



Kevin Bogatin
Superintendent

621 Linwood Avenue SW Tumwater, WA 98512-6847
(360) 709-7000 www.tumwater.k12.wa.us

Capital Projects:
(360) 709-7005
Financial Services:
(360) 709-7010
Human Resources:
(360) 709-7020
Payroll/Benefits:
(360) 709-7029
Student Learning:
(360) 709-7030
Special Services:
(360) 709-7040

School Director's Agenda Regular Meeting

Thursday, September 28, 2023

Start Time: 6:00pm

Location: District Office and YouTube
621 Linwood Ave. SW Tumwater, WA 98512

Please Note: Public Comment is only available to those who have signed up in advance by filling out the [Public Comment Form](#) by 12 PM on the day of the meeting.
Please see our website for more information.

- 6:00pm** **Call Regular Meeting to Order** (*President Killough*)
- Recognition/Flag Salute
- 6:01pm** **Agenda Discussion/Approval** (*President Killough/Superintendent Bogatin*)
- 6:02pm** **Meeting Minutes Review**
- August 24, 2023 Regular Meeting
 - September 14, 2023 Special Meeting & Work Session
- 6:03pm** **Consent Agenda**
- Personnel Report
 - Payroll and Vouchers
 - Budget Status Report
 - CTE 4 Year Action Plan 2023-2027
 - Capital Projects – Contract Change Orders
 - 23-24 TOPA Salary Schedule
- 6:04pm** **Recognition**
- Michelle Paul
 - Association Presidents
- 6:10pm** **School Updates**
- New Principals – Back to School
- 6:20pm** **Student Rep Reports**
- Lilly Wilson, BHHS
 - Ameiya Brown, THS
 - Lyn Hepp, CHS

BOARD OF DIRECTORS
JILL ADAMS MELISSA BEARD DARBY KAIKKONEN SCOTT KILLOUGH CASEY TAYLOR

“Continuous Student Learning in a Caring, Engaging Environment”

- 6:29pm** **Public Comment Reminder** (*Vice President Kaikkonen*)
- 6:30pm** **Public Comment**-*In the interest of maintaining the integrity of the published agenda, individual speakers are asked to limit their comments to not more than 3 minutes. A maximum of 30 minutes will be reserved on the agenda for all public comment.*
- Speakers-Agenda and Non-Agenda Items (*Becky Parsons*)
- 7:00pm** **Reports to the Board**
- 1st Reading Policy 3246, Restraint, Isolation and Other Uses of Reasonable Force (*Chris Burgmeier*)
 - 1st Reading Policy 5281, Disciplinary Action and Discharge (*Wendy Bromley*)
 - 1st Reading Policy 5401, Sick Leave (*Wendy Bromley*)
 - 1st Reading, Policy 5406, Shared Leave (*Wendy Bromley*)
 - 1st Reading, Policy 6700, Nutrition, Health and Physical Education (*Bob Gibson*)
 - Financial Services Update (*Melissa Richter*)
 - Capital Facility Summer Projects (*Mel Murray*)
- 7:15pm** **Action Items**
- 2nd Reading and Recommended Approval Policy 6225, Use of Electronic Signature (*Shawn Batstone*)
- 7:20pm** **Superintendent's Report** (*Superintendent Bogatin*)
- 7:30pm** **Board Committee Reports**
- Legislative Update (*Director Beard*)
 - WIAA Update (*Director Taylor*)
- 7:40pm** **Board Comments**
- 7:50pm** **Adjourn Regular Meeting**

NEXT BOARD MEETING: Regular Board Meeting October 26, 2023.
The Board may also schedule additional special or emergency meetings consistent with RCW 28A.343.380.

MEETING MINUTES

- August 24, 2023 Regular Board Meeting
- September 14, 2023 Special Meeting & Work Session



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Tumwater School District School Board Meeting Minutes

Location: District Office & YouTube
621 Linwood Ave. SW
Tumwater, WA 98512
August 24, 2023
6:00 pm

Board Members Present: Casey Taylor, Scott Killough, Melissa Beard, Darby Kaikkonen, Jill Adams, Kevin Bogatin (Secretary)

President Killough called the meeting to order at 6:00 pm and acknowledged that the Tumwater School District sits on the ancestral land of the Nisqually, Squaxin Island and Chehalis people, thanking the caretakers of the land who have lived on and continue to live on the land since time immemorial. He then led everyone in the flag salute.

Public Comment Reminder

- President Killough outlined how the Public Comment portion of the meeting works.

Agenda Discussion/Approval

- Agenda Changes: Superintendent Bogatin shared that there were no updates to the previously published version of the agenda. The agenda was unanimously approved.

Review of Minutes

The Board, with the exception of Vice-President Kaikkonen, had reviewed the June 15, June 29, July 13, August 3, and August 10, 2023 board minutes and there were no changes. The minutes were approved by all of the members who had reviewed them.

Consent Agenda

- The Budget Status report had been updated; the original report in the packet was for the wrong month.
Director Taylor/Vice-President Kaikkonen, Motioned/Seconded (M/S) to approve the updated Consent Agenda. The updated Consent Agenda was approved as follows:

BOARD OF DIRECTORS
JILL ADAMS MELISSA BEARD DARBY KAIKKONEN SCOTT KILLOUGH CASEY TAYLOR

"Continuous Student Learning in a Caring, Engaging Environment"

➤ Personnel Report:

New Hires	Position	Location	Status	Group
Candice Bracken	Office Professional 3	BMS	One Year Only for the 2023-2024 School Year	TOPA
Rachel Urvina	Office Professional 3	TMS	One Year Only for the 2023-2024 School Year	TOPA
Rosemarie Sawyer	Sign Language Interpreter	SS	Continuing Position, 2023-2024 School Year	NON-REP
Heidi Weber	Sign Language Interpreter	SS	Continuing Position, 2023-2024 School Year	NON-REP
Kahala Flores	Registered Behavior Technician	SS	One Year Only for the 2023-2024 School Year	NON-REP
Jeffrey LaBanc	Speech Language Pathologist	Special Services	1.0 FTE (Continuing 2023-2024)	TEA
Drue Lambarena Gangi	Counselor	BMS	1.0 FTE (Continuing 2023-2024)	TEA
Amanda Ogden	Registered Behavior Technician	SS	One Year Only for the 2023-2024 School Year	NON-REP
Cynthia Mendive	Registered Behavior Technician	SS	One Year Only for the 2023-2024 School Year	NON-REP
Stacey Rongen	Paraprofessional	EOE	Continuing Position, 2023-2024 School Year	TAP
Alexis Jasper	Paraprofessional	PGS	One Year Only for the 2023-2024 School Year	TAP
Rhiannon Vanderwerff	Paraprofessional	MTS	One Year Only for the 2023-2024 School Year	TAP
Kristin Toney	Paraprofessional	PGS	One Year Only for the 2023-2024 School Year	TAP
Elizabeth Hott-Smith	Paraprofessional	BLE	One Year Only for the 2023-2024 School Year	TAP
Lisa Autrey	Paraprofessional	THS	One Year Only for the 2023-2024 School Year	TAP
Kristy Hall	Paraprofessional	THS	One Year Only for the 2023-2024 School Year	TAP
Davina Allen	Paraprofessional	THE	One Year Only for the 2023-2024 School Year	TAP
Savannah Mains	Paraprofessional	THE	Continuing Position, 2023-2024 School Year	TAP
Amy Marie Butcher	Paraprofessional	PGS	One Year Only for the 2023-2024 School Year	TAP
Teri Peterson	Counselor	TMS	1.0 FTE (Continuing 2023-2024)	TEA
Denise Shiroma	Speech Language Pathologist	Special Services	1.0 FTE (Continuing 2023-2024)	TEA

Stephen Walker	Paraprofessional	MTS	One Year Only for the 2023-2024 School Year	TAP
Sheri Griggs	Paraprofessional	TMS	One Year Only for the 2023-2024 School Year	TAP
Jeffrey Hettinger	Multilingual Teacher	SL/TMS/BMS	7.0 FTE (Continuing 2023-2024)	TEA
Kyndra Douglas	Teacher	TMS	1.0 FTE (Continuing 2023-2024)	TEA
Kenneth Nonamaker	Campus Supervisor	BHHS	Continuing Position, 2023-2024 School Year	NON-REP
Alison Karnes	BCBA	Special Services	1.0 FTE (Continuing 2023-2024)	TEA
Amber Morales	Teacher	THE	Leave Replacement Teacher, One Year Only (2023-2024), effective 09/06/2023-02/02/2024	TEA
Rylee White	Special Ed Teacher	BMS	1.0 FTE (Continuing 2023-2024)	TEA
Sally Womach	Paraprofessional	THS	Continuing Position, 2023-2024 School Year	TAP
Whitney Thompson	Teacher	BHHS	1.0 FTE (Continuing 2023-2024)	TEA
Rachel Cox	Paraprofessional	EOE	One Year Only for the 2023-2024 School Year	TAP
Ivy Schwandt	Paraprofessional	PGS	Continuing Position, 2023-2024 School Year	TAP
Evahleigh Hedin-Baughn	Paraprofessional	PGS	Continuing Position, 2023-2024 School Year	TAP
Aaron Houk	Teacher	BHHS	1.0 FTE (Continuing 2023-2024)	TEA
Amber Henrichsen	Paraprofessional	BMS	Continuing Position, 2023-2024 School Year	TAP
Amy Haugh	Registered Behavior Technician	Special Services	One Year Only for the 2023-2024 School Year	NON-REP
Bonnie Brien	Teacher	THS	0.6 FTE (Continuing 2023-2024)	TEA
Christina Martin	Assistant Cook	BMS	Effective 2023-2024 School Year	PSE
Clark Wilcox	Bus Driver Trainee	Transportation	Effective August 4, 2023	PSE
Dylan Mackenzie	Paraprofessional	PGS	One Year Only for the 2023-2024 School Year	TAP
Kathleen Haviland	Assistant Cook	TMS	3 hpd effective September 6, 2023	PSE
Kierstin Smith	Teacher	PGS	One Year Only for the 2023-2024 School Year	TEA
Konnor Kelly	Bus Driver Trainee	Transportation	Effective August 4, 2023	PSE
Makayla Sample	Registered Behavior Technician	Special Services	One Year Only for the 2023-2024 School Year	NON-REP
Mary Claire Willis	Paraprofessional	LRE	Continuing Position, 2023-2024 School Year	TAP

Miguel Arneson	Teacher	BMS	1.0 FTE (Continuing 2023-2024)	TEA
Pepi Gabor	Paraprofessional	THS	Continuing Position, 2023-2024 School Year	TAP
Sarah E Johnson	Counselor	EOE	Continuing Position, 2023-2024 School Year	TEA
Steven Sept	Bus Driver Trainee	Transportation	Effective July 27, 2023	PSE
Tania Montarbo	Paraprofessional	BHHS	One Year Only for the 2023-2024 School Year	TAP
Veronica Carpenter	Bus Driver Trainee	Transportation	Effective August 1, 2023	PSE
Steven O'Connor	Bus Driver	Transportation	Effective August 7, 2023	PSE
Faith Landry	Bus Driver	Transportation	Effective August 1, 2023	PSE
Joshua Parker	Bus Driver Trainee	Transportation	Effective August 9, 2023	PSE
Andrew George	Physical Therapist	SS	1.0 FTE (Continuing 2023-2024)	TEA
Ivan Morales	Teacher	BMS	1.0 FTE (Continuing 2023-2024)	TEA
Shannon Leon	Support Services Asst. Tech/Office & Warehouse	B&G	8 hpd effective August 21, 2023	PSE
Kimberly Randazzo	Teacher	LRE	1.0 FTE (Continuing 2023-2024)	TEA
Heather Cherniske	Human Resources 1	DO	Effective August 28, 2023	NON-REP
Adjusted:				
Joy Lower	Counselor	CHS/THS	From CHS/TVA/EOE to CHS/THS, effective the 2023-2024 school year	TEA
Clinton Foster	Custodian-Lead	LRE	From Evening custodian at MTS to Lead Custodian at LRE, effective July 10, 2023	PSE
Tram Hoang	Cook	TMS	From 3 hours Assistant Cook (BHHS) to 6 hours Cook (TMS), effective the 2023-2024 school year	PSE
Phikulthong Kaltebaugh	Cook	BMS	From 6 hours Cook (TMS) to 6.25 hours Cook (BMS), effective the 2023-2024 school year	PSE
Analyn Trubia	Cook	BMS	From 3 hours Assistant Cook (TMS) to 6.25 hours Cook (BMS), effective the 2023-2024 school year	PSE
Diana Wilks	Cook	EOE	From 4 hours Assistant Cook (MTS) to 6 hours Cook (EOE), effective the 2023-2024 school year	PSE

Katie Greer	Brailist	SS	From Paraprofessional (MTS) to 7.5 hours Brailist (Special Services), effective the 2023-2024 school year	NON REP
Terri Turner	Office Professional 2	SL	From Office Professional 3 (TVA) to Office Professional 2 (Student Learning) , effective July 17 2023	TOPA
Sonya Cooper	Paraprofessional	PGS	From MTS to PGS, effective the 2023-2024 school year	TAP
Carisa Shaw	Paraprofessional	BLE	From 5 days per week to 3 days per week, effective the 2023-2024 school year	TAP
Constance Phegley	Teacher	SL/THS/BHHS	From 0.5 FTE at THS/TMS to 0.7 FTE at SL/THS/BHHS, effective the 2023-2024 school year	TEA
Josh Theobald	Teacher	THS	From 0.4 FTE at THS to 1.0 FTE at THS, effective the 2023-2024 school year	TEA
Kevin Niemcziek	Custodian	MTS	From 5 hours Evening custodian to 8 hours Evening Custodian at MTS, effective August 7, 2023	PSE
Amanda Curtis	Human Resource Specialist II	Human Resources	From a Continuing HR Specialist 1 to a Continuing Human Resource Specialist II, effective August 7, 2023	Non-Rep
Lindsey Owens	Human Resource Specialist II	Human Resources	From a Temporary HR Specialist II to a Continuing Human Resource Specialist II, effective August 7, 2023	Non-Rep
Lisa Perreira	Assistant Principal	THS	From BMS to THS, effective August 7, 2023	ADMIN
Shawn Guthrie	Assistant Principal	BMS	From Principal to Assistant Principal, effective August 9, 2023	ADMIN
Elliott Hedin	Principal	BMS	From MTS to BMS effective August 9, 2024	ADMIN
Zachary Suderman	Principal	THS	From Assistant Principal to Principal, effective July 24, 2023	ADMIN
Melinda McGill	Teacher	BMS	From 0.6 FTE at THS to 1.0 FTE at BMS, effective the 2023-2024 school year	TEA
Natalie Phillipone	Administrative Secretary	NMSC	From 6 hours per day Paraprofessional (PGS) to 8 hours per day Administrative	NMSC

			Secretary (NMSC), effective 9/5/23	
Leaves:				
Jasmine Stray	Teacher	PGS	Leave of Absence, beginning September 6, 2023, returning January 10th, 2024	TEA
Anna Bush	Counselor	THS	Leave of Absence, beginning September 6, 2023, returning January 22nd, 2024	TEA
Sydney Hardcastle	Paraprofessional	SL	Leave of Absence, beginning September 6, 2023, returning December 1, 2023	TAP
Resignation:				
Amelia Lyman-Mangeng	PT	SS	Effective August 31, 2023	TEA
Casey Reeves	Driver in Training	Transportation	Effective July 3, 2023	PSE
Craig Friedman	Driver in Training	Transportation	Effective July 3, 2023	PSE
Nicole Rakoz	Counselor	BMS	Effective August 31, 2023	TEA
Elizabeth Armour	Assistant Cheer Coach	THS	Effective June 13, 2023	N/A
Hayley Ridout	Human Resources Specialist	Human Resources	Effective August 7, 2023	NON REP
Iovani Rodriguez Perez	Assistant Girls Soccer Coach	THS	Effective August 9, 2023	N/A
Jamie Crews	Assistant Girls Soccer Coach	THS	Effective August 9, 2023	N/A
Katherine Linich	Teacher	EOE	Effective end of 22/23 school year	TEA
Marlyn Kyle	Bus Driver	Transportation	Effective August 31, 2023	PSE
Megan Trimble	Human Resources Specialist	Human Resources	Effective August 3, 2023	NON REP
Nels Chandler	Assistant Football Coach	BMS	Effective June 24, 2023	N/A
Quinton Jones	Assistant Football Coach	BHHS	Effective July 24, 2023	N/A
Ashley Lupinski	Teacher	BMS	Effective end of 22/23 school year	TEA
Non-Renewal:				
Nicholette Hopkins	Assistant Cheer Coach	THS	Effective August 9, 2023	N/A
Co-Curricular:				
Dean Sawhill	Assistant Cross Country Coach	TMS	Resigning, effective July 24, 2023	N/A
Dean Sawhill	Head Swim Coach	BHHS	Effective July 23, 2023	N/A
Jackson Martin	Head Boys Golf Coach	BHHS	Effective July 24, 2023	N/A

Brittany Ellingsen	Head Boys Tennis Coach	BHHS	Effective July 24, 2023	N/A
Recommend Approval:				

Recommend approval to issue Laura Allison a conditional certificate for her role as a School Nurse

Recommend approval to issue Sarah Wyrembek a conditional certificate for her role as a School Nurse

➤ Payroll and Vouchers:

FUND NAME	WARRANTS (INCLUSIVE)				AMOUNT
<u>GENERAL</u>					
<u>FUND:</u>					
Payroll					
Payroll Taxes				\$	1,372,468.67
Direct Deposit				\$	3,840,261.98
Payroll Benefit Wire Transfer				\$	1,137,362.78
Accounts Payable - Payroll	72806043	to	72806052	\$	17,192.94
Accounts Payable	72221467	to	72221491	\$	126,296.90
Accounts Payable	72221492	to	72221516	\$	208,560.98
Accounts Payable	72221517	to	72221528	\$	67,783.86
Accounts Payable	72221529	to	72221546	\$	1,224,167.85
Accounts Payable	72221547	to	72221547	\$	12,881.81
Accounts Payable	72221548	to	72221571	\$	187,566.21
Accounts Payable		to			
Accounts Payable ACH				\$	27,270.09
Accounts Payable ACH				\$	334,334.12
Accounts Payable ACH				\$	300,910.62
Accounts Payable ACH				\$	122,428.53
Accounts Payable ACH				\$	176,563.73
ACH Rejection					
Voided Warrants				\$	(7,333.30)
Accounts Payable - COMP TAX				\$	9,264.80
TOTAL GENERAL FUND:				\$	9,157,982.57
<u>CAPITAL PROJECTS</u>					
<u>FUND:</u>					
Accounts Payable	72012642	to	72012645	\$	448,053.50
Accounts Payable	72012646	to	72012647	\$	19,158.15
Accounts Payable		to			
Accounts Payable		to			
Accounts Payable ACH				\$	319.93
Accounts Payable ACH				\$	462,843.70
Accounts Payable ACH				\$	528.15
Accounts Payable ACH				\$	147,141.37
Voided Warrants					

Accounts Payable - COMP TAX				\$	1,885.66
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TOTAL CAPITAL PROJECTS FUND:				\$	1,079,930.46
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**ASSOCIATED
STUDENT
BODY FUND:**

Accounts Payable	72442244	to	72442246	\$	3,238.78
Accounts Payable	72442247	to	72442253	\$	5,288.58
Accounts Payable	72442254	to	72442254	\$	370.35
Accounts Payable		to			
Accounts Payable		to			
Accounts Payable ACH				\$	11,186.11
Accounts Payable ACH				\$	18,641.16
Accounts Payable ACH				\$	124.79
Accounts Payable ACH					
Accounts Payable ACH					
Voided Warrants					

**TOTAL
ASSOCIATED
STUDENT
BODY FUND:**

Accounts Payable - COMP TAX				\$	792.38
				\$	39,642.15

PRIVATE PURPOSE FUND:

Accounts Payable	72700586	to	72700586	\$	420.00
Accounts Payable		to			
Accounts Payable ACH					
Accounts Payable ACH					
Voided Warrants					
Accounts Payable - COMP TAX					

**TRANSPORTATION VEHICLE
FUND:**

TOTAL PRIVATE PURPOSE FUND:				\$	420.00
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Accounts Payable	7290032	to	7290032	\$	184,565.37
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TOTAL TRANSPORTATION VEHICLE FUND:				\$	184,565.37
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- Budget Status Report
- Capital Projects – Acceptance of Contracts as Complete: NMSC Culinary Arts Dishwasher Upgrade, BLE Dishwasher with Installment and Support Services Building Exterior Painting
- Capital Projects – Contract Change Orders: LINGS Modular Building and TMS Seismic Upgrades
- New Market Skills Center: Minor Works Grant Award
- TBIP Grant Application

Recess Regular Meeting

- 2022/23 Budget Extension – The Regular Meeting recessed at 6:08 PM. Melissa Richter presented the 22-23 budget extension. There was no public comment.
- 2023/24 Budget Hearing – Melissa Richter presented the 23-24 budget. There was no public comment.

Reconvene Regular Meeting

- The Regular Meeting reconvened at 6:30 PM.

Public Comment

- Agenda and Non-Agenda Items: Becky Parsons stated that Jeff Curry signed up to speak about illegal activity by school district employees.

Reports to the Board

- Summer School Presentation: Shawn Batstone presented.
- 1st Reading, Policy 6225, Use of Electronic Signature: Shawn Batstone presented.

Action Items

- Recommended approval of Resolution 20-22-23, 22-23 SY Budget Extension: Melissa Richter presented.
Director Beard/Director Adams, (M/S) to approve Resolution 20-22-23, 22-23 SY Budget Extension. The motion passed unanimously.
- Recommended approval of Resolution 01-23-24, Budget Adoption 23-24 SY: Melissa Richter presented.
Vice-President Kaikkonen/Director Beard, (M/S) to approve Resolution 01-23-24, Budget Adoption 23-24 SY. The motion passed with a three to one vote.

Superintendent's Report

Superintendent's Report: Superintendent Bogatin recognized that September is Suicide Prevention month. He invited staff and community to walk to help prevent suicide on September 9th. He recognized staff that participated at Stuff the Bus on August 12th. He talked about Leadership Academy and Tumwater U. He also let everyone know that the calendar was printed again this year. Tomorrow is new employee day and picture day!

Board Committee Reports

- Legislative Update: The General Assembly handbook has been released. Director Beard is updating the spreadsheet she received from Vice-President Kaikkonen. She will be attending the General Assembly with Superintendent Bogatin next month.

Board Member Comments

- Vice-President Kaikkonen: Thanked Melissa Richter for her hard work on the budget. It feels good to pass a budget that doesn't require cuts and hard decisions.
- Director Beard: She thanked Shawn Batstone for his work on summer school. Our kids are benefiting from his passion for learning. She appreciates everyone for

reaching out regarding her family in Lahaina. Everyone is safe, but there is a lot of healing and rebuilding that needs to happen.

- President Killough: He thanked our district bargaining team for their hard work on reaching multi-year tentative agreements.
- Director Adams: She thanked Melissa Richter and the budget team. She is thankful for the two-year teacher contract. She would like to increase summer school participation and thinks the community would support it.

Adjourn Regular Meeting

With no further business coming before the Board, the Regular Board Meeting adjourned at 7:20 PM.

Recorded by:
Becky Parsons

Signed this 28th day of September 2023.

Board Member

Board Secretary



Kevin Bogatin
Superintendent

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Tumwater School District School Board Special Meeting Minutes

Location: District Office & YouTube
621 Linwood Ave. SW
Tumwater, WA 98512
September 14, 2023
5:30 pm

Board Members Present: Casey Taylor, Scott Killough, Melissa Beard, Darby Kaikkonen, Jill Adams, Kevin Bogatin (Secretary)

President Killough called the meeting to order at 5:30 pm and acknowledged that the Tumwater School District sits on the ancestral land of the Nisqually, Squaxin Island and Chehalis people, thanking the caretakers of the land who have lived on and continue to live on the land since time immemorial. He then led everyone in the flag salute.

Agenda Discussion/Approval

- Agenda Changes: Superintendent Bogatin shared that there was one amendment to the previously published version of the agenda. Bay Morl was removed from the Personnel Report under the "Resignation" section.

Director Beard/Vice-President Kaikkonen Motioned/Seconded (M/S). The amended agenda was unanimously approved as presented.

Consent Agenda

- No motion is necessary. The Consent Agenda was unanimously approved as follows:
 - 23-24 TEA Salary Schedule
 - 23-24 TAP Salary Schedule
 - 23-24 PSE Salary Schedule
 - 23-24 Co-Curricular Salary Schedule

Action Items

- Recommended Approval of the Personnel Report. Wendy Bromley presented.
Director Beard/Director Adams M/S. The personnel report was unanimously approved as presented.

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"Continuous Student Learning in a Caring, Engaging Environment"

- Recommended Approval of the 2023-2025 Tumwater Education Association (TEA) Collective Bargaining Agreement. Wendy Bromley presented. Superintendent Bogatin asked for a roll-call vote:
 - President Killough – Recused himself because his spouse is a TEA member and it would be a conflict of interest if he voted.
 - Vice-President Kaikkonen - Yes
 - Director Beard - Yes
 - Director Taylor - Yes
 - Director Adams – Yes

The 23-25 TEA CBA was approved as presented with a majority vote.
- Recommended Approval of the 2023-2025 Tumwater Association of Paraprofessionals (TAP) Collective Bargaining Agreement. Wendy Bromley presented.

Director Beard/Director Adams M/S. The 23-25 TAP CBA was unanimously approved as presented.
- Recommended Approval of the 2023-2026 Public School Employees (PSE) Collective Bargaining Agreement. Wendy Bromley presented.

Vice-President Kaikkonen/Director Taylor M/S. The 23-26 PSE CBA was unanimously approved as presented.

Public Comment Reminder

- President Killough outlined how the Public Comment portion of the meeting works.

Public Comment

- Agenda and Non-Agenda Items: Becky Parsons stated that four people signed up for public comment. Jeff Curry spoke about retaliation for whistleblowing, Pam Fenstermacher and Celina Briscoe spoke about transportation and Ed Marson spoke about the termination of his coaching position.

Adjourn Special Meeting

With no further business coming before the Board, the special meeting adjourned at 6:12 PM for a levy presentation given by Cory Plager from DA Davidson.

Recorded by:
Becky Parsons

Signed this 28th day of September 2023.

Board Member

Board Secretary

CONSENT AGENDA

- Personnel Report: Questions can be directed to Wendy Bromley.
- Payroll and Vouchers: Questions can be directed to Melissa Richter.
- Budget Status Report: Questions can be directed to Melissa Richter.
- CTE 4 Year Action Plan (attached separately to email): Questions can be directed to Brian Hardcastle.
- Capital Projects Contract Change Orders – change order #2 for the BLE & THS boiler replacements contract; change order #1 for the BLE & MTS illness room renovations construction contract; change order #3 for the LINCS modular building contract: Questions can be directed to Mel Murray.
- 23-24 Tumwater Office Professional Association (TOPA) Salary Schedule: Questions can be directed to Wendy Bromley.



Tumwater School District

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 Capital Projects:
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Kevin Bogatin
 Superintendent

September 28, 2023

TO: School Board
 FROM: Human Resources
 SUBJECT: Personnel Report

New Hires	Position	Location	Status	Group
Meagan Mackenzie	Teacher	LRE	1.0 FTE (Continuing 2023-2024)	TEA
Katrina Thulin	Teacher	BMS	1.0 FTE (Continuing 2023-2024)	TEA
Nason Weller	Assistant Football Coach	BHHS	Effective September 15, 2023	N/A
Kimberly Forcier	Paraprofessional	THE	Effective September 18, 2023	TAP
Annette Pasquariello	Substitute Administrator		Effective September 20, 2023	N/A
Patricia Kilmer	Substitute Administrator		Effective September 19, 2023	N/A
Bailey Castleberry-Taylor	Teacher	PGS	1.0 FTE (Continuing 2023-2024)	TEA
Karina Rogers	Paraprofessional	SL	One Year Only position, effective September 22, 2023	TAP
Justine Nemeth	Paraprofessional	BLE	Impact position, effective September 19, 2023	TAP
Jose Cardoso	Assistant Football Coach	BHHS	Effective September 12, 2023	N/A
Konnor Kelly	Paraprofessional	Transportation	One Year Only, effective September 21, 2023	TAP
Adjusted:				
Eileen Rodriguez	Paraprofessional	EOE	From THE to EOE, effective September 25, 2023	TAP
Lou Unis	Bus Driver	Transportation	From 5.75 hours per day to 5.87 hours per day, effective September 18, 2023	PSE
Mike Rolfs	Bus Driver	Transportation	From 4.75 hours per day to 4.83 hours per day, effective September 18, 2023	PSE
Laurie Williams	Paraprofessional	Transportation	From 5.42 hours per day to 6.95 hours per day, effective September 13, 2023	TAP
Allison Bezanson	Teacher	LRE	From 1.0 FTE to 1.2 FTE effective September 21, 2023	TAP
Andie Harper	Cook	THE	From 6 hours per day to 6.5 hours per day, effective September 1, 2023	PSE
Amanda Jacobs	Paraprofessional	THE	From 3.43 hours to 4.43 hours, from September 22, 2023 through February 2, 2024	TAP
Leaves:				
Tammy Hicks	Paraprofessional	MTS	Intermittent Leave of Absence for the 2023-2024 school year	TAP
Resignation:				
Erica Hutchinson	Asst Girls Basketball Coach	THS	Effective September 11, 2023	N/A
Joshua Parker	Bus Driver Trainee	Transportation	Effective September 19, 2023	PSE
Kelly Konnor	Bus Driver Trainee	Transportation	Effective September 18, 2023	PSE
Ronald Fleming	Bus Driver	Transportation	Effective September 22, 2023	PSE
Retirement:				
Kimberly Stutzman-UPDATED	Building & Grounds Coordinator	B&G	Effective date 11/30/2023	PSE
Termination:				
Kailie Storm	Assistant Volleyball Coach	BHHS	Effective September 19, 2023	N/A
Co-Curricular:				
Jackson Martin	Head Girls Golf Coach	BHHS	Effective September 12, 2023	N/A

BOARD OF DIRECTORS

MELISSA BEARD CASEY TAYLOR SCOTT KILLOUGH DARBY KAIKKONEN JILL ADAMS

"Continuous Student Learning in a Caring, Engaging Environment"

Michael Anchors	Assistant Football Coach	BMS	Effective September 21, 2023	N/A
Joshua Wilson	Assistant Football Coach	BMS	Effective September 21, 2023	N/A



Tumwater School District

621 Linwood Avenue SW, Tumwater, WA 98512-6847
 (360) 709-7000 www.tumwater.k12.wa.us

Financial Services:
 (360) 709-7010
 Human Resources:
 (360) 709-7020
 Payroll/Benefits:
 (360) 709-7029
 Special Services:
 (360) 709-7040
 Capital Projects:
 (360) 709-7005

Kevin Bogatin
 Superintendent

September 22, 2023

TO: School Board
 FROM: Human Resources
 SUBJECT: Personnel Report

Preliminary

New Hires	Position	Location	Status	Group
Meagan Mackenzie	Teacher	LRE	1.0 FTE (Continuing 2023-2024)	TEA
Katrina Thulin	Teacher	BMS	1.0 FTE (Continuing 2023-2024)	TEA
Nason Weller	Assistant Football Coach	BHHS	Effective September 15, 2023	N/A
Kimberly Forcier	Paraprofessional	THE	Effective September 18, 2023	TAP
Annette Pasquariello	Substitute Administrator		Effective September 20, 2023	N/A
Patricia Kilmer	Substitute Administrator		Effective September 19, 2023	N/A
Bailey Castleberry-Taylor	Teacher	PGS	1.0 FTE (Continuing 2023-2024)	TEA
Karina Rogers	Paraprofessional	SL	One Year Only position, effective September 22, 2023	TAP
Justine Nemeth	Paraprofessional	BLE	Impact position, effective September 19, 2023	TAP
Leaves:				
Tammy Hicks	Paraprofessional	MTS	Intermittent Leave of Absence for the 2023-2024 school year	TAP
Resignation:				
Erica Hutchinson	Asst Girls Basketball Coach	THS	Effective September 11, 2023	N/A
Retirement:				
Kimberly Stutzman-UPDATED	Building & Grounds Coordinator	B&G	Effective date 11/30/2023	PSE
Termination:				
Kailie Storm	Assistant Volleyball Coach	BHHS	Effective September 19, 2023	N/A
Co-Curricular:				
Jackson Martin	Head Girls Golf Coach	BHHS	Effective September 12, 2023	N/A
Michael Anchors	Assistant Football Coach	BMS	Effective September 21, 2023	N/A
Joshua Wilson	Assistant Football Coach	BMS	Effective September 21, 2023	N/A

BOARD OF DIRECTORS

MELISSA BEARD CASEY TAYLOR SCOTT KILLOUGH DARBY KAIKKONEN JILL ADAMS
 "Continuous Student Learning in a Caring, Engaging Environment"

Tumwater School District

Affidavit covering payment of payroll, invoices, and volds for General Fund, Capital Projects Fund,
Associated Student Body Fund, Private Purpose Trust Fund and Transportation Vehicle Fund for
the month of August 2023.

DATE: September 28, 2023

THIS IS TO CERTIFY, under penalty of perjury, that the undersigned has examined the attached vouchers and payroll, and that each of the invoices and vouchers were duly certified to have been received and checked as to price and quantity and have been duly certified by the claimant, as required by law; that the extensions and additions of said invoices and vouchers have been checked by Financial Services Office staff and were found to be correct.

Melissa Richter, Executive Director of Financial Services

THIS IS TO CERTIFY that the warrants and electronic transfers of the Tumwater School District No. 33, Thurston County, Washington, as listed below, have been allowed by the School Board of this district.

FUND NAME	WARRANTS (INCLUSIVE)	AMOUNT
GENERAL FUND:		
Payroll		
Payroll Taxes		\$ 1,286,012.90
Direct Deposit		\$ 3,635,943.65
Payroll Benefit Wire Transfer		\$ 1,161,119.19
Accounts Payable - Payroll	72806054 to 72806060	\$ 14,570.69
Accounts Payable	72221572 to 72221586	\$ 147,571.04
Accounts Payable	72221587 to 72221587	\$ 61.75
Accounts Payable	72221588 to 72221601	\$ 287,013.36
Accounts Payable	72221602 to 72221617	\$ 113,530.46
Accounts Payable	72221618 to 72221638	\$ 1,281,188.29
Accounts Payable	72221639 to 72221649	\$ 78,994.25
Accounts Payable	72221674 to 72221674	\$ 165,787.59
Accounts Payable ACH		\$ 27,460.53
Accounts Payable ACH		\$ 171,410.75
Accounts Payable ACH		\$ 53,376.00
Accounts Payable ACH		\$ 4,250.00
Accounts Payable ACH		\$ 142,948.89
Accounts Payable ACH		\$ 81,962.48
Accounts Payable ACH		\$ (64,115.90)
Accounts Payable ACH		\$ 324,458.07
Accounts Payable ACH		\$ 194,416.56
ACH Rejection		
Voided Warrants		
Accounts Payable - COMP TAX		\$ 14,051.14
	TOTAL GENERAL FUND:	\$ 9,122,911.69

CAPITAL PROJECTS FUND:		
Accounts Payable	72012648 to 72012648	\$ 600,211.18
Accounts Payable	72012649 to 72014950	\$ 17,791.69
Accounts Payable	72012651 to 72012653	\$ 253,397.80
Accounts Payable	to	
Accounts Payable ACH		\$ 3,806.57
Accounts Payable ACH		\$ 205,476.47
Accounts Payable ACH		\$ 15,752.53
Accounts Payable ACH		
Voided Warrants		
Accounts Payable - COMP TAX		
	TOTAL CAPITAL PROJECTS FUND:	\$ 1,096,436.24

ASSOCIATED STUDENT BODY FUND:		
Accounts Payable	72442255 to 72442257	\$ 7,032.88
Accounts Payable	72442258 to 72442258	\$ 40.00
Accounts Payable	to	
Accounts Payable	to	
Accounts Payable ACH		\$ 538.16
Accounts Payable ACH		
Accounts Payable ACH		
Voided Warrants		
Accounts Payable - COMP TAX		
	TOTAL ASSOCIATED STUDENT BODY FUND:	\$ 7,611.04

PRIVATE PURPOSE FUND:		
Accounts Payable	72700587 to 72700587	\$ 1,500.00
Accounts Payable	to	
Accounts Payable ACH		
Accounts Payable ACH		
Voided Warrants		
Accounts Payable - COMP TAX		
	TOTAL PRIVATE PURPOSE FUND:	\$ 1,500.00

TRANSPORTATION VEHICLE FUND:		
Accounts Payable	to	
	TOTAL TRANSPORTATION VEHICLE FUND:	\$ -

Board of Directors of Tumwater School District No. 33

I, Kevin Bogatin, being duly sworn, depose and say: That I am the Secretary to the Board of Tumwater School District No. 33, Thurston County, Washington, and that the above signatories are personally known to me and have signed these statements in my presence.



Tumwater School District

Kevin Bogatin
Superintendent

621 Linwood Avenue SW Tumwater, WA 98512-6847
(360) 709-7000 www.tumwater.k12.wa.us

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(360) 709-7029
Student Learning:
(360) 709-7030
Special Services:
(360) 709-7040

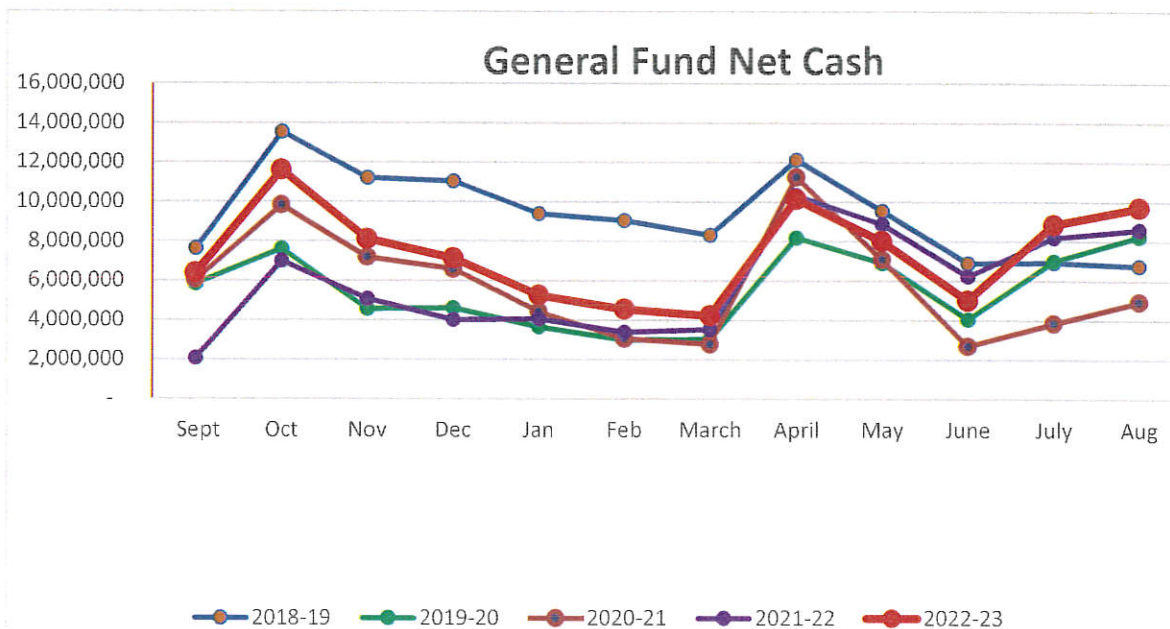
**TO: School Board
Superintendent**

FROM: Melissa Richter, Executive Director of Financial Services

**RE: *Budget Status Reports for August 2023
Updated Cash and Fund Balance Status for August 2023
Enrollment Update September 2023***

Budget Status Reports - Attached are the Budget Status reports for August 2023 for all five operating funds (General Fund, Capital Projects Fund, Debt Service Fund, ASB Fund and Transportation Vehicle Fund). **General Fund will not be final until October due to year end accruals for grants, accounts payable and payroll postings.**

General Fund Net Cash Balance (cash less warrants outstanding): The following graph shows the district's net cash balance for the periods 2018-19 through August 2023.



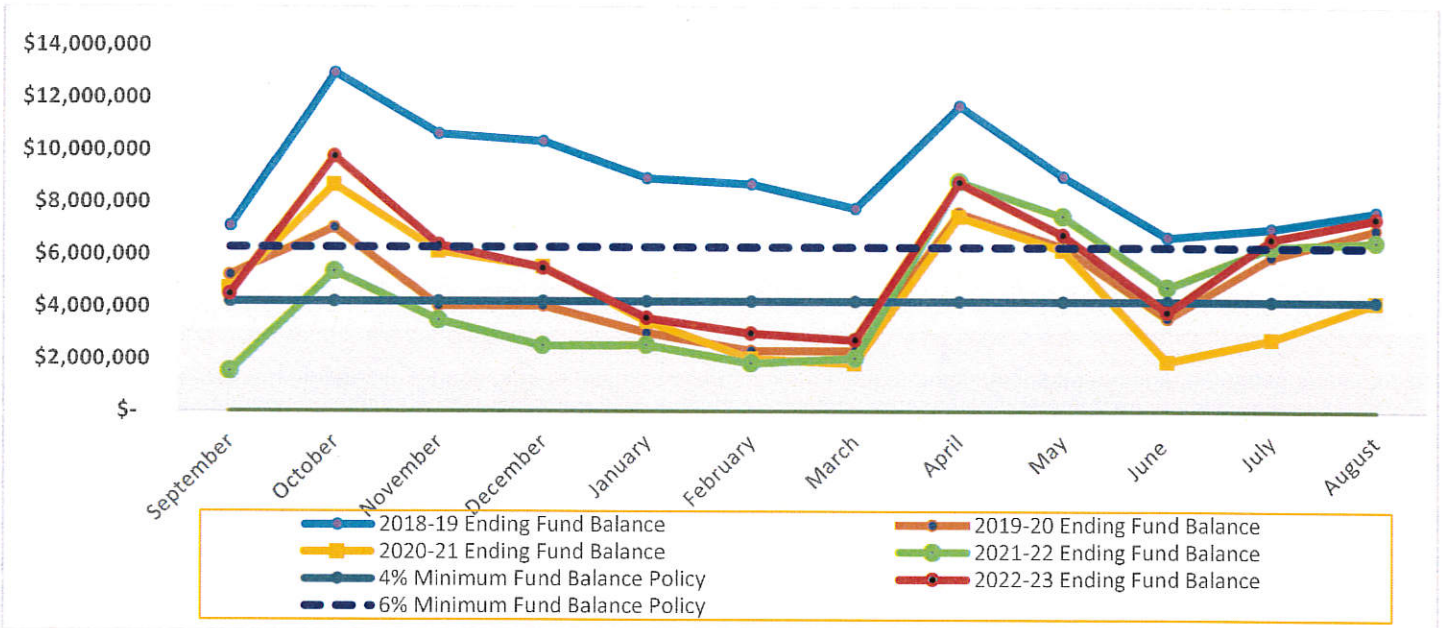
BOARD OF DIRECTORS
MELISSA BEARD DARBY KAIKKONEN SCOTT KILLOUGH CASEY TAYLOR JILL ADAMS

"Continuous Student Learning in a Caring, Engaging Environment"

General Fund – Fund Balance (Excluding Skills Center):

The following chart shows TSD fund balance history as of 08/31/23. The dashed line is showing the minimum fund balance policy of 6% of total budgeted expenditures for the 22-23 school year which is \$6,296,940.84.

The fund balance for the district is: \$9,706,383.15 which includes \$2,301,341.68 for Skills Center, leaving our preliminary ending fund balance as of 08/31/23 at \$7,405,041.47.



Enrollment Update

The following shows student enrollment for the past four years, updated with preliminary September counts as of 09/10/23. These numbers include K-12 Basic Education and ALE and exclude NMSC/RS/OD. We budgeted for an Average Annual FTE (AAFTE) of 6088 for funding purposes. Our AAFTE for the month of September reporting was 5864.19, approximately 223.81 FTE under budget.

10--General Fund-- FUND BALANCE -- SPI ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT
Fiscal Year 2022 (September 1, 2022 - August 31, 2023)

For the TUMWATER SCHOOL DISTRICT NO 33 School District for the Month of August, 2023

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
A. REVENUES/OTHER FIN. SOURCES						
1000 LOCAL TAXES	18,184,513	130,278.21	18,646,284.09		461,771.09-	102.54
2000 LOCAL SUPPORT NONTAX	1,774,821	70,171.81	1,094,250.66		680,570.34	61.65
3000 STATE, GENERAL PURPOSE	64,123,553	6,357,093.59	63,892,124.31		231,428.69	99.64
4000 STATE, SPECIAL PURPOSE	15,100,203	2,467,088.94	17,110,264.56		2,010,061.56-	113.31
5000 FEDERAL, GENERAL PURPOSE	50,000	.00	10,064.09		39,935.91	20.13
6000 FEDERAL, SPECIAL PURPOSE	5,850,810	427,963.33	5,411,663.57		439,146.43	92.49
7000 REVENUES FR OTH SCH DIST	8,000	58,318.49	162,120.02		154,120.02-	> 1000
8000 OTHER AGENCIES AND ASSOCIATES	100,550	.00	15,423.00		85,127.00	15.34
9000 OTHER FINANCING SOURCES	0	.00	.00		.00	0.00
Total REVENUES/OTHER FIN. SOURCES	105,192,450	9,510,914.37	106,342,194.30		1,149,744.30-	101.09
B. EXPENDITURES						
00 Regular Instruction	55,867,902	4,451,992.50	55,283,412.76	10,643.40-	595,132.64	98.93
10 Federal Stimulus	761,842	79,731.55	1,413,743.92	0.00	651,901.92-	185.57
20 Special Ed Instruction	13,639,784	1,109,586.77	14,267,195.52	0.00	627,411.52-	104.60
30 Voc. Ed Instruction	4,859,450	353,845.12	4,453,785.25	0.00	405,664.75	91.65
40 Skills Center Instruction	4,511,081	384,586.19	4,593,124.40	0.00	82,043.40-	101.82
50+60 Compensatory Ed Instruct.	4,878,585	538,318.38	3,993,578.22	0.00	885,006.78	81.86
70 Other Instructional Pgms	324,817	68,792.89	399,701.49	0.00	74,884.49-	123.05
80 Community Services	632,492	49,260.85	35,340.26	0.00	597,151.74	5.59
90 Support Services	20,223,066	1,623,334.36	21,185,416.24	27,574.37-	934,775.87-	104.62
Total EXPENDITURES	105,699,019	8,659,448.61	105,625,298.06	38,217.77-	111,938.71	99.89
C. <u>OTHER FIN. USES TRANS. OUT (GL 536)</u>	0	.00	.00			
D. <u>OTHER FINANCING USES (GL 535)</u>	0	.00	.00			
E. EXCESS OF REVENUES/OTHER FIN. SOURCES OVER (UNDER) EXP/OTH FIN USES (A-B-C-D)						
	506,569-	851,465.76	716,896.24		1,223,465.24	241.52-
F. <u>TOTAL BEGINNING FUND BALANCE</u>	5,571,346		8,989,486.91			
G. <u>G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)</u>	XXXXXXXXXX		.00			
H. <u>TOTAL ENDING FUND BALANCE (E+F + OR - G)</u>	5,064,777		9,706,383.15			

I. ENDING FUND BALANCE ACCOUNTS:

G/L 810 Restricted For Other Items	4,930	4,930.00
G/L 815 Restrict Unequalized Deduct Rev	0	.00
G/L 821 Restricted for Carryover	50,000	870,544.88
G/L 825 Restricted for Skills Center	758,063	2,301,341.68
G/L 828 Restricted for C/O of FS Rev	0	.00
G/L 830 Restricted for Debt Service	0	.00
G/L 835 Restricted For Arbitrage Rebate	0	.00
G/L 840 Nonspnd FB - Invent/Prepd Itms	300,000	1,016,262.36
G/L 845 Restricted for Self-Insurance	0	.00
G/L 850 Restricted for Uninsured Risks	0	.00
G/L 870 Committed to Other Purposes	0	.00
G/L 872 Committed to Econmc Stabilizatn	0	.00
G/L 875 Assigned Contingencies	0	.00
G/L 884 Assigned to Other Cap Projects	0	.00
G/L 888 Assigned to Other Purposes	363,580-	125,460.09
G/L 890 Unassigned Fund Balance	485,565	2,210,643.58
G/L 891 Unassigned Min Fnd Bal Policy	3,829,799	3,177,200.56
<u>TOTAL</u>	5,064,777	9,706,383.15

20--Capital Projects-- FUND BALANCE -- SPI ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT
Fiscal Year 2022 (September 1, 2022 - August 31, 2023)

For the TUMWATER SCHOOL DISTRICT NO 33 School District for the Month of August, 2023

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
A. REVENUES/OTHER FIN. SOURCES						
1000 Local Taxes	5,297,435	44,864.81	5,342,604.77		45,169.77-	100.85
2000 Local Support Nontax	850,000	121,278.24	1,103,437.91		253,437.91-	129.82
3000 State, General Purpose	0	18,416.11	179,112.62		179,112.62-	0.00
4000 State, Special Purpose	3,451,450	175,835.07	459,148.35		2,992,301.65	13.30
5000 Federal, General Purpose	0	.00	.00		.00	0.00
6000 Federal, Special Purpose	0	.00	.00		.00	0.00
7000 Revenues Fr Oth Sch Dist	0	.00	.00		.00	0.00
8000 Other Agencies and Associates	0	.00	.00		.00	0.00
9000 Other Financing Sources	0	.00	.00		.00	0.00
Total REVENUES/OTHER FIN. SOURCES	9,598,885	360,394.23	7,084,303.65		2,514,581.35	73.80
B. EXPENDITURES						
10 Sites	2,300,000	9,927.36	133,091.82	0.00	2,166,908.18	5.79
20 Buildings	5,700,000	1,666,542.51	3,313,973.37	564,127.65	1,821,898.98	68.04
30 Equipment	1,610,000	285,423.99	2,595,702.63	67,898.01	1,053,600.64-	165.44
40 Energy	0	.00	8,919.63	28,241.25	37,160.88-	0.00
50 Sales & Lease Expenditure	0	.00	.00	0.00	.00	0.00
60 Bond Issuance Expenditure	0	.00	2,400.00	1,560.00	3,960.00-	0.00
90 Debt	0	.00	.00	0.00	.00	0.00
Total EXPENDITURES	9,610,000	1,961,893.86	6,054,087.45	661,826.91	2,894,085.64	69.88
C. <u>OTHER FIN. USES TRANS. OUT (GL 536)</u>	0	.00	.00			
D. <u>OTHER FINANCING USES (GL 535)</u>	0	.00	.00			
E. <u>EXCESS OF REVENUES/OTHER FIN. SOURCES OVER (UNDER) EXP/OTH FIN USES (A-B-C-D)</u>	11,115-	1,601,499.63-	1,030,216.20		1,041,331.20	< 1000-
F. <u>TOTAL BEGINNING FUND BALANCE</u>	6,740,000		7,796,757.94			
G. <u>G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)</u>	XXXXXXXXXX		.00			
H. <u>TOTAL ENDING FUND BALANCE (E+F + OR - G)</u>	6,728,885		8,826,974.14			

I. ENDING FUND BALANCE ACCOUNTS:

G/L 810 Restricted For Other Items	0	.00
G/L 825 Restricted for Skills Center	110,000	194,737.87
G/L 830 Restricted for Debt Service	0	.00
G/L 835 Restrictd For Arbitrage Rebate	0	.00
G/L 840 Nonspnd EB - Invent/Prepd Itms	0	.00
G/L 850 Restricted for Uninsured Risks	0	.00
G/L 861 Restricted from Bond Proceeds	0	.00
G/L 862 Committed from Levy Proceeds	971,857	2,230,872.16
G/L 863 Restricted from State Proceeds	930,000	2,806,186.49
G/L 864 Restricted from Fed Proceeds	0	.00
G/L 865 Restricted from Other Proceeds	250,000	268,579.38
G/L 866 Restrictd from Impact Proceeds	2,400,000	2,108,767.09
G/L 867 Restricted from Mitigation Fees	990,000	1,147,045.44
G/L 869 Restricted fr Undistr Proceeds	0	.00
G/L 870 Committed to Other Purposes	0	.00
G/L 889 Assigned to Fund Purposes	1,077,028	70,785.71
G/L 890 Unassigned Fund Balance	0	.00
<u>TOTAL</u>	6,728,885	8,826,974.14

30--Debt Service Fund-- FUND BALANCE -- SPI ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT
Fiscal Year 2022 (September 1, 2022 - August 31, 2023)

For the TUMWATER SCHOOL DISTRICT NO 33 School District for the Month of August, 2023

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
A. REVENUES/OTHER FIN. SOURCES						
1000 Local Taxes	11,414,285	94,172.77	11,553,716.84		139,431.84-	101.22
2000 Local Support Nontax	50,000	13,816.07	120,248.46		70,248.46-	240.50
3000 State, General Purpose	0	38,652.33	383,128.52		383,128.52-	0.00
5000 Federal, General Purpose	0	.00	.00		.00	0.00
9000 Other Financing Sources	0	.00	.00		.00	0.00
Total REVENUES/OTHER FIN. SOURCES	11,464,285	146,641.17	12,057,093.82		592,808.82-	105.17
B. EXPENDITURES						
Matured Bond Expenditures	7,445,000	.00	7,445,000.00	0.00	.00	100.00
Interest On Bonds	3,491,425	.00	3,491,425.00	0.00	.00	100.00
Interfund Loan Interest	0	.00	.00	0.00	.00	0.00
Bond Transfer Fees	200,000	.00	1,200.00	0.00	198,800.00	0.60
Arbitrage Rebate	0	.00	.00	0.00	.00	0.00
Underwriter's Fees	0	.00	.00	0.00	.00	0.00
Total EXPENDITURES	11,136,425	.00	10,937,625.00	0.00	198,800.00	98.21
C. OTHER FIN. USES TRANS. OUT (GL 536)						
	0	.00	.00			
D. OTHER FINANCING USES (GL 535)						
	0	.00	.00			
E. EXCESS OF REVENUES/OTHER FIN.SOURCES OVER (UNDER) EXPENDITURES (A-B-C-D)						
	327,860	146,641.17	1,119,468.82		791,608.82	241.45
F. TOTAL BEGINNING FUND BALANCE						
	8,400,000		8,652,433.94			
G. G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)						
	XXXXXXXXXX		.00			
H. TOTAL ENDING FUND BALANCE (E+F + OR - G)						
	8,727,860		9,771,902.76			
I. ENDING FUND BALANCE ACCOUNTS:						
G/L 810 Restricted for Other Items	0		929,869.09			
G/L 830 Restricted for Debt Service	8,727,860		6,377,754.18			
G/L 835 Restrictd For Arbitrage Rebate	0		.00			
G/L 870 Committed to Other Purposes	0		.00			
G/L 889 Assigned to Fund Purposes	0		2,464,279.49			
G/L 890 Unassigned Fund Balance	0		.00			
TOTAL	8,727,860		9,771,902.76			

40--Associated Student Body Fund-- FUND BALANCE -- SPI ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT
Fiscal Year 2022 (September 1, 2022 - August 31, 2023)

For the TUMWATER SCHOOL DISTRICT NO 33 School District for the Month of August, 2023

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
A. REVENUES						
1000 General Student Body	666,840	1,341.83	312,552.76		354,287.24	46.87
2000 Athletics	443,550	.00	318,606.47		124,943.53	71.83
3000 Classes	130,235	.00	3,139.86		127,095.14	2.41
4000 Clubs	182,314	.00	98,891.55		83,422.45	54.24
6000 Private Moneys	30,150	13.63	14,911.58		15,238.42	49.46
Total REVENUES	1,453,089	1,355.46	748,102.22		704,986.78	51.48
B. EXPENDITURES						
1000 General Student Body	591,182	6,576.59	183,034.44	0.00	408,147.56	30.96
2000 Athletics	482,240	1,568.82	356,184.26	120.00	125,935.74	73.89
3000 Classes	120,670	.00	4,272.39	0.00	116,397.61	3.54
4000 Clubs	198,944	7,370.20	100,238.88	320.00	98,385.12	50.55
6000 Private Moneys	44,750	.00	14,014.48	0.00	30,735.52	31.32
Total EXPENDITURES	1,437,786	15,515.61	657,744.45	440.00	779,601.55	45.78
C. EXCESS OF REVENUES						
OVER (UNDER) EXPENDITURES (A-B)	15,303	14,160.15-	90,357.77		75,054.77	490.46
D. TOTAL BEGINNING FUND BALANCE						
	785,000		761,136.92			
E. G/L 898 PRIOR YEAR ADJUSTMENTS(+OR-)						
	XXXXXXXX		.00			
F. TOTAL ENDING FUND BALANCE						
(C+D + OR - E)	800,303		851,494.69			
G. ENDING FUND BALANCE ACCOUNTS:						
G/L 810 Restricted for Other Items	785,000		16,075.00			
G/L 819 Restricted for Fund Purposes	15,303		798,739.56			
G/L 840 Nonspnd FB - Invent/Prepd Itms	0		36,680.13			
G/L 850 Restricted for Uninsured Risks	0		.00			
G/L 870 Committed to Other Purposes	0		.00			
G/L 889 Assigned to Fund Purposes	0		.00			
G/L 890 Unassigned Fund Balance	0		.00			
TOTAL	800,303		851,494.69			

90--Transportation Vehicle Fund-- FUND BALANCE -- SPI ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT
Fiscal Year 2022 (September 1, 2022 - August 31, 2023)

For the TUMWATER SCHOOL DISTRICT NO 33 School District for the Month of August, 2023

<u>A. REVENUES/OTHER FIN. SOURCES</u>	<u>ANNUAL BUDGET</u>	<u>ACTUAL FOR MONTH</u>	<u>ACTUAL FOR YEAR</u>	<u>ENCUMBRANCES</u>	<u>BALANCE</u>	<u>PERCENT</u>
1000 Local Taxes	0	.00	.00		.00	0.00
2000 Local Nontax	3,000	833.63	9,364.58		6,364.58-	312.15
3000 State, General Purpose	0	.00	.00		.00	0.00
4000 State, Special Purpose	500,000	802,411.34	802,411.34		302,411.34-	160.48
5000 Federal, General Purpose	0	.00	.00		.00	0.00
6000 Federal, Special Purpose	0	.00	.00		.00	0.00
8000 Other Agencies and Associates	0	.00	.00		.00	0.00
9000 Other Financing Sources	0	.00	.00		.00	0.00
<u>A. TOTAL REV/OTHER FIN.SRCS (LESS TRANS)</u>	<u>503,000</u>	<u>803,244.97</u>	<u>811,775.92</u>		<u>308,775.92-</u>	<u>161.39</u>
<u>B. 9900 TRANSFERS IN FROM GF</u>	<u>0</u>	<u>.00</u>	<u>.00</u>		<u>.00</u>	<u>0.00</u>
<u>C. Total REV./OTHER FIN. SOURCES</u>	<u>503,000</u>	<u>803,244.97</u>	<u>811,775.92</u>		<u>308,775.92-</u>	<u>161.39</u>
<u>D. EXPENDITURES</u>						
Type 30 Equipment	600,000	.00	184,565.37	0.00	415,434.63	30.76
Type 40 Energy	0	.00	.00	0.00	.00	0.00
Type 60 Bond Levy Issuance	0	.00	.00	0.00	.00	0.00
Type 90 Debt	0	.00	.00	0.00	.00	0.00
<u>Total EXPENDITURES</u>	<u>600,000</u>	<u>.00</u>	<u>184,565.37</u>	<u>0.00</u>	<u>415,434.63</u>	<u>30.76</u>
<u>E. OTHER FIN. USES TRANS. OUT (GL 536)</u>	<u>0</u>	<u>.00</u>	<u>.00</u>			
<u>F. OTHER FINANCING USES (GL 535)</u>	<u>0</u>	<u>.00</u>	<u>.00</u>			
<u>G. EXCESS OF REVENUES/OTHER FIN SOURCES OVER (UNDER) EXP/OTH FIN USES (C-D-E-F)</u>	<u>97,000-</u>	<u>803,244.97</u>	<u>627,210.55</u>		<u>724,210.55</u>	<u>746.61-</u>
<u>H. TOTAL BEGINNING FUND BALANCE</u>	<u>667,875</u>		<u>642,039.06</u>			
<u>I. G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)</u>	<u>XXXXXXXX</u>		<u>.00</u>			
<u>J. TOTAL ENDING FUND BALANCE (G+H + OR - I)</u>	<u>570,875</u>		<u>1,269,249.61</u>			
<u>K. ENDING FUND BALANCE ACCOUNTS:</u>						
G/L 810 Restricted For Other Items	0		.00			
G/L 819 Restricted for Fund Purposes	570,875		1,269,249.61			
G/L 830 Restricted for Debt Service	0		.00			
G/L 835 Restrictd For Arbitrage Rebate	0		.00			
G/L 850 Restricted for Uninsured Risks	0		.00			
G/L 889 Assigned to Fund Purposes	0		.00			
G/L 890 Unassigned Fund Balance	0		.00			
<u>TOTAL</u>	<u>570,875</u>		<u>1,269,249.61</u>			

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



Tumwater School District

Kevin Bogatin
Superintendent

621 Linwood Avenue SW Tumwater, WA 98512-6847
(360) 709-7000 www.tumwater.k12.wa.us

Capital Projects:
(360) 709-7005
Financial Services:
(360) 709-7010
Human Resources:
(360) 709-7020
Payroll/Benefits:
(360) 709-7029
Student Learning:
(360) 709-7030
Special Services:
(360) 709-7040

MEMORANDUM

DATE: September 22, 2023

TO: School Board
Kevin Bogatin, Superintendent

FROM: Becky Parsons, Executive Assistant

RE: Consent Agenda:
Payroll & Vouchers
Budget Status Report

Melissa Richter was returning from vacation on September 22, 2023. We will have the Budget Status Report and Payroll & Vouchers available for you on Monday, September 25, 2023.

Please let me know if you have any questions.

Thank you.

BOARD OF DIRECTORS
JILL ADAMS MELISSA BEARD DARBY KAIKKONEN SCOTT KILLOUGH CASEY TAYLOR

“Continuous Student Learning in a Caring, Engaging Environment”



DATE: September 28, 2023
TO: Tumwater School District Board of Directors
FROM: Mel Murray, Director of Facilities
SUBJECT: Consent Agenda
Capital Projects Contract Change Orders

Change Order #2 for the BLE & THS Boiler Replacements contract is attached.

Change Order #1 for the BLE & MTS Illness Room Renovations construction contract is attached.

Change Order #3 for the LINC'S Modular Building contract is attached.

These change orders are recommended for approval. Please contact me with any questions.



**Tumwater
School District**

**CHANGE
ORDER #2**

OWNER X
ARCHITECT X
CONTRACTOR X
FIELD
OTHER

PROJECT: **BLE & THS Boiler Replacements** CHANGE ORDER NO.: **Two**
DATE: **August 22, 2023**

TO CONTRACTOR: **Betschart Mechanical** CONTRACT DATE: **February 2, 2023**
5508 128th ST E STE 101 INITIAL CONTRACT AMOUNT: **\$930,500.00**
Puyallup WA 98373

The Contract is changed as follows:

COP #3 BLE	Replace air separator flange gasket	\$1,170.00
COP #4 BLE	Replace leaking hydronic main valves	\$3,960.00
COP #5 BLE/THS	Replace leaking Victaulic couplings	\$3,249.87

Total Change Order # 1 \$8,379.87

This change order provides for all compensation arising directly or indirectly for this work including money, time and impact compensation

Not valid until signed by the Owner, Architect and Contractor.

Net change by previously authorized Change Orders	\$1,767.00
The (Contract Sum) (Guaranteed maximum Price) prior to this Change Order was	\$932,267.00
The (Contract Sum) (Guaranteed Maximum Price) will be (Increased) (decreased) (unchanged) by this Change Order in the amount of	<u>\$8,379.87</u>
The new (Contract Sum) (Guaranteed Maximum Price) including this Change Order will be	\$940,646.87

The Contract Time will be (Increased) (decreased) (unchanged) by zero calendar (-0-) days.
The date of Substantial Completion as of the date of this Change Order therefore is: **August 25, 2023**

NOTE: This summary does not reflect changes in the Contract sum, Contract Time or Guaranteed Maximum Price which will have been authorized by Construction Change Directive.

ENGINEER
Hargis Engineers
1201 3RD AVE STE 600
Seattle WA 98101-3042

CONTRACTOR
Betschart Mechanical
5508 128th ST E STE 101
Puyallup WA 98373

OWNER
Tumwater School District
621 Linwood AVE SW
Tumwater WA 98512

BY
DATE 8/24/2023

BY
DATE 8/24/23

BY
DATE 8/24/2023

CHANGE ORDER

TCF Architecture

PROJECT NAME: **Illness Room Renovation (IRR.2) Projects
BLE/MTS**

CHANGE ORDER NO.: **1**

TO CONTRACTOR: **J.A. Morris Construction
PO Box 12645
Olympia, WA 98508**

C.O. DATE: **9/7/2023**
CONTRACT DATE: **2/6/2023**

THE OWNER: **Tumwater School District #33**

ARCHITECT'S PROJECT NO.: **2022-005.01**

THE ARCHITECT: **TCF Architecture PLLC**

The Contract is changed as follows:

ITEM	DESCRIPTION	ADD OR DEDUCT	AMOUNT
CCD-001	MTS Shearwall Repairs	ADD	\$3,774.27
CCD-002	MTS Call Switch Relocation	ADD	\$1,231.90
CCD-003	MTS Floor Drain Cap	ADD	\$0.00
CCD-004	MTS Sheet Vinyl Replacement	ADD	\$4,171.30
CCD-005	MTS Replace Existing Trap Primer	ADD	\$0.00
CCD-006	MTS Add Receptacle at Health A7	ADD	\$461.17
CCD-007	MTS Add Pass Thru Window at Health AT	ADD	\$1,931.35
TOTAL AMOUNT FOR THIS CHANGE ORDER		ADD	\$11,569.99


SUMMARY

The original Contract Sum was	\$523,000.00
Net change by previously authorized Change Orders	\$0.00
The Contract Sum prior to this Change Order was	\$523,000.00
The Contract Sum will be increased by this change order	\$11,569.99
The new Contract Sum including this Change Order will be	\$534,569.99

The Contract Time will be unchanged per this Change Order

ARCHITECT

TCF Architecture PLLC
902 N 2nd Street
Tacoma, WA 98403

By: 
Steve Anderson
Date: 9-7-2023

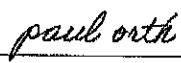
OWNER

Tumwater School District
621 Linwood Ave SW
Tumwater, WA 98512

By: _____
Mel Murray
Date: _____

CONTRACTOR

J.A. Morris Construction
P.O. Boxes 12645
Olympia, WA 98508

By: 
Paul Orth
Date: 9-18-23

Change order #: 3



Print Date: 8/9/2023
Project #: Prj-020372-01

Billing Questions?
855.701.5968
billing@pacificmobile.com

Company: Tumwater School District - KCDA

Site: New - Tumwater LINCS (Sage Bldg)
621 LINWOOD AVE SW
Tumwater WA 98512

This Change Order excludes taxes. Any applicable sales taxes will be added at time of billing.

The Contract is changed as follows:

additional cost to upgrade crane to 4 strap

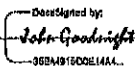
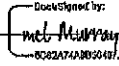
Exclusion of work:

The original Contract Amount was	\$802,799.52
Net change by previously authorized Changed Orders (excluding this one)	\$36,515.12
The Contract Amount prior to this Change Order was	\$639,314.64
The Contract Amount is Increased by this Change Order	\$19,196.77
The new Contract Amount including this Change Order is	\$658,511.41
The Contract Time is Increased or decreased by	0.00 days

NOT VALID UNTIL SIGNED BY THE CONTRACTOR AND OWNER

CONTRACTOR: Pacific Mobile Structures, Inc.
PO BOX 1404
CHEHALIS, WA 98532-0350
USA

OWNER: Tumwater School District - KCDA
USA

Signature		Signature	
By	John Goodnight	By	mel Murray
Date	8/17/2023	Date	8/17/2023

This Change Order is governed by the above-referenced Contract between Contractor and Owner. Except as expressly set forth in this Change Order, all of the terms and provisions of the Contract shall remain in full force and effect. This Change Order may be executed in two or more counterparts, each of which shall constitute an original, but all of which when taken together shall constitute but one and the same Change Order.

Tumwater SD - Life Skills
PCO-04 Additional Crane Charges
 Pacific Mobile Structures, Inc (PMSI)



KCDA Contract # 19-255

WA Cat #	Description	Takeoff Quantity	Contract Price	Grand Total Amount
	Means Pricing			
	Upgraded Crane Service	1.00 lot		18,812.83
	Means Pricing			18,812.83

Estimate Totals

Description	Amount	Totals
<u>Bond - 2%</u>	<u>383.94</u>	
<u>Total</u>		<u>19,196.77</u>

Due to the volatility of material prices and availability, proposals older than 30 days will need to be reviewed by Pacific Mobile for potential pricing increases and availability.

TUMWATER SCHOOL DISTRICT

2023-2024 SALARY SCHEDULE W/2%

TOPA - OFFICE PROFESSIONALS		Sub 94	STEP 1 YR 1-2	STEP 2 YR 3-4	STEP 3 YR 5-9	STEP 4 YR 10-14	STEP 5 YR 15-19	STEP 6 YR 20
21	Office Professional I	27.41	32.25	33.22	35.49	36.97	38.46	40.24
21	Office Professional II	25.65	30.18	31.95	33.43	34.90	36.38	38.16
21	Office Professional III	25.10	29.53	31.29	32.48	33.67	34.85	36.33
21	Office Professional IV	22.69	26.69	28.17	29.22	30.28	31.36	32.53
21	Office Professional V	21.63	25.45	26.92	28.11	29.29	30.47	31.66
21	Office Professional VI	20.97	24.67	26.15	27.11	28.04	28.99	30.18

SCHOOL UPDATES

- New Principals – Back to School



Prepared for: Tumwater School Board
Prepared by: Becky Parsons, Executive Assistant
Meeting Date: September 28, 2023

New Principal Bios

Elliott Hedin

Elliott holds a Masters of Education-Educational Leadership as well as a Masters in Teaching from City University. He earned his Bachelors from the University of Washington. He boasts a distinguished career in education starting in 2006 when he started his teaching career as a 6th grade teacher at Yelm Prairie Elementary School. He then taught math from 2012-14 at Ridgeline Middle School, where he also completed his Administrative Internship. In 2014, he joined Tumwater School District as Assistant Principal/Dean of Students. In 2017 he became principal of Michael T. Simmons Elementary and has served in that role since. As an educator and administrator, Elliott has consistently demonstrated his unwavering commitment to creating a positive learning environment while inspiring students to achieve their highest potential.

Heidi Center-Howden

Heidi holds a Masters of Arts in Education from Lesley University. She earned her Bachelors from Pacific Lutheran University, and earned her Administrator Credentials from Western Governors University. Her distinguished career in education began in 2001 when she started teaching in Tumwater School District and has taught at both Littlerock Elementary and Peter G. Schmidt Elementary schools. In 2015 she became a Math Instructional Facilitator at Peter G. Schmidt where she served until 2018 when she became a Math Intervention Teacher, also at PGS. Her administrative internship took place at PGS and she spent two years serving as an administrative substitute throughout the district. She has been serving as the Assistant Principal at Peter G. Schmidt since 2020.

Matt Isher

In his 27th year as an educator, Matt was a high school business and marketing teacher and coach before becoming a school principal. He has served in school administration for 21 years in several roles, now including principal of Cascadia High School and Executive Director of New Market Skills Center. He has volunteered his time to several organizations over the years, such as the Association of Washington School Principals, the Evergreen College teacher preparation advisory board, and the South Sound Council since 2020.

Zach Suderman

Zach holds a Masters in Curriculum & Instruction from Seattle Pacific University, and a Bachelors in Mathematics from Western Washington University. He has a distinguished career in education spanning almost 20 years. He started his teaching career as a Math teacher at Tumwater High School, served his administrative internship at Tumwater High School, and after a short time as an assistant principal in another district, returned to THS as assistant principal in 2021.

Brittany LaPalm

Brittany brings with her a wealth of experience and expertise from her previous roles in education. She joins us from the Yelm School District, where she most recently served as the Office of Student Support Coordinator. During her time there, she also held the positions of Hi-Cap Coordinator, Assistant Principal, and Athletic Director. Brittany's diverse background and extensive leadership roles within the Yelm School District have provided her with a comprehensive understanding of the educational landscape. Before her time in Yelm, Brittany made valuable contributions to education in Arizona, where she served as an Assistant Principal and teacher.

REPORTS TO THE BOARD

- 1st Reading, Policy 3246, Restraint, Isolation and Other Uses of Reasonable Force: Questions can be directed to Chris Burgmeier.
- 1st Reading, Policy 5281, Disciplinary Action and Discharge (NEW!): Questions can be directed to Wendy Bromley.
- 1st Reading, Policy 5401, Sick Leave: Questions can be directed to Wendy Bromley.
- 1st Reading, Policy 5406, Leave Sharing: Questions can be directed to Wendy Bromley.
- 1st Reading, Policy 6700, Nutrition, Health and Physical Education: Questions can be directed to Bob Gibson.
- Financial Services Update: Questions can be directed to Melissa Richter.
- Capital Facilities Summer Projects: Questions can be directed to Mel Murray.



Prepared for: Tumwater School Board
Prepared by: Chris Burgmeier, Executive Director Special Services
Meeting Date: September 28, 2023

Special Services Policy 3246 (formerly 3247)

BACKGROUND

Policy 3246 - Restraint, Isolation and Other Uses of Reasonable Force (REVISED)

The previous policy has not been updated since 2019. We have updated the policy number from 3247 to 3246 to align with WSSDA numbering and also updated language to include that the superintendent will annually report to the board on incidents involving the use of force.

This is a 1st reading. At the October 26th meeting, the recommendation will be to adopt the revised policy.

**Tumwater School District
Board Policy**

**RESTRAINT, ISOLATION AND OTHER USES OF
REASONABLE FORCE**

It is the policy of the Tumwater School District Board of Directors that the district maintains a safe learning environment while treating **all** students with dignity and respect. All students in the district, including those with **who have** an Individualized Education Program (IEP), or a plan developed under Section 504 of the Rehabilitation Act of 1973 (Section 504 Plan) will remain free from unreasonable restraint, restraint devices, isolation, and other use of physical force. Under no circumstances will these techniques be used as a form of discipline or punishment.

This policy is intended to address district students. It is not intended to prevent or limit the use of restraint or other reasonable force as necessary with adults or other youth from outside the district as allowed by law.

Use of restraint, isolation, and other forms of reasonable force may be used on any student when **reasonably** necessary to control spontaneous behavior that poses an “imminent likelihood of serious harm” as defined by RCW ~~70.96B.010~~ **71.05.20** and Chapter 393-172A WAC and explained in the procedure accompanying this policy. Serious harm includes physical harm to self, another, or district property. Staff will closely monitor such actions to prevent harm to the students and will use the minimum amount of restraint and isolation appropriate to protect the safety of students and staff. The restraint, isolation, and other forms of reasonable force will be discontinued when the likelihood of serious harm has dissipated.

The superintendent or a designee will develop procedures to implement this policy, including review, reporting and parent/guardian notification of incidents involving restraint or isolation as required by law. **Additionally, the superintendent will annually report to the board on incidents involving the use of force.**

Cross References:

2161 – Special Education and Related Service for Eligible Students

2162 – Education of Students With Disabilities Under Section 504 of the Rehabilitation Act of 1973

Legal References: WAC 392-400-235
WAC 392-172A

Discipline—Conditions and limitations.
Rules for the Provision of Special Education

RCW 28A.600.485	Restraint of students with individualized education programs or plans developed under section 504 of the rehabilitation act of 1973-Procedures-Summary of incidents of isolation or restraint – Publishing to web site. [as amended by SHB 1240]
RCW 28A.600.486	District policy on the use of isolation and restraint—Notice to parents and guardians of children who have individualized education programs or plans developed under section 504 of the rehabilitation act of 1973
RCW 28A.155.210	Use of restraint or isolation-Requirement for procedures to notify parent or guardian.
RCW 28A.150.300	Corporal punishment prohibited-Adoption of policy.
RCW 9A.16.100	Use of Force on Children-Policy-Actions presumed unreasonable.
RCW 9A.16.020	Use of Force-When lawful.
RCW 70.96B.010	Definitions
ESHB 1688	Student Restraint & Isolation Reporting.

ADOPTED: **August 28, 2014**

REVISED: **April 11, 2019;**



Prepared for: Tumwater School Board
Prepared by: Wendy Bromley, Executive Director Human Resources
Meeting Date: September 28, 2023

Human Resources Policies 5281, 5401 and 5406

BACKGROUND

Policy 5281 - Disciplinary Action and Discharge (NEW)

Tumwater School District has not adopted this policy which identifies the grounds for disciplinary action and/or discharge. In order to hold all employees accountable to high expectations, being clear and consistent in our policies is important.

This is a 1st reading. At the October 26th meeting, the recommendation will be to adopt the policy.

Policy 5401 - Sick Leave (REVISED)

The previous policy has not been updated since 2013. TSD's current policy is missing the RCW updates on paid sick leave that were not part of the law in 2013. Information on accumulation of days was also not applicable at the last adoption. WSSDA does not have a procedure to go along with policy 5401. The updated policy is written in such a way to be interpreted as a procedure.

This is a 1st reading. At the October 26th meeting, the recommendation will be to adopt the policy and discontinue the procedure.

Policy 5406- Leave Sharing (REVISED)

The previous policy has not been updated since 2013. TSD's current policy was titled "Shared Leave" and the updated WSSDA 5406 is titled "Leave Sharing" to be in line with RCW 28A.400.380 Leave Sharing. The policy has been updated to be in compliance with the RCW around topics such as domestic violence, sexual assault, pregnancy disability and parental leave.

This is a 1st reading. At the October 26th meeting, the recommendation will be to adopt the policy.

New!

Tumwater School District Board Policy

DISCIPLINARY ACTION AND DISCHARGE

Grounds for Disciplinary Action or Discharge

Staff who fail to fulfill their job responsibilities or follow the reasonable directions of their administrators or who conduct themselves on or off the job in ways that affect their effectiveness on the job may be subject to disciplinary action or discharge. Behavior, conduct, or action that provides sufficient cause may warrant disciplinary action or discharge. Such behavior, conduct, or action may include but is not limited to:

- A. Incompetence;
- B. Inefficiency;
- C. Misappropriation or misuse of district property;
- D. Neglect of duty;
- E. Insubordination;
- F. Conviction/guilty plea of any crime which adversely affects the employee's ability to perform a job including any felony crime involving:
 - 1. The physical neglect of a child;
 - 2. The physical injury or death of a child;
 - 3. Sexual exploitation of a child;
 - 4. Sexual offenses;
 - 5. Promotion of a minor for prostitution purposes; or
 - 6. The sale or purchase of a minor child;[employees are required to report in writing to the superintendent any conviction or guilty plea of the above referenced crimes (and of any other crimes that are workplace related) within five days of conviction or guilty plea];
- G. Malfeasance;
- H. Misconduct;
- I. Inability to perform job functions;
- J. Willful violation of district policies and procedures, laws, or regulations;
- K. Mistreatment, abuse or assault of fellow workers, students, or members of the public;
- L. Conflict of interest;
- M. Abuse of leave;
- N. Unlawful harassment, verbal abuse, physical abuse or sexual misconduct toward staff, students, or members of the public;

- O. Manufacture, possession, distribution, sale or being under the influence of alcohol, controlled, illegal, addictive or harmful substances including anabolic steroids;
- P. Conduct (whether on the job or off the job) that has a substantial negative impact on performance;
- Q. Mental or physical inability to perform the essential job duties;
- R. Intemperance;
- S. Intentional discrimination or harassment;
- T. Vulgar speech or actions;
- U. Use of habit-forming drugs without pharmaceutical prescription by a doctor of medicine licensed to practice in the state of Washington;
- V. Use of alcoholic beverages on district premises or at a district sponsored activity off the district premises;
- W. Use of district supplies and equipment for personal betterment or financial gain or other improper purposes;
- X. Falsification or omission of material information from district records or any report or statement required of or submitted by the employee. This includes, but is not limited to, providing false information to the district (i.e., timesheets, application materials, during formal investigations);
- Y. Engage in the obstruction of justice, which includes witness intimidation, retaliation, destruction of evidence, or engaging in conduct to compromise an investigation or inquiry of misconduct; or
- Z. Engage in any other conduct that lacks educational value/legitimate professional purpose and harms students.

In the event that allegations or charges are made against a staff member for misconduct with minors, the superintendent may contact the Child Protective Services central registry for evidence regarding whether the staff member is an adjudicated or admitted perpetrator of child abuse or neglect. Appropriate reports will also be made to law enforcement, the Office of the Superintendent of Public Instruction, and the student's parents or guardians, as required by law.

Nondisciplinary Dismissal

Nonrepresented classified employees and certificated administrators may be subject to nondisciplinary dismissal for behaviors such as, but not limited to, refusal to provide proof of vaccination or refusal to obtain a medical or religious accommodation. The option to use nondisciplinary dismissal does not obligate the district to do so or in any way limit or prevent the district from pursuing other responses as determined by the superintendent or designee.

Abuse and Sexual Misconduct

The district will not enter into any contract that is contrary to law to suppress information about verbal or physical abuse or sexual misconduct by a present or former employee and will comply with all legal requirements regarding such misconduct.

The district, or an individual acting on behalf of the district, shall not provide a recommendation of employment for a current or former employee, contractor, or agent that the district or individual acting on behalf of district knows or has probable cause to believe has engaged in sexual misconduct with a student or minor in violation of the law. District/school employees, contractors, and agents are also prohibited from providing a recommendation of employment to a current or former employee, contractor, or agent that the employees, contractors, or agents know or has probable cause to believe engaged in sexual misconduct with a student or minor in violation of the law. This does not prohibit the routine transmission of administrative or personnel files, but does prohibit doing more than that to help the current or former employee obtain new employment.

Suspension of Staff

The superintendent/designee is authorized to suspend a staff member immediately as deemed appropriate.

Legal References:

- RCW 28A.400.300 Hiring and discharge of employees — Written leave policies — Seniority and leave benefits of employees transferring between school districts and other educational employers
- RCW 28A.400.320 Crimes against children — Mandatory termination of classified employees — Appeal — Recovery of salary or compensation by district
- RCW 28A.400.340 Notice of discharge to contain notice of right to appeal if available
- RCW 28A.405.300 Adverse change in contract status of certificated employee — Determination of probable cause — Notice — Opportunity for hearing
- RCW 28A.405.310 Adverse change in contract status of certificated employee, including non-renewal of contract — Hearings — Procedure
- RCW 28A.405.470 Crimes against children — Mandatory termination of certificated employees — Appeal — Recovery of salary or compensation by district
- RCW 28A.410.090 Revocation or suspension of certificate or permit to teach — Criminal basis — Complaints — Investigation — Process
- RCW 49.44.200 Personal social networking accounts — Restrictions on employer access - Definitions
- Chapter 181-86 RCW Policies and procedures for administration of certification proceedings
- WAC 181-87 Acts of Unprofessional Conduct

ADOPTED:

Proposed

**Tumwater School District
Board Policy**

SICK LEAVE

I. Paid Sick Leave for Certificated and Classified Staff Members

The district will grant each certificated and classified staff member of the district sick leave days annually in accordance with RCW 28A.400.300 and applicable collective bargaining agreements.

Unused sick leave days may be accumulated from year-to-year up to a maximum of one hundred eighty days for the purposes of RCW 28A.400.210 and 28A.400.220, and for leave purposes up to a maximum of the number of contract days agreed to in a given contract, but not greater than one year.

The district requires a signed statement from a healthcare provider for any absence in excess of five consecutive days. Pursuant to WAC 296-128-660, if the district requires such verification from a nonexempt staff member and the staff member believes obtaining verification would result in an unreasonable burden or expense, the staff member may contact the Human Resource Department orally or in writing. Verification must be provided to the district within 10 calendar days of the first day a nonexempt staff member used paid sick leave to care for themselves or a family member.

If sick leave benefits are exhausted, the board may grant leave without pay for the balance of the year upon the recommendation of the superintendent/designee.

II. Attendance Incentive Program for Certificated and Classified Staff Members

In January of the year following any year in which a minimum of 60 days of sick leave is accrued, and each January thereafter, any eligible staff member may exercise an option either:

A. To receive remuneration for unused sick leave accumulated in the previous year in an amount equal to one day's monetary compensation of the staff member for each four full days of accrued sick leave in excess of 60 days; or

B. To add that year's sick leave to the staff member's accumulated sick leave.

All such leave for which the staff member receives compensation will be deducted from accumulated sick leave at the rate of four days for every one day's monetary compensation.

A staff member may cash-out all accrued sick leave at the above rate at the time of an eligible separation from employment as set forth in RCW 28A.400.210 and Chapter 392-136 WAC.

The administrator of the estate of a deceased staff member may also cash-out all accumulated sick leave at the rate of one day's monetary compensation for every four days of leave. A certified copy of the death certificate and proper documentation of court appointment as administrator of the estate must be submitted to the district office.

III. Additional Paid Sick Leave Provisions

A. Nonexempt Staff Members

Nonexempt staff members are covered by the sick leave provisions of RCW 28A.400.300 and are also covered by the sick leave provisions of RCW 49.46.210 and Chapter 296-128 WAC beginning January 1, 2018.

In general, the sick leave benefits provided under RCW 28A.400.300 are more generous than those required by RCW 49.46.210 and Chapter 296-128 WAC. Below, however, are some of the rights that nonexempt staff members are entitled to under RCW 49.46.210 and Chapter 296-128 WAC:

1. Nonexempt staff members must accrue at least one hour of paid sick leave for every forty hours worked.
2. Nonexempt staff members are entitled to use their accrued paid sick leave beginning on the ninetieth calendar day after the commencement of their employment.
3. Nonexempt staff members may use paid sick leave to care for themselves or their family members, when the staff members' workplace or children's school or place of care has been closed by a public official for any health related reason, or for absences that qualify for leave under the Domestic Violence Leave Act.
4. Nonexempt staff members must be permitted to carry over at least forty hours of paid sick leave.
5. Retaliation against a nonexempt staff member for lawful exercise of paid sick leave rights is prohibited.

B. Reasonable Notice for the Use of Paid Sick Leave

Nonexempt staff members must provide reasonable advance notice of an absence from work for the use of paid sick leave to care for themselves or a family member. Please provide such reasonable notice to employee's immediate supervisor. Any information

provided will be kept confidential. If a nonexempt staff member's absence is foreseeable, the staff member must provide notice to employee's immediate supervisor at least 10 days, or as early as possible, before the first day paid sick leave is used. If a nonexempt staff member's absence is unforeseeable, the staff member must contact their immediate supervisor as soon as possible.

A nonexempt staff member must give advance oral or written notice to their immediate supervisor as soon as possible for the foreseeable use of paid sick leave to address issues related to the staff member or the staff member's family member being a victim of domestic violence, sexual assault, or stalking. If a nonexempt staff member is unable to give advance notice because of an emergent or unforeseen circumstance related to the staff member or the staff member's family member being a victim of domestic violence, sexual assault, or stalking, the staff member or a designee must give oral or written notice to their immediate supervisor no later than the end of the first day that the staff member takes such leave.

C. Frontloaded Paid Sick Leave

The district will provide eligible nonexempt staff members with a notification of frontloaded paid sick leave. This notification will provide details of the amount of paid sick leave hours that will be placed into a nonexempt staff member's paid sick leave bank at the start of their employment. It will include the calculations used to determine the frontloaded hours, the paid sick leave accrual year, and a staff member's eligibility details. Unused frontloaded paid sick leave balances of 40 hours or less will carry over to the following year.

The district will make written or electronic notification to a nonexempt staff member for each paid sick leave frontloading period, providing the amount of paid sick leave frontloaded, the calculation used to determine the amount of paid sick leave, and any adjustments based on additional accrued hours. If a nonexempt staff member's frontloaded paid sick leave is less than the amount that they were entitled to accrue, the district will make any additional amounts of paid sick leave available for the staff members use no later than 30 days after the discrepancy is identified.

If a nonexempt staff member uses more paid sick leave than the staff member would have accrued absent frontloading, the district will not seek reimbursement from the staff member for the paid sick leave used.

Legal References:

RCW 49.46.200
RCW 49.46.210

Paid sick leave
Paid sick leave – Authorized
purposes – Limitations – “Family
member” defined

Chapter 296-128 WAC	Minimum Wages
RCW 28A.400.210	Employee attendance incentive program — Remuneration or benefit plan for unused sick leave
RCW 28A.400.300	Hiring and discharging of employees — Written leave policies — Seniority and leave benefits, of employees transferring between school districts and other educational employers
Chapter 392-136 WAC	Finance — Conversion of Accumulated Sick Leave
AGO 1964 No.98	Sick leave for certificated and noncertificated employees
AGO 1980 No.22	Limitation on compensated leave for school district employees

Cross References 5406 - Leave Sharing

ADOPTED: August 11, 1983

REVISED: March 27, 1997; December 14, 2006; December 10, 2009; May 23, 2013

Current

**Tumwater School District
Board Policy**

SICK LEAVE

The district shall grant staff members sick leave in accordance with state law and/or as covered by respective collective bargaining agreements.

The district will provide sick leave cash out as provided by state laws and regulations.

Legal References:	RCW 28A.400.210	Employee attendance incentive program — Remuneration for unused sick leave
	RCW 28A.400.300	Hiring and discharging employees — Leaves for employees — Seniority and leave benefits, retention upon transfers between schools
	Chapter 392-136 WAC	Conversion of Accumulated Sick Leave
	AGO 1963-64 No.98	Sick leave for certificated and noncertificated employees
	AGO 1980 No.22	Limitation on compensated leave for school district employees

ADOPTION DATE: August 11, 1983

REVISION DATES: March 27, 1997, December 14, 2006, December 10, 2009; May 23, 2013

(This replaces former policy 3410 under the old numbering system)

Proposed

**Tumwater School District
Board Policy**

LEAVE SHARING

The district shall ~~shall~~ **will** establish and administer a leave sharing plan in **program** through which eligible employees may donate excess leave for use by an eligible recipient who is suffering from, or has a relative or household member suffering from, an extraordinary or severe illness, injury, impairment or physical or mental condition; **who is a victim of domestic violence, sexual assault, or stalking; who is sick or temporarily disabled because of pregnancy disability; who is on parental leave;** or who has been called to service in the uniform services.

Such a program is intended to extend leave benefits to an eligible recipient who otherwise would have to take leave without pay or terminate his or her employment.

The superintendent **or designee** is directed to develop administrative procedures for staff members who accrue annual leave and for staff members who do not earn annual leave, but who accrue leave to be used for illness, injuries or emergencies. The superintendent is directed to administer the **a procedure for administering the** leave sharing plan **program** in a manner consistent with state law and applicable collective bargaining agreements.

Cross References: Policy 5201 Confilicts Between Policy and Bargaining Agreements

Legal References: RCW 28A.400.380 Leave Sharing Program
RCW 41.04.650-665 Leave Sharing Program
WAC 392-126-004-104 Finance-Shared Leave

ADOPTED: March 28, 1991

REVISED: May 23, 2013



Prepared for: Tumwater School Board
Prepared by: Bob Gibson, Supervisor Food Service
Meeting Date: September 28, 2023

Food Services Policy 6700 (formerly 3424)

BACKGROUND

Policy 6700 - Nutrition, Health, and Physical Activity (REVISED)

The previous policy has not been updated since 2013. We have updated the policy series and number from 3424 to 6700 to align with WSSDA model policy.

WSSDA has revised this policy and procedure to reflect the provisions in HB 1878–School Meals. This legislation requires public school districts to group their schools (to the extent practicable) in a manner that maximizes the Community Eligibility Provision in the National School Lunch Program. The Community Eligibility Provision offers an alternative to the traditional method of individual families applying for free or reduced price meals via the household application. Instead of household applications, a school, group of schools, or school district can use the Community Eligibility Provision to provide free meals to all students. To be eligible, at least 40 percent of students need to be identified as eligible for free meals through means other than the household application. Examples of alternatives for identifying eligibility include: students directly certified through the Supplemental Nutrition Assistance Program or Temporary Assistance for Needy Families, and foster, homeless, and migrant students. Please note that this legislation expressly includes charter schools and state tribal education compact schools.

This is a 1st reading. At the October 26th meeting, the recommendation will be to adopt the revised policy.

proposed
**Tumwater School District
Board Policy**

Policy 6700
Management Support

NUTRITION, HEALTH, AND PHYSICAL ACTIVITY

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

Wellness Policy

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

Nutrition and Food Services Program

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

The superintendent or designee is responsible for:

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

- Following proper procurement procedures; and
- Ensuring compliance with the Smart Snacks in School nutrition standards.

Health and Physical Education Program

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

The district will ensure that the following requirements are met:

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

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

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

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

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

Physical Activity

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

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

Cross References: 2150 - Co-Curricular Program
 2151 - Interscholastic Activities
 2161 - Special Education and Related Services for Eligible Students
 2162 - Education of Students With Disabilities Under Section 504 of the Rehabilitation Act of 1973
 2410 - High School Graduation Requirements
 3210 - Nondiscrimination
 3422 - Student Sports Concussion, Head Injury and Sudden Cardiac Arrest
 4260 - Use of School Facilities

Legal References: RCW 28A.210.365 Food choice, physical activity, childhood fitness - Minimum standards - District waiver or exemption policy.
 RCW 28A.230.040 Physical Education Grades 1-8
 RCW 28A.230.050 Physical Education in High Schools
 RCW 28A.230.095 Essential academic learning requirements and assessments Verification reports.
 RCW 28A.235.120 Meal Programs - Establishment and

Operation – Personnel - Agreements

RCW 28A.235.130 Milk for children at school expense

RCW 28A.235.140 School breakfast programs

RCW 28A. 235.145 School breakfast and lunch programs -
Use of state funds

RCW 28A. 235.150 School breakfast and lunch programs -
Grants to increase participation - Increased state support

RCW 28A.235.160 Requirements to implement school
breakfast, lunch and summer food service programs -
Exemptions

RCW 28A.235.170 Washington grown fresh fruit and
vegetable grant program

RCW 28A.623.020 Nonprofit program for elderly –
Authorized - Restrictions

RCW 69.04 Intrastate Commerce in Food, Drugs and
Cosmetics

RCW 69.06.010 Food and beverage service workers permit
- Filing, duration - Minimum training requirements

RCW 69.06.020 Permit exclusive and valid throughout state
- Fee

RCW 69.06.030 Diseased persons - May not work -
Employer may not hire

RCW 69.06.050 Permit to be secured within fourteen days
from time of employment.

RCW 69.06.070 Limited duty permit

WAC 180-51-068 State subject and credit requirements for
high school graduation - Students entering the ninth grade
on or after July 1, 2015.

WAC 392-157-125 Time for meals

WAC 392-410-135 Physical Education - Grade school and
high school requirement.

WAC 392-410-136 Physical Education Requirement-
Excuse

2 CFR Part 200 - Procurement

7 CFR, Parts 210 and 220

7 CFR, Part 245.5

Laws of 2023, ch. 272 (ESSB 5257) Public Schools - Daily
Recess

Management Resources: 2022 – June Issue

2018 - May Issue

2017 - July Issue

2017 - April Issue

Comprehensive School Physical Activity Program

2015 - June Issue

Recommendations for Waivers in High School Physical Education/Fitness Education, OSPI (September 2013)

2014 - February Issue

Wellness Policy Best Practices, OSPI (January 2013)

Policy News, February 2005 Nutrition and Physical Fitness Policy

Policy News, December 2004 Nutrition and Physical Fitness Update

Alliance for a Healthier Generation Wellness Policies

OSPI Child Nutrition School Wellness Policy Best Practices for Policy Development, Implementation and Evaluation

ADOPTED: July 14, 2005

REVISED: October 24, 2013

DRAFT

**Tumwater School District
Board Policy****WELLNESS, PHYSICAL ACTIVITY AND NUTRITION**

The board recognizes that healthy eating habits and regular physical activity are essential for students to optimize their physical and mental health and achieve their full academic potential. Research indicates that obesity, malnutrition, and subsequent diseases are largely preventable through healthy eating habits and regular physical activity. Schools, parents and the community share the responsibility in promoting healthy eating habits and encouraging physically active lives amongst young people.

Thus, the Tumwater School District is committed to providing school environments that promote and protect children's health, well-being, and ability to learn by supporting healthy eating and physical activity. Therefore, it is the policy of the Tumwater School District that:

1. The school district will engage students, parents, teachers, food service professionals, health professionals, and other interested community members in developing, implementing, monitoring, and reviewing district-wide nutrition and physical activity procedures and practices.
2. All students will have opportunities, support, and encouragement to be physically active on a regular basis.
3. The school district will develop and implement nutrition standards that provide healthy food choices in the school environment. The key focus of these standards is to improve the nutritional value of foods offered to students in the school setting and reduce the calories, sugar and fat made available to students.
4. The school district's meal program will provide students access to a variety of affordable, nutritious, and appealing foods that meet their health and nutrition needs; will accommodate the religious, ethnic, and cultural diversity of the student body in meal planning; and will provide a clean and safe environment and adequate time for students to eat.
5. To the maximum extent practicable, all schools will participate in available federal school meal programs (including the School Breakfast Program, National School Lunch Program, and after school snacks.) The Summer Food Service Program, in cooperation with the City of Tumwater, is encouraged.
6. School staff will provide nutrition education and physical education to foster lifelong habits of healthy eating and physical activity, and will establish linkages between health education and school meal programs, and with related community services.

The superintendent and/or his designee(s) shall establish procedures promoting proper nutrition, fitness and health for students to implement this policy.

Legal References: RCW 28A.210.360

ADOPTED: July 14, 2005

REVISED: October 24, 2013

ACTION ITEMS

- 2nd Reading and Recommended Approval Policy 6225, Use of Electronic Signature: Questions can be directed to Shawn Batstone.

**Tumwater School District
Board Policy**

Use of Electronic Signatures

Purpose:

To establish an electronic signature policy for the Tumwater School District that will:

- Promote efficiency in order to conserve public resources;
- Establish guidelines for the use of electronic signatures for certain District transactions;
- Provide reasonable assurance of the integrity, authenticity, and nonrepudiation of electronic documents when electronic signatures are used by the District; and
- Determine the scope of the District's use of the current electronic signature provider approved by the district and district designated staff as the approved method for affixing an electronic signature to an electronic record. This policy will apply to any future replacement to the specific service provider platform.

Reducing the District's reliance on paper-based transactions will further improve information security and sharing, allow faster approval of and access to documents, and reduce costs and environmental impact. Providing the option of electronic signatures, when practicable, is consistent with the intent of Washington State law to promote electronic transactions and remove barriers that might prevent the use of electronic transactions by governmental entities.

Scope, Manner, and Format of Use

The District encourages electronic transactions and the use of electronic signatures, and recognizes electronic signatures as legally binding and equivalent in force and effect as a traditional signature made created when a person physically marks a document with the intent to sign the record.

The District authorizes the use of the district authorized vendor's electronic signature platform, or any future replacement of such platform, to affix electronic signatures to District records.

The District Superintendent or designee is authorized to use the electronic signature platform or any future replacement of such platform to affix electronic signatures to District records as provided in this policy.

The electronic signature platform, or any future replacement of such platform, is authorized to affix electronic signatures to District records.

Electronic signatures cannot be applied using another employee's name. Records signed on behalf of the Superintendent or designee shall use their own electronic signature.

An electronic signature is an acceptable substitute for a traditional signature on records requiring the signature of any record whenever the use of a traditional signature is authorized or required, except as provided herein.

If an electronic signature is used for interstate transactions or for documents required by the US Federal government, the electronic signature shall comply with the requirements of the Electronic Signatures in Global and Electronic Commerce Act.

This policy in no way affects the District's ability to conduct a transaction using a physical medium and shall not be construed as a prohibition on the use of traditional signatures.

Legal References: 15 U.S.C. Ch. 96 Electronic Signatures in Global and National Commerce Act

Management Resources: 2020 – May Issue

Adoption Date: