_

Suggestions for improvement:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Evaluatee's Remarks:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Evaluatee's Signature: \_\_\_\_\_ Date \_\_\_\_\_

Evaluator's Signature: \_\_\_\_\_ Date \_\_\_\_\_

*The evaluatee's signature indicates that he/she has read and discussed the evaluation in a conference, but does not necessarily imply agreement.*

# Extracurricular Coach Professional Development Banking

Extracurricular coaching staff members may bank one (1) of their professional development stipends \$375. Those who bank a professional development stipend must submit this form to the Assistant Superintendent of Secondary Education **on or before the last working day in April**.

On a first-come first-served basis, up to 15 bargaining unit members can combine one banked stipend from year one with up to two banked stipends from year two, a total of \$1,050. These stipends must be used prior to the end of the second year.

Name: \_\_\_\_\_  
(Please print)

Coaching Building: \_\_\_\_\_

Sport for which the stipend is being banked\* : \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

*\*Banked funds must be used for professional development of this sport.*

**Please return to the Associate Superintendent of  
Secondary Education**

## Salary Schedule A

2023-24 Elementary and Middle School

<b>\$37,648</b>	Group Elem. MS	<b>0 yrs</b>	<b>1 yr</b>	<b>2 yrs</b>	<b>3 yrs</b>	<b>4 yrs</b>	<b>5-8 yrs</b>	<b>9-13 yrs</b>	<b>14-18 yrs</b>	<b>19-23 yrs</b>	<b>24 + yrs</b>
		0 - 0.97	0.97 - 1.96	1.97 - 2.96	2.97 - 3.96	3.97 - 4.96	4.97 - 8.96	8.97 - 13.96	13.97 - 18.96	18.97 - 23.96	23.97+
		0 - 0.74	0.75 - 1.74	1.75 - 2.74	2.75 - 3.74	3.75 - 4.74	4.75 - 8.74	8.75 - 13.74	13.75 - 18.74	18.75 - 23.74	23.75+
Step	⇒	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>10</b>	<b>15</b>	<b>20</b>	<b>25</b>
<b>1A</b>		<b>\$2,755</b>	<b>\$2,952</b>	<b>\$3,150</b>	<b>\$3,347</b>	<b>\$3,542</b>	<b>\$3,740</b>	<b>\$4,133</b>	<b>\$4,529</b>	<b>\$4,919</b>	<b>\$5,317</b>
		0.07319	0.07840	0.08367	0.08889	0.09408	0.09935	0.10978	0.12030	0.13067	0.14122
<b>2</b>		<b>\$2,673</b>	<b>\$2,824</b>	<b>\$3,012</b>	<b>\$3,162</b>	<b>\$3,351</b>	<b>\$3,502</b>	<b>\$3,651</b>	<b>\$3,841</b>	<b>\$4,179</b>	<b>\$4,556</b>
		0.07100	0.07500	0.08000	0.08400	0.08900	0.09302	0.09697	0.10202	0.11100	0.12102
<b>3</b>		<b>\$2,334</b>	<b>\$2,485</b>	<b>\$2,673</b>	<b>\$2,824</b>	<b>\$3,012</b>	<b>\$3,162</b>	<b>\$3,313</b>	<b>\$3,502</b>	<b>\$3,841</b>	<b>\$4,179</b>
		0.06200	0.06600	0.07100	0.07500	0.08000	0.08400	0.08800	0.09302	0.10202	0.11100
<b>4</b>		<b>\$1,995</b>	<b>\$2,184</b>	<b>\$2,334</b>	<b>\$2,485</b>	<b>\$2,673</b>	<b>\$2,824</b>	<b>\$2,974</b>	<b>\$3,162</b>	<b>\$3,502</b>	<b>\$3,841</b>
		0.05300	0.05800	0.06200	0.06600	0.07100	0.07500	0.07900	0.08400	0.09302	0.10202
<b>5</b>		<b>\$1,732</b>	<b>\$1,882</b>	<b>\$1,995</b>	<b>\$2,108</b>	<b>\$2,259</b>	<b>\$2,410</b>	<b>\$2,560</b>	<b>\$2,748</b>	<b>\$3,087</b>	<b>\$3,426</b>
		0.04600	0.05000	0.05300	0.05600	0.06000	0.06402	0.06800	0.07300	0.08200	0.09100

Group	Title	FTE	Information
1A	Middle School Athletic Director	1	Four contracts per year
1A	Middle School Head Football Coach	1	
2	Middle School Head Coaches	12	
3	Middle School Assistant Coaches	24	
4	Elementary Flex Contracts	3	
4	Middle School Flex Contracts	6	Can include yearbook, newspaper, music, drama, activities
5	Elementary Flex Contracts	1	Can include elementary patrol
5	Middle School Flex Contracts	11	Can include intramurals, zero hour, tutorials, miscellaneous activities

## Salary Schedule B

2023-24 High School

Step	Group	0 yrs	1 yr	2 yrs	3 yrs	4 yrs	5-8 yrs	9-13 yrs	14-18 yrs	19-23 yrs	24 + yrs
		0 - 0.74	0.75 - 1.74	1.75 - 2.74	2.75 - 3.74	3.75 - 4.74	4.75 - 8.74	8.75 - 13.74	13.75 - 18.74	18.75 - 23.74	23.75+
		1	2	3	4	5	6	10	15	20	25
<b>1</b>		\$6,103	\$6,298	\$6,496	\$6,693	\$6,890	\$7,087	\$8,267	\$9,450	\$10,631	\$11,812
		0.15500	0.15997	0.16498	0.17000	0.17500	0.18000	0.20997	0.24000	0.27000	0.30000
<b>2</b>		\$5,709	\$5,906	\$6,103	\$6,298	\$6,496	\$6,693	\$7,481	\$8,267	\$9,056	\$9,842
		0.14500	0.15000	0.15500	0.15997	0.16498	0.17000	0.19000	0.20997	0.23000	0.24998
<b>3</b>		\$5,118	\$5,315	\$5,512	\$5,709	\$5,906	\$6,103	\$6,890	\$7,678	\$8,465	\$9,253
		0.1300	0.1350	0.1400	0.1450	0.1500	0.1550	0.1750	0.1950	0.2150	0.2350
<b>4</b>		\$4,725	\$4,920	\$5,118	\$5,315	\$5,512	\$5,709	\$6,496	\$7,284	\$8,071	\$8,859
		0.12000	0.12497	0.13000	0.13500	0.14000	0.14500	0.16498	0.18500	0.20500	0.22500
<b>5</b>		\$4,331	\$4,527	\$4,725	\$4,920	\$5,118	\$5,315	\$5,906	\$6,496	\$7,087	\$7,678
		0.11001	0.11497	0.12000	0.12497	0.13000	0.13500	0.15000	0.16498	0.18000	0.1950
<b>6</b>		\$3,938	\$4,134	\$4,331	\$4,527	\$4,725	\$4,920	\$5,512	\$6,103	\$6,693	\$7,284
		0.1000	0.1050	0.11001	0.11497	0.1200	0.12497	0.1400	0.1550	0.1700	0.1850
<b>7</b>		\$3,544	\$3,740	\$3,938	\$4,134	\$4,331	\$4,527	\$4,920	\$5,315	\$5,709	\$6,103
		0.0900	0.0950	0.1000	0.1050	0.11001	0.11497	0.12497	0.1350	0.1450	0.1550
<b>8</b>		\$2,755	\$2,953	\$3,149	\$3,347	\$3,544	\$3,740	\$4,134	\$4,527	\$4,920	\$5,315
		0.06998	0.07500	0.07998	0.08500	0.09000	0.09500	0.10500	0.11497	0.12497	0.13500
<b>9</b>		\$2,362	\$2,560	\$2,755	\$2,953	\$3,149	\$3,347	\$3,544	\$3,740	\$3,938	\$4,134
		0.06000	0.06502	0.06998	0.07500	0.07998	0.08500	0.09000	0.09500	0.1000	0.10500
<b>10</b>		\$1,180	\$1,280	\$1,378	\$1,476	\$1,575	\$1,673	\$1,771	\$1,871	\$1,969	\$2,067
		0.02997	0.03250	0.03500	0.03750	0.04000	0.04250	0.04499	0.04752	0.05000	0.05250
<b>11</b>		\$591	\$640	\$689	\$738	\$787	\$822	\$838	\$937	\$984	\$1,034
		0.01501	0.01625	0.01750	0.01874	0.02000	0.02088	0.02129	0.02381	0.02500	0.02625

Group	Title	FTE	Group	Title	FTE	Group	Title	FTE
1	Head Football	1		Head Bowling	1		Assistant Tennis - Boys, Girls	1 each
	Head Basketball - Boys, Girls	1 each		Head Gymnastics	1		Assistant Swimming	1
2	Head Wrestling - Boys, Girls	1 each		Head Swimming	1		Head Diving	1
	Head Baseball	1	6	Head Golf - Boys, Girls	1 each		Assistant X-Country - Boys, Girls	1 each
	Head Softball	1		Assistant Baseball	3		Assistant Instrumental Music	3
	Head Soccer - Boys, Girls	1 each		Assistant Softball	3		Assistant Flex (sport rate)	2
	Head Track- Boys, Girls	1 each		Assistant Soccer - Boys, Girls	2 each	7	Golf - or - Girls Wrestling	1
	Head Volleyball	1		Assistant Bowling	1		Cheerleading	2
	Head Tennis - Boys, Girls	1 each		Assistant Gymnastics	1		Drama	1
3	Assistant Football	9		Assistant Track	5		Dance Team	2
	Assistant Boys Basketball	4		Assistant Volleyball	4	9, 10, 11	High School Flex	16
	Assistant Girls Basketball	up to 4		Assistant Boys Wrestling	3	11	HS Assistant Cheer	2
4	Head X Country - Boys, Girls	1 each		Assistant Girls Wrestling	1	5, 8	None	

### Salary Schedule C

2023-24 Extracurricular

\$37,975	Group										
Step	1	2	3	4	5	6	10	15	20	25	
<b>1</b>	\$5,886	\$6,075	\$6,266	\$6,455	\$6,646	\$6,835	\$7,975	\$9,114	\$10,253	\$11,393	
	0.15500	0.15998	0.16500	0.16998	0.17500	0.17998	0.21000	0.24000	0.27000	0.30000	
<b>2</b>	\$5,506	\$5,696	\$5,886	\$6,075	\$6,266	\$6,455	\$7,215	\$7,975	\$8,734	\$9,494	
	0.14500	0.15000	0.15500	0.15998	0.16500	0.16998	0.19000	0.21000	0.23000	0.25000	
<b>3</b>	\$4,937	\$5,127	\$5,317	\$5,506	\$5,696	\$5,886	\$6,646	\$7,405	\$8,164	\$8,923	
	0.13000	0.13500	0.14000	0.14500	0.15000	0.15500	0.17500	0.19500	0.21498	0.23498	
<b>4</b>	\$4,557	\$4,747	\$4,937	\$5,127	\$5,317	\$5,506	\$6,266	\$7,025	\$7,784	\$8,544	
	0.12000	0.12500	0.13000	0.13500	0.14000	0.14500	0.16500	0.18500	0.20498	0.22498	
<b>5</b>	\$4,177	\$4,366	\$4,557	\$4,747	\$4,937	\$5,127	\$5,696	\$6,266	\$6,835	\$7,405	
	0.11000	0.11497	0.12000	0.12500	0.13000	0.13500	0.15000	0.16500	0.17998	0.19500	
<b>6</b>	\$3,798	\$3,986	\$4,177	\$4,366	\$4,557	\$4,747	\$5,317	\$5,886	\$6,455	\$7,025	
	0.10000	0.10497	0.11000	0.11497	0.12000	0.12500	0.14000	0.15500	0.16998	0.18500	
<b>7</b>	\$3,418	\$3,608	\$3,798	\$3,986	\$4,177	\$4,366	\$4,747	\$5,127	\$5,506	\$5,886	
	0.09000	0.09500	0.10000	0.10497	0.11000	0.11497	0.12500	0.13500	0.14500	0.15500	
<b>8</b>	\$2,658	\$2,848	\$3,038	\$3,228	\$3,418	\$3,608	\$3,986	\$4,366	\$4,747	\$5,127	
	0.07000	0.07500	0.08000	0.08500	0.09000	0.09500	0.10497	0.11497	0.12500	0.13500	
<b>9</b>	\$2,277	\$2,468	\$2,658	\$2,848	\$3,038	\$3,228	\$3,418	\$3,608	\$3,798	\$3,986	
	0.05997	0.06500	0.07000	0.07500	0.08000	0.08500	0.09000	0.09500	0.10000	0.10497	



**Lexie Buschbach**

*Director of Special Services*

1000 W. 4<sup>th</sup> Avenue

Kennewick, WA 99336

(509) 222-6571 | [lexie.buschbach@ksd.org](mailto:lexie.buschbach@ksd.org) | [ksd.org](http://ksd.org)

**DATE:** September 27, 2023  
**TO:** Board of Directors  
**FROM:** Lexie Buschbach, Director of Special Services  
**RE:** **Contracts for Special Education Services 2023 – 2024 School Year**

Summaries of each contract are detailed below.

**Recommendation:** The Board approves the contracts for Special Education Services 2023 – 2024 School Year.

## SUMMARIES OF 2023-2024 SPECIAL EDUCATION CONTRACTS FOR EDUCATIONAL SERVICES

### 1. ARC of Tri-Cities

KSD contracts with the ARC to provide four different services. One is for middle school and high school Buddy clubs to provide inclusion experiences for disabled students. The cost of this service is \$10,500. The second contract is for community access services for severely disabled students as a part of their educational program that cannot be provided within the district. This may include individualized educational, transition, or vocational services. The cost of this program is up to \$275 per day, up to a contract total of \$12,500. The third contract is to provide parent education and outreach services through the Parent to Parent program as required by WAC. The cost for this service is \$5,000 and is paid for out of state funding. The final contract is for recreational opportunities through the Partners and Pals program. These will include services provided throughout the school year and over the summer. The cost for this program is \$17,450. Total cost for ARC programs is \$45,450 and will be paid for through special education state and federal grant funding.

### 2. Columbia Industries

Columbia Industries provides instruction in vocational skills, work experience placements and job coaching for students with disabilities. The contract is for \$50,000 and is paid for with a combination of state and federal special education grant funding.

### 3. Pasco School District Deaf Program

Pasco school district houses the regional program for deaf and hard of hearing students. KSD currently has 10 students placed in the program. The *estimated annual* contract cost is \$496,143 (based on 2022-2023 enrollment) and is paid for with a combination of federal special education grant funding as well as reimbursement funds from safety net.

### 4. Candy Mountain Academy

Candy Mountain Academy (CMA) is operated by ESD 123 and opened in the Fall of 2022. The program serves students from across our region in 1<sup>st</sup> thru 8<sup>th</sup> grade. The purpose of the program is to serve students who qualify for special education services and have exhausted the continuum of services at their neighborhood school. While at Candy Mountain Academy, students will receive instruction focused on improving behavior regulation, achieving academic success, and building healthy staff and peer relationships. Once those goals are achieved, students will transition back to their neighborhood. KSD currently has six students enrolled at Candy Mountain Academy. The contract cost is \$581,400 and will be paid for through special education state and federal grant funding, as well as reimbursement funds from safety net.

### 5. Waterfall Canyon Academy

In January 2022, the Kennewick School District agreed to an out-of-district, non-public agency placement for a secondary, special education student. The placement determined by the IEP team was Waterfall Canyon Academy located in Ogden, Utah. Waterfall Canyon Academy provides a continuum of services starting with an intensive, highly structured residential treatment program. Student then progress to a less restrictive transitional living program. Once the student has met the clinical treatment goals, the student will transition back to the neighborhood school. The cost of the contract is \$174,025 and is paid for with a combination of state and federal special education grant funding, as well as reimbursement funds from safety net.



**DR. TRACI PIERCE**

*Superintendent*

1000 W. 4<sup>th</sup> Avenue

Kennewick, WA 99336

(509) 222-6550 | [traci.pierce@ksd.org](mailto:traci.pierce@ksd.org) | [ksd.org](http://ksd.org)

**DATE:** September 27, 2023  
**TO:** Board of Directors  
**FROM:** Dr. Traci Pierce, Superintendent  
**RE:** **Altria Settlement Agreement**

Attached is the Settlement Offer for Government Entity Claims Against Altria. I have signed the agreement, and the next step is to have the Board approve the agreement.

**Recommendation:** The Board approves the Altria settlement agreement as presented.



*Emerald Plaza • 402 West Broadway, Suite 860 • San Diego, CA 92101 •  
Ph (619) 233.5945 • Fax (619) 525.7672 • frantzlawgroup.com*

**CONFIDENTIAL  
ATTORNEY-CLIENT COMMUNICATION**

September 8, 2023

Traci Pierce  
1000 W. Fourth Avenue  
Kennewick, WA 99336

**Re: *Settlement Offer for Government Entity Claims Against Altria***

Dear Kennewick School District:

We are pleased to inform you that pursuant to the global “Government Entity Settlement Agreement” with Altria Group, Inc., Philip Morris USA, Inc., Altria Client Services LLC, Altria Enterprises LLC, and Altria Group Distribution Company (collectively “Altria”), Kennewick School District is eligible to receive a gross offer of \$ 137,260 to resolve its Government Entity claims against Altria. From that amount, attorneys’ fees, case costs, and the court-ordered Common Benefit Expense assessment will be deducted. In addition, any liens that may exist on the Settlement Funds must be satisfied and discharged before any Settlement Funds are released to Kennewick School District.

This gross settlement offer amount was determined by an allocation method and group of objective factors approved by the court-appointed Mediator. The accompanying “Altria School District Allocation Approach” document describes in detail those factors and the allocation methodology. The accompanying “Final Allocation: School Districts” document provides further information regarding the objective factors used in the allocation.

**You are free to accept or reject this settlement offer, but we strongly recommend that you accept it.** We believe that this is a fair and reasonable settlement offer for your Government Entity claims against Altria given (a) the Altria-related harm the Entity has suffered; and (b) the burdens, risks, uncertainties, time, and expense of continued litigation (expense that the Entity would ultimately bear). In our opinion, this Settlement is the best opportunity to receive fair and reasonable compensation for your Government Entity claims against Altria in the foreseeable future. Based upon the knowledge and experience we have gained through our years of involvement in the litigation against Altria, we believe that settling now and receiving payment for your

Government Entity claims is clearly in your best interest.

If you reject this settlement offer, your Government Entity claims against Altria will continue in the court system. This will involve substantial additional delay and expense to you, and you also run the risk of ultimately receiving nothing for your claims against this defendant.

**If you choose to follow our recommendation and accept your Government Entity settlement offer, please carefully review all of the accompanying documents, and then do ALL of the following:**

1. An individual authorized by law to enter into settlement agreements on behalf of the Government Entity should sign the accompanying “Government Entity Release of All Claims” (“Release”).
2. That same authorized individual should sign this letter where indicated below.

**Please return BOTH signed documents as soon as possible. You must return ALL PAGES of BOTH documents so that the processing of your claim will not be delayed.**

**A. Effect of Signing the Release**

Please keep in mind that by its authorized representative signing the Release, the Government Entity is agreeing to accept the settlement money offered by Altria through the Settlement Program and, in exchange, is giving up its right to a trial against Altria and the other Released Parties.<sup>1</sup> Of course, trial is risky because the Government Entity could win or lose its case. If the Entity goes to trial, the jury could award it more, less, or no money against Altria. In addition, even if the Entity is successful at trial, Altria always has the right to appeal any jury award. The appeal process may take anywhere from two to three years to complete and would result in additional costs and expenses in the Entity’s case. Any money awarded by the jury would not be paid to the Entity until the appeal process is complete and only if a finding has been made in the Entity’s favor. Further, an appeal could also result in a judgment in the Entity’s favor being set aside entirely, or a new trial could be ordered, meaning that the entire time-consuming, risky, and expensive litigation process would start over again.

Please note that the Release is a full and final release of ALL claims the Government Entity currently has, or may have in the future, against Altria and the other Released Parties “concerning and/or connected with JUUL Products and/or with any injury [the Government Entity] has ever claimed, or may at any time in the future claim, the Released Parties [including Altria] caused in whole or in part concerning and/or connected with JUUL Products.” Please also note that, pursuant to the terms of the Release and the

---

<sup>1</sup> Page 3 of the enclosed Release (definition 10) sets out all of the Released Parties.

Settlement Agreement, the executed Release becomes effective concurrent with Altria's payment into the Government Entity Qualified Settlement Account of the total gross Settlement Amount described in the accompanying "Description of Settlement Agreement."

**B. The Government Entity's Net Settlement Offer Amount**

As indicated at the outset of this letter, the *net* settlement amount the Government Entity will receive will be the gross settlement amount after deductions for attorneys' fees, case costs, and the court-ordered Common Benefit Expense assessment. In addition, any liens that may exist on the Government Entity's Settlement Funds must be satisfied and discharged by the Government Entity before any Settlement Funds can be released to the Entity.

The Government Entity's *gross* settlement offer amount was determined by an allocation method and group of objective factors approved by the court-appointed Mediator. The accompanying "Altria School District Allocation Approach" document and the "Final Allocation: School Districts" document describe in detail those factors and the allocation methodology. Please feel free to contact us if you have any questions about how the settlement offer value for your Government Entity was determined.

**C. When the Government Entity Should Expect to Receive Its Settlement Payment**

As explained in the accompanying "Description of Settlement Agreement," Altria's Settlement Payment into the Government Entity Qualified Settlement Account will be paid within 60 days of the federal MDL Court's Final Approval of the proposed class action settlement against Altria involving economic loss claims by consumers who said they overpaid for JUUL's vaping products. We do not yet know what the Court's timetable will be for considering preliminary, then final, approval of the proposed class action settlement, but expect payments to be made in the first half of 2024.

The best way to ensure that your Government Entity receives its settlement payment as quickly as possible is to promptly review, sign, and return the Release and this letter, after you carefully review all of the accompanying documents. We will keep you apprised of any developments that may affect the timing of Judge Orrick's grant of final approval of the class action settlement and, thus, the anticipated date of Altria's Settlement Payment into the Government Entity Qualified Settlement Account.

\* \* \* \* \*

**Again, if your choose to follow our strong recommendation and accept your Government Entity settlement offer, please have an authorized official sign BOTH the Release and this letter where indicated and return all pages of BOTH executed documents to us as soon as possible.**

If you have questions about any aspects of this aggregate Government Entity Settlement, this letter, the Release, or any of the accompanying documents, feel free to contact me by email: [WShinoff@frantzlawgroup.com](mailto:WShinoff@frantzlawgroup.com) or by phone: 619-964-0073.

Sincerely,

William Shinoff, Esq.

**READ AND AGREED:**

I am an official of the Government Entity on whose behalf I am acting and affirm that I am authorized by law to enter into settlement agreements on behalf of the Government Entity. I affirm that any and all processes required by law for me to enter into a settlement agreement on behalf of the Government Entity have been followed. I affirm that I have read and understand this letter, the Release, and the accompanying disclosure documents, and I am consenting on behalf of the Government Entity to the terms of the aggregate settlement and the settlement offer described in this letter, the Release, and the accompanying documents.

Traci Pierce  
Printed Name

9/18/2023 | 08:59 PDT  
Date

Superintendent  
Title within Government Entity

DocuSigned by:  
Traci Pierce  
Signature

# **Family Involvement and Engagement Efforts**

**September 27, 2023**



**All families are key partners**

- > Respected and appreciated for their diverse strengths and backgrounds.
- > Welcomed and invited to provide ideas, input and feedback.
- > Engaged in helping their students be successful.

**2023-24 Annual Objectives**

**Family Engagement, Education, and Communication**

- Conduct an annual family survey in multiple languages to seek input from families and identify areas of strength and needed improvement.
- Establish consistent opportunities for family engagement through events at all schools and implement common communication methods.
- Implement new community and family education program.
- Expand family education through "Get to Know KSD" online informational sessions and training modules.
- Ensure family-friendly access to district processes, procedures, and forms.
- Ensure Department of Health information is prominently posted to the district website and made accessible through other internet-based communications.
- Develop and implement district procedures and school guidelines that align with district language access policy.

**Performance Indicators and Targets**

- ≥95% of parents report feeling respected and welcomed in their children's schools.
- ≥95% of parents report having opportunities to engage with schools to help their children succeed.
- ≥95% of parents report having opportunities to learn about and provide input on district and school programs.

# Presentation Outline

- **2023 Annual Family Survey**
  - Highlights: Spring 2023 Results
  - Strengths and Opportunities
- **Family Engagement Efforts**
  - Action Team for Partnership (ATPs)
- **Family and Community Education Update**
  - Get to Know KSD
  - Opportunities for Families
- **Family Friendly Access to Processes, Procedures, and Forms**
  - Communications Plans
  - Language Access Plan
- **Appendix A: Spring 2023 Family Survey Data**



**Annual Family Survey**  
***Highlights: Spring 2023***

# 2022 Annual Family Survey

## Kennewick School District Family Engagement Survey

Kennewick School District is seeking input on how to better engage families in their child's learning. We invite you to complete a survey so we can better understand how informed your school keeps you on how your child is doing in school, the content they are learning, providing resources to help your child, connecting your family to community resources, and other important areas of engagement.

- Designed to help us assess areas of strength and areas for improvement.
- Survey provided in English, Spanish, Burmese, Russian, Somali, Ukrainian, and Arabic.
- **3,172 responses**
  - 2,563 English
  - 609 Other languages

# 2023 Annual Family Survey

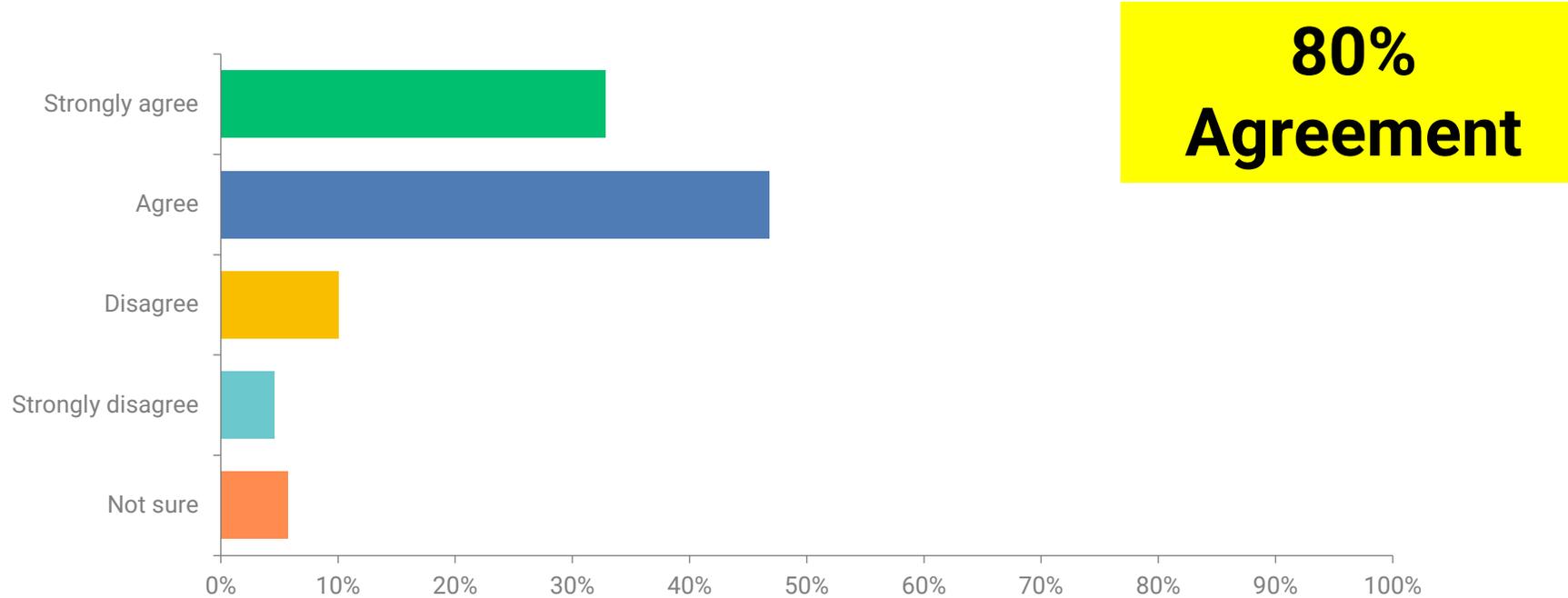
## Kennewick School District Family Engagement Survey

Kennewick School District is seeking input on how to better engage families in their child's learning. We invite you to complete a survey so we can better understand how informed your school keeps you on how your child is doing in school, the content they are learning, providing resources to help your child, connecting your family to community resources, and other important areas of engagement.

- Designed to help us assess areas of strength and areas for improvement.
- Survey provided in English, Spanish, Burmese, Russian, Somali, Ukrainian, and Arabic.
- Provided a “Not sure” answer option
- **2,154 responses**
- **1,830 answers**
  - 141 Answers in Spanish
  - 4 Answers in Arabic

# School staff (e.g., administrators, teachers, counselors) build positive relationships with families.

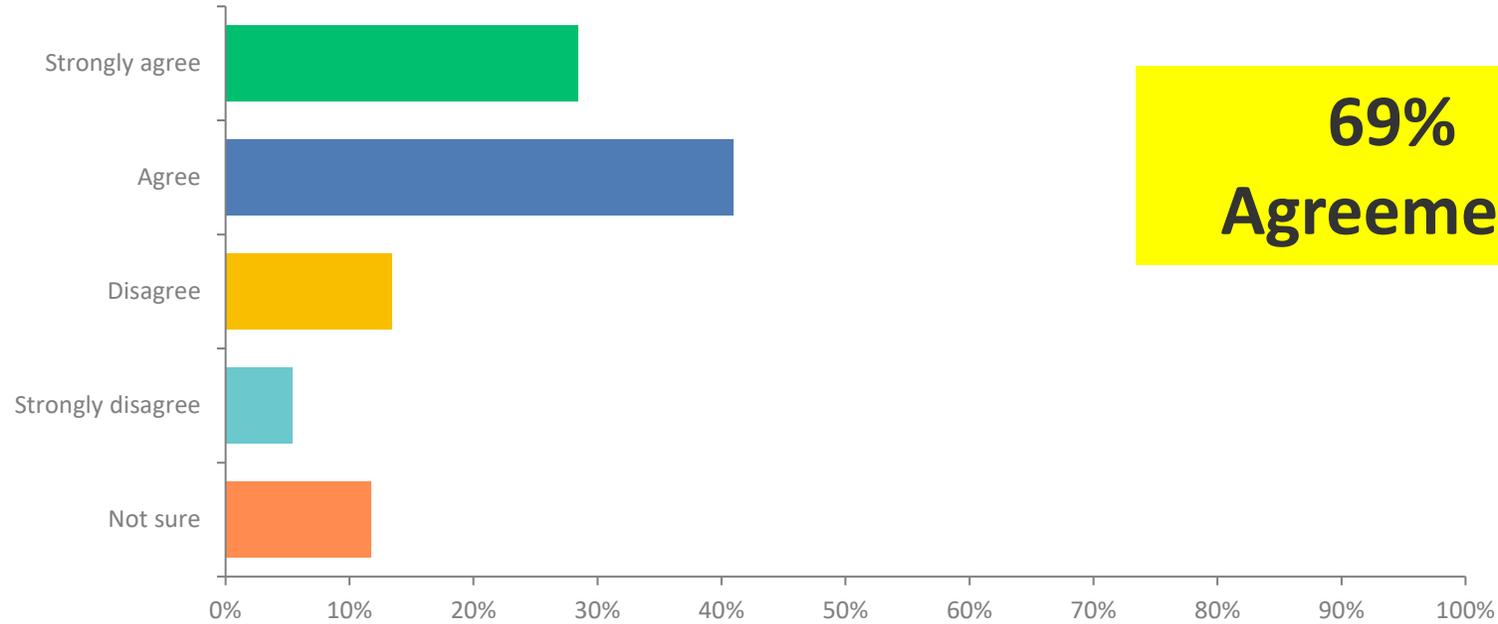
• Answered: 1830



ANSWER CHOICES	RESPONSES	
Strongly agree	32.84%	601
Agree	46.78%	856
Disagree	10.05%	184
Strongly disagree	4.59%	84
Not sure	5.74%	105
<b>TOTAL</b>		<b>1830</b>

# I have a good working relationship with school staff in which we solve problems together.

Answered: 1830

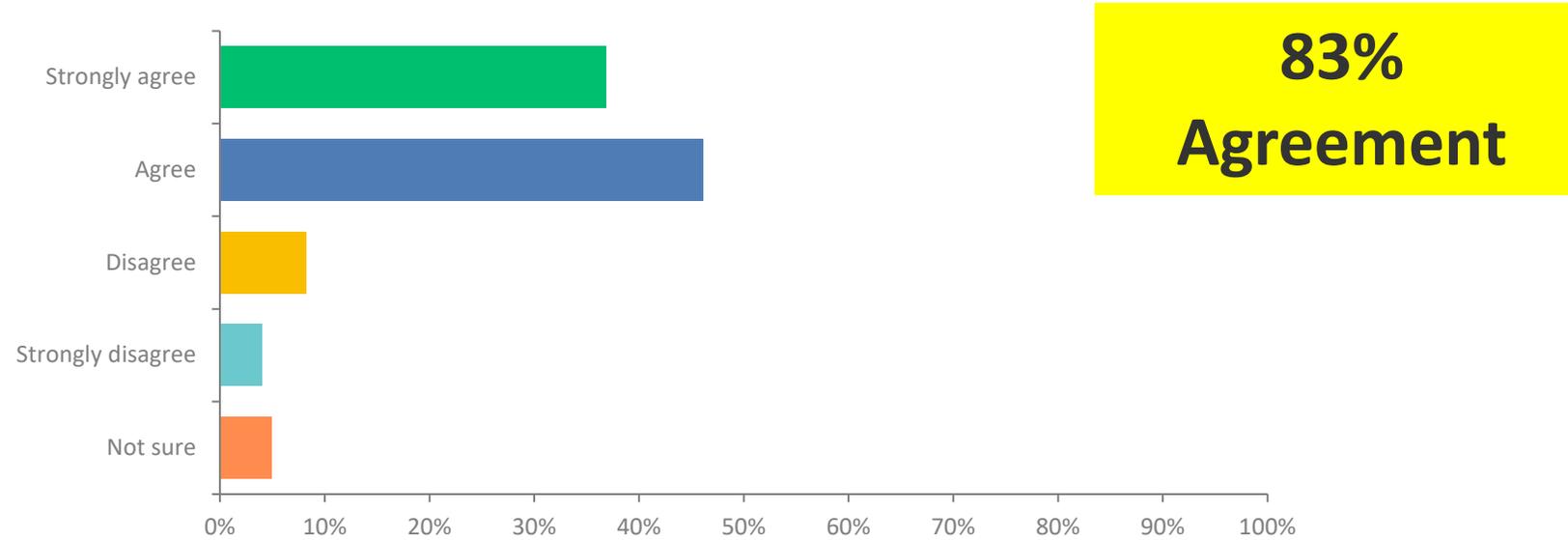


**69%**  
**Agreement**

ANSWER CHOICES	RESPONSES	
Strongly agree	28.47%	521
Agree	40.93%	749
Disagree	13.44%	246
Strongly disagree	5.41%	99
Not sure	11.75%	215
TOTAL		1830

# School staff members listen if I have questions and concerns.

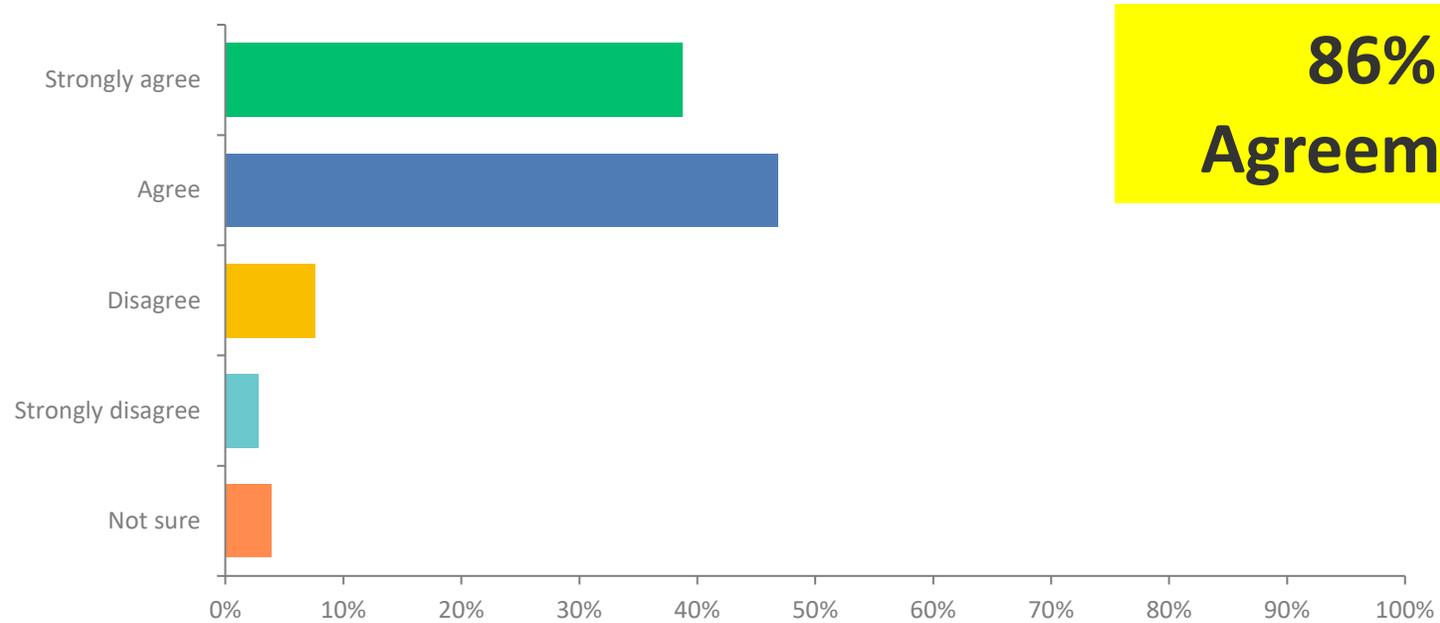
Answered: 1830



ANSWER CHOICES	RESPONSES	
Strongly agree	36.83%	674
Agree	46.07%	843
Disagree	8.20%	150
Strongly disagree	3.99%	73
Not sure	4.92%	90
<b>TOTAL</b>		<b>1830</b>

# When I visit my child's school, I feel welcome.

Answered: 1830

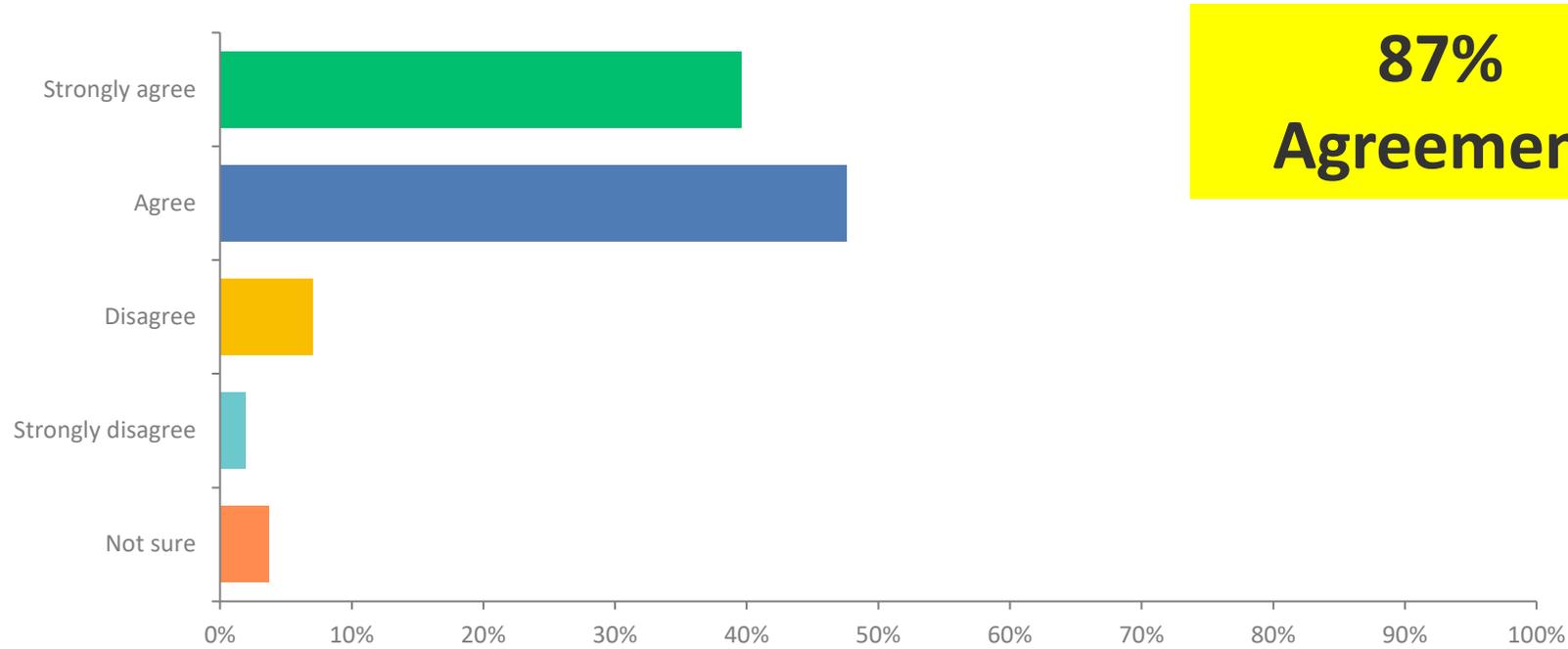


**86%**  
**Agreement**

ANSWER CHOICES	RESPONSES	
Strongly agree	38.74%	709
Agree	46.89%	858
Disagree	7.65%	140
Strongly disagree	2.79%	51
Not sure	3.93%	72
<b>TOTAL</b>		<b>1830</b>

# I am invited to participate in events (either virtual or in-person) about student learning (e.g., open house, new family orientation, back-to-school events, or literacy/math events).

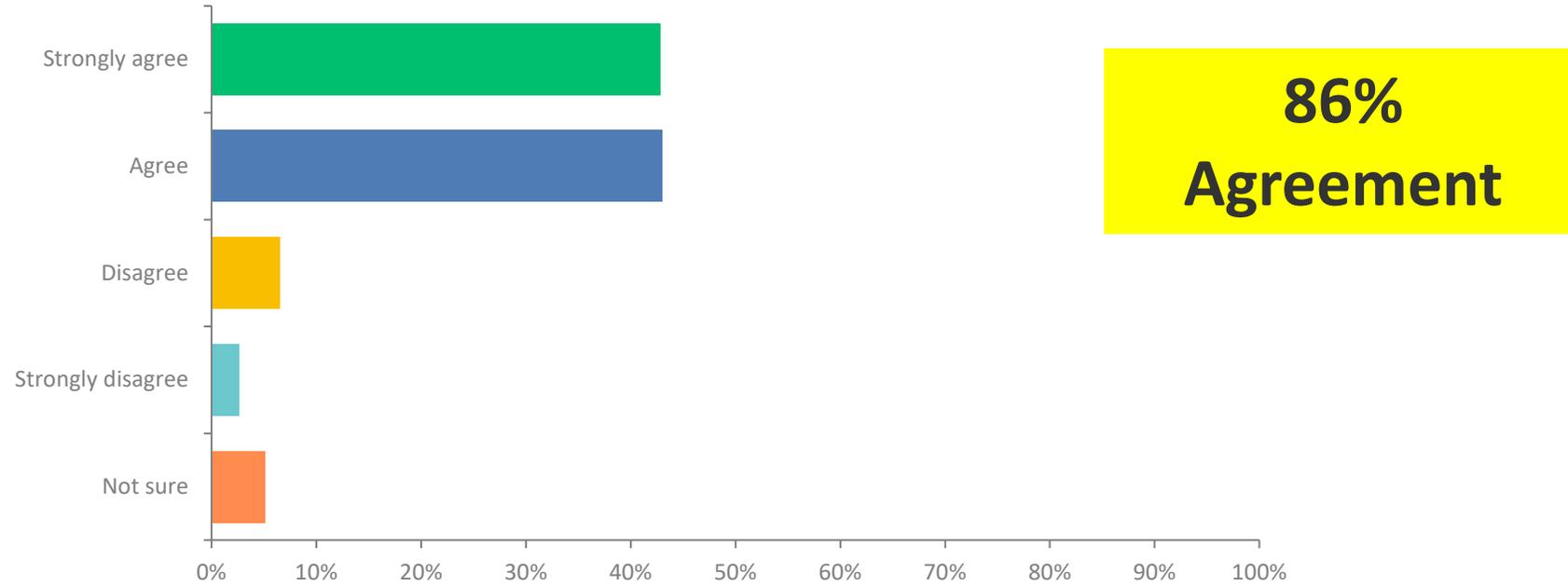
Answered: 1830



ANSWER CHOICES	RESPONSES	
Strongly agree	39.62%	725
Agree	47.65%	872
Disagree	7.05%	129
Strongly disagree	1.97%	36
Not sure	3.72%	68
<b>TOTAL</b>		<b>1830</b>

# I receive or I am able to access (e.g. PowerSchool) information on a regular basis about my child's progress.

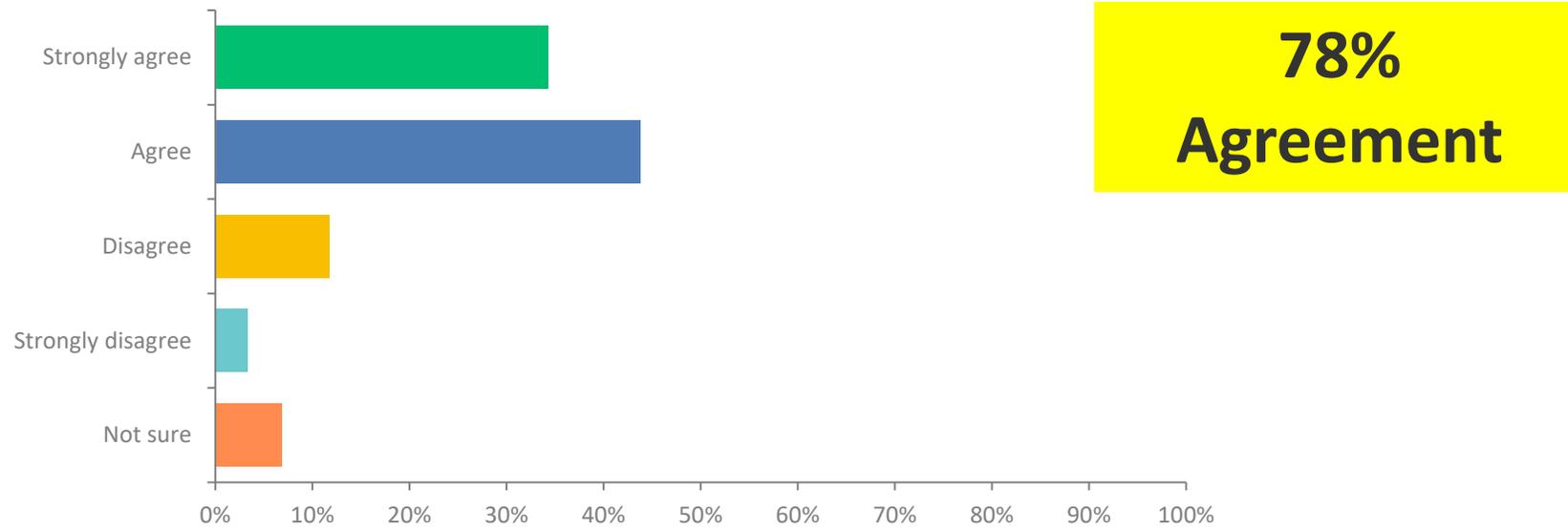
Answered: 1830



ANSWER CHOICES	RESPONSES	
Strongly agree	42.84%	784
Agree	42.95%	786
Disagree	6.50%	119
Strongly disagree	2.62%	48
Not sure	5.08%	93
TOTAL		1830

# I've been provided with information or instructions with how to access my child's information on PowerSchool.

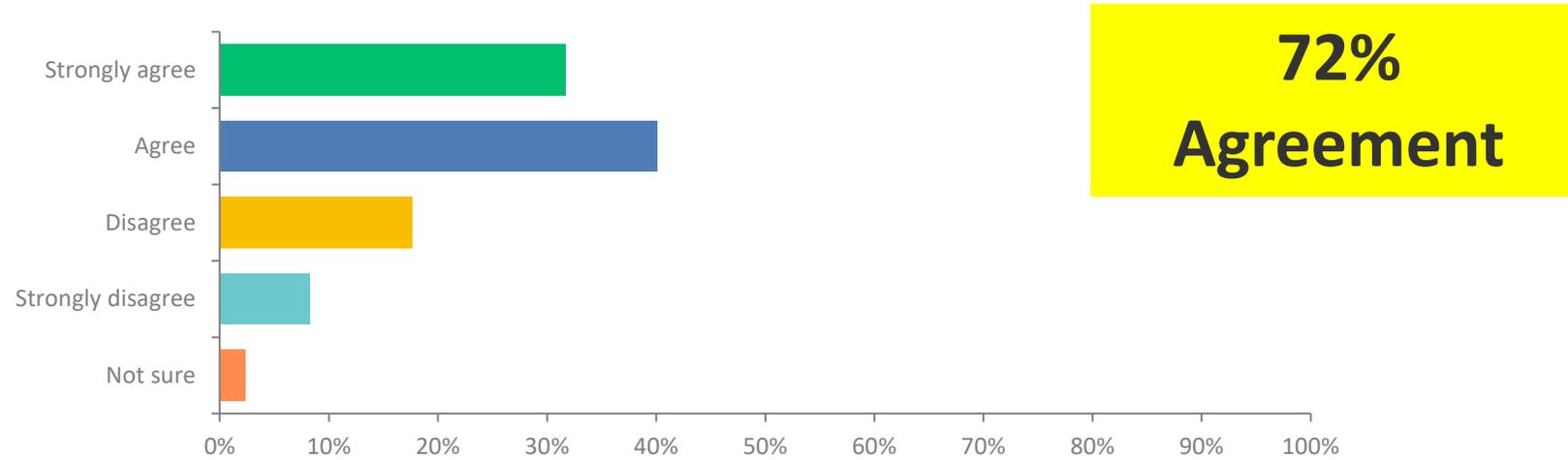
Answered: 1830



ANSWER CHOICES	RESPONSES	
Strongly agree	34.26%	627
Agree	43.77%	801
Disagree	11.75%	215
Strongly disagree	3.33%	61
Not sure	6.89%	126
TOTAL		1830

# School staff members regularly communicate with me (e.g., communication notebook, letters, postcards, email, phone calls, texts, website, or newsletters).

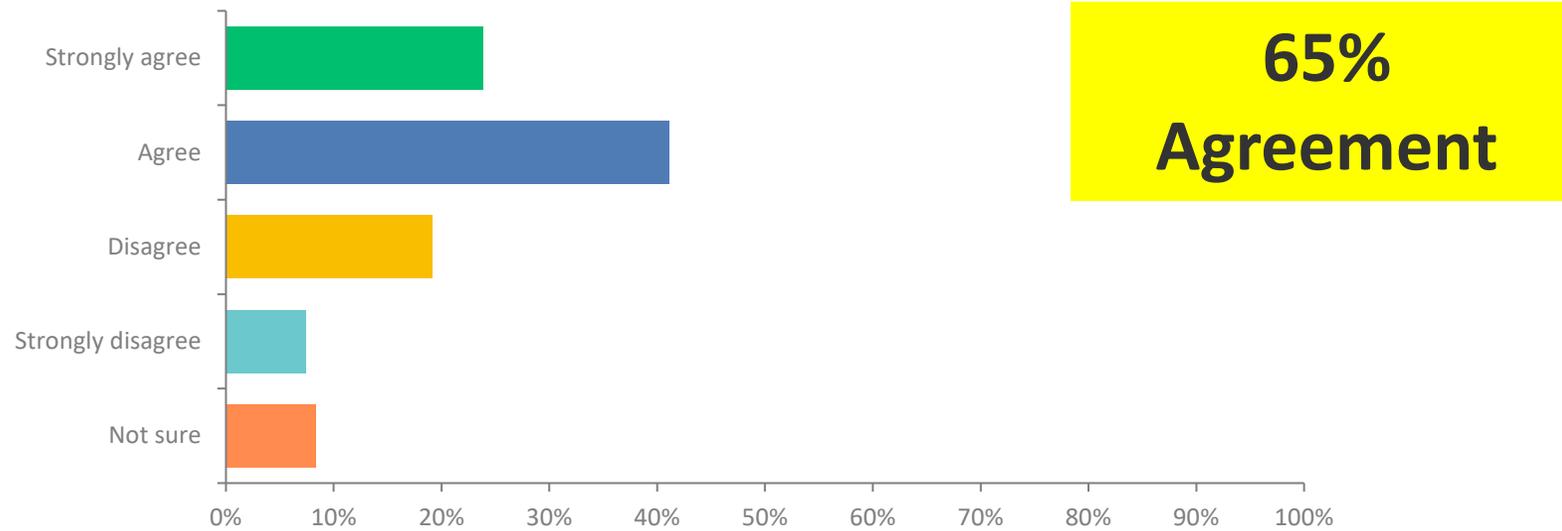
Answered: 1830



ANSWER CHOICES	RESPONSES	
Strongly agree	31.64%	579
Agree	40.11%	734
Disagree	17.65%	323
Strongly disagree	8.25%	151
Not sure	2.35%	43
<b>TOTAL</b>		<b>1830</b>

# I'm provided clear information as well as opportunities to learn and provide input about school policies, programs and improvement efforts.

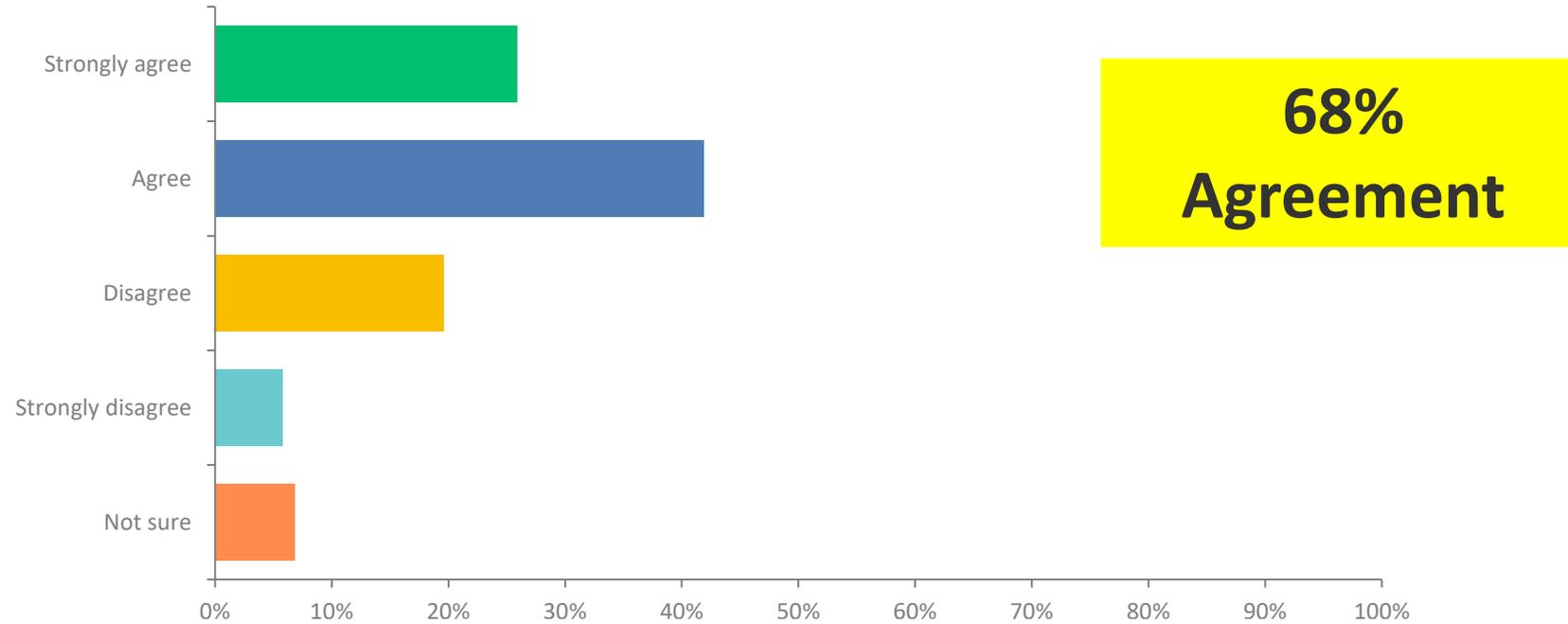
Answered: 1830



ANSWER CHOICES	RESPONSES	
Strongly agree	23.88%	437
Agree	41.15%	753
Disagree	19.13%	350
Strongly disagree	7.49%	137
Not sure	8.36%	153
<b>TOTAL</b>		<b>1830</b>

# I'm provided useful information about how to support my child's learning.

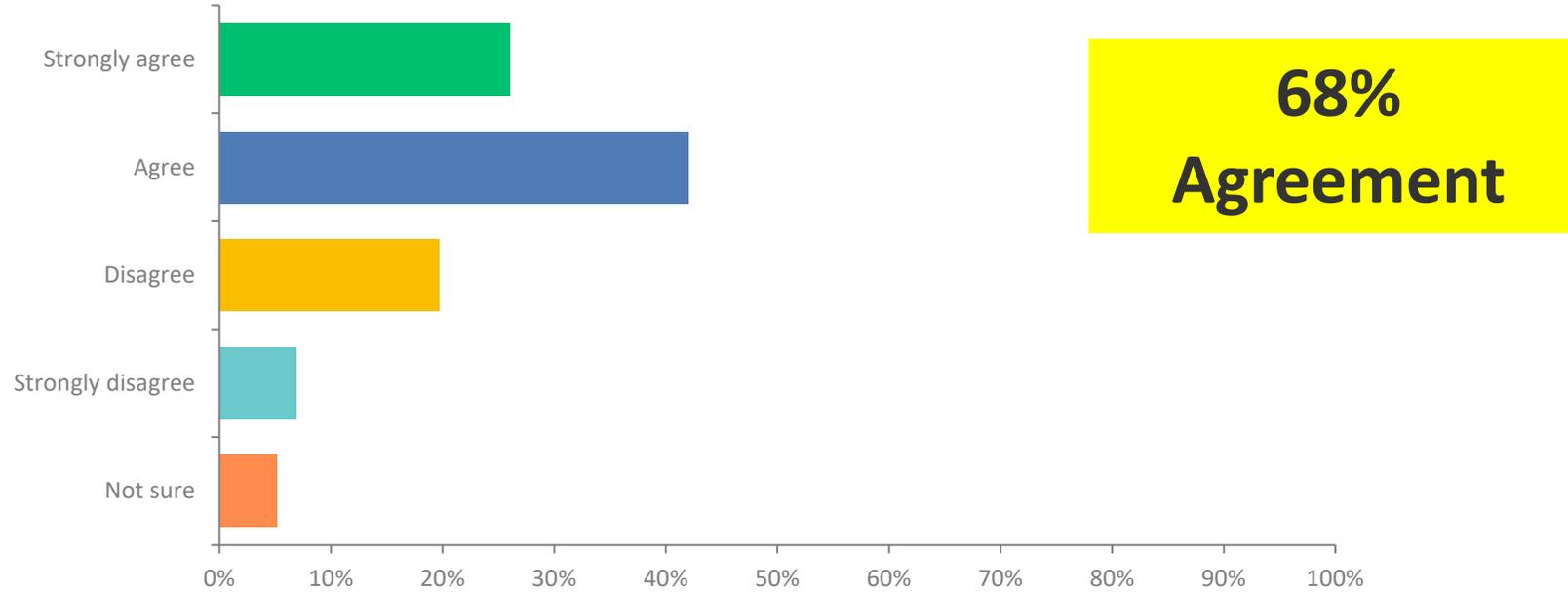
Answered: 1830



ANSWER CHOICES	RESPONSES	
Strongly agree	25.90%	474
Agree	41.91%	767
Disagree	19.62%	359
Strongly disagree	5.74%	105
Not sure	6.83%	125
<b>TOTAL</b>		<b>1830</b>

# I have a good understanding of the academic content and skills my child is learning at school.

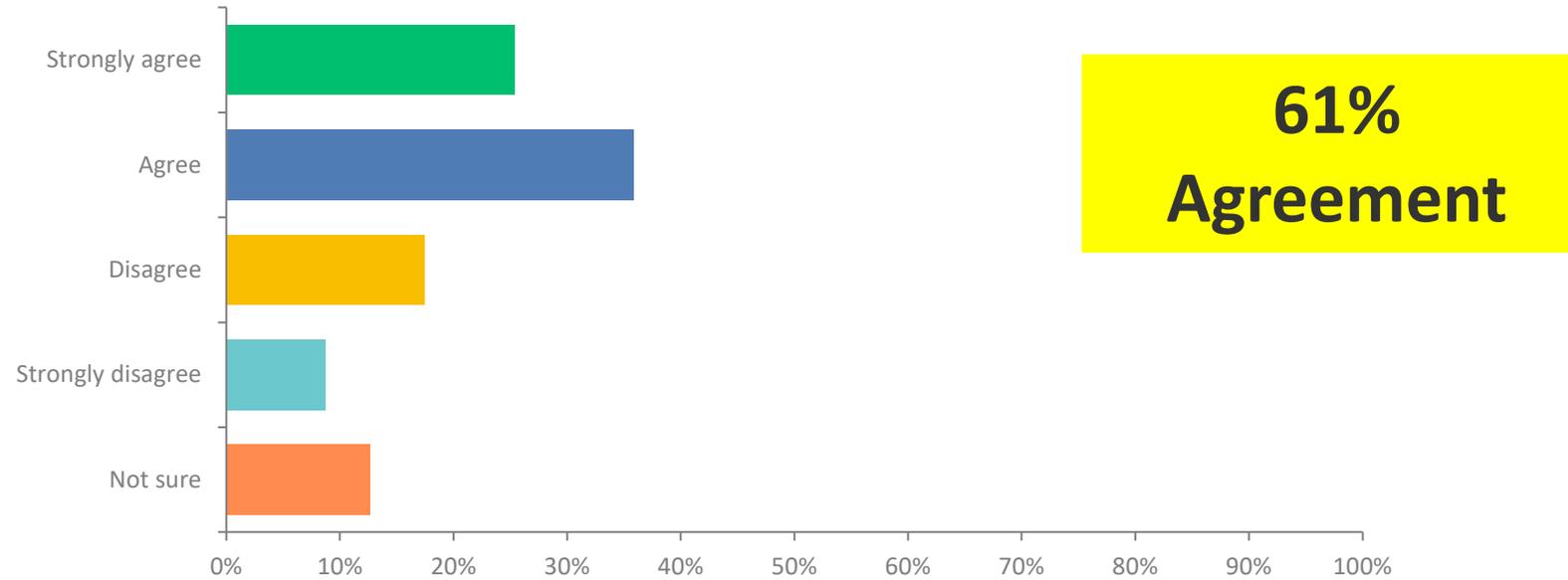
Answered: 1830



ANSWER CHOICES	RESPONSES	
Strongly agree	26.07%	477
Agree	42.08%	770
Disagree	19.73%	361
Strongly disagree	6.94%	127
Not sure	5.19%	95
<b>TOTAL</b>		<b>1830</b>

# School staff consult me before making important decisions about my child's education.

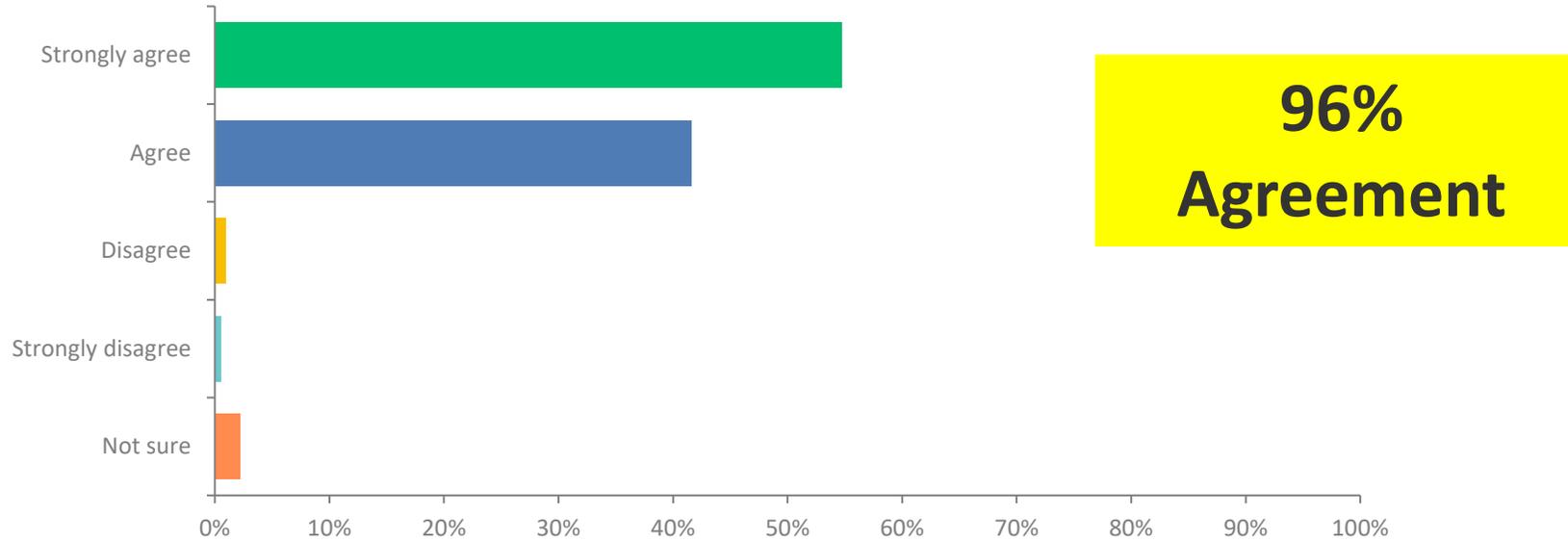
Answered: 1830



ANSWER CHOICES	RESPONSES	
Strongly agree	25.36%	464
Agree	35.85%	656
Disagree	17.43%	319
Strongly disagree	8.74%	160
Not sure	12.62%	231
<b>TOTAL</b>		<b>1830</b>

# Information from my child's school is provided in the language that my family speaks at home.

Answered: 1830



ANSWER CHOICES	RESPONSES	
Strongly agree	54.70%	1001
Agree	41.64%	762
Disagree	0.98%	18
Strongly disagree	0.49%	9
Not sure	2.19%	40
<b>TOTAL</b>		<b>1830</b>

# Strengths and Opportunities

## Strengths (80% or more agreement)

- **School staff** (e.g., administrators, teachers, counselors) **build positive relationships** with families. (80%)
- **School staff members listen** if I have questions and concerns. (83%)
- When I visit my child's school, **I feel welcome**. (86%)
- **I am invited** to participate in events (either virtual or in-person) about student learning (e.g., open house, new family orientation, back-to-school events, or literacy/math events). (87%)
- **I receive or I am able to access** (e.g. PowerSchool) **information** on a regular basis about my child's progress. (86%)
- **Information from my child's school is provided in the language** that my family speaks at home. (96%)

## Opportunities (Less than 80% agreement)

- **I have a good working relationship** with school staff in which we solve problems together. (69%)
- **I've been provided with information** or instructions with how to access my child's information on PowerSchool. (78%)
- **School staff members regularly communicate with me** (e.g., communication notebook, letters, postcards, email, phone calls, texts, website, or newsletters). (72%)
- **I'm provided clear information as well as opportunities** to learn and provide input about school policies, programs and improvement efforts. (65%)
- **I'm provided useful information** about how to support my child's learning. (68%)
- **I have a good understanding of the academic** content and skills my child is learning at school. (69%)
- **School staff consult me** before making important decisions about my child's education. (61%)

# **Family Engagement Efforts**

# Family Engagement Efforts (ATP)

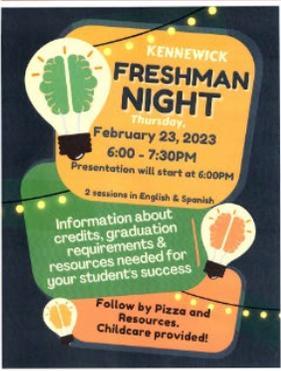
Academic	Social Emotional Learning	Partnerships
Reading Nights Math Nights STEM Events Dinner for Winners (State Test Prep) PowerSchool Clinic	Brave Talks Learner Profile Night Positive Postcards Home Welcome Wagon Sensory Friendly Event	Culture Nights Hidden in Plain Sight Internet Safety Resource Fairs

# READING TAKES YOU PLACES



## Kennewick High School

## Freshman Night



**KENNEWICK FRESHMAN NIGHT**  
Thursday  
February 23, 2023  
6:00 - 7:30PM  
Presentation will start at 6:00PM  
2 sessions in English & Spanish  
Information about credits, graduation requirements & resources needed for your student's success  
Follow by Pizza and Resources.  
Childcare provided!



**CHINOOK'S "I ♥ ART"**

A collage of images related to art and music. It includes a hallway with art projects on the wall, a student reading into a microphone, a student playing a saxophone, and a group of students working on a project. The collage is decorated with colorful geometric shapes and stars.



### Westgate Elementary Culture Night Theme: Celebrations

Families brought a homemade dessert of their choice to share that represented something they would eat at a celebration.

8 stations with art that represented different cultural celebrations- Karen Weaving, Henna, UK Christmas Crowns, Sugar Skulls from Mexico, Hawaiian Leis, Eid Moon/Star craft, Ukrainian Star, Norwegian 'passports.'

# May the 4th be with you Edison Family Night



## Inclusionary and Acceptance in School Events:

At Cascade we have been diligent about incorporating sensory friendly events in cooperation with our full scale after school events. This is to ensure we are meeting an even larger portion of our school community's needs.

Our families have been very grateful for this acceptance and inclusion for their loved ones.



Cookies and Cocoa with Santa



BINGO Night

BE A LEARNER: STEM AND LEARNER  
PROFILE NIGHT



# **Community & Family Education Update**

# Community & Family

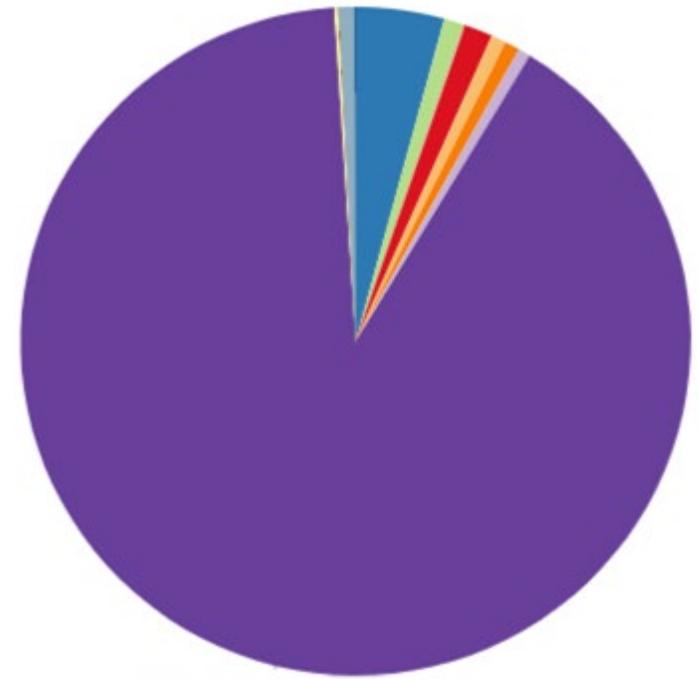
- Launch the Family Hub and build out useful family content as part of Get to Know KSD
- Hire a Community & Family Education Coordinator and re-launch the Community Education program
- Expand the community education program to include family-focused education for parents and guardians



# **Family-Friendly Access**

# Language Access

- Multilingual Learners refers to all children and youth who are, or have been, consistently exposed to multiple languages
- KSD Multilingual Learners=3,139





KENNEWICK SCHOOL DISTRICT  
INVITES YOU TO

# BREAKFAST WITH THE MGSs

TUESDAY MARCH 14, 2023

9:00-10:30 AM

DISTRICT OFFICE: CLASSROOM 2



# Creating Family-Friendly Communication

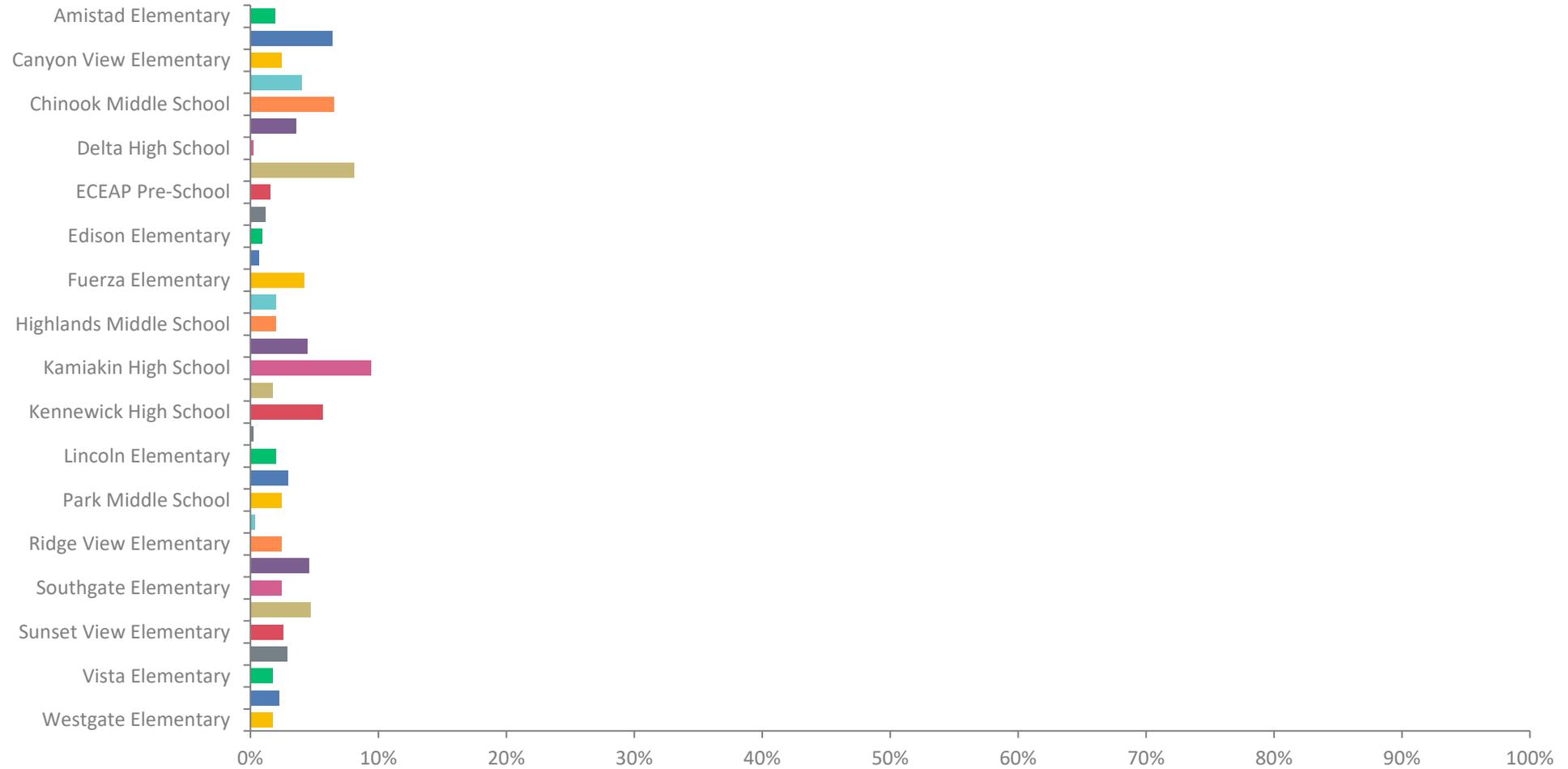
- Three Spanish/English Interpreter/Translators
  - One supporting Special Education
  - Two supporting all schools
- ParentSquare Translating Tool for Teachers and Parents
- Part-Time Language Liaisons for other languages
- Increase in bilingual staff at buildings
- Continually increasing translation of district and school documents



**Appendix A:**  
***Spring 2023 Family Survey Data***

# Q1: My child attends

Answered: 2154 ; 0



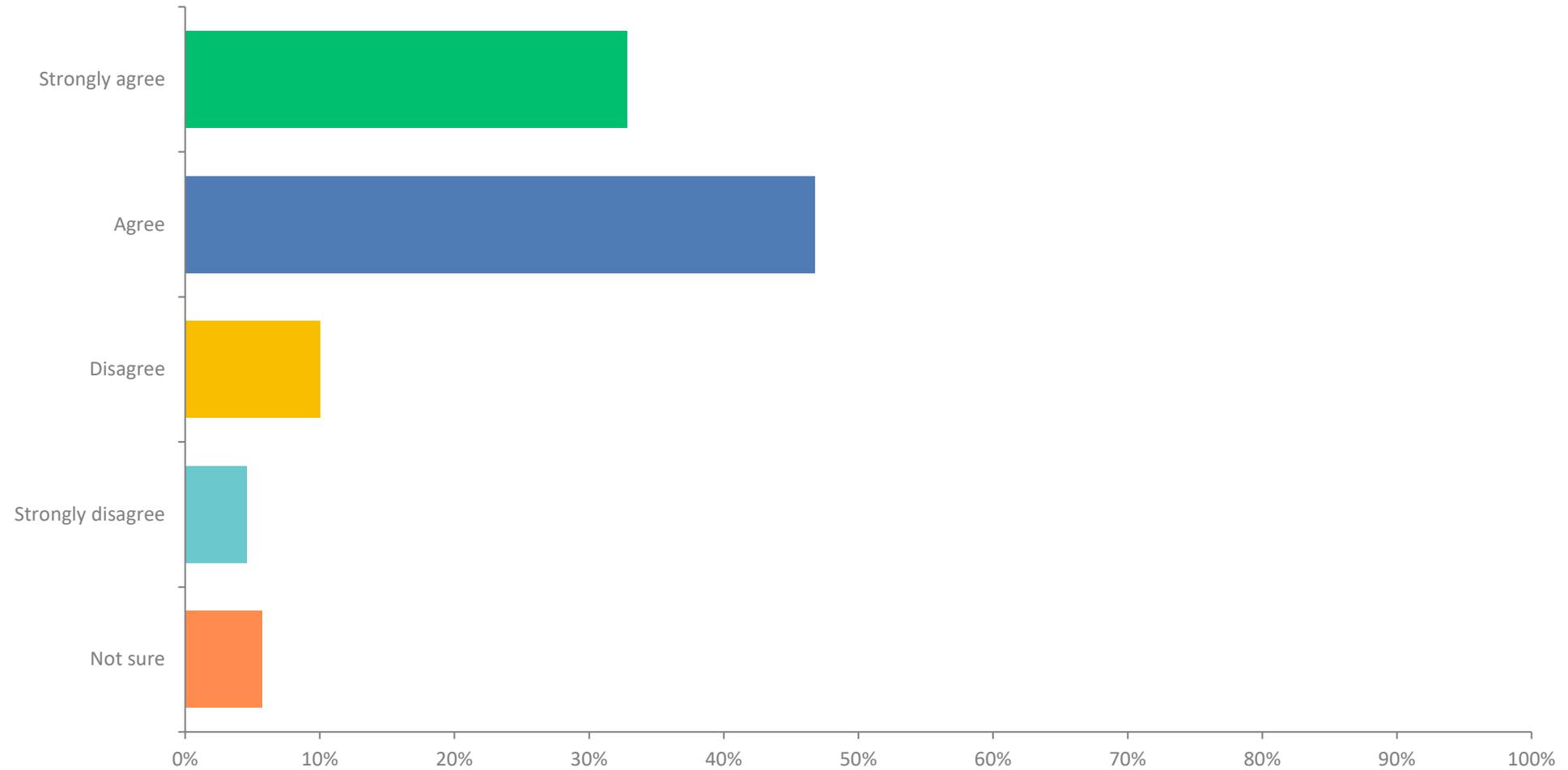
# Q1: My child attends

Answered: 2154 ,: 0

ANSWER CHOICES	RESPONSES	
Amistad Elementary	1.90%	41
Amon Creek Elementary	6.41%	138
Canyon View Elementary	2.41%	52
Cascade Elementary	3.99%	86
Chinook Middle School	6.50%	140
Cottonwood Elementary	3.57%	77
Delta High School	0.23%	5
Desert Hills Middle School	8.08%	174
ECEAP Pre-School	1.53%	33
Eastgate Elementary	1.16%	25

## Q2: School staff (e.g., administrators, teachers, counselors) build positive relationships with families.

Answered: 1830 ,: 324



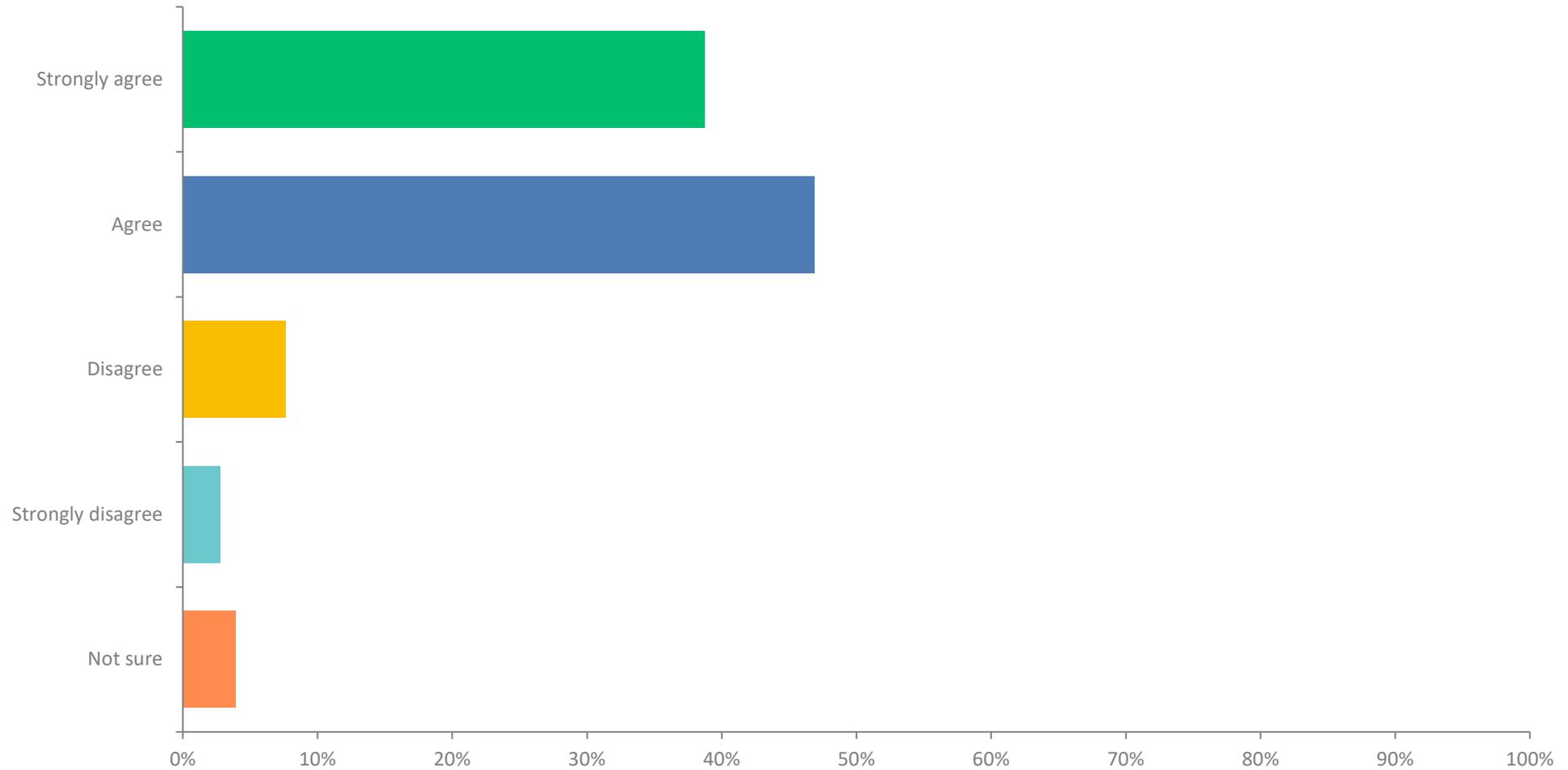
## Q2: School staff (e.g., administrators, teachers, counselors) build positive relationships with families.

Answered: 1830 ,: 324

ANSWER CHOICES	RESPONSES	
Strongly agree	32.84%	601
Agree	46.78%	856
Disagree	10.05%	184
Strongly disagree	4.59%	84
Not sure	5.74%	105
TOTAL		1830

### Q3: When I visit my child's school, I feel welcome.

Answered: 1830 ,: 324



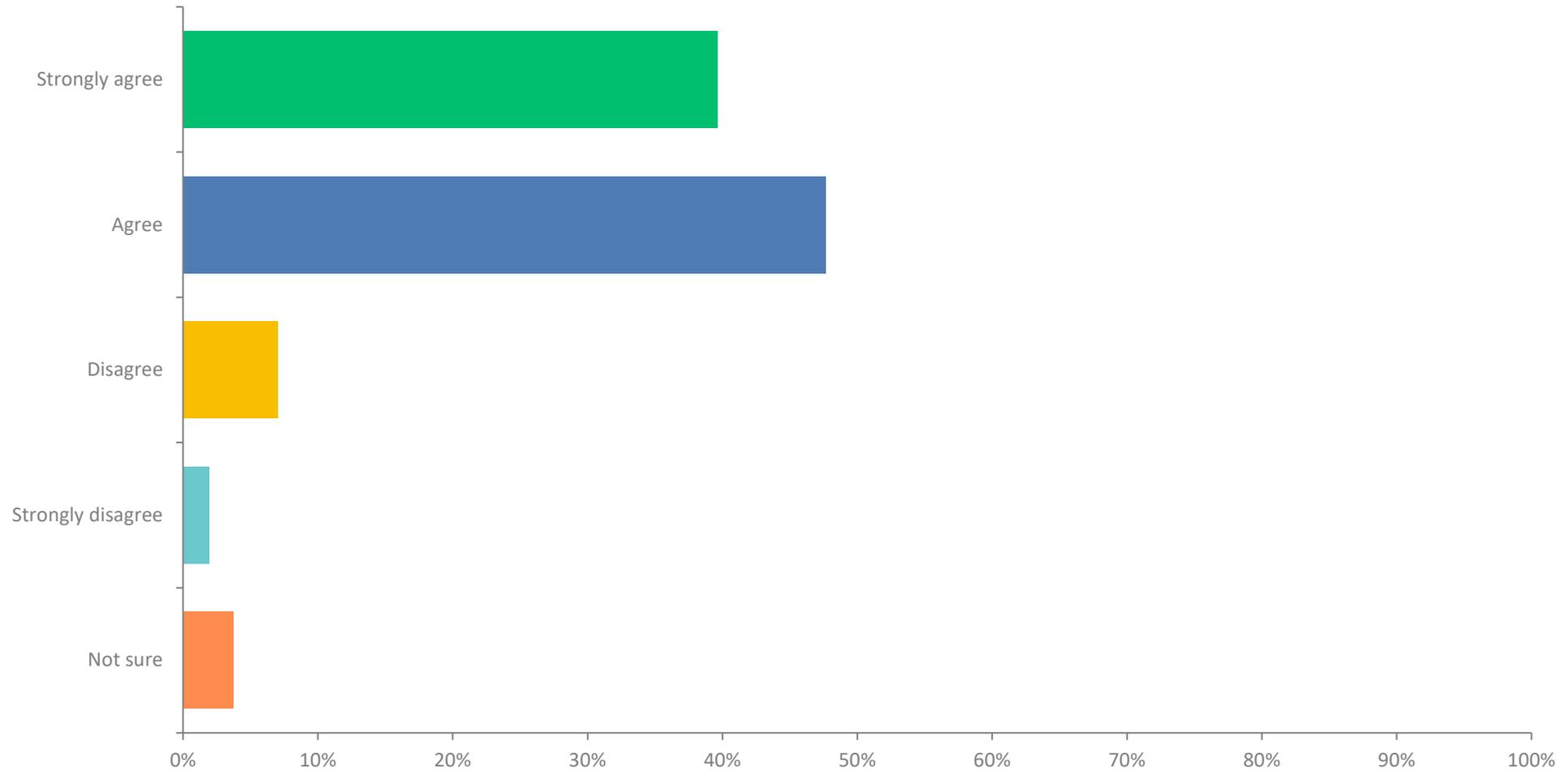
### Q3: When I visit my child's school, I feel welcome.

Answered: 1830 ,: 324

ANSWER CHOICES	RESPONSES	
Strongly agree	38.74%	709
Agree	46.89%	858
Disagree	7.65%	140
Strongly disagree	2.79%	51
Not sure	3.93%	72
<b>TOTAL</b>		<b>1830</b>

**Q4. I am invited to participate in events (either virtual or in-person) about student learning (e.g., open house, new family orientation, back-to-school events, or literacy/math events).**

Answered: 1830 , : 324



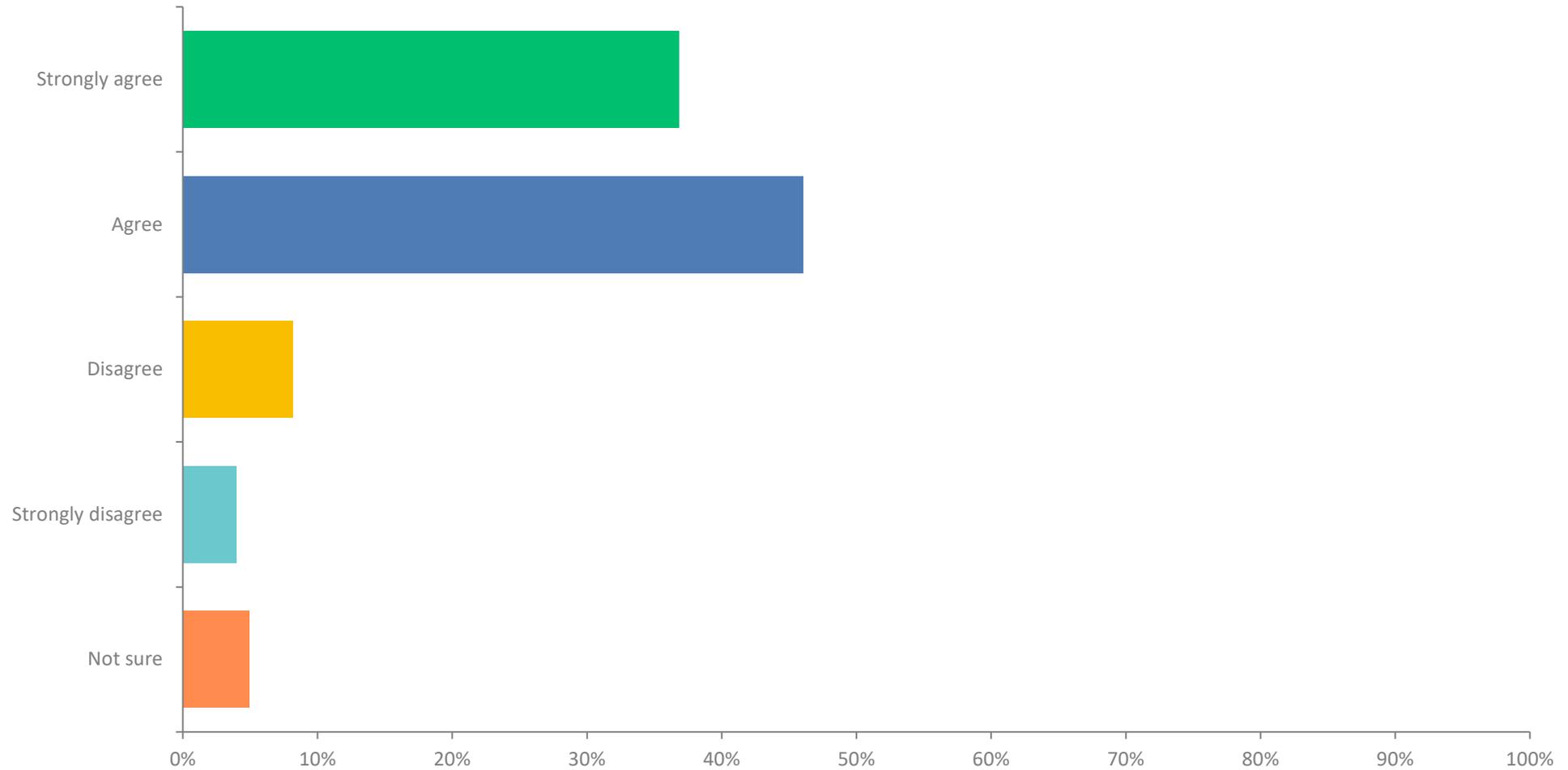
**Q4. I am invited to participate in events (either virtual or in-person) about student learning (e.g., open house, new family orientation, back-to-school events, or literacy/math events).**

Answered: 1830 ,: 324

ANSWER CHOICES	RESPONSES	
Strongly agree	39.62%	725
Agree	47.65%	872
Disagree	7.05%	129
Strongly disagree	1.97%	36
Not sure	3.72%	68
<b>TOTAL</b>		<b>1830</b>

# Q5: School staff members listen if I have questions and concerns.

Answered: 1830 ,: 324



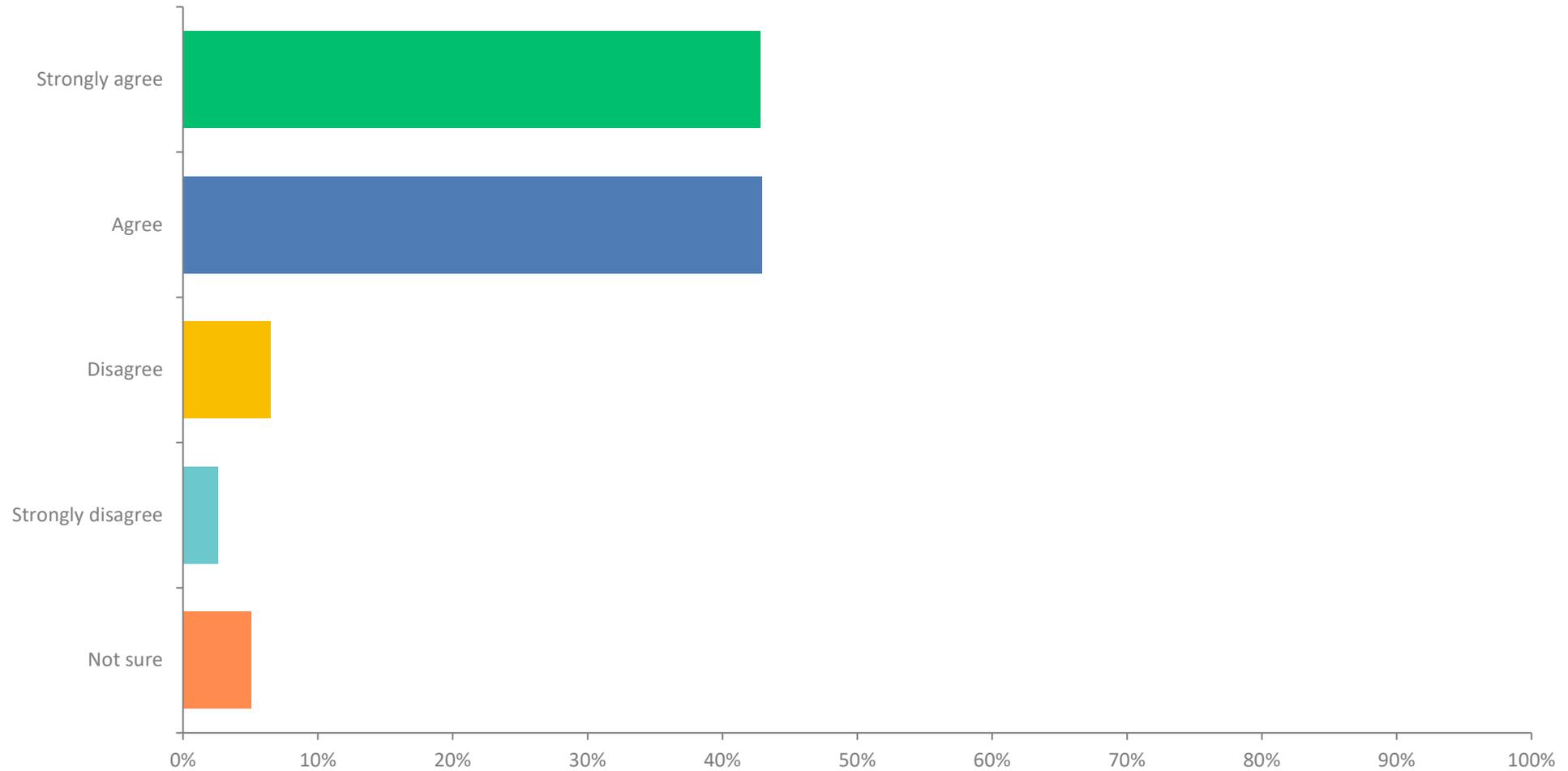
## Q5: School staff members listen if I have questions and concerns.

Answered: 1830 ,: 324

ANSWER CHOICES	RESPONSES	
Strongly agree	36.83%	674
Agree	46.07%	843
Disagree	8.20%	150
Strongly disagree	3.99%	73
Not sure	4.92%	90
<b>TOTAL</b>		<b>1830</b>

# Q6: I receive or I am able to access (e.g. PowerSchool) information on a regular basis about my child's progress

Answered: 1830 , : 324



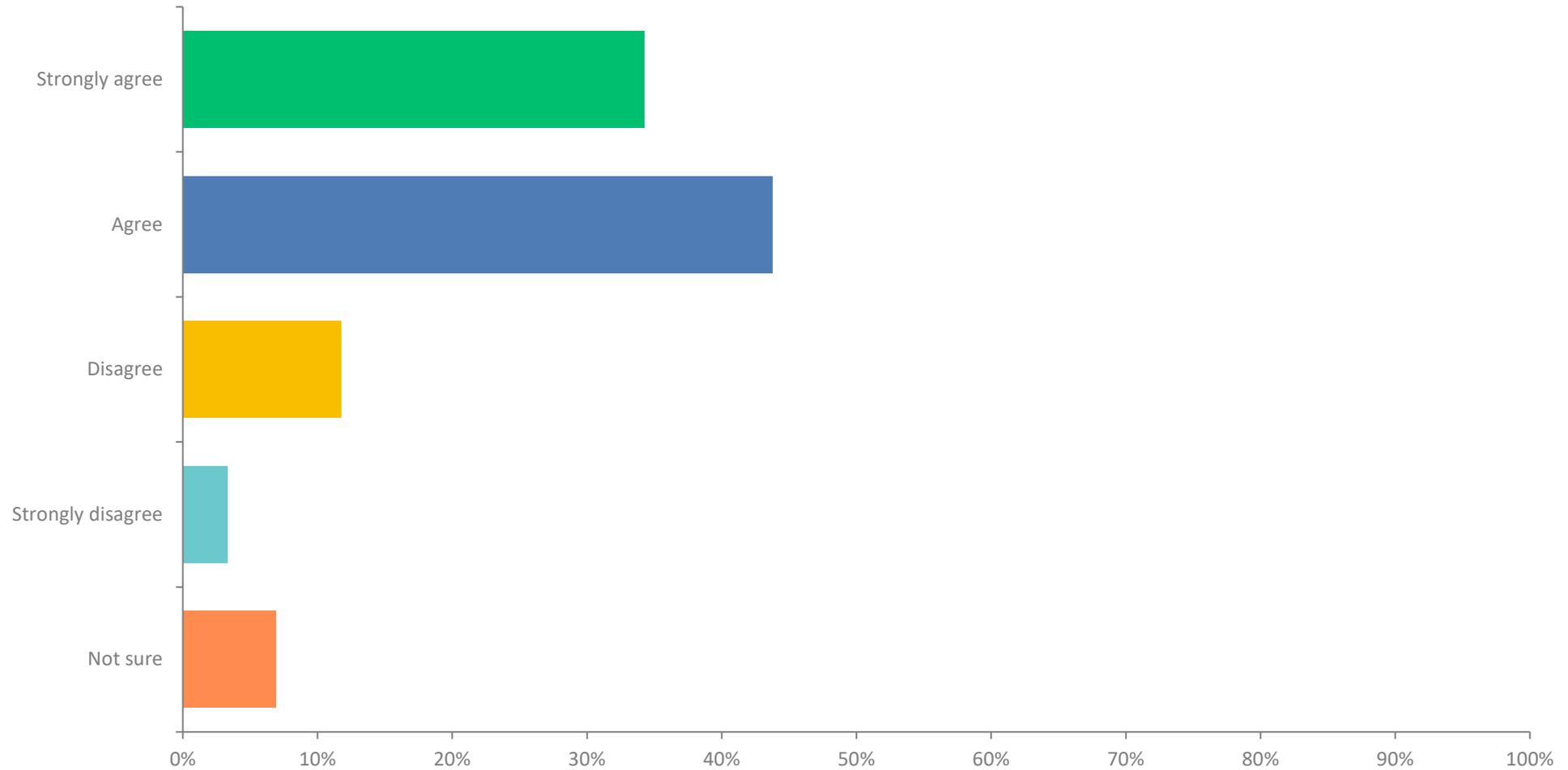
## Q6: I receive or I am able to access (e.g. PowerSchool) information on a regular basis about my child's progress

Answered: 1830 ,: 324

ANSWER CHOICES	RESPONSES	
Strongly agree	42.84%	784
Agree	42.95%	786
Disagree	6.50%	119
Strongly disagree	2.62%	48
Not sure	5.08%	93
<b>TOTAL</b>		<b>1830</b>

# Q7: I've been provided with information or instructions with how to access my child's information on PowerSchool.

Answered: 1830 ,: 324



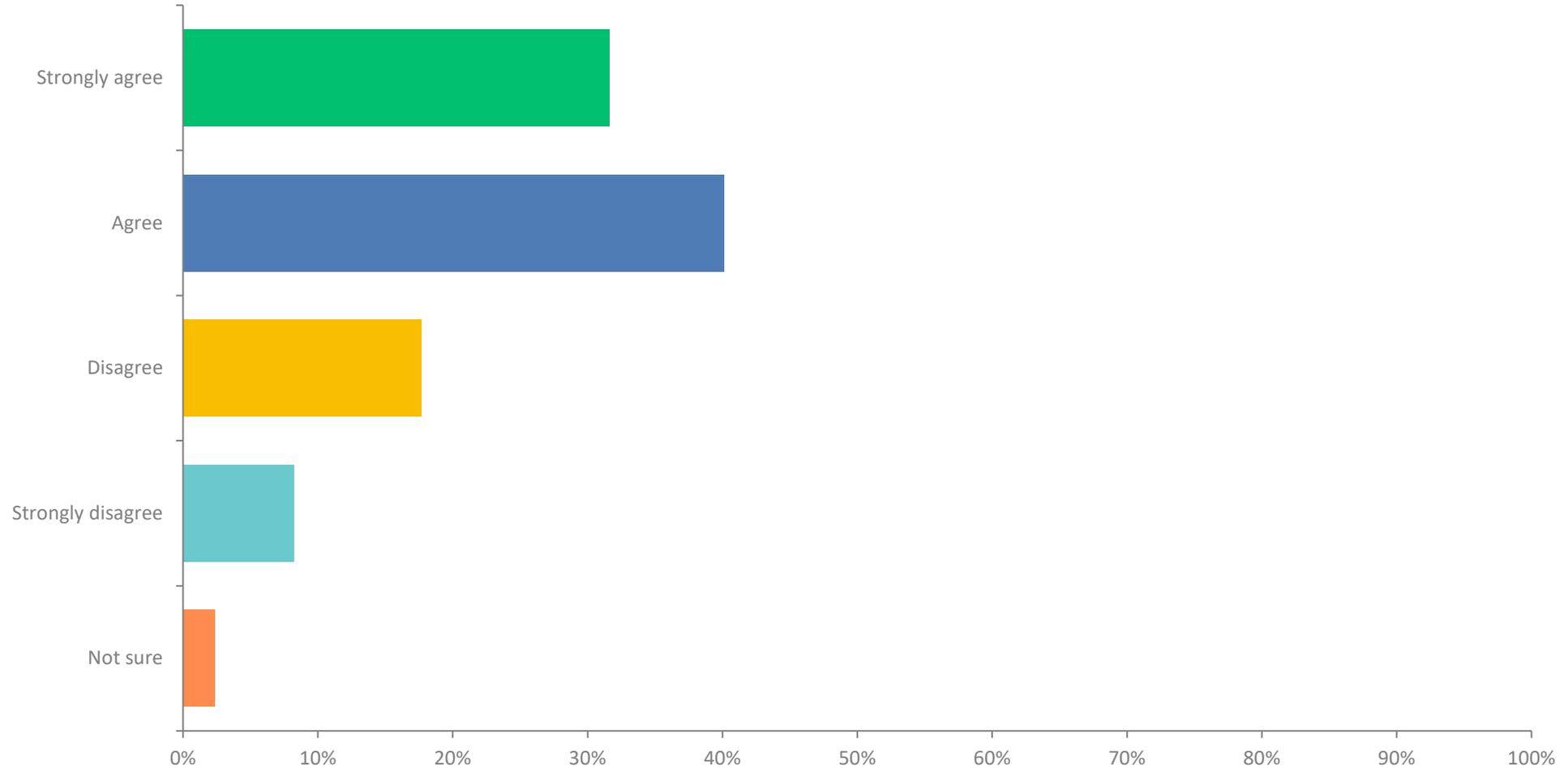
## Q7: I've been provided with information or instructions with how to access my child's information on PowerSchool.

Answered: 1830 ,: 324

ANSWER CHOICES	RESPONSES	
Strongly agree	34.26%	627
Agree	43.77%	801
Disagree	11.75%	215
Strongly disagree	3.33%	61
Not sure	6.89%	126
<b>TOTAL</b>		<b>1830</b>

# Q8: School staff members regularly communicate with me (e.g., communication notebook, letters, postcards, email, phone calls, texts, website, or newsletters).

Answered: 1830 , : 324



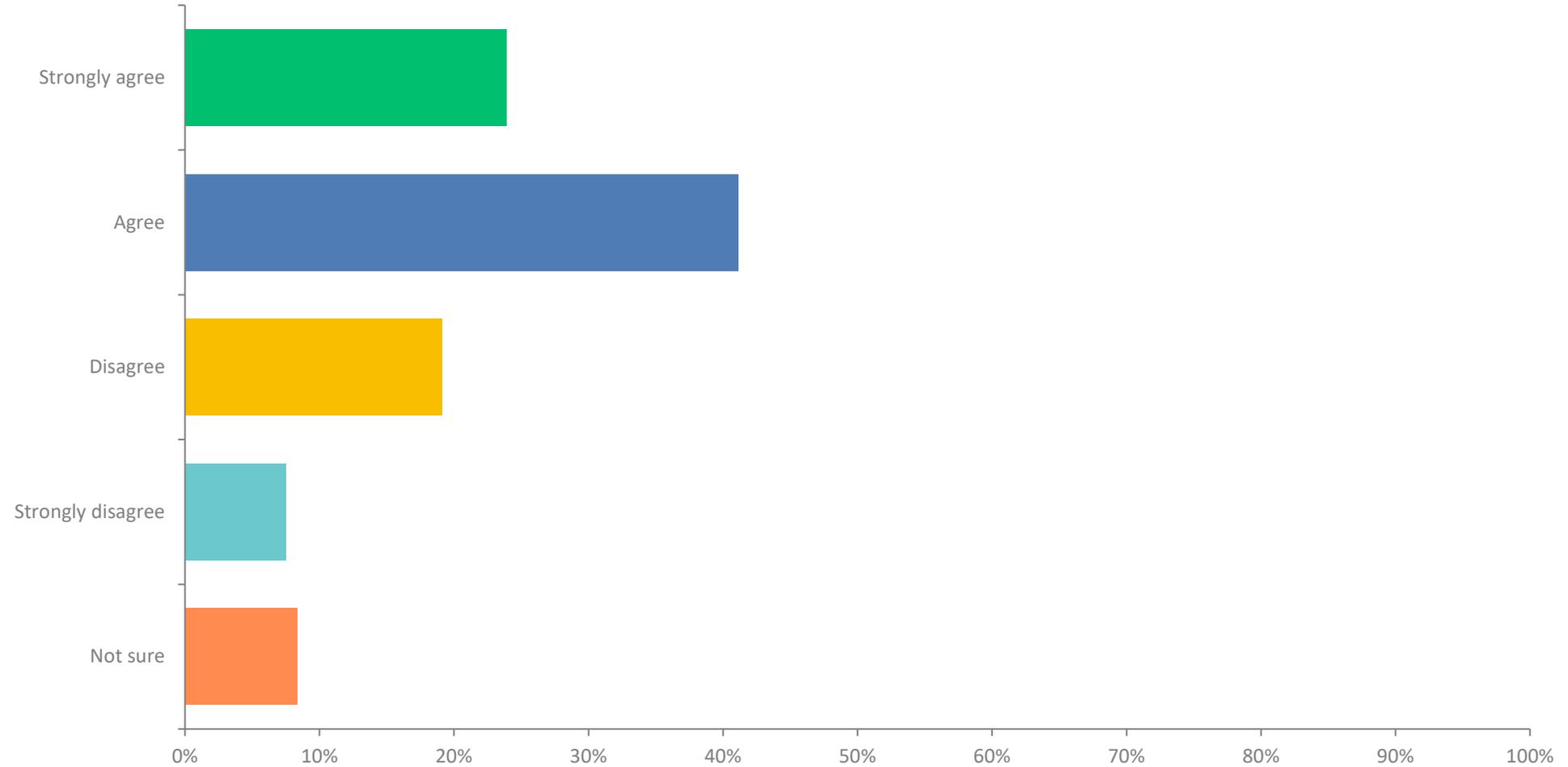
## Q8: School staff members regularly communicate with me (e.g., communication notebook, letters, postcards, email, phone calls, texts, website, or newsletters).

Answered: 1830 ,: 324

ANSWER CHOICES	RESPONSES	
Strongly agree	31.64%	579
Agree	40.11%	734
Disagree	17.65%	323
Strongly disagree	8.25%	151
Not sure	2.35%	43
TOTAL		1830

# Q9: I'm provided clear information as well as opportunities to learn and provide input about school policies, programs and improvement efforts.

Answered: 1830 , : 324



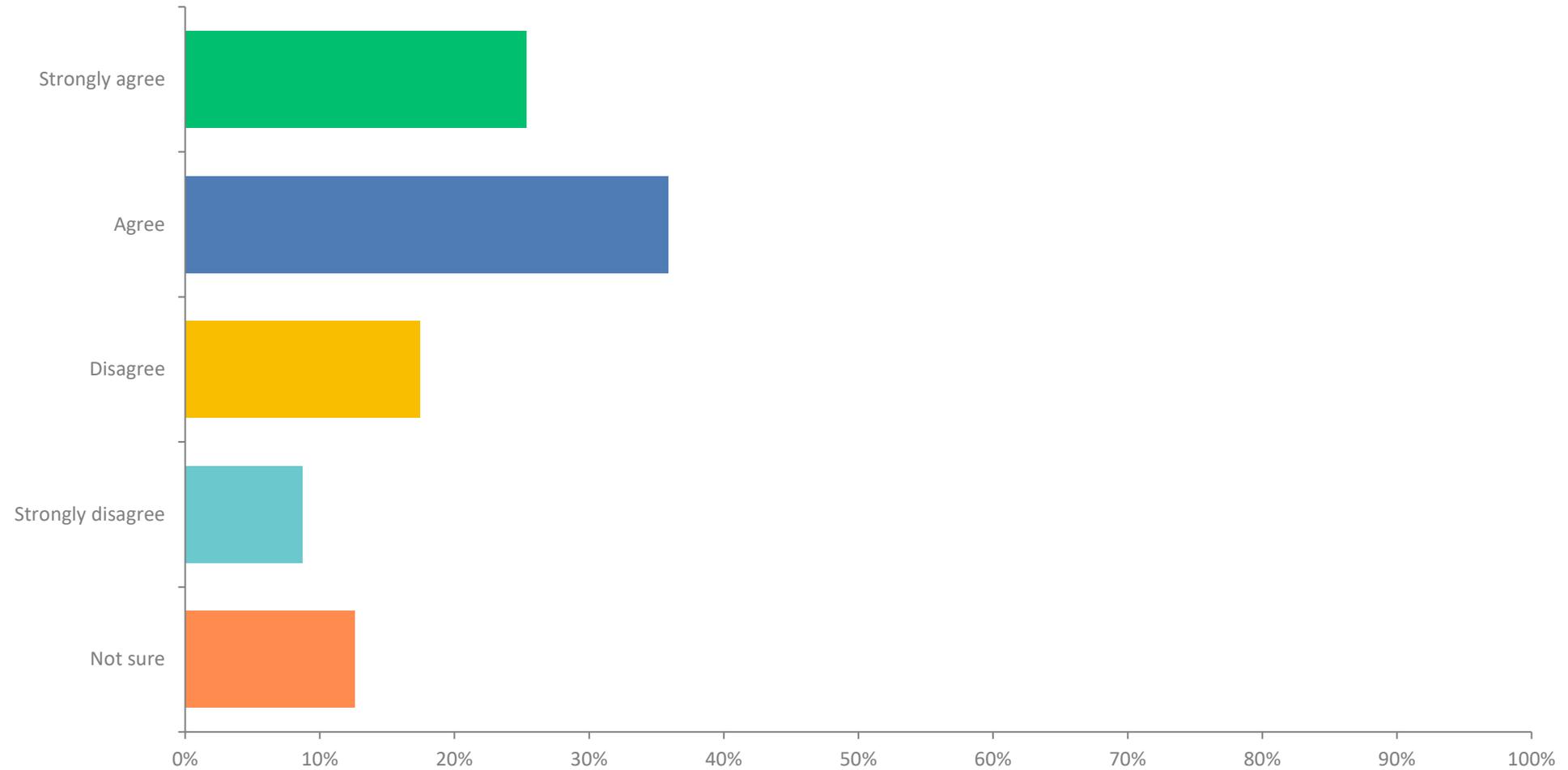
## Q9: I'm provided clear information as well as opportunities to learn and provide input about school policies, programs and improvement efforts.

Answered: 1830 ,: 324

ANSWER CHOICES	RESPONSES	
Strongly agree	23.88%	437
Agree	41.15%	753
Disagree	19.13%	350
Strongly disagree	7.49%	137
Not sure	8.36%	153
TOTAL		1830

# Q10: School staff consult me before making important decisions about my child's education.

Answered: 1830 ,: 324



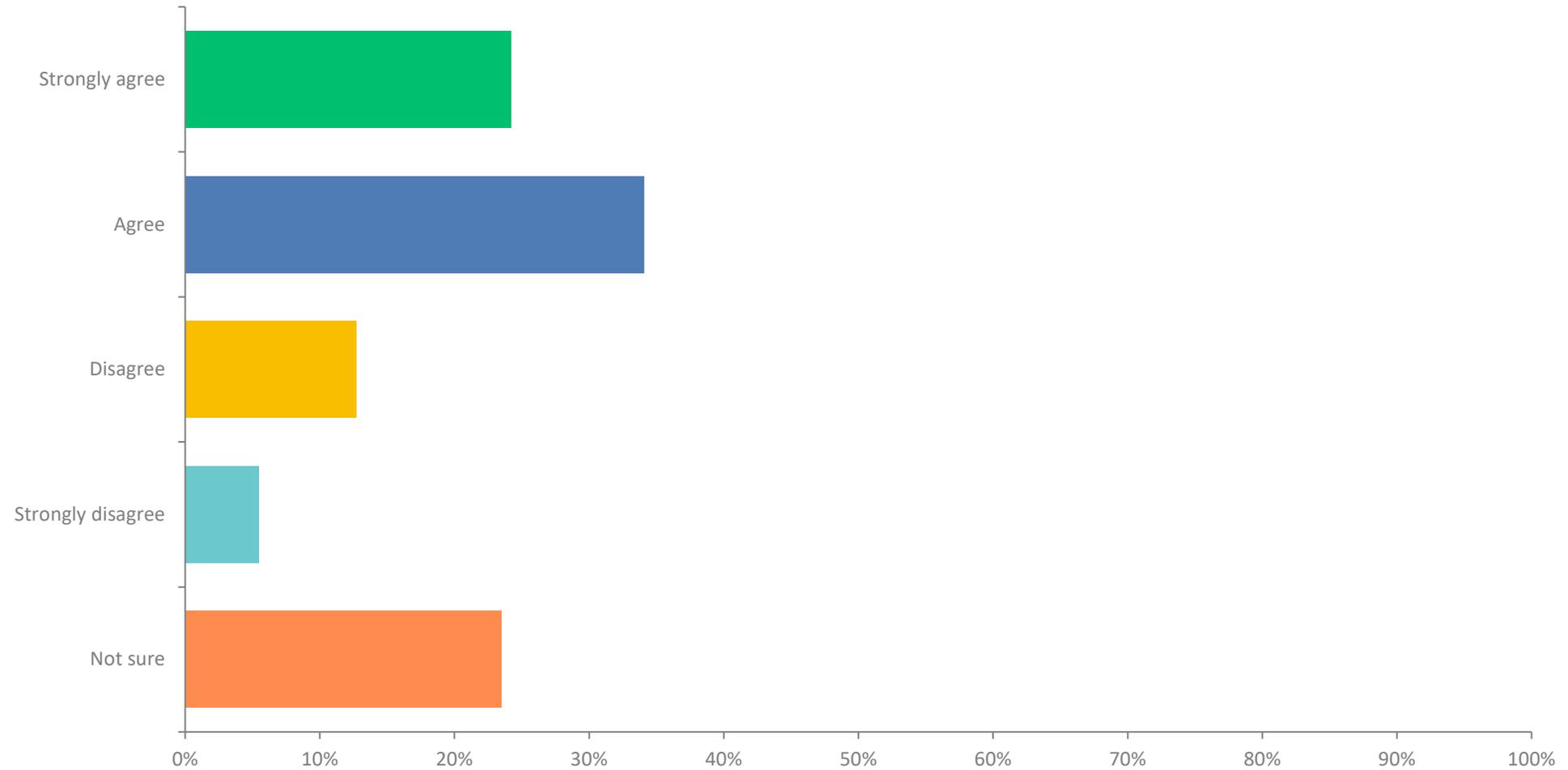
## Q10: School staff consult me before making important decisions about my child's education.

Answered: 1830 ,: 324

ANSWER CHOICES	RESPONSES	
Strongly agree	25.36%	464
Agree	35.85%	656
Disagree	17.43%	319
Strongly disagree	8.74%	160
Not sure	12.62%	231
<b>TOTAL</b>		<b>1830</b>

# Q11: If my child receives additional classroom supports, I am provided with information about these supports

Answered: 1830 ,: 324



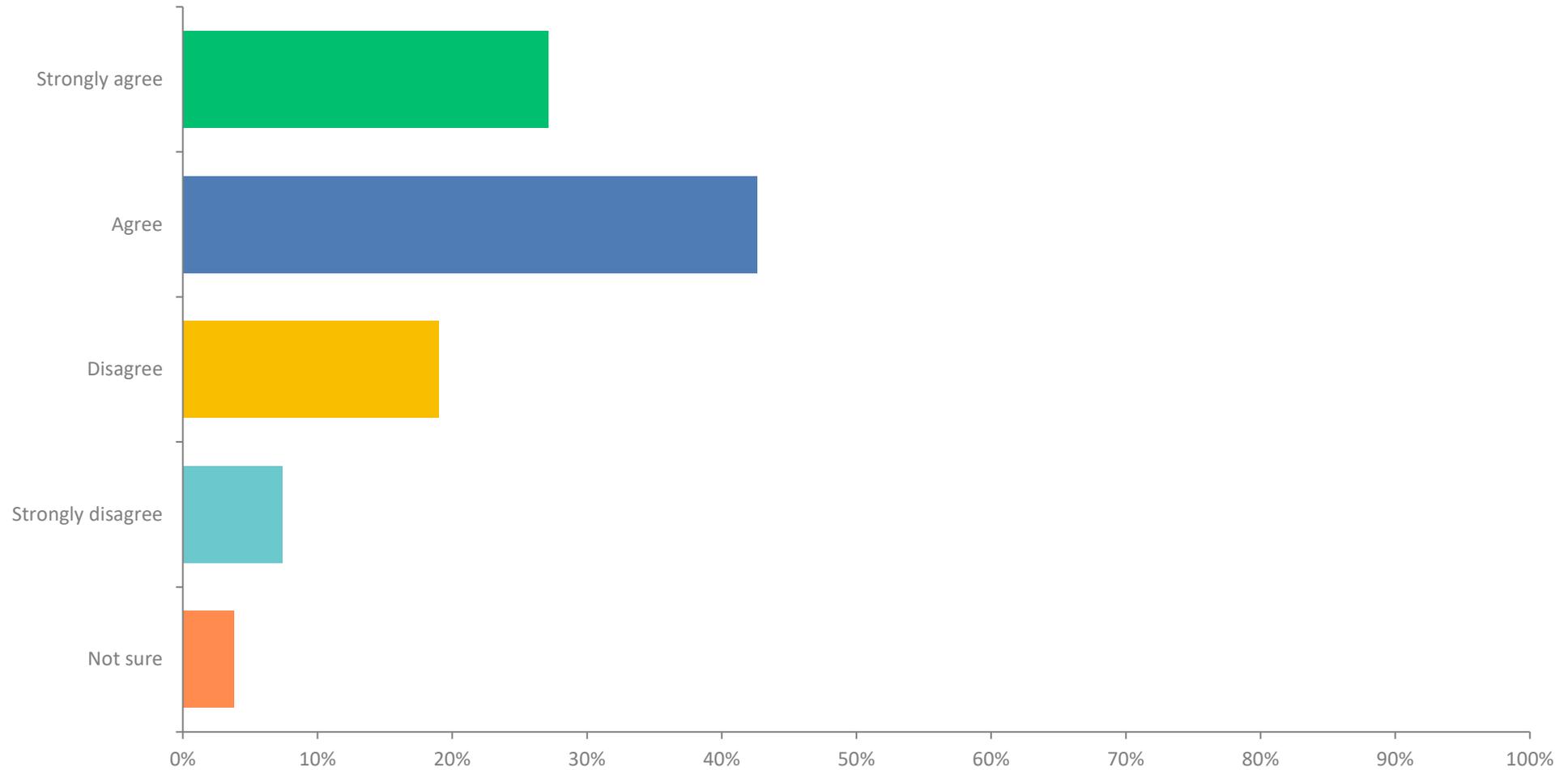
# Q11: If my child receives additional classroom supports, I am provided with information about these supports

Answered: 1830 ,: 324

ANSWER CHOICES	RESPONSES	
Strongly agree	24.21%	443
Agree	34.10%	624
Disagree	12.73%	233
Strongly disagree	5.46%	100
Not sure	23.50%	430
<b>TOTAL</b>		<b>1830</b>

# Q12: School staff keep me well informed about how my child is doing in school.

Answered: 1830 ,: 324



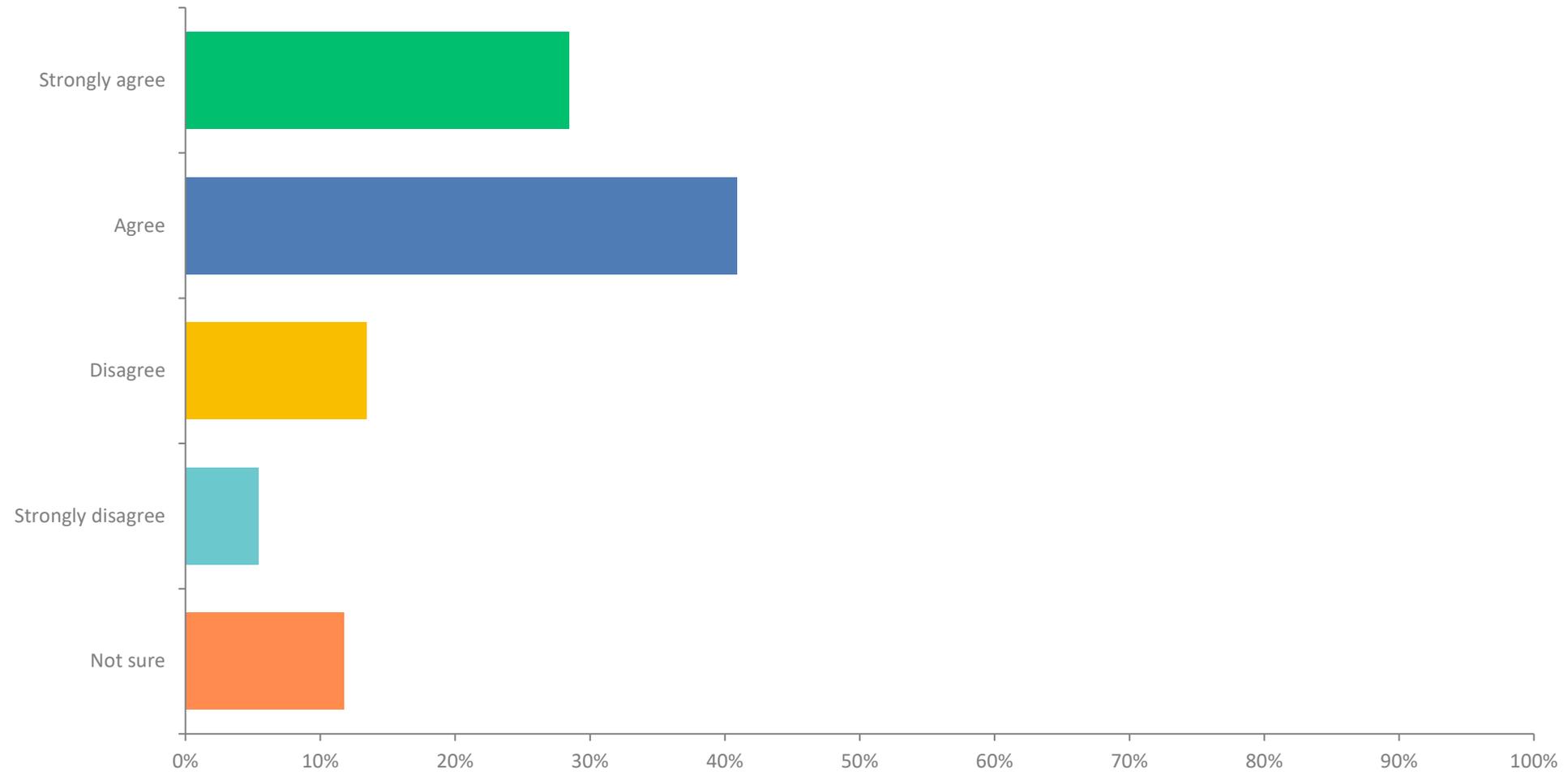
## Q12: School staff keep me well informed about how my child is doing in school.

Answered: 1830 ,: 324

ANSWER CHOICES	RESPONSES	
Strongly agree	27.16%	497
Agree	42.62%	780
Disagree	19.02%	348
Strongly disagree	7.38%	135
Not sure	3.83%	70
<b>TOTAL</b>		<b>1830</b>

# Q13: I have a good working relationship with school staff in which we solve problems together.

Answered: 1830 ,: 324



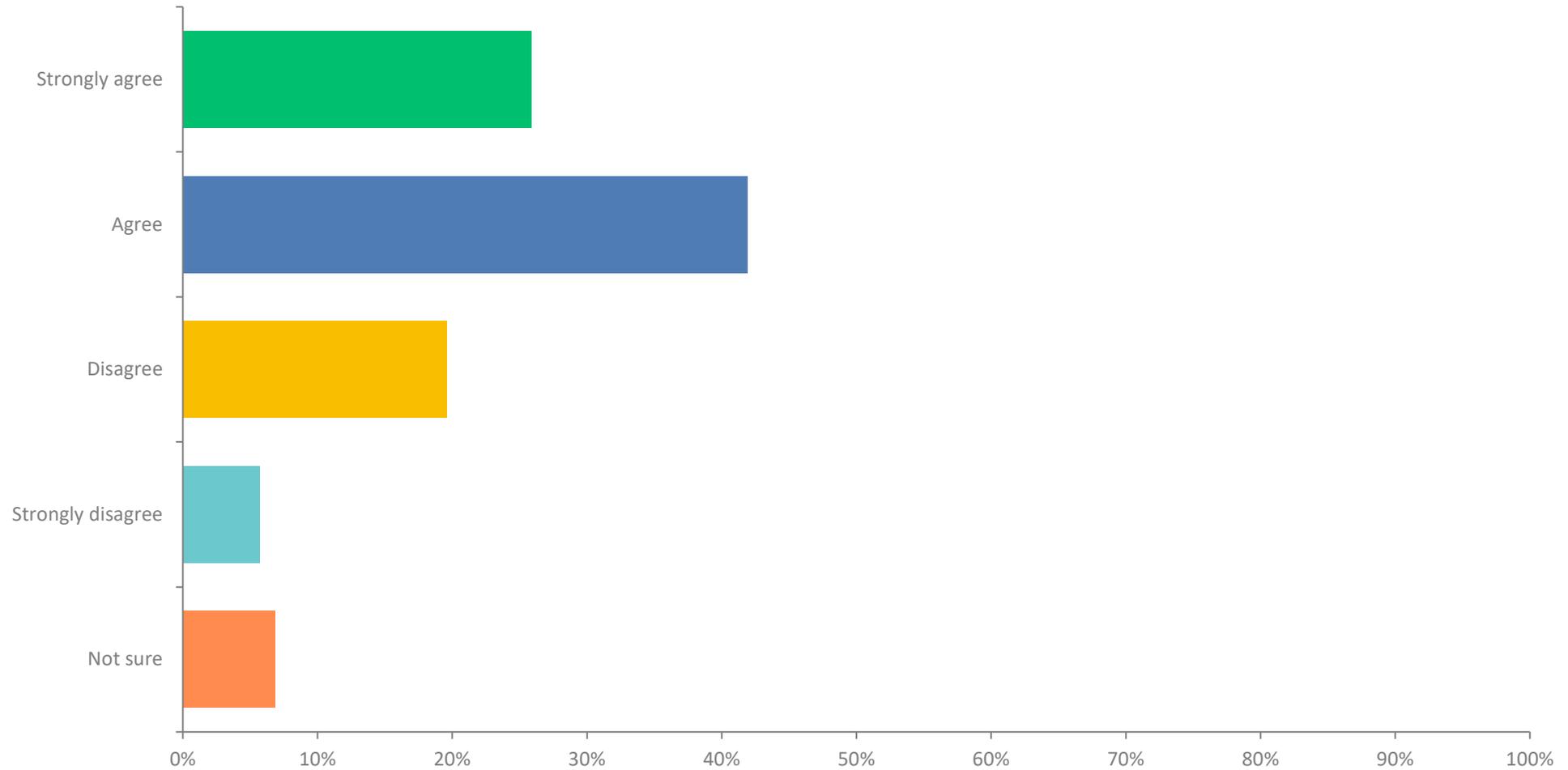
## Q13: I have a good working relationship with school staff in which we solve problems together.

Answered: 1830 ,: 324

ANSWER CHOICES	RESPONSES	
Strongly agree	28.47%	521
Agree	40.93%	749
Disagree	13.44%	246
Strongly disagree	5.41%	99
Not sure	11.75%	215
<b>TOTAL</b>		<b>1830</b>

# Q14: I'm provided useful information about how to support my child's learning.

Answered: 1830 ,: 324



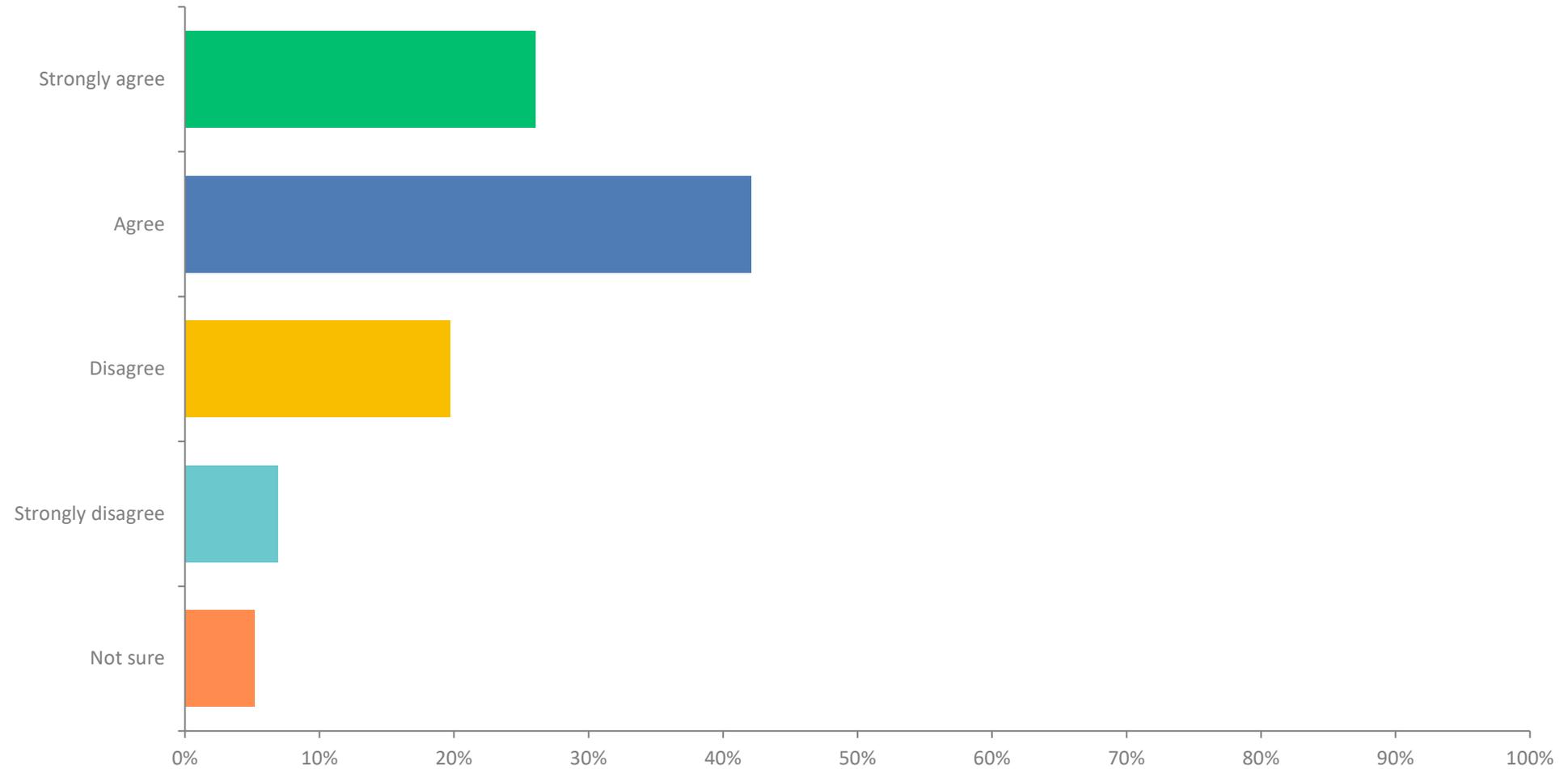
## Q14: I'm provided useful information about how to support my child's learning.

Answered: 1830 ,: 324

ANSWER CHOICES	RESPONSES	
Strongly agree	25.90%	474
Agree	41.91%	767
Disagree	19.62%	359
Strongly disagree	5.74%	105
Not sure	6.83%	125
<b>TOTAL</b>		<b>1830</b>

# Q15: I have a good understanding of the academic content and skills my child is learning at school.

Answered: 1830 ,: 324



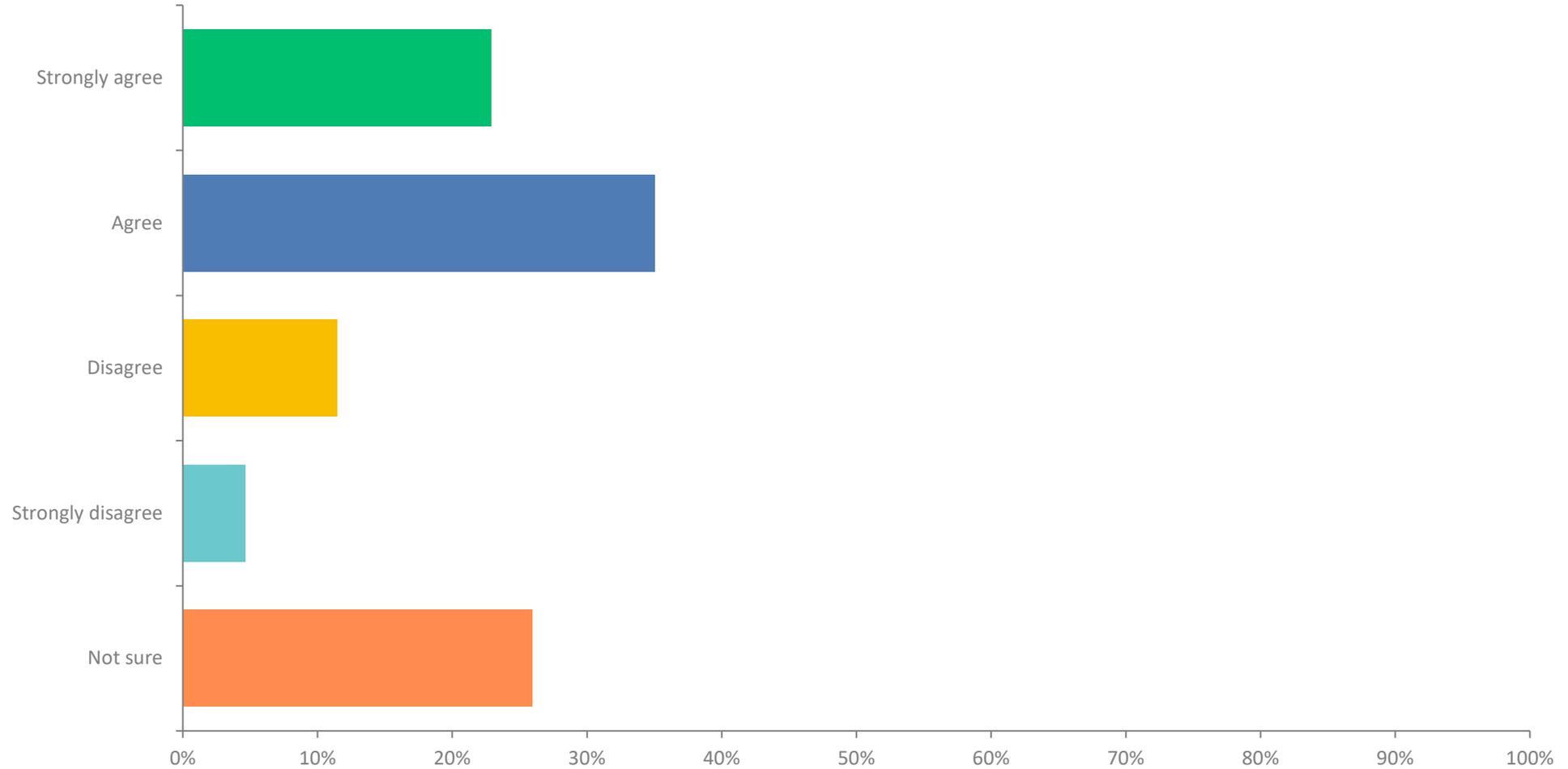
# Q15: I have a good understanding of the academic content and skills my child is learning at school.

Answered: 1830 ,: 324

ANSWER CHOICES	RESPONSES	
Strongly agree	26.07%	477
Agree	42.08%	770
Disagree	19.73%	361
Strongly disagree	6.94%	127
Not sure	5.19%	95
<b>TOTAL</b>		<b>1830</b>

**Q16: The school partners with businesses and community organizations in a variety of ways (e.g., volunteer opportunities, field trips, guest speakers, mentoring, tutoring, or leadership team participation).**

Answered: 1830 ,: 324



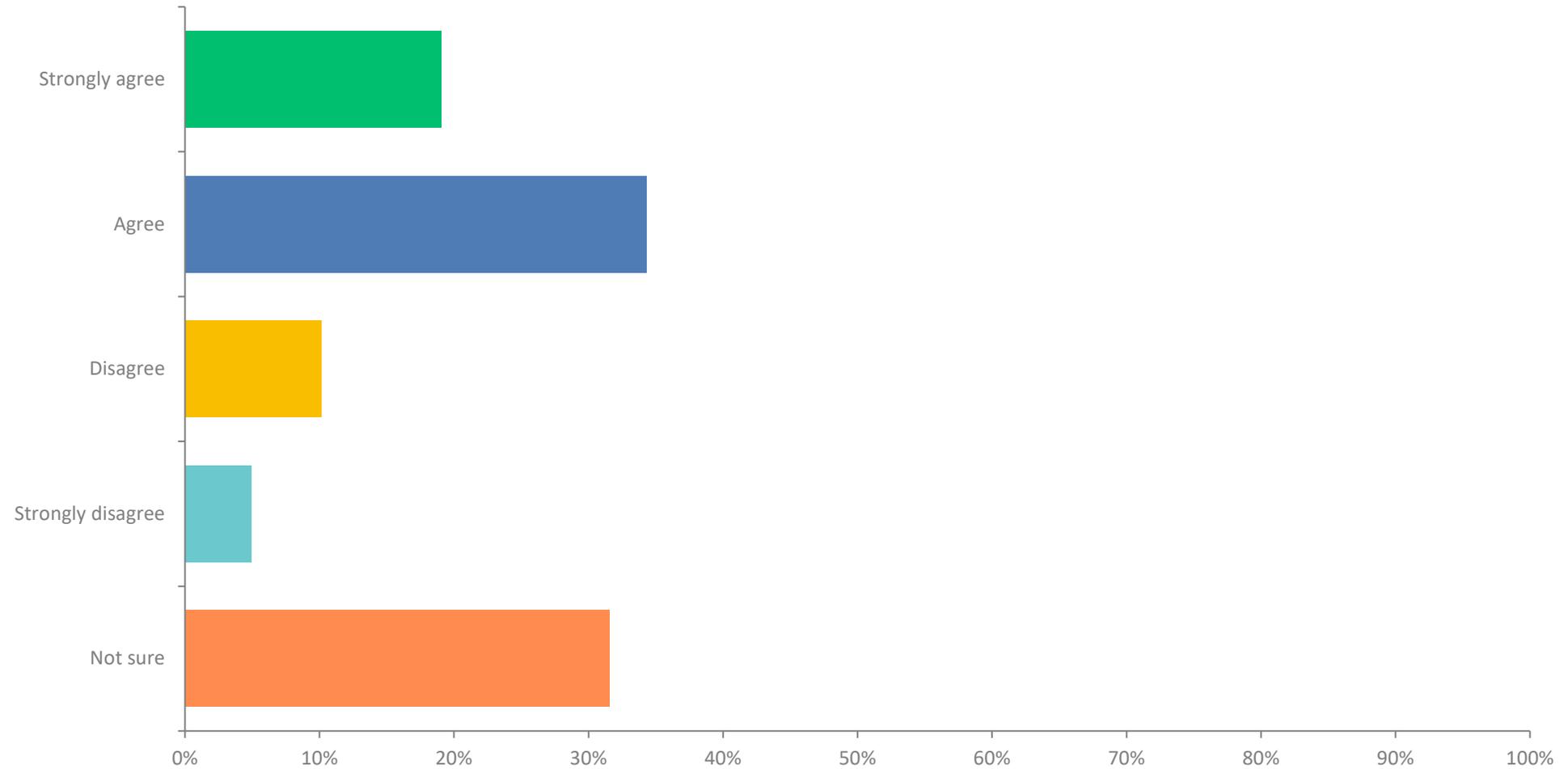
**Q16: The school partners with businesses and community organizations in a variety of ways (e.g., volunteer opportunities, field trips, guest speakers, mentoring, tutoring, or leadership team participation).**

Answered: 1830 ,: 324

ANSWER CHOICES	RESPONSES	
Strongly agree	22.90%	419
Agree	35.03%	641
Disagree	11.48%	210
Strongly disagree	4.64%	85
Not sure	25.96%	475
<b>TOTAL</b>		<b>1830</b>

# Q17: The school helps my family connect with community resources that we need.

Answered: 1830 ,: 324



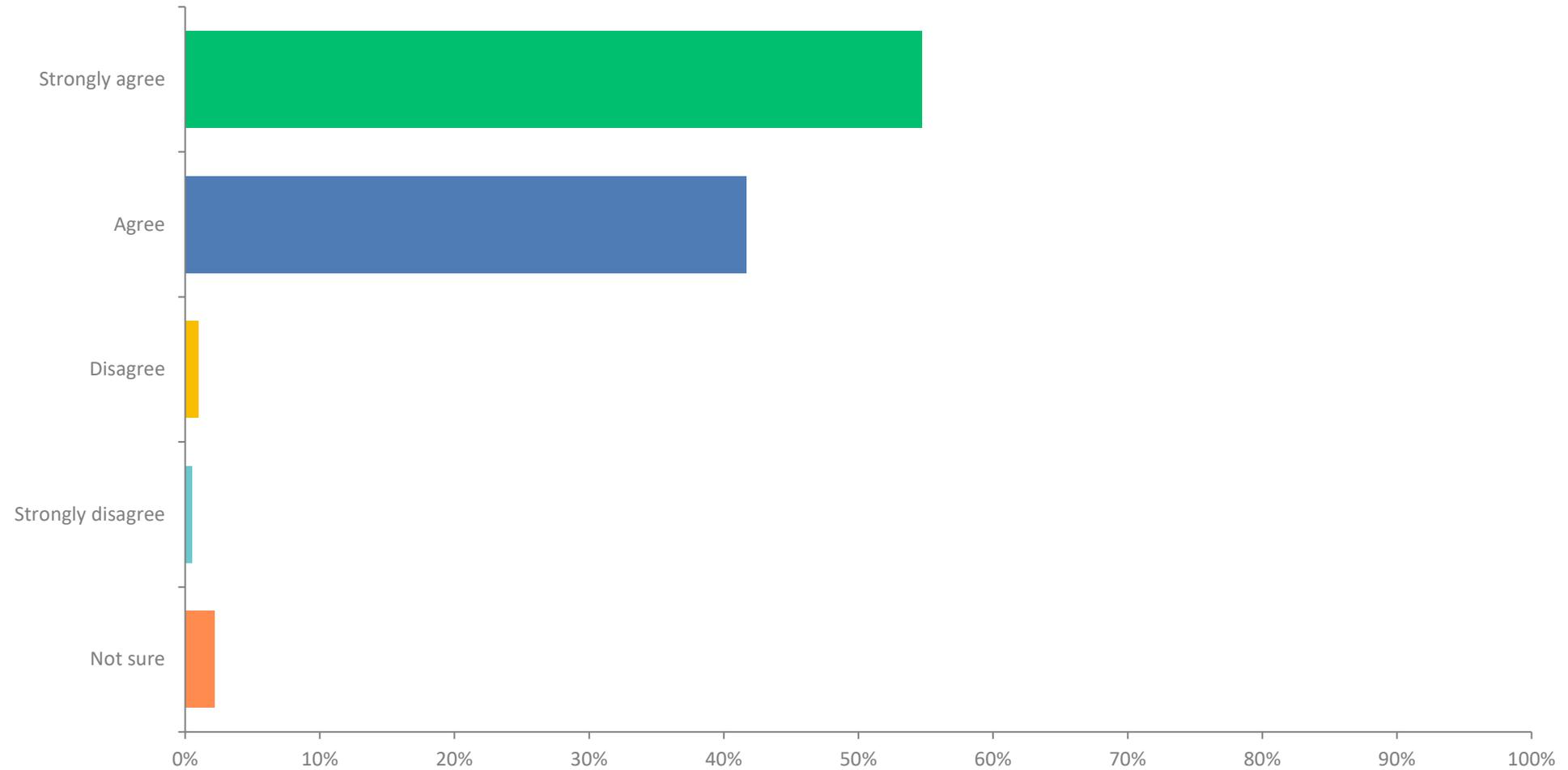
# Q17: The school helps my family connect with community resources that we need.

Answered: 1830 ,: 324

ANSWER CHOICES	RESPONSES	
Strongly agree	19.07%	349
Agree	34.32%	628
Disagree	10.16%	186
Strongly disagree	4.92%	90
Not sure	31.53%	577
<b>TOTAL</b>		<b>1830</b>

# Q18: Information from my child's school is provided in the language that my family speaks at home.

Answered: 1830 ,: 324



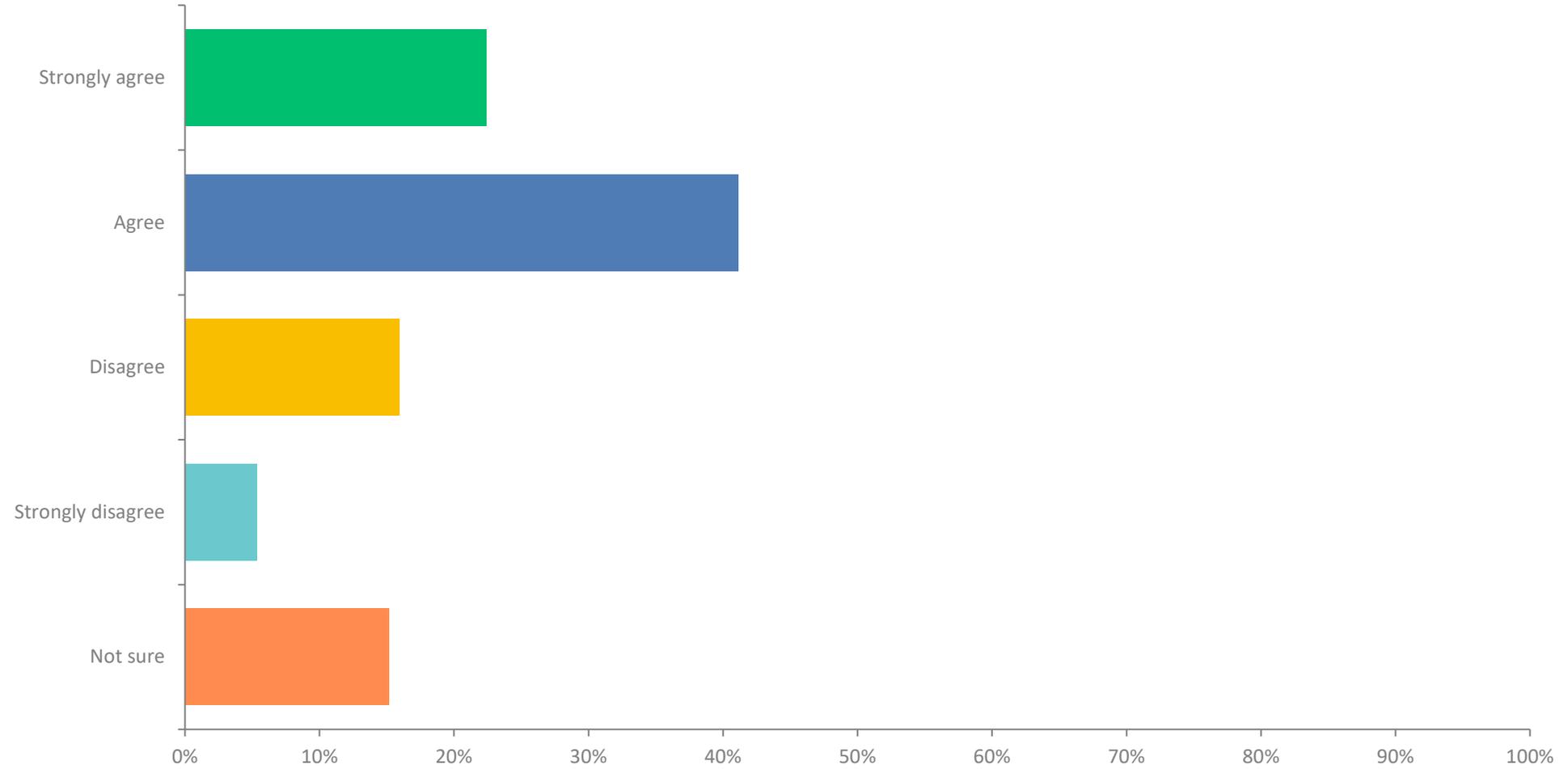
## Q18: Information from my child's school is provided in the language that my family speaks at home.

Answered: 1830 ,: 324

ANSWER CHOICES	RESPONSES	
Strongly agree	54.70%	1001
Agree	41.64%	762
Disagree	0.98%	18
Strongly disagree	0.49%	9
Not sure	2.19%	40
<b>TOTAL</b>		<b>1830</b>

# Q19: 21. I have opportunities to learn about and provide input on district and school programs.

Answered: 1830 , : 324



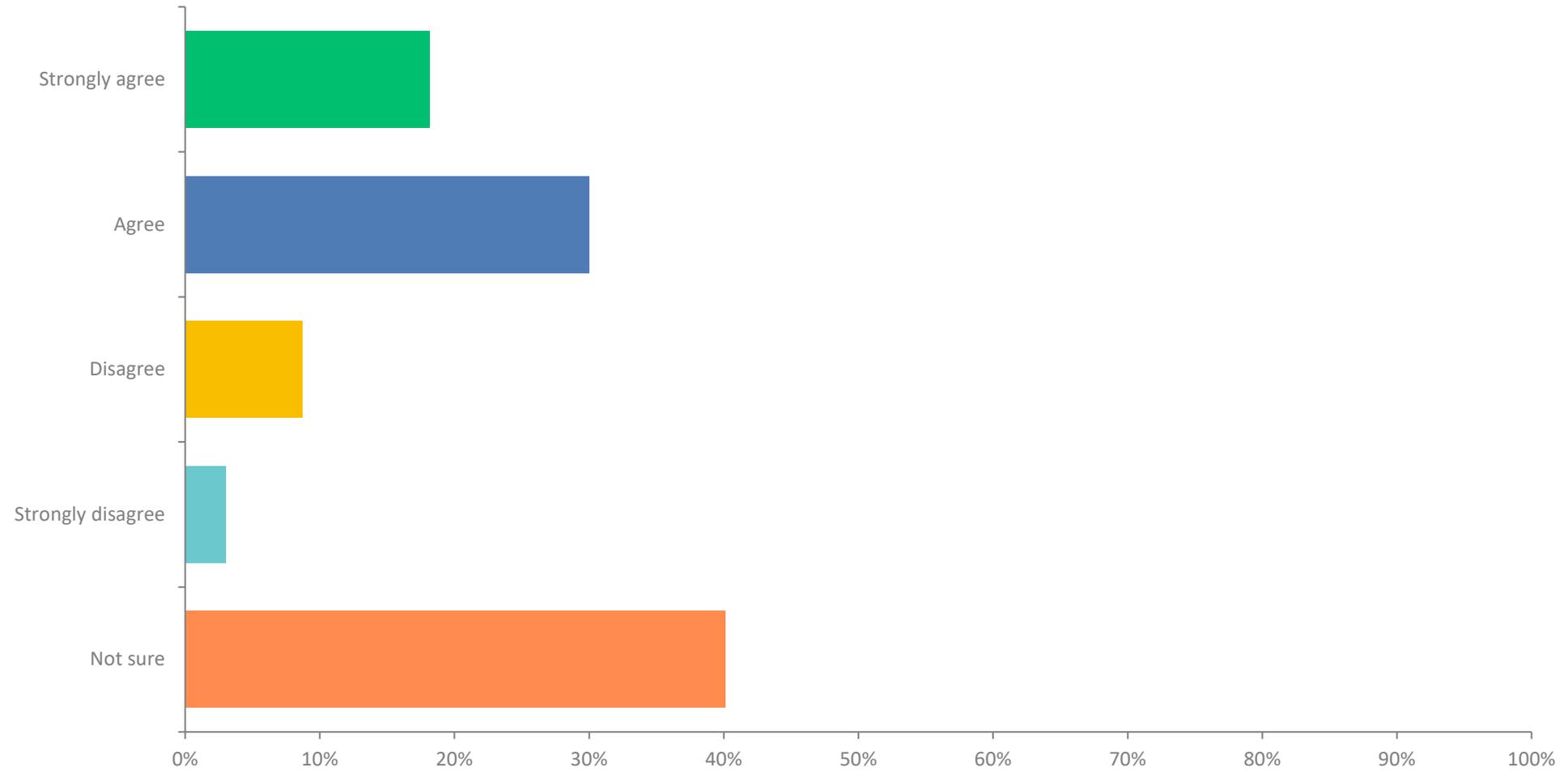
# Q19: 21. I have opportunities to learn about and provide input on district and school programs.

Answered: 1830 ,: 324

ANSWER CHOICES	RESPONSES	
Strongly agree	22.40%	410
Agree	41.15%	753
Disagree	15.96%	292
Strongly disagree	5.36%	98
Not sure	15.14%	277
<b>TOTAL</b>		<b>1830</b>

# Q20: My child has opportunities to learn digital citizenship, social, life and employment skills as found in the KSD Learner Profile

Answered: 1830 ,: 324



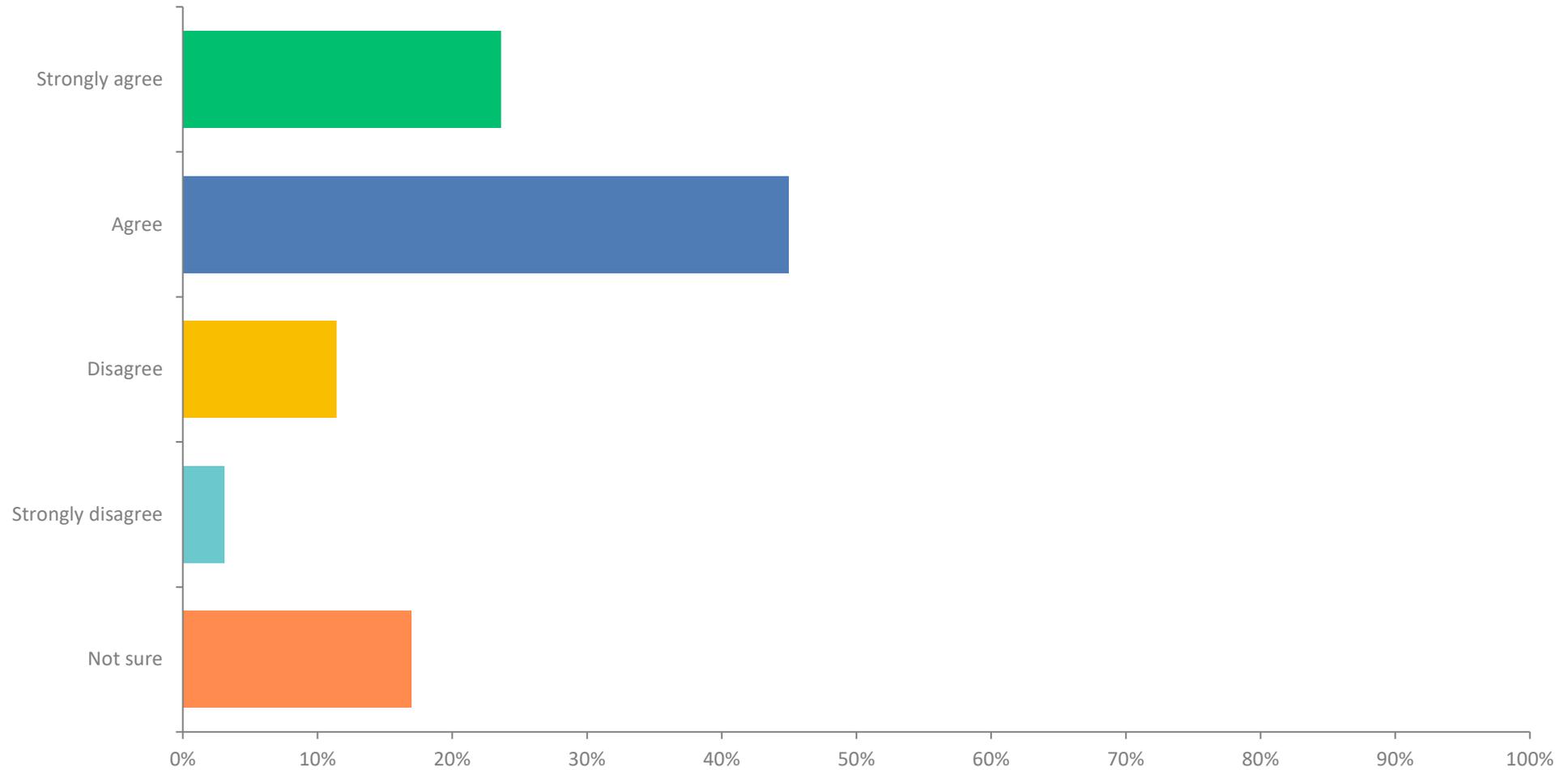
## Q20: My child has opportunities to learn digital citizenship, social, life and employment skills as found in the KSD Learner Profile

Answered: 1830 ,: 324

ANSWER CHOICES	RESPONSES	
Strongly agree	18.14%	332
Agree	30.0%	549
Disagree	8.74%	160
Strongly disagree	3.01%	55
Not sure	40.11%	734
<b>TOTAL</b>		<b>1830</b>

## Q21: My child has access to diverse course offerings, activities and athletics.

Answered: 1830 , : 324



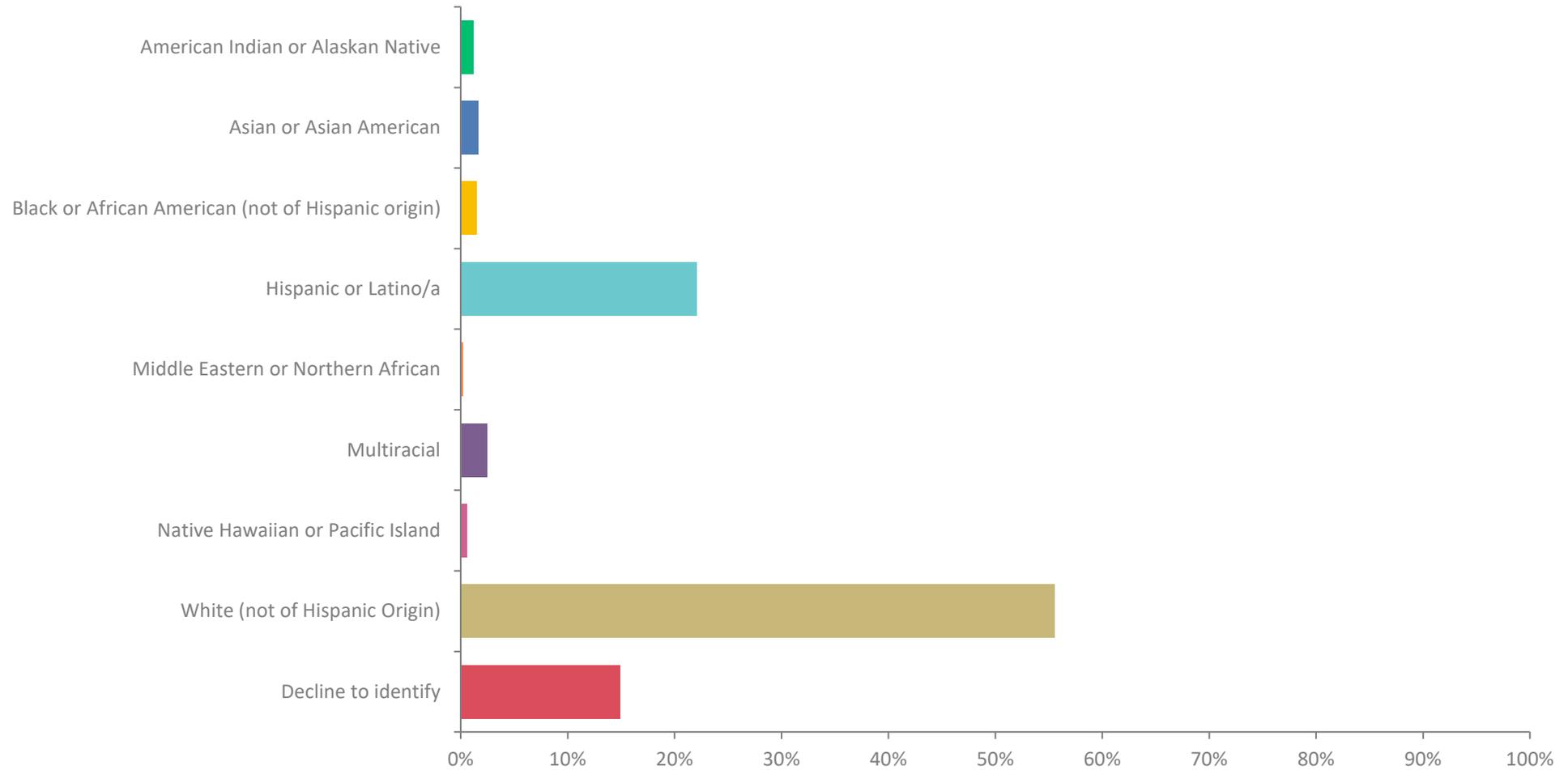
## Q21: My child has access to diverse course offerings, activities and athletics.

Answered: 1830 ,: 324

ANSWER CHOICES	RESPONSES	
Strongly agree	23.61%	432
Agree	44.97%	823
Disagree	11.37%	208
Strongly disagree	3.06%	56
Not sure	16.99%	311
<b>TOTAL</b>		<b>1830</b>

# Q22: Please indicate your ethnicity (optional).

Answered: 1814 ,: 340



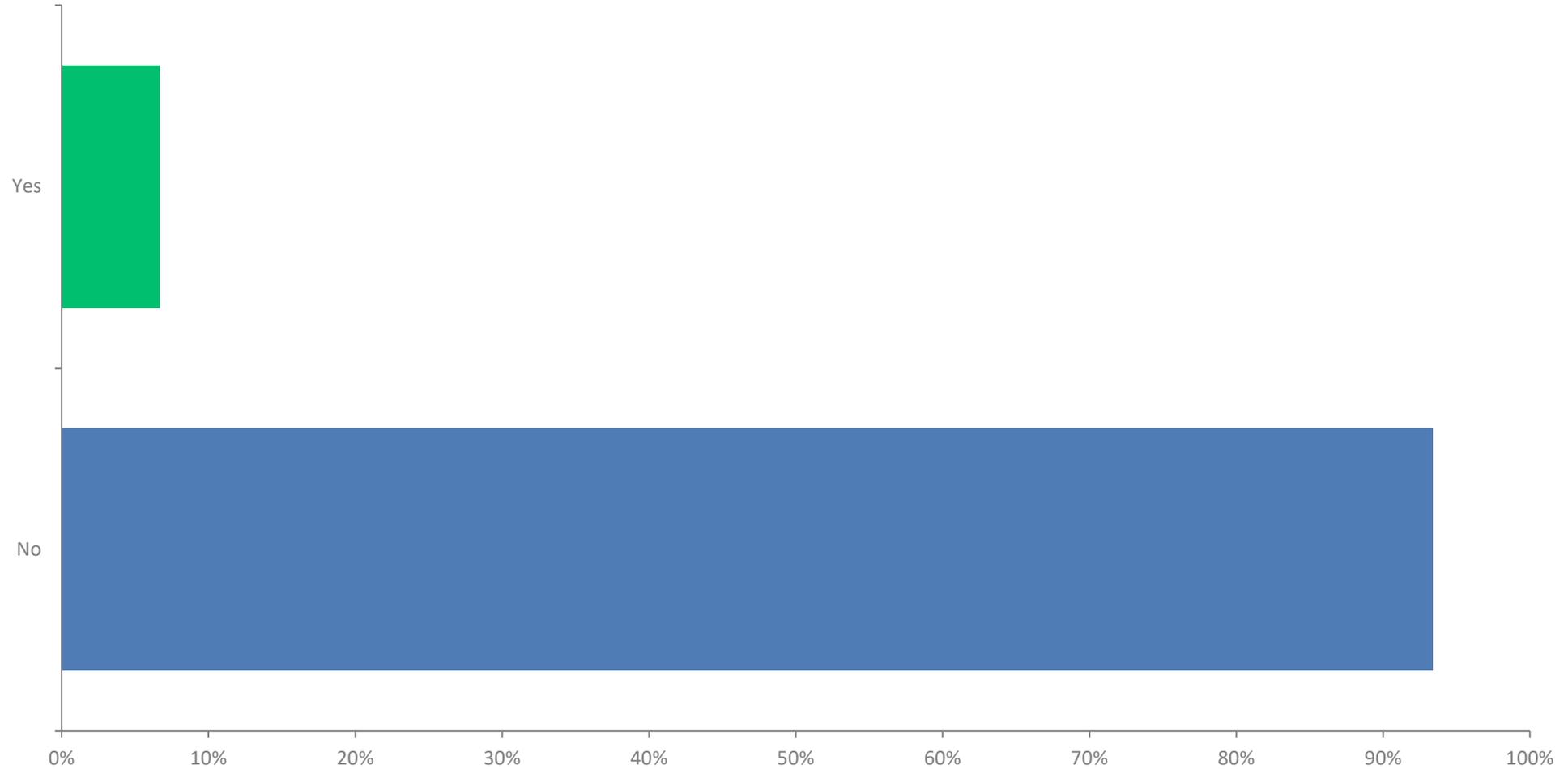
## Q22: Please indicate your ethnicity (optional).

Answered: 1814 ,: 340

ANSWER CHOICES	RESPONSES	
American Indian or Alaskan Native	1.16%	21
Asian or Asian American	1.65%	30
Black or African American (not of Hispanic origin)	1.49%	27
Hispanic or Latino/a	22.05%	400
Middle Eastern or Northern African	0.17%	3
Multiracial	2.48%	45
Native Hawaiian or Pacific Island	0.55%	10
White (not of Hispanic Origin)	55.51%	1007
Decline to identify	14.94%	271

# Q24: My child is a senior and graduating this year

Answered: 1830 , : 324



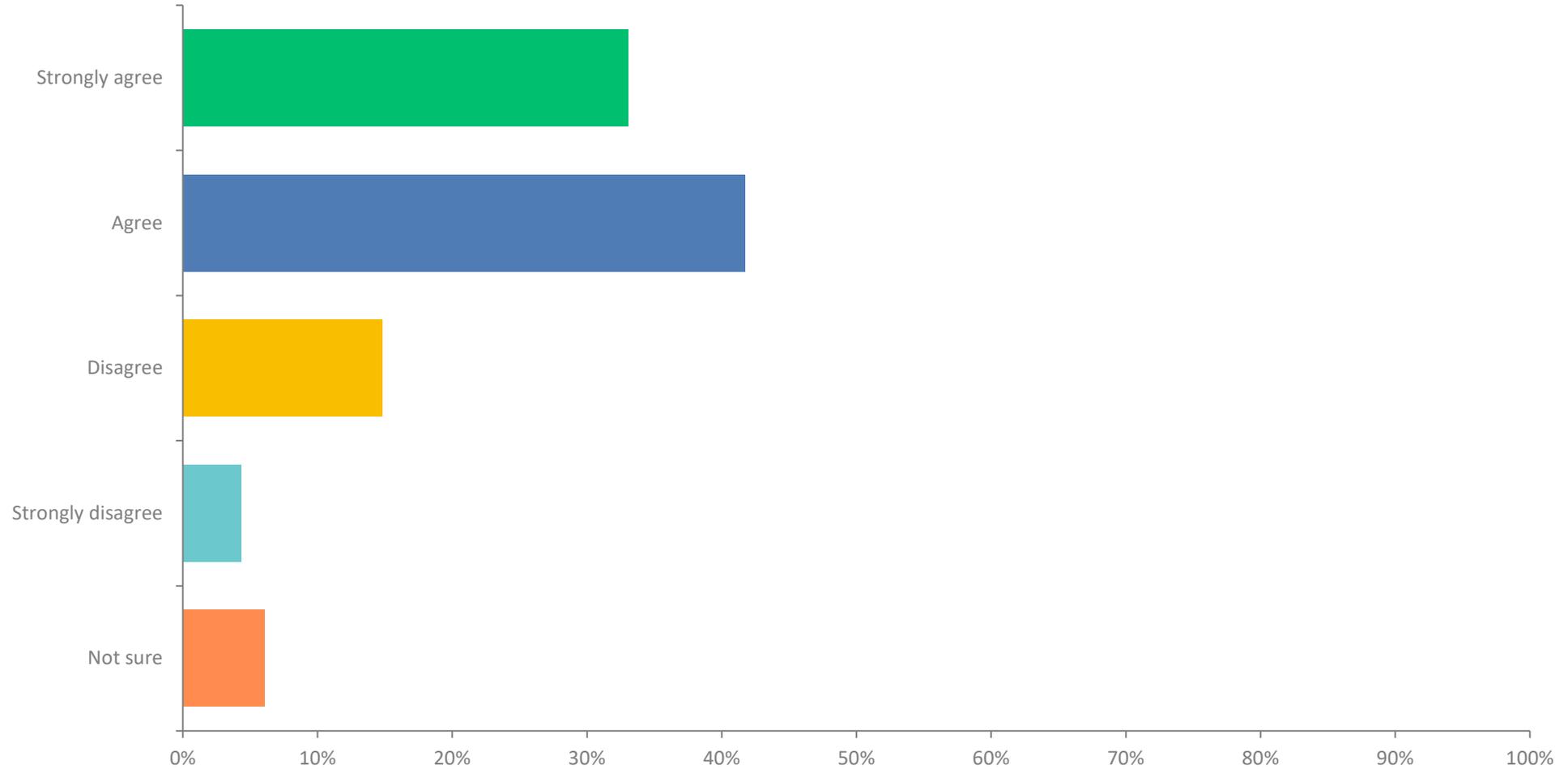
## Q24: My child is a senior and graduating this year

Answered: 1830 ,: 324

ANSWER CHOICES	RESPONSES	
Yes	6.67%	122
No	93.33%	1708
TOTAL		1830

# Q25: Thinking back over my child's entire experience in school at Kennewick School District, I am satisfied that they received a well-rounded, challenging, and valuable education?

Answered: 115 Skipped: 2039



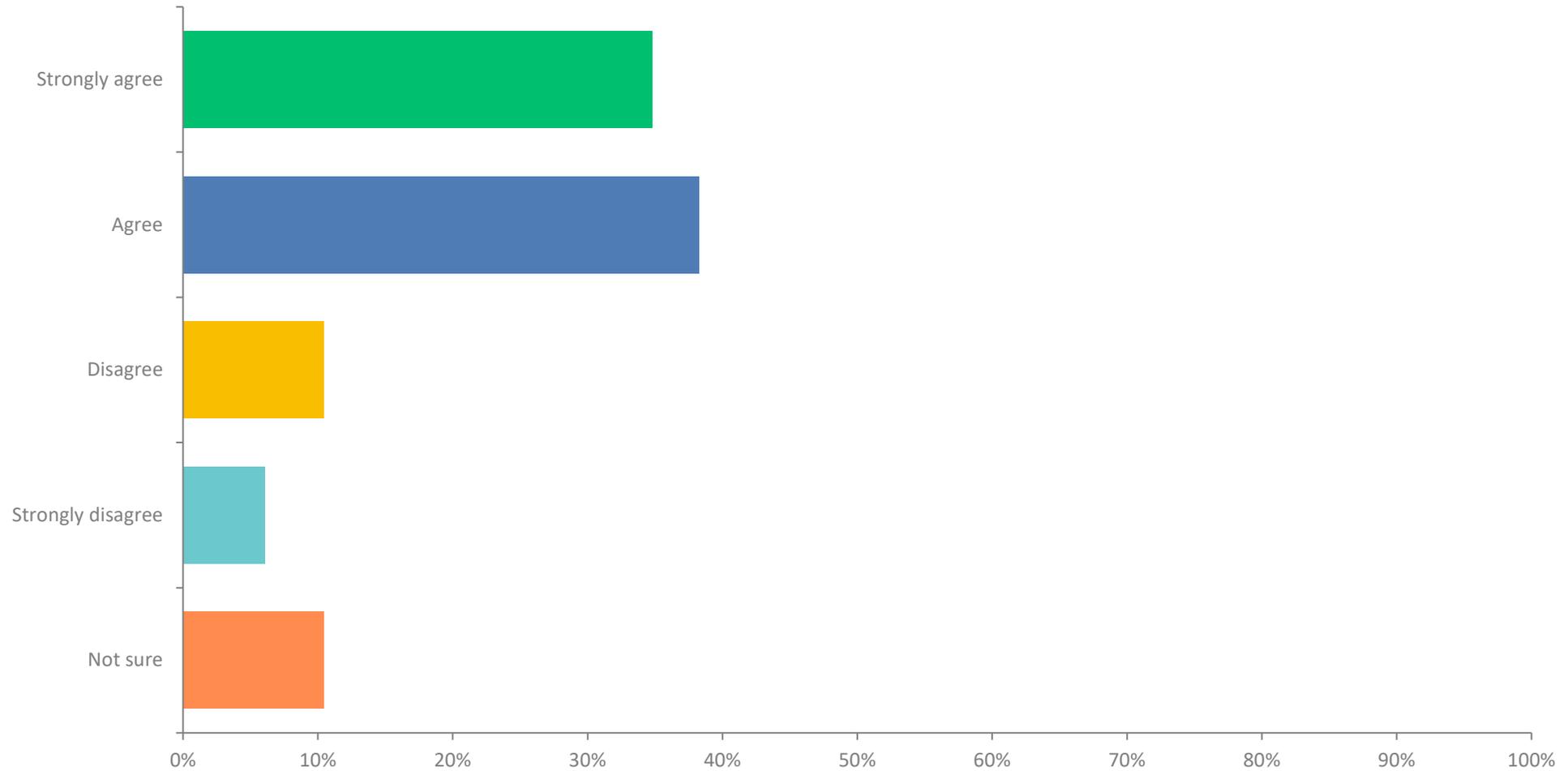
**Q25: Thinking back over my child's entire experience in school at Kennewick School District, I am satisfied that they received a well-rounded, challenging, and valuable education?**

Answered: 115 Skipped: 2039

ANSWER CHOICES	RESPONSES	
Strongly agree	33.04%	38
Agree	41.74%	48
Disagree	14.78%	17
Strongly disagree	4.35%	5
Not sure	6.09%	7
<b>TOTAL</b>		<b>115</b>

**Q26: My senior is prepared for the next endeavor in their life after high school. This could be college, post-secondary education, vocational or certification training, employment skills, military, or family life etc.**

Answered: 115 Skipped: 2039



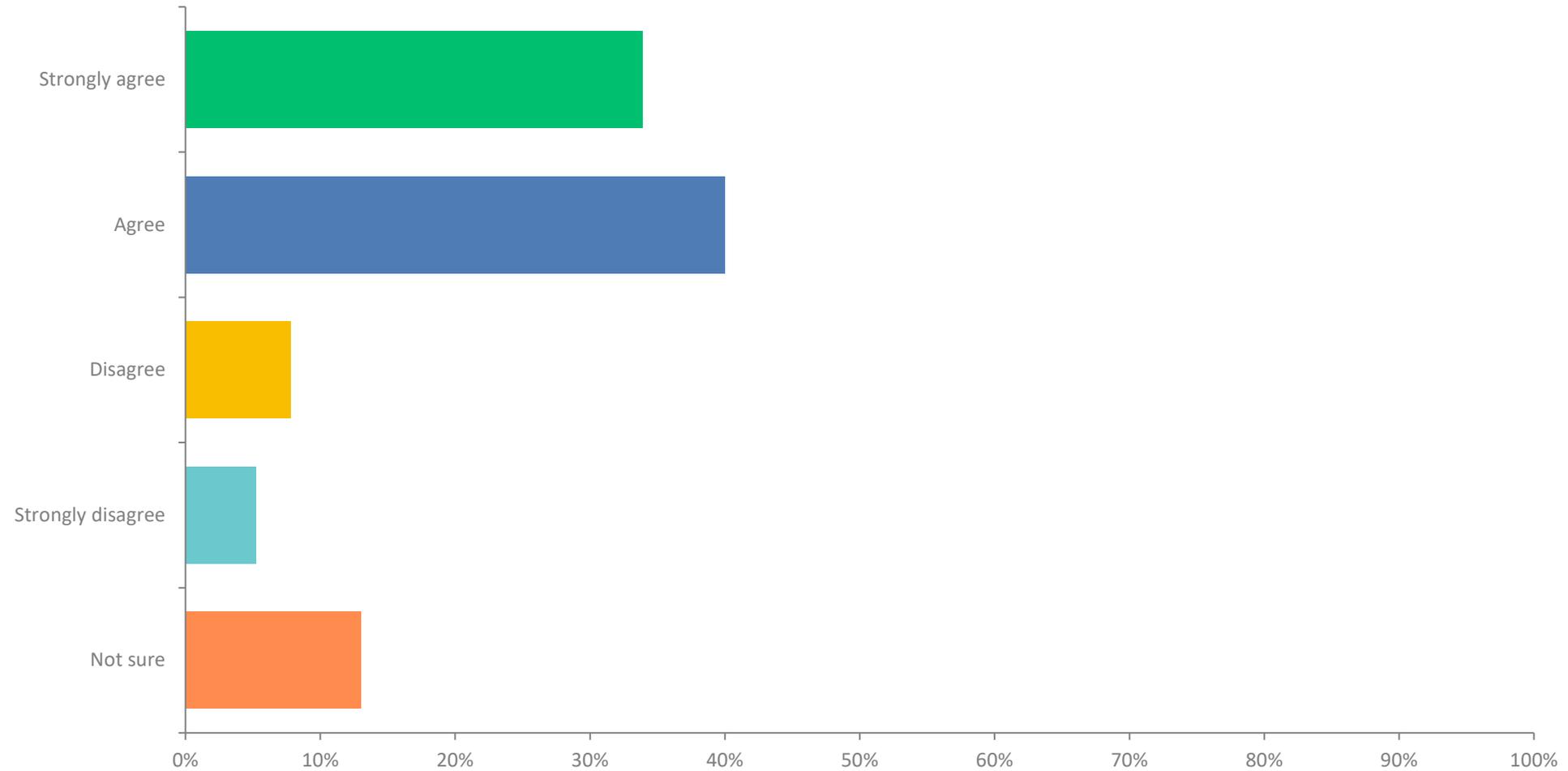
**Q26: My senior is prepared for the next endeavor in their life after high school. This could be college, post-secondary education, vocational or certification training, employment skills, military, or family life etc.**

Answered: 115 Skipped: 2039

ANSWER CHOICES	RESPONSES	
Strongly agree	34.78%	40
Agree	38.26%	44
Disagree	10.43%	12
Strongly disagree	6.09%	7
Not sure	10.43%	12
<b>TOTAL</b>		<b>115</b>

# Q27: My student was able to access and take the courses in high school that they needed in order to be prepared to pursue life beyond high school.

Answered: 115 Skipped: 2039



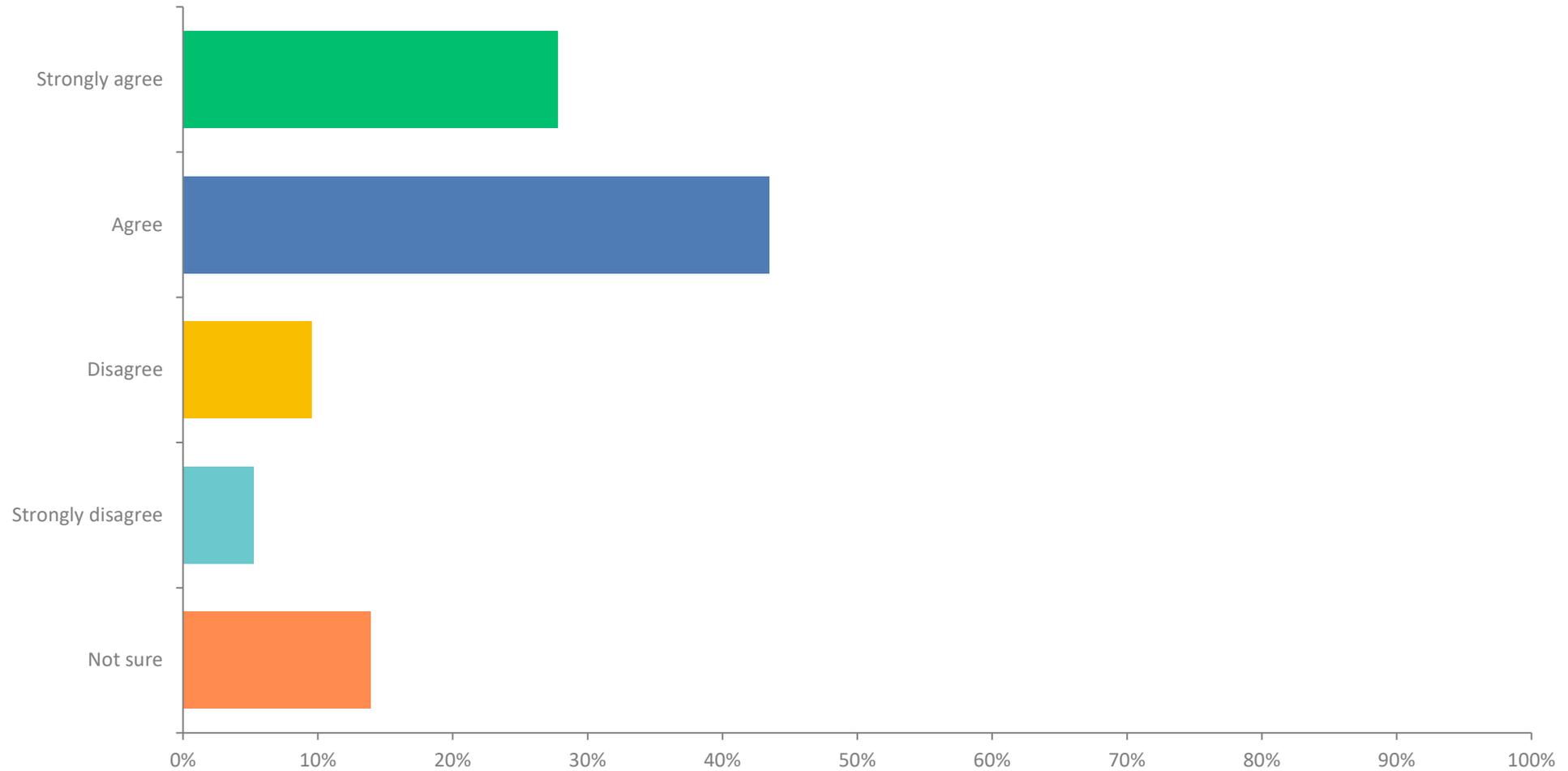
## Q27: My student was able to access and take the courses in high school that they needed in order to be prepared to pursue life beyond high school.

Answered: 115 Skipped: 2039

ANSWER CHOICES	RESPONSES	
Strongly agree	33.91%	39
Agree	40.0%	46
Disagree	7.83%	9
Strongly disagree	5.22%	6
Not sure	13.04%	15
<b>TOTAL</b>		<b>115</b>

**Q28: During my student's time in high school, my senior was properly informed by the school about graduation requirements, along with requirements for college, vocational school, financial aid, employment readiness, financial literacy, for their future endeavors.**

Answered: 115 Skipped: 2039



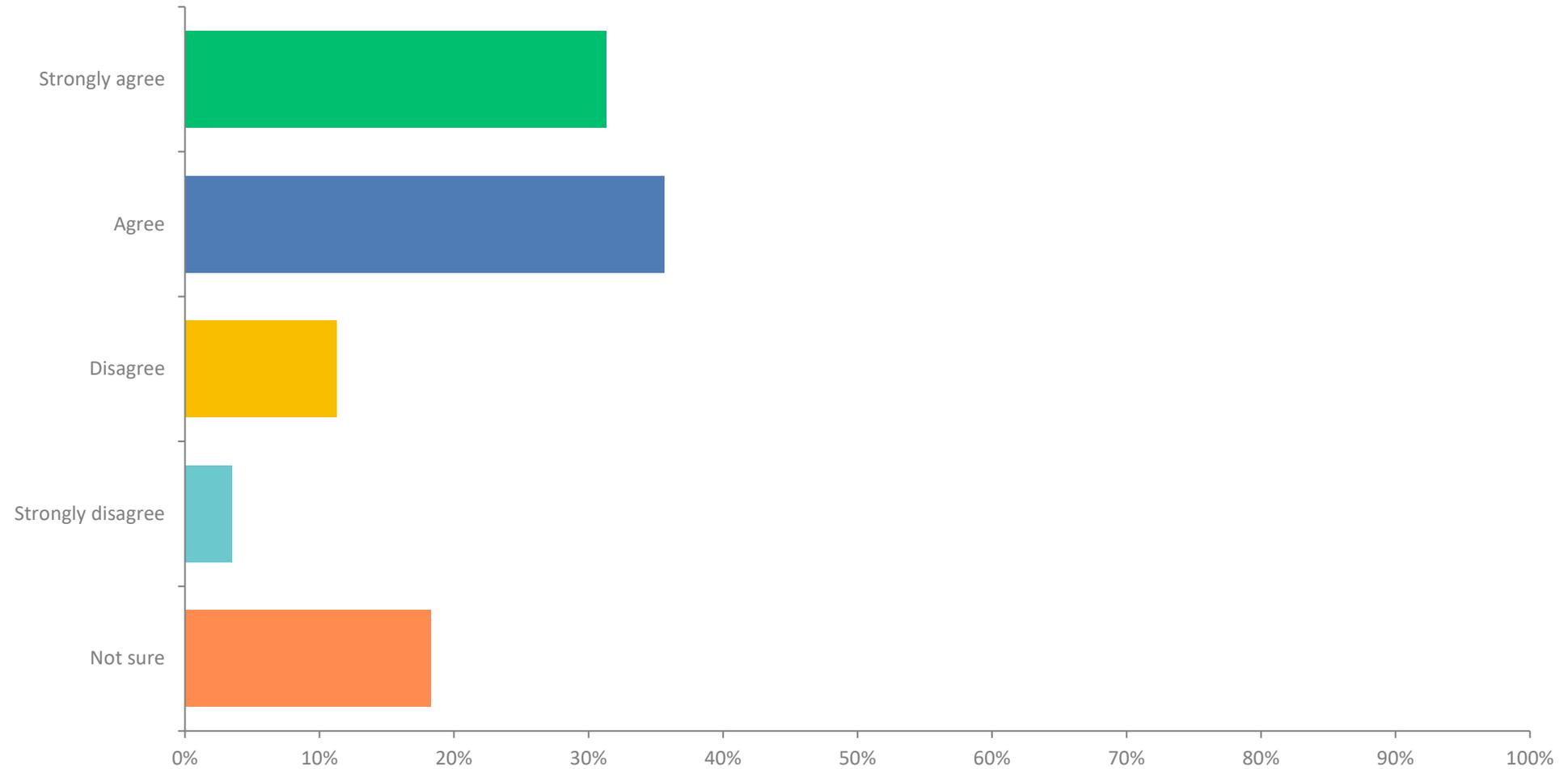
**Q28: During my student's time in high school, my senior was properly informed by the school about graduation requirements, along with requirements for college, vocational school, financial aid, employment readiness, financial literacy, for their future endeavors.**

Answered: 115 Skipped: 2039

ANSWER CHOICES	RESPONSES	
Strongly agree	27.83%	32
Agree	43.48%	50
Disagree	9.57%	11
Strongly disagree	5.22%	6
Not sure	13.91%	16
<b>TOTAL</b>		<b>115</b>

# Q29: The courses that my senior took throughout high school were challenging and relevant to their lives and future goals.

Answered: 115 Skipped: 2039



## Q29: The courses that my senior took throughout high school were challenging and relevant to their lives and future goals.

Answered: 115 Skipped: 2039

ANSWER CHOICES	RESPONSES	
Strongly agree	31.30%	36
Agree	35.65%	41
Disagree	11.30%	13
Strongly disagree	3.48%	4
Not sure	18.26%	21
<b>TOTAL</b>		<b>115</b>

## STUDENTS

### Part-Time, ~~or~~ Home-Based Students or Off-Campus Students

Part-time students are permitted to enroll and receive ancillary services, provided that such students are otherwise eligible for full-time enrollment in the school district and such courses or services are not available in the student's private school or an approved extension. Part-time status e also includes any student, not enrolled in a private school, who is receiving home-based instruction and taking courses at or receiving ancillary services from the district or both, or any student involved in an approve work training program.

Home-based instruction consists of planned and supervised instructional and related educational activities, including the basic skills of occupational education, science, mathematics, language, social studies, history, health, reading, writing, spelling, and the development of an appreciation of art and music, ~~provided such instruction is equivalent to the total annual program hours per grade level as established for public and approved private schools. See Kennewick School District Policy No. 2410 regarding graduation requirements for high school students. Such instruction will be equivalent, as liberally construed, to the total annual program hours per grade level as established for public schools.~~

Home-based instruction may be provided by a parent who has filed a declaration of intent with the superintendent by September 15, or within two (2) weeks of the beginning of any quarter, trimester or semester. Parents may file their declaration of intent with the school district in which they reside or in a school district that has accepted their student pursuant to RCW 28A.225.225. All decisions relating to philosophy or doctrine, selection of books, teaching materials and curriculum, and methods, timing, place, and provision for the evaluation of home-based instruction will be the responsibility of the parent. Failure of a parent to comply with the standards as specified in the law will constitute a violation of the compulsory attendance law.

Home-based instruction may be provided by a parent who is instructing his/her child and who:

1. Is supervised by a certificated teacher a minimum of an average of one contact hour per week each month; or
2. Has either earned forty five college level quarter credit hours or its equivalent in semester hours or has completed a course in home-based instruction at a post secondary institution or a vocational technical institute; or
3. Is deemed sufficiently qualified to provide home based instruction by the superintendent of the local school district in which the child resides.

Each parent whose child is receiving home based instruction shall:

1. File a Declaration of Intent to Provide Home Based Instruction, form F-1-3113, with the

Policy No. 3113  
Part-Time or Home-Based Students – Continued

superintendent or his/her designee by September 15 or within two weeks of the beginning of any quarter, trimester, or semester;

2. Ensure that test scores or annual academic progress assessments and immunization records, together with any other records that are kept relating to the instructional and educational activities provided, are forwarded to any other public or private school to which the child transfers; and
3. Ensure that a standardized achievement test approved by the state board of education is administered annually to the child by a qualified individual or that an annual assessment of the student's academic progress is written by a certificated person who is currently working in the field of education. The standardized test results or the annual academic progress assessment report shall be made a part of the child's permanent records.

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All decisions relating to philosophy or doctrine, selection of books, teaching materials and curriculum, and methods, timing, and place in provision or evaluation of home-based instruction shall be the responsibility of the parent except for matters specifically referred to in Chapter 28A.200 of Title 28A. Failure of a parent to comply with the standards as specified in this policy shall constitute a violation of the compulsory attendance law.

A student may be enrolled in an off-campus instruction provided that such experiences have been approved by the superintendent, or designee.

The superintendent will establish procedures that define the district's responsibilities for home-based and off-campus based instruction.

Legal Reference:

- RCW 28A.150.350 Part-time students — Defined — Enrollment authorized — Reimbursement for costs--Funding authority recognition — Rules, regulations
- RCW 28A.195.010 Private schools – Exemption from student learning goals, state learning standards, and high school assessments – Minimum requirements. Private schools — Exemption from high school assessment requirements — Extension programs for parents to teach children in their custody.
- RCW 28A.200.010 Home-Based Instruction – Duties of Parents
- RCW 28A.200.020 Home Based Instruction – Certain Decisions – Responsibility of Parent Unless Otherwise Specified
- RCW 28A.225.010 Attendance mandatory — Age — Exceptions
- RCW 28A.225.220 Adults, children from other districts, agreements for attending school — Tuition
- WAC 392-121-182 Alternative learning experience requirements

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Policy No. 3113  
Part-Time or Home-Based Students – Continued

[WAC 392-134-010 Attendance rights of part-time public school students](#)  
[RCW 28A.225.225 - Applications from school employees' children, nonresident students, or students receiving home-based instruction to attend district school—Acceptance and rejection standards—Notification](#)

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Adopted: [September 8, 1993](#)  
Amended: [September 27, 1995](#)  
~~Revised~~Amended: [September 2, 2020](#)  
Amended: [September 27, 2023](#)

## STUDENTS

### Part-Time, Home-Based Students or Off-Campus Students

Part-time students are permitted to enroll and receive ancillary services, provided that such students are otherwise eligible for full-time enrollment in the school district and such courses or services are not available in the student's private school or an approved extension. Part-time status also includes any student, not enrolled in a private school, who is receiving home-based instruction and taking courses at or receiving ancillary services from the district or both, or any student involved in an approved work training program.

Home-based instruction consists of planned and supervised instructional and related educational activities, including the basic skills of occupational education, science, mathematics, language, social studies, history, health, reading, writing, spelling, and the development of an appreciation of art and music. Such instruction will be equivalent, as liberally construed, to the total annual program hours per grade level as established for public schools.

Home-based instruction may be provided by a parent who has filed a declaration of intent with the superintendent by September 15, or within two (2) weeks of the beginning of any quarter, trimester, or semester. Parents may file their declaration of intent with the school district in which they reside or in a school district that has accepted their student pursuant to [RCW 28A.225.225](#). All decisions relating to philosophy or doctrine, selection of books, teaching materials and curriculum, and methods, timing, place, and provision for the evaluation of home-based instruction will be the responsibility of the parent. Failure of a parent to comply with the standards as specified in the law will constitute a violation of the compulsory attendance law.

A student may be enrolled in an off-campus instruction provided that such experiences have been approved by the superintendent, or designee.

The superintendent will establish procedures that define the district's responsibilities for home-based and off-campus based instruction.

Legal Reference:	RCW <a href="#">28A.150.350</a>	Part-time students – Defined - Enrollment authorized -Reimbursement for costs - Funding authority recognition - Rules, regulations.
	RCW <a href="#">28A.195.010</a>	Private schools – Exemption from student learning goals, state learning standards, and high school assessments – Minimum requirements.
	RCW <a href="#">28A.225.010</a>	Attendance mandatory – Age – Exceptions.
	RCW <a href="#">28A.225.220</a>	Adults, children from other districts,

Policy No. 3113  
Part-Time or Home-Based Students – Continued

WAC [392-121-182](#)

WAC [392-134-010](#)

RCW [28A.225.225](#)

agreements for attending school – Tuition.  
Alternative learning experience  
Requirements.  
Attendance rights of part-time public school  
students.  
Applications from school employees'  
children, nonresident students, or students  
receiving home-based instruction to attend  
district school - Acceptance and rejection  
standards -Notification.

Adopted: September 8, 1993  
Amended: September 27, 1995  
Amended: September 2, 2020  
Amended: September 27, 2023

## STUDENTS

### Parent and Student Rights in Administration of Surveys, Analysis or Evaluations

All instructional materials, including supplementary materials and teachers' manuals, used with any survey, analysis, or evaluation in a program or project are available for inspection by parents and guardians.

No student will be required as part of any project or program to submit to a survey, analysis or evaluation that reveals information concerning the following without prior written consent of the student, if the student is an adult or an emancipated minor, or the student's parent:

- A. Political affiliations or beliefs of the student or the student's parent;
- B. Mental or psychological problems of the student or the student's family;
- C. Sex behavior or attitudes;
- D. Illegal, anti-social, self-incriminating, or demeaning behavior;
- E. Critical appraisals of other individuals with whom the student has close family relationships;
- F. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
- G. Religious practices, affiliations, or beliefs of the student or student's parent; or
- H. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

The district will make arrangements to protect student privacy during the administration of surveys and the collection, disclosure or use of personal information for marketing, sales or other distribution purposes.

The superintendent or designee will develop procedures consistent with this policy.

Legal Reference:     [34 CFR Part 98](#)             Students rights in research, experimental activities, and testing.

Adopted:           September 27, 2023