



Tumwater School District

Dr. Carole Meyer
Interim 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, June 15, 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** **Public Comment Reminder** (*President Killough*)
- 6:02pm** **Agenda Discussion/Approval** (*President Killough/Superintendent Meyer*)
- 6:03pm** **Meeting Minutes Review**
- May 25, 2023 Regular Meeting
- 6:04pm** **Consent Agenda**
- Personnel Report
 - 2023-24 Chromebook Fees
 - 2023-24 Preschool Peer Model Monthly Tuition
 - BHHS Choir Out-of-State Field Trip – New York (Carnegie Hall)
 - Capital Projects – Acceptance of Contact as Complete
 - Capital Projects – Contract Change Orders
- 6:05pm** **Recognition**
- THS Girls Track & Field – 2A State Champions
 - THS Boys Baseball – 2A State Champions
 - 1st Place Music State Solo Winners: Eli Denning (THS) and Ayden Ramsey (THS)
 - 22-23 Student Rep, Ameiya Brown
 - National Board Certified Teachers
 - Tony Harris – Presidential Award of Excellence in Math and Science Teaching State Finalist

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

“Continuous Student Learning in a Caring, Engaging Environment”

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 5281, Disciplinary Action and Discharge
- 1st Reading Policy 5400, Personnel Leaves
- 1st Reading Policy 5411, Staff Vacations

7:10pm Action Items

- 2nd Reading and Recommended Approval Policy 4218, Language Access

7:15pm Superintendent's Report (*Superintendent Meyer*)

7:30pm Board Committee Reports

- WIAA Update (*Director Taylor*)

7:40pm Board Comments

7:50pm Recess Regular Meeting

- Executive Session to discuss Collective Bargaining and Negotiations per RCW 42.30.140(4)(b).

8:50pm Reconvene Regular Meeting

8:51pm Adjourn Regular Meeting

***NEXT BOARD MEETING: Board Retreat on July 13, 2023 and
Regular Board Meeting on July 27, 2023.***

The Board may also schedule additional special or emergency meetings consistent with RCW 28A.343.380.

MEETING MINUTES

- May 25, 2023 Regular Board Meeting



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Tumwater School District School Board Meeting Minutes

Location: District Office & YouTube
621 Linwood Ave. SW
Tumwater, WA 98512
May 25, 2023
6:00 pm

Board Members Present: Casey Taylor, Scott Killough, Melissa Beard (virtual), Jill Adams, Dr. Carole Meyer (Secretary)

Board Member Absent: Darby Kaikkonen

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 Meyer shared that there was one update to the previously published version of the agenda. Two resignations were added to the Personnel Report on the Consent Agenda.
Director Taylor/Director Adams, Motioned/Seconded (M/S) to approve the updated agenda. It passed unanimously.

Review of Minutes

The Board has reviewed the April 27, 2023 and May 11, 2023 regular board minutes and there no changes. The minutes were approved unanimously.

Consent Agenda

- No motion is necessary. The Consent Agenda was unanimously 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
Mckenzie Gotcher	Substitute Custodian	B&G	Effective May 1, 2023	PSE
James McClinton	Lead Custodian	BMS	Effective May 15, 2023	PSE
Alyssa Staples	Speech Language Pathologist	Special Services	1.0 FTE (Continuing 2023-2024)	TEA
Shannon Burns	Special Education Teacher	Special Services	1.0 FTE (One Year Only 2023-24), effective September 01, 2023 through March 5th, 2024	TEA
James Lovell	Speech Language Pathologist	Special Services	1.0 FTE (Continuing 2023-2024)	TEA
Pamela Detzler	Registered Nurse	Special Services	1.0 FTE (Continuing 2023-24)	TEA
Adjusted:				
Lisa Perreira	Assistant Principal	BMS	From One Year Only (BMS) to Continuing (BMS), effective July 1, 2023	ADMIN
Alexander Mager	Evening Custodian	THS	From Variable Site to THS, effective May 22, 2023	PSE
Lauren Smith	SPED Teacher	PGS	From MTS to PGS, effective the 2023-2024 school year	TEA
Sarah Wernke	SPED Teacher	PGS	From MTS to PGS, effective the 2023-2024 school year	TEA
Aimee Opincarne	Teacher	BHHS	From TVA to BHHS, effective the 2023-2024 school year	TEA
Janelle Schlichting	Teacher	BHHS	From 0.3 FTE (TVA) to 0.3 FTE (BHHS), effective the 2023-2024 school year	TEA
Mary McEvoy	Teacher	BMS	From LRE to BMS, effective the 2023-2024 school year	TEA
Theresa Johnson	SPED Teacher	TMS	From TVA to TMS, effective the 2023-2024 school year	TEA
Adrienne Kuhn	Teacher	PGS	From TVA to PGS, effective the 2023-2024 school year	TEA
Hannah Anderson	Teacher	EOE	From LRE to EOE, effective the 2023-2024 school year	TEA
Ashley Lupinski	Teacher	BMS	From TVA to BMS, effective the 2023-2024 school year	TEA
Catherine Theobald	SPED Teacher	THE	From BLE to THE, effective the 2023-2024 school year	TEA
Erin Gehrke	Teacher	MTS	Returning to 1.0 FTE 4/5 Split Teacher (MTS), effective the 2023-2024 school year	TEA

Jody Halterman	Assistant Principal	BHHS	From Principal (TVA/CHS) to Assistant Principal (BHHS), effective July 1, 2023	ADMIN
Chelsi Yarger Weedon	Paraprofessional	BLE	From 6.0 hours to 4.5 hours, effective the 2023-2024 school year	TAP
Leaves:				
Kimberly Wilson	Teacher	THE	Intermittent Leave of Absence beginning April 19, 2023, returning April 18, 2024	TEA
Lisa Hopkins	Paraprofessional	BLE	Leave of Absence beginning March 7, 2023, returning April 10, 2023	TAP
Laura Elway	Paraprofessional	TVA	Leave of Absence beginning March 13, 2023, returning March 22, 2023	TAP
Christine Coe	Cook	EOE	Leave of Absence beginning June 8th, 2023, returning June 13, 2023	PSE
Sonya Cooper	Paraprofessional	MTS	Leave of Absence beginning May 30, 2023 through the end of the school year	TAP
Leslie Hayden	Teacher	TWEC	Leave of Absence beginning May 18th, 2023, returning June 2, 2023	TEA
Peggy Freist	Evening Custodian	BMS	Leave of Absence beginning May 15th, 2023, returning May 22, 2023	PSE
Resignations:				
Susan Larson	Teacher	BHHS	Effective August 31, 2023	TEA
Mathew Beattie	Assistant Football Coach	THS	Effective May 18, 2023	N/A
Tim Otton	Assistant Football Coach	THS	Effective May 18, 2023	N/A
Javkhan Battumur	Assistant Volleyball Coach	BHHS	Effective May 3, 2023	N/A
Richard Scott	Assistant Girls Soccer Coach	BHHS	Effective May 19, 2023	N/A
Cherie A. Andreassen	Teacher	TMS/BMS	Effective August 31, 2023	TEA
Mark Skinner	Bus Driver	Transportation	Effective May 23, 2023	PSE
Adam Shotwell	Bus Driver	Transportation	Effective May 24, 2023	PSE
Retirement				
Sheila Nordquist	Paraprofessional	PGS	Effective August 31, 2023	TAP
Christine Spengler	Paraprofessional	PGS	Effective August 31, 2023	TAP
Termination:				

Austin Lee	Substitute Custodian	Buildings and Grounds	Effective May 18, 2023	PSE
Trudel Grazul	Bus Driver	Transportation	Effective May 24, 2023	PSE
Co-Curricular:				
Cindy McNeely	Summer School Social Studies Teacher	Cascadia	Effective July 3, 2023	TEA
Emma-Kate Schaake	Summer School Secondary Coordinator	TLC	Effective July 3, 2023	TEA
Nancy Manley	Summer School Registrar	Cascadia	Effective July 3, 2023	TEA
Makenzie Sylvester	Summer School Science Teacher	Cascadia	Effective July 3, 2023	TEA
Jillian Turnbull	Summer School PE/Health Teacher	Cascadia	Effective July 3, 2023	TEA
Jaime Cheeka	ESY Paraprofessional	SS	Effective July 10, 2023	TAP
Wendy Carter	ESY Paraprofessional	SS	Effective July 10, 2023	TAP
Amber Henrichsen	ESY Paraprofessional	SS	Effective July 10, 2023	TAP
Natalie Williams	ESY Paraprofessional	SS	Effective July 10, 2023	TAP
Brittney Zepp	ESY Paraprofessional	SS	Effective July 10, 2023	TAP
Katie Greer	ESY Paraprofessional	SS	Effective July 10, 2023	TAP
Alexis Jasper	ESY Paraprofessional	SS	Effective July 10, 2023	TAP
John Glenn	Summer School Forest & Stream Ecology Teacher	TLC	Effective June 26, 2023	TEA
Dylan MacKenzie	ESY Paraprofessional	SS	Effective July 10, 2023	TAP
Katie Burbidge	ESY Paraprofessional	SS	Effective July 10, 2023	TAP
Rob Hinkle	Assistant Football Coach	THS	Resigning coaching position only, effective May 18, 2023	N/A

➤ **Payroll & Vouchers:**

FUND NAME	WARRANTS (INCLUSIVE)				AMOUNT
GENERAL FUND:					
Payroll					
Payroll Taxes					\$ 1,248,175.82
Direct Deposit					\$ 3,676,519.81
Payroll Benefit Wire Transfer					\$ 1,108,187.98
Accounts Payable -Payroll	72806005	to	72806019		\$ 30,292.37
Accounts Payable	72221067	to	42221073		\$ 2,906.38
Accounts Payable	72221074	to	72221090		\$ 29,600.41
Accounts Payable	72221091	to	72221095		\$ 127,351.28
Accounts Payable	72221096	to	72221096		\$ 919.29
Accounts Payable	72221097	to	72221135		\$ 136,333.34
Accounts Payable	72221136	to	72221154		\$ 1,114,081.01
Accounts Payable	72221155	to	72221184		\$ 204,322.49
Accounts Payable ACH					\$ 29,589.39

Accounts Payable ACH	\$	249,788.37
Accounts Payable ACH	\$	414,232.03
Accounts Payable ACH	\$	147,577.52
Accounts Payable ACH	\$	117,896.99
Accounts Payable ACH	\$	307,094.76
ACH Rejection		
Voided Warrants		
Accounts Payable - COMP TAX	\$	7,257.04
TOTAL GENERAL FUND:	\$	8,952,126.28

CAPITAL PROJECTS FUND:

Accounts Payable	72012618	to	7201619	\$	53,448.71
Accounts Payable	72012620	to	72012620	\$	375.00
Accounts Payable	72012621	to	72012626	\$	153,326.91
Accounts Payable ACH				\$	32,690.71
Accounts Payable ACH				\$	6,744.20
Accounts Payable ACH				\$	142,829.28
Voided Warrants					
Accounts Payable - COMP TAX					
TOTAL CAPITAL PROJECTS FUND:				\$	389,414.81

ASSOCIATED STUDENT BODY FUND:

Accounts Payable				\$	799.36
Accounts Payable				\$	4,371.38
Accounts Payable				\$	1,086.79
Accounts Payable ACH				\$	7,403.57
Accounts Payable ACH				\$	7,435.99
Accounts Payable ACH				\$	4,174.57
Accounts Payable ACH				\$	307.02
Accounts Payable ACH					
Voided Warrants					
Accounts Payable - COMP TAX				\$	14.77
TOTAL ASSOCIATED STUDENT BODY FUND:				\$	25,593.45

PRIVATE PURPOSE FUND:

Accounts Payable	72700585	to	72700585	\$	990.84
Accounts Payable		to			
Accounts Payable ACH					
Voided Warrants					
Accounts Payable - COMP TAX					

TOTAL PRIVATE PURPOSE FUND: \$ 990.84

**TRANSPORTATION
VECHILE FUND:**

Accounts Payable

to

TOTAL TRANSPORTATION VECHILE

FUND: \$

-

- Budget Status Report
- District Office Non-Rep Salary Schedule
- 2023-24 Fines and Fees Schedule
- Capital Projects Construction Contact Award – Tumwater Middle School Seismic Upgrades.
- Capital Projects Construction Contract Award – Black Hills High School Solar Installment.
- Out of State Field Trip Request – Tumwater High School student to FBLA Conference in Atlanta, GA.

Recognition

- State Solo/Ensemble 1st Place Winners: President Killough presented a certificate to James Kois who preformed his winning music piece.
- 22-23 Student Board Reps: President Killough presented a certificate to Alex Loveless. Lyn Hepp was unable to attend and Ameiya Brown will be recognized at the next regular meeting.

Student Rep Reports

- Alex Loveless (BHHS) – All of the music groups are having their final concerts for the year. Seniors are visiting their elementary schools on June 2nd, Baccalaureate is on June 5th and graduation is June 8th. The following students went to State competitions: Josh Do (tennis), Luke Fenner (golf), Ellie Johnson (golf), Ashley Harris (track) and Liam Wall (track). She also shared that the school has a hallway dedicated to Asian American and Pacific Islander heritage month. Also, ASB treasurer elections are happening for next year.

Public Comment

- Agenda and Non-Agenda Items: Becky Parsons stated that no one signed up to address the Board.

Reports to the Board

- New Market Skills Center Presentation. Matt Ishler presented.
- Department of Natural Resources Presentation. Sarah Ogden from DNR presented.
- Board Briefs. Shawn Batstone presented.
- Budget Update. Melissa Richter presented.

Action Items

- 2nd Reading and recommended approval of Policy 4218, Language Access. Shawn Batstone presented. Director Taylor had questions for the district to follow up on. This will be added as a 2nd reading to the next regular meeting on June 15, 2023.
- Resolution 10-22-23 Delegating Authority to WIAA. Shawn Batstone presented. **Director Taylor/Director Adams, (M/S) to approve Resolution 10-22-23. This resolution has passed unanimously.**

Superintendent's Report

Superintendent's Report: She attended the Tumwater Hill performance of GoldiROCKS & The Three Bears and it was so much fun to watch! Dr. Meyer also shared that parents Beau Wilson and Dominique Wilson were recognized at the ESD 113 awards dinner. The district had a budget meeting on May 25th and a policy meeting on May 18th. She also provided a 23-24 enrollment projection update.

Board Committee Reports

- WIAA Update: Director Taylor reported that the THS boys' baseball is in the final four. He also shared that both THS and BHHS have new athletic directors.

Board Member Comments

- Director Taylor: He thanked James and the BHHS students who attended for class. He welcomed Lilly as a student rep for next year. He also thanked Alex for her participation; she will be missed!
- Director Beard: She thanked Alex for choosing to be a student rep and wished her luck! She recognized Tony Harris for all the hard work he does on a daily basis; we are lucky to have him. She also shared some quotes from the senior presentations she attended. Some teachers recognized during those presentations were Suzanne Hall, Doug Peltier, Mrs. Jordan Stray, Jennie Kelly and Kelly McNeal.
- President Killough: He thanked Alex for her dedication and for working around her sport and school schedules. He also recognized Tony Harris who is a state finalist for the Presidential Award of Excellence in Math and Science Teaching. He wished him luck as this is well deserved.
- Director Adams: She thanked Alex for her service and the BHHS students who attended for class. She's very impressed with the talents in our district. She wants everyone to know that with the budget and policy updates we are trying to make the district the best it can be.
- Alex Loveless: She thought that James' performance was amazing! She thanked the Board for the opportunity. The experience taught her a lot and gave her a broader perspective on how the district runs.

Recess Regular Meeting at 8:00 PM

- Executive Session to discuss Collective Bargaining and Negotiations per RCW 42.30.140(4)(b). The executive session lasted 100 minutes with no action taken.

Reconvene and Adjourn Regular Meeting

With no further business coming before the Board, the Regular Board Meeting adjourned at 9:40 PM.

Recorded by:
Becky Parsons

Signed this 15th day of June 2023.

Board Member

Board Secretary

CONSENT AGENDA

- Personnel Report: Questions can be directed to Wendy Bromley.
- 2023-24 Chromebook Fees: Questions can be directed to Dan Reich.
- 2023-24 Preschool Peer Model Monthly Tuition: Questions can be directed to Chris Burgmeier.
- BHHS Choir Out-of-State Field Trip
- Capital Projects Acceptance of Contract as Complete – Support Services Facility HVAC Controls Retrofit: Questions can be directed to Mel Murray.
- Capital Projects Contract Change Orders – LINCS Modular Building and BLE/THS Boiler Replacements: Questions can be directed to Mel Murray.



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Carole Meyer
 Superintendent

June 15, 2023

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

Preliminary

Adjusted	Position	Location	Status	Group
James Firkins	Bus Driver	Transportation	From Bus Driver Trainee to Bus Driver, effective May 23, 2023	PSE
Michera Roos	Paraprofessional	EOE	From 4.0 hours to 6.5 hours, effective the 2023-2024 school year	TAP
Billie Williamson	Bus Driver	Transportation	From Bus Driver Trainee to Bus Driver, effective May 31, 2023	PSE
Leaves:				
Julie O'Hara	Counselor	TMS	Leave of Absence beginning May 4th, 2023 returning May 22, 2023	TEA
Mary McEvoy	Teacher	LRE	Leave of Absence beginning May 22, 2023 through end of school year	TEA
Gina Snow	Paraprofessional	MTS	Leave of Absence, beginning March 13, 2023, returning May 1, 2023	TAP
Resignations:				
Trisha Schenck	Paraprofessional	LRE	Effective August 31, 2023	TAP
Alexis Jasper	Paraprofessional	MTS	Effective August 31, 2023	TAP
Hayley Fisher	Teacher	THE	Effective August 31, 2023	TEA
Amanda Jacobs	Assistant Cook	THE	Effective August 31, 2023	PSE
Andrew Caffey	Paraprofessional	THS	Effective August 31, 2023	TAP
Kailyn Nygren	Teacher	TMS	Effective August 31, 2023	TEA
Katy Sharp	Paraprofessional	PGS	Effective August 31, 2023	TAP
Retirements:				
Linda Lord	Paraprofessional	THE	Effective August 31, 2023	TAP
Co-Curricular:				
Michelle Paul	Middle Level Summer School Coordinator	BMS	Effective July 10, 2023	TEA
Caleb Pedersen	Head Boys Soccer Coach	BHHS	Resigning coaching position only, effective May 30, 2023	N/A
Andrew Henderson	Assistant Boys Soccer Coach	BHHS	Resigning coaching position only, effective June 1, 2023	N/A
Courtney Borovec	Assistant Track Coach	TMS	Effective April 24, 2023	N/A
Recommend Approval:				
Recommend Approval for the following staff to teach out of their endorsed area:				
Gretchen Archuleta (BLE) 23003 Kindergarten				
Patricia Lewis McNabb (BLE) 23004 Grade 1				
James McWhirter (NMSC) 10202 Computer Graphics CTE				
Karlee Pearson (EOE) 23003 Kindergarten				
Jack S Smith (BLE) 23007 Grade 4				

BOARD OF DIRECTORS

MELISSA BEARD CASEY TAYLOR SCOTT KILLOUGH DARBY KAIKKONEN JILL ADAMS

"Continuous Student Learning in a Caring, Engaging Environment"

**Tumwater School District
District Fee Schedule**

2022-23

2023-24

Accidental Damage and Loss Deductible Schedule			
Deductibles	Damaged Chromebook	Damaged Chromebook	Lost or Stolen Chromebook
1st Incident	Cost of Repair	Cost of Repair	\$50
2nd Incident	Cost of Repair	Cost of Repair	Replacement Cost
Chromebook Fine Schedule			
Damaged Screen	\$50.00	\$50.00	
Damaged Keyboard	\$80.00	\$80.00	
Damaged Touchpad	\$50.00	\$50.00	
Damaged Keys	\$10.00	\$10.00	
Damaged Screen Bezel	\$20.00	\$20.00	
Damaged Device Chassis	\$50.00	\$50.00	
Web Cams Lens	\$10.00	\$10.00	
Other Parts	TBD	TBD	
Lost Charger	\$30.00	\$30.00	
Lost Case	\$20.00	\$20.00	
Chromebook Replacement	\$250.00	\$250.00	

District Fee Schedule

Preschool	2022-23	2023-24	Difference
Monthly Peer Model Tuition Fee	\$210/\$0 Full / Free & Reduced	\$280/\$0 Full / Free & Reduced	\$70.00

Tumwater School District No. 33
Extended School Sponsored Off Campus Activity Request

School: Black Hills H.S.

Date of Request: 5/23/23

Name of Originator: Kathleen Alviar Department (if applicable) Music

Destination: New York (Carnegie Hall)

Dates of Trip: Departure 3/21/24 Return 3/25/24

Mode of Travel: Flight / Charter bus / School bus

Number of Students Involved: 25 Total Cost of Trip: _____ Total Cost Per Pupil: \$2398.⁰⁰

Method of Financing (explain):

Student: Payments are made directly to Educational Discovery Tours

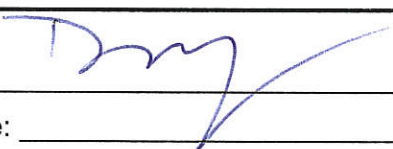
Fund Raising: Minimal, but we focus on music related fundraisers (Singing Valograms, 24 hr. musical)

Plans for Providing Adequate Supervision: Chaperones 1:2 ratio

Description of Trip's Relationship to Individual, Building, District Goals: This trip is highly relevant to goals pertaining to diversity and SEL. Students will work with André Thomas, an acclaimed conductor.

Description of How Trip Information Can Be Shared: Packets are shared at parent meetings with electronic follow-up

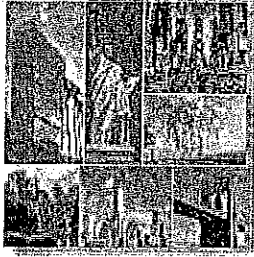
Evaluation Plan: I will submit a summary following the trip and also collect parent feedback (and student feedback)

Approval: Principal:  Date: 5/25/23
District Office: _____ Date: _____
School Board: _____ Date: _____

Performing Arts

discover the difference

www.EducationalDiscoveryTours.com



AG West Black Hills High School Choir 4 Day NYC Performance Tour National Youth Choir Performance at Carnegie Hall March 22nd - 25th, 2024



DAY 0 RedEye Departure on March 21 (Thursday)

- Depart on overnight flight from SEA or PDF to NYC area Airport

DAY 1 Friday

- Arrive to The Big Apple - NYC!!
- Meet your professional 24/7 EDT Trip Leader in the baggage claim and collect luggage
- Transfer by private EDT Motorcoach to city center
- Tour orientation provided by your EDT Trip Leader
- Grab a bite to eat for lunch near hotel - on own (EDT Trip Leader will direct groups to different options with differing budgets)
- Check in to your Manhattan hotel (registration and luggage facilitated by EDT Trip Leader)
- **Carnegie Orientation Session / Full Choir Rehearsal**
- Dinner near hotel - on own (EDT Trip Leader will direct groups to different options with differing budgets)
- Gather together and marvel at the bright lights of Times Square!
- Return to hotel for a comfortable 1st night sleep

DAY 2 Saturday

- Breakfasts on own near/in hotel - on own
- **Full Choir Rehearsal**
- Lunch - on own(EDT Trip Leader will direct groups to different options with differing budgets)
- Join your EDT Trip Leader on a Walking Tour: Times Square and Theatre District, Rockefeller Center/St. Patrick's Cathedral and more
- **Full Choir Rehearsal**
- Trip Leader facilitated sightseeing as time allows, shopping etc
- Enjoy Dinner - on own
- **NYC Broadway Show**
- Return to hotel for another good night sleep

Performing Arts

discover the difference

www.EducationalDiscoveryTours.com

DAY 3 *Sunday*

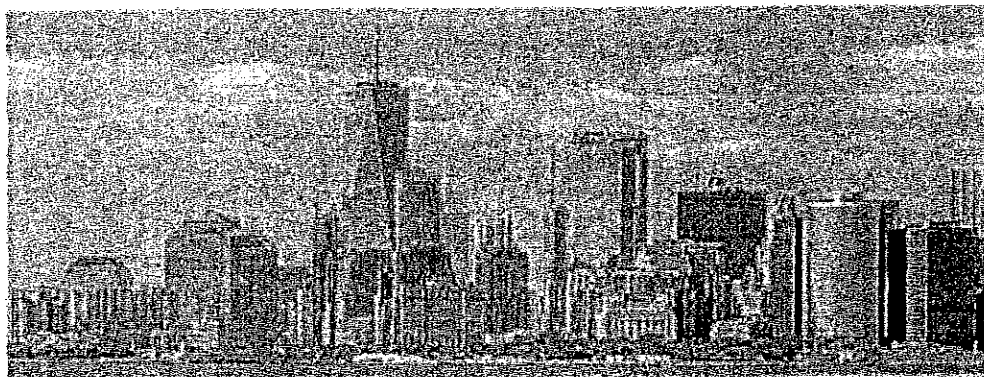
- METRO DAY, tickets included by EDT
- Have breakfasts near/in hotel – on own(EDT Trip Leader will direct groups to different options with differing budgets)
- Take Metro to Statue of Liberty & Ellis Island
- Lunch – on own
- Enjoy a Trip Leader-led walking tour of lower Manhattan: Ground Zero, The Globe in Battery Park, Wall Street etc
- **Full Choir Rehearsal**
- **Rest & Relax prior to Concert**
- Along with your Trip-Leader, grab a bite to eat before the big performance- Dinner on own
- Depart for your performance at Carnegie Hall
- **Carnegie Hall Performance**
- Return to hotel for your final night's sleep

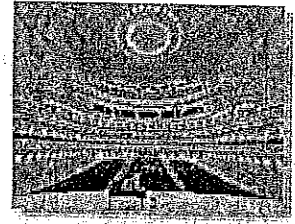
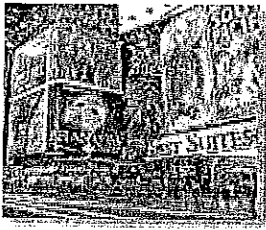
DAY 4 *Monday*

- Hotel Check-out
- Have Breakfast near/around hotel – on own(EDT Trip Leader will direct groups to different options with differing budgets)
- Last minute time for shopping souvenirs
- Transfer by private EDT Motorcoach to NYC area airport
- Depart NYC for home

WORKING ITINERARY

Order of events may change





Educational Discovery Tours

Presents:

AG West Black Hills High School Choir

NYC Performance Tour featuring

National Youth Choir Festival at Carnegie Hall

Your School Contact is: Kathleen Alviar – kathleen.alviar@tumwater.k12.wa.us

Register today at www.educationaldiscoverytours.com using Tour Code:

AGWE24NYC4P

Register by February 22nd, 2023

Program Overview

Dates of travel:	March 22 - 25, 2024, <i>with evening redeye flight on March 21</i>	
Destination:	New York City 4 Day Performance Tour – National Youth Choir at Carnegie Hall	
Price/Payments:	\$2,398.00 per student in quad occupancy \$2,799.00 per adult in double occupancy Only \$150.00 deposit due by February 22, 2023 to secure your space on the trip. Balance payable in 11 monthly installments at no extra charge (<i>Final Payment on 1/22/2024</i>). See online registration page for payment schedule details.	
Program Inclusions:	<ul style="list-style-type: none"> • Roundtrip air transportation to and from New York; checked baggage fees NOT included • Airport transfers provided by EDT upon arrival and departure • 3 Nights hotel accommodations in Manhattan <i>-Quad occupancy for students, double occupancy for adults</i> • 2 MetroTickets for subway on Day 3 • One 24-hour-a-day EDT Trip Leader in destination 	
Included venues/ sightseeing	<ul style="list-style-type: none"> ➤ Participation in Carnegie Hall Program and all program inclusions: Rehearsal space, performance at Carnegie Hall, accompanist fee ➤ Multiple Choir Rehearsals ➤ Lower Manhattan Walking Tour led by EDT Trip Leader 	<ul style="list-style-type: none"> ➤ Walking tours led by EDT Trip Leader: Ground Zero, The Globe in Battery Park, Wall Street, Times Square and Theatre District, Rockefeller Center, St. Patrick's Cathedral and more ➤ Attend a Broadway Show (as part of Heritage Program) ➤ Trip to Ellis Island/Statue of Liberty

All events, sites, and visits subject to availability and acceptance

Please see the second page of this flier for payment & cancellation policies and travel protection information.

Have questions? Please call us 1-800-544-4723 or email info@educationaldiscoverytours.com

www.EducationalDiscoveryTours.com • (800) 544-4723 • fax (530) 582-6039
PO Box 6717, Reno, NV 89513

PAYMENT POLICIES

Late registration: Registrations received by 2/22/2023 will secure their space on the tour, along with the lowest monthly payments. Registration forms received after this date will be considered on a case by case, space available basis. Travelers registering after the deposit due date, up to 60 days prior to travel, must submit the deposit plus the amount of any missed payments, according to the listed payment schedule.

Late-add fees: Travelers wishing to add to a trip within 60 days of departure will be added on a space available basis. EDT will require payment in full and will charge an additional fee equal to 10% of the trip price.

Returned check fee: There will be a \$25.00 fee for any check returned by your bank as unpaid.

CANCELLATION POLICY

The following is the Educational Discovery Tours cancellation fee schedule. Any additional nonrefundable payments made to a supplier on your behalf **will be in addition to** Educational Discovery Tours cancellation policy and fee schedule below. In order to process your cancellation, please be sure to submit your notice of cancellation in writing. **If notice of cancellation is received:**

- **Between Point of Registration and 60 days prior to departure** your deposit is non-refundable and non-transferrable. (Please refer to the deposit amount listed on your registration form.)
- **Between 45 and 60 days prior to departure** 30% of the total trip cost is non-refundable and non-transferrable.
- **Between 15 and 44 days prior to departure** 50% of the total trip cost is non-refundable and non-transferrable.
- **Less than 15 days prior to departure** 100% of the total trip cost is non-refundable and non-transferrable.

EDT is required to pay all suppliers well in advance of your tour date. All suppliers have their own cancellation policies, which apply to your booking. Should a cancellation become necessary, please inform EDT immediately in writing and request a written confirmation of your cancellation. Upon receipt, EDT will follow industry procedures for any applicable refunds as outlined in the supplier's terms. Generally, flight tickets, hotel reservation and other items provided for the travel cannot be refunded if they are partially used. We are not responsible for a supplier's failure to pay a refund.

ALL NOTICES OF CANCELLATION MUST BE RECEIVED IN WRITING. MAILED IN NOTICES WILL BE ACCEPTED ACCORDING TO THE DATE OF THE POSTMARK.

TRAVEL PROTECTION

EDT strongly recommends the purchase of travel protection for your trip. A Travel Insurance policy with a **Cancel For Any Reason (CFAR) benefit provides travelers with maximum flexibility and peace of mind** knowing that, in the event of an unforeseen circumstance, their investment will be protected, per the terms of the plan.

CFAR travel protection may be purchased from Travel Insured, an industry partner. Please view the Group plan fliers on the online registration page for rates and schedule of coverage. For questions regarding Travel Insured's plan, please contact their Group Desk at 1-844-440-8113 / groups@travelinsured.com.

After reviewing Travel Insured's information, travelers can purchase the plan during the online registration process, or alternatively by **copying and pasting** the following link to a web browser:

<https://www.travelinsured.com/group.signup?group=149603&guid=dfbb6770be0a471fa3fa393ddcb0c211>

Important: CFAR Must Be Purchased before (or at the same time) Trip is Paid in Full

EDT is not qualified to answer technical questions about the benefits, exclusions, and conditions of travel protection plans. EDT cannot evaluate the adequacy of the prospective insured's existing insurance coverage. If you have any questions about your travel protection, call your insurer or insurance agent or broker.

Full Terms & Conditions are available on the trip registration page

www.EducationalDiscoveryTours.com • (800) 544-4723 • fax (530) 582-6039
PO Box 6717, Reno, NV 89513



Educational Discovery Tours

Enhancing classroom studies through responsible student travel

Online Registration Instructions

1. Visit our website at www.educationaldiscoverytours.com
2. Click on **Registration** at the top of the page
3. Parents/Guardians (person who will be paying for the trip) will need to create an account by clicking **Tour Participant Log-in** and then **Create an Account**. *Students should not make an account unless they are 18 or older and paying for the trip on their own.*
4. Once the online account has been created, click **New Reservation** then click the **Enter Tour Code** button on the left.
5. Enter the Tour Code provided on the registration flier. This will take you to the trip overview.
 - **EDT strongly encourages purchasing travel protection.** Parents are welcome to choose any insurance company; however, we recommend Travel Insured, a reputable company that offers travel protection for student travel groups and has a CFAR (Cancel for Any Reason) plan available. ***To purchase Travel Insured's CFAR plan, click the purchase link on this page.***
6. Click **Book Now** and select the type of traveler you would like to book. *Please note: If you are booking more than one traveler, you will have an option to add another traveler once the first traveler has been booked. Each traveler (students and adults) will need to be booked separately.*
7. Enter information for the traveler you are booking and read and agree to the Terms & Conditions/Release.
8. Review trip payment schedule, enter the amount you would like to pay and enter payment information. Click **Review Payment**.
9. Confirm payment details and click **Make Payment** – *only click this button once to avoid being charged multiple times.*
10. If you need to book another traveler, click **Book Another Traveler** and repeat steps 6-9.
11. **As a safety precaution, we will not keep your banking account information on file for future payments.** Invoices will be emailed monthly as payment reminders.

Log into your account to view your current invoice, make payments via credit/debit card or e-check and edit account information. Checks/money orders can also be mailed to our PO Box below and payments can also be made over the phone.

STUDENT DELUXE



TRAVEL INSURED INTERNATIONAL
A CRUM & FORSTER COMPANY

GROUP TRAVEL PROTECTION PLAN

SCHEDULE OF INSURANCE COVERAGE AND OTHER NON-INSURANCE SERVICES

<u>Benefit</u>	<u>Maximum Limit</u>
Trip Cancellation**	Trip Cost*
Trip Interruption**	150% of Trip Cost
Travel Delay – 6 hours	\$750 (\$150/day)
Missed Connection – 3 hours	\$500
Baggage/Personal Effects	\$1,500
Baggage Delay – 24 hours	\$300
Non-Medical Emergency Evacuation	\$150,000
Accident & Sickness Medical Expense	\$25,000
Emergency Medical Evacuation, Medical	\$100,000
Repatriation & Return of Remains	
Cancel for Any Reason (CFAR)***	Optional
Non-Insurance Worldwide Emergency Assistance Services	Included

Coverages may vary and not all coverage is available in all jurisdictions.

* Subject to the maximum benefit amount of \$10,000.

** For \$0 Trip Cost, there is no Trip Cancellation and Trip Interruption is limited to \$500 return air only.

*** CFAR coverage is up to 75% of the nonrefundable trip cost (subject to \$10,000 maximum). CFAR is optional and available for purchase at the individual level. Trip cancellation must be 48 hours or more prior to scheduled departure. CFAR is available if purchased at the time of original plan purchase and with, or before your final payment for your trip, and you paid your Travel Supplier for the full cost for all non-refundable trip costs for your trip prior to your cancellation of your trip. For \$0 Trip Cost there is no CFAR. This benefit is not available to residents of New York State.

PER PERSON RATES

Cost of Trip	Rates	With CFAR*	Cost of Trip	Rates	With CFAR*
\$0	\$7	N/A	\$4,001-\$4,500	\$121	\$181.50
\$1-\$200	\$12	\$18.00	\$4,501-\$5,000	\$135	\$202.50
\$201-\$400	\$17	\$25.50	\$5,001-\$5,500	\$149	\$223.50
\$401-\$600	\$21	\$31.50	\$5,501-\$6,000	\$163	\$244.50
\$601-\$800	\$25	\$37.50	\$6,001-\$6,500	\$177	\$265.50
\$801-\$1,000	\$30	\$45.00	\$6,501-\$7,000	\$190	\$285.00
\$1,001-\$1,500	\$41	\$61.50	\$7,001-\$7,500	\$204	\$306.00
\$1,501-\$2,000	\$54	\$81.00	\$7,501-\$8,000	\$218	\$327.00
\$2,001-\$2,500	\$68	\$102.00	\$8,001-\$8,500	\$233	\$349.50
\$2,501-\$3,000	\$81	\$121.50	\$8,501-\$9,000	\$247	\$370.50
\$3,001-\$3,500	\$94	\$141.00	\$9,001-\$10,000	\$261	\$391.50
\$3,501-\$4,000	\$108	\$162.00			

The above rates are for trips up to 30 days – for each day over 30 add \$3.00 per person per day.

All of the above rates are for the plan which includes insurance and non-insurance services.

*Cancel For Any Reason (CFAR) benefit not available to residents of New York State.

**COMPETING
ATHLETES CAN
BE COVERED
UNDER THE
PLAN!**

Travel Insured International
844-440-8113
groups@travelinsured.com
www.travelinsured.com

GENERAL LIMITATIONS AND EXCLUSIONS

Insurance benefits are not payable for any loss due to, arising or resulting from: 1. suicide, attempted suicide or any intentionally self-inflicted injury of You, a Traveling Companion, Family Member or Business Partner booked to travel with You, while sane or insane; 2. an act of declared or undeclared war; 3. participating in maneuvers or training exercises of an armed service, except while participating in weekend or summer training for the reserve forces of the United States, including the National Guard; 4. riding or driving in races, or speed or endurance competitions or events; 5. mountaineering (engaging in the sport of scaling mountains generally requiring the use of picks, ropes, or other special equipment); 6. participating in skydiving or parachuting, hang gliding or bungee cord jumping; 7. piloting or learning to pilot or acting as a member of the crew of any aircraft; 8. being intoxicated as defined in the Plan, or under the influence of any controlled substance unless as administered or prescribed by a Legally Qualified Physician; 9. the commission of or attempt to commit a felony or being engaged in an illegal occupation; 10. normal childbirth or pregnancy (except Complications of Pregnancy) or voluntarily induced abortion; 11. dental treatment (except as coverage is otherwise specifically provided in the Plan); 12. amounts which exceed the Maximum Benefit Amount for each coverage as shown in the Plan's Schedule of Benefits; 13. due to a Pre-Existing Condition, as defined in the Plan. The Pre-Existing Condition Limitation does not apply to the Emergency Medical Evacuation or return of remains coverage; 14. medical treatment during or arising from a Trip undertaken for the purpose or intent of securing medical treatment; 15. a mental or nervous condition, unless hospitalized for that condition while the Plan is in effect for You; 16. due to loss or damage (including death or injury) and any associated cost or expense resulting directly from the discharge, explosion or use of any device, weapon or material employing or involving chemical, biological, radiological or similar agents, whether in time of peace or war, and regardless of who commits the act and regardless of any other sequence thereto.

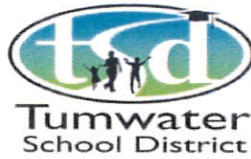
Additional Limitations and Exclusions Specific to Baggage and Personal Effects: Benefits are not payable for any loss caused by or resulting from: breakage of brittle or fragile articles; wear and tear or gradual deterioration; confiscation or appropriation by order of any government or custom's rule; theft or pilferage while left in any unlocked or unattended vehicle; property illegally acquired, kept, stored or transported; Your negligent acts or omissions; or property shipped as freight or shipped prior to the Scheduled Departure Date; or electrical current, including electric arcing that damages or destroys electrical devices or appliances.

Purchase Up to Final Trip Payment Due Date for Pre-Existing Condition Waiver!

The Pre-Existing Condition Exclusion will be waived if the protection plan is purchased at or before final trip payment due date for this trip, for the full non-refundable cost of the trip and you are not disabled from travel at the time you pay the plan cost.

PLEASE REFER TO THE PLAN DOCUMENTS FOR A COMPLETE DESCRIPTION OF COVERAGE.

This document contains highlights of the plans, which include travel insurance coverages underwritten by United States Fire Insurance Company under form series T210 et. al. and TP-401 et. al. The plans also contain non-insurance Travel Assistance Services provided by C&F Services through Active Claims Management (2018) Inc., operating as Active Care Management. The cost of your plan is for the full plan. The Crum & Forster group of companies is rated A (Excellent) by AM Best 2019. C&F and Crum & Forster are registered trademarks of United States Fire Insurance Company. Insurance coverages are subject to the terms, limitations and exclusions in the plan, including an exclusion for pre-existing conditions. Coverages may vary and not all coverage is available in all jurisdictions. In most states, your travel retailer is not a licensed insurance producer/agent, and is not qualified or authorized to answer technical questions about the terms, benefits, exclusions, and conditions of the insurance offered or to evaluate the adequacy of your existing insurance coverage. Your travel retailer may provide general information about the plans offered, including a description of the coverage and price. The purchase of travel insurance is not required in order to purchase any other product or service from your travel retailer. CA DOL toll free number: 800-927-4357. MD Insurance Administration: 800-492-6116 or 410-468-2340. Individuals looking to obtain additional information regarding the features and pricing of each travel plan component, please contact Travel Insured: 855 Winding Brook Drive, Glastonbury, CT 06033; 800-243-3174; customercare@travellinsured.com; California license #0113223.



DATE: June 15, 2023
TO: Tumwater School District Board of Directors
FROM: Mel Murray, Director of Facilities
SUBJECT: Consent Agenda:
Acceptance of Contract as Complete

All work has been completed and closeout documents submitted per the contract for the project listed below.

Board acceptance of this contract as complete will allow us to notify State agencies of the completion and start the 60-day waiting period for payment of the retainage required on public works projects.

Support Services Facility HVAC Controls Retrofit

ATS Automation

Initial Contract	\$92,347.00
Change Orders	\$ 0.00
Contract Total	\$92,347.00
Retainage 10%	\$ 9,234.70



DATE: June 15, 2023
TO: Tumwater School District Board of Directors
FROM: Mel Murray, Director of Facilities
SUBJECT: Consent Agenda
Capital Projects Contract Change Orders

Change Order #1 for the LINC'S Modular Building contract is attached.

Change Order #1 for the BLE/THS Boiler Replacements construction contract is attached.

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

Change order #: 1



Print Date: 5/31/2023
Project #: Prj-020372-01

Billing Questions?
855.701.5968
billing@pacificmobile.com

Company: Tumwater School District - KCDA

Site: New - Tumwater LINC'S (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:

Add welcome ramps

Exclusion of work:

The original Contract Amount was	\$602,799.52
Net change by previously authorized Changed Orders (excluding this one)	\$0.00
The Contract Amount prior to this Change Order was	\$602,799.52
The Contract Amount is increased by this Change Order	\$27,765.31
The new Contract Amount including this Change Order is	\$630,564.83
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

<p>DocuSigned by: <i>John Goodnight</i></p> <hr/> <p>Signature John Goodnight</p> <hr/> <p>By 6/1/2023</p> <hr/> <p>Date</p>	<p>DocuSigned by: <i>Tanya Baker</i></p> <hr/> <p>Signature Tanya Baker</p> <hr/> <p>By 6/1/2023</p> <hr/> <p>Date</p>
--	--

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
School District

CHANGE ORDER #1					OWNER	X	
					ARCHITECT	X	
					CONTRACTOR	X	
					FIELD		
					OTHER		
PROJECT:		BLE & THS Boiler Replacements		CHANGE ORDER NO.:		One	
				DATE:		June 15, 2023	
TO CONTRACTOR:		Betschart Mechanical		CONTRACT DATE:		February 2, 2023	
		5508 128th ST E STE 101					
		Puyallup WA 98373					
The Contract is changed as follows:							
COP #1	BLE	Reinsulate domestic water lines					\$547.00
COP #2	THS	Steel Boiler Flue Demolition					\$1,220.00
Total Change Order # 1						\$1,767.00	
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						\$0.00	
The (Contract Sum) (Guaranteed maximum Price) prior to this Change Order was						\$930,500.00	
The (Contract Sum) (Guaranteed Maximum Price) will be (increased) (decreased) (unchanged) by this Change Order in the amount of						\$1,767.00	
The new (Contract Sum) (Guaranteed Maximum Price) including this Change Order will be						\$932,267.00	
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		CONTRACTOR			OWNER		
Hargis Engineers		Betschart Mechanical			Tumwater School District		
1201 3RD AVE STE 600		5508 128th ST E STE 101			621 Linwood AVE SW		
Seattle WA 98101-3042		Puyallup WA 98373			Tumwater WA 98512		
BY		BY		BY			
DATE		DATE		DATE			



June 2, 2023

Tumwater School District
621 Linwood Avenue Southwest
Tumwater, WA 98512

ATTN: Tanya Baker

RE: BLE/THS Boiler Replacement

SUBJECT: Per site visit on 5/31/23 at Black Lake Elementary we are directed to provide a price for insulating the domestic water pipes in the boiler room.

The cost per the subject above is \$547.00. Backup is attached. Please let us know if you would like us to proceed with the work described above.

Our exclusions are as per our subcontract.

The compensation and time adjustment in this change order does not include any amounts for changes in the sequence of the work, overtime, off-hours work, delays, disruptions, rescheduling, extended overhead, acceleration, lost productivity, and/or impact costs, and the right is expressly reserved to make a claim for any and all of these related items of cost prior to any final settlement of this contract. We are requesting 0 additional days of contract time.

BETSCHART MECHANICAL, INC.

A handwritten signature in black ink, appearing to read "Eric Clancy", is written over a horizontal line.

Eric Clancy
encl.



June 5, 2023

Tumwater School District
621 Linwood Avenue Southwest
Tumwater, WA 98512

ATTN: Tanya Baker

RE: BLE/THS Boiler Replacement

SUBJECT: Tumwater High School – Boiler Flue Demo Costs

The cost per the subject above is \$1,220.00. Backup is attached. The boiler flues at Tumwater High School were not called out to be a steel pipe material on the contract documents due to the flues being insulated and covered with metal cladding. Once the insulation was removed it was discovered the boiler flues were 20" steel pipe material which increases the costs of the demo to be completed. Please approve.

Our exclusions are as per our subcontract.

The compensation and time adjustment in this change order does not include any amounts for changes in the sequence of the work, overtime, off-hours work, delays, disruptions, rescheduling, extended overhead, acceleration, lost productivity, and/or impact costs, and the right is expressly reserved to make a claim for any and all of these related items of cost prior to any final settlement of this contract. We are requesting 0 additional days of contract time.

BETSCHART MECHANICAL, INC.

A handwritten signature in black ink, appearing to read "Eric Clancy", written over a horizontal line.

Eric Clancy
encl.

REPORTS TO THE BOARD

- 1st Reading Policy 5281, Disciplinary Action and Discharge: Questions can be directed to Wendy Bromley.
- 1st Reading Policy 5400, Personnel Leaves: Questions can be directed to Wendy Bromley.
- 1st Reading Policy 5411, Staff Vacations: Questions can be directed to Wendy Bromley.

**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 en-

gaged 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.

Cross References: 5006 - Certification Revocation
 5240 - Evaluation of Staff
 5280 - Separation from Employment

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 — Recov-
 ery of salary or compensation by district
 RCW 28A.410.090 Revocation or suspension of certificate
 or permit to teach — Criminal basis — Complaints — In-
 vestigation — Process
 RCW 49.44.200 Personal social networking accounts –
 Restrictions on employer access - Definitions
 Chapter 181-86 RCW Policies and procedures for admin-
 istration of certification proceedings
 WAC 181-87 Acts of Unprofessional Conduct

Management Resources: 2019 - March 2019 - March Policy Issue
2015 - December Issue
2014 - December Issue
2004 - October Issue

ADOPTION DATE:

DRAFT

Tumwater School District Board Policy

PERSONNEL LEAVES

~~The District shall operate a program of leaves of absence for employees, in accordance with state and federal law, and negotiated agreements with staff represented by bargaining units.~~

~~The superintendent shall develop appropriate procedures to implement this policy.~~

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

- A. **Leave at Full Pay Unless Stated Otherwise.** Leaves will be with pay unless otherwise stated. If leaves are to include expenses to be paid by the district, that also will be specifically stated.
- B. **Leaves in Units of Full or Half Days.** Leaves may be granted in units of half or full days only.
- C. **Return from Leaves.** At the end of any leave shorter than 20 days in duration, sabbatical leave, or sick leave which does not exhaust the staff member's accumulated sick leave, the affected staff member is entitled to return to the position held when the leave commenced or to an appropriate comparable position. Except as may otherwise be specifically provided by law or district policy, a staff member will be entitled to a position in the district subject to the availability of a position for which the staff member is qualified after leaves of longer duration.
- D. **Prior Notice of Application.** Reasonable advance notice is required for all leaves, with specific advance notice as stated in district policy.
- E. **Flexibility in Granting Leaves.** The superintendent, with approval of the board, may grant leaves to individuals who might not otherwise be covered, or extend leave in excess of the number of days provided by district policy, in unusual or exceptional circumstances.
- F. **Leaves Prorated for Part-Time Staff.** Part-time staff will be entitled to leave benefits, unless otherwise stated in district policy, provided that the length of leaves will be prorated according to the ratio of days and/or hours worked to the number of days and/or hours worked by a full-time staff member in the same or a similar position.
- G. **Noncumulative.** Leaves will be noncumulative from year to year unless otherwise stated.

Unpaid Leaves

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

If the district enters an agreement to provide unpaid leave to an employee who needs additional time to comply with the Governor's vaccine mandate incorporated into Proclamation 21-14.2, that agreement will establish that the employee intends either to vaccinate or complete the exemption request process. Use of unpaid leave for employees who are not yet in compliance with the vaccine mandate in Proclamation 21-14.2 will be time limited and specify a separation date if compliance does not occur within the allotted time.

Cross References:

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

Legal References:

RCW 28A.400.300	Hiring and discharging employees — Leaves for employees — Seniority and leave benefits, retention upon transfers between schools.
AGO 1980 No. 22	Limitation on compensated leave for school district employees

Management Resources:

- 2021 - December Issue
- 2021 - October Issue
- 2011 - December Issue

ADOPTION DATE: August 28, 1986

REVISION DATE: May 23, 2013

(This policy replaces former policies 3401 and 3412 under the old numbering system)

Tumwater School District Board Policy

STAFF VACATIONS

Regular full-time employees (12 months/year) will accrue vacation leave according to the following guidelines (unless an applicable collective bargaining agreement or individual employment contract provides otherwise):

- A. During the first year of current continuous employment – 96 hours (12 days) per annum;
- B. During the second year of current continuous employment – 104 hours (13 days) per annum;
- C. During the third and fourth years of current continuous employment – 112 hours (14 days) per annum;
- D. During the fifth, sixth, and seventh years of current continuous employment — 120 hours (15 days) per annum;
- E. During the eighth, ninth, and tenth total years of employment – 128 hours (16 days) per annum;
- F. During the eleventh year of total employment — 136 hours (17 days) per annum;
- G. During the twelfth year of total employment — 144 hours (18 days) per annum;
- H. During the thirteenth year of total employment — 152 hours (19 days) per annum;
- I. During the fourteenth year of total employment — 160 hours (20 days) per annum;
- J. During the fifteenth year of total employment — 168 hours (21 days) per annum;
and
- K. During the sixteenth year of total employment and each year thereafter — 176 hours (22 days) per annum.

Regular full-time employees may not use any vacation leave until employed for a minimum of six months. Vacation leave for regular part-time employees will be computed on a pro rate basis.

Vacation leave must be taken within the 12-month period following the time when vacation was earned, except that a maximum of 30 days may be accumulated and carried over to the following year.

When employees separate from service by reason of resignation, layoff, dismissal, retirement, or death they are entitled to a lump sum payment of unused vacation leave. No contributions will be made to an employee's retirement system for accrued vacation leave in excess of 30 days.

Classified employees must schedule vacation with their supervisors at least two weeks in advance of the first day of vacation leave. Vacation schedules must recognize the operational needs of the district and are subject to the approval of the supervisor.

When a situation arises while an employee is on paid vacation leave for which the employee is entitled to other leave (e.g. illness, injury, or death of a relative), the employee will be granted such leave (in lieu of the approved vacation leave) provided that the employee submits a request within fourteen (14) days after returning to work indicating the type of leave requested and the circumstances requiring the change in leave status.

Cross References: 5021 - Conflicts Between Policy and Bargaining Agreements

Legal References: RCW 41.50.150 Retirement benefits based on excess compensation — Employer liable for extra retirement costs
WAC 415-108-510 Treatment of cash payments made in lieu of unused leave — First-in-first-out accounting method for determining when leave earned — Forms of leave deemed excess compensation — Conversions
WAC 415-112-415 Are cash-outs for annual leave and personal leave included in earnable compensation and/or average final compensation?
AGO 1976 No. 10 Accumulation of sick leave while on leave

Adopted:

ACTION ITEMS

- 2nd Reading and Recommended Approval Policy 4218 Language Access:
Questions can be directed to Laurie Wiedenmeyer.

Tumwater School District Board Policy

LANGUAGE ACCESS

The Board of Directors is committed to improving meaningful, two-way communication and promoting access to District programs, services, and activities for students and their parents and families. The Board recognizes that students whose family members have limited English proficiency might also speak or be learning multiple languages and are assets to the community. It is crucial that the District seek to address language barriers and do so free of charge. To that end and as required by law the District will develop and adopt a plan for implementing and maintaining a language access program that is culturally responsive, provides for systematic family engagement developed through meaningful stakeholder engagement, and is tailored to the District's current population of students and families who have limited English proficiency.

At a minimum, the District's plan for a language access program will adhere to the principles of an effective language access program for culturally responsive, systematic family engagement, which are:

- **Accessibility and equity.** This means that schools provide access to all; two-way communication is a priority and is woven into the design of all programs and services.
- **Accountability and transparency.** This means that the language access program and decision-making processes at all levels are: Open, accessible, and usable to families; readily available; continuously improved based on ongoing feedback from families and staff; and regulated by a clear and just complaint process.
- **Responsive culture.** This means that schools are safe, compassionate places where each family's opinions are heard, needs are met, and contributions are valued. School staff are humble and empathetic towards families.
- **Focus on relationships.** This means that schools seek to understand families without judgment on an individual level, building trust through respectful relationships that recognize the unique strengths that each family and student possesses.

The District will implement its Language Access Program by the 2023-2024 school year.

Identification of Families Needing Language Access Services

The District will accurately and in a timely manner identify parents/family members of students with limited English proficiency and provide them information in a language they can understand regarding the language service resources available within the District.

Oral Interpretation

The District will take reasonable steps to provide parents/family members with limited English proficiency with competent oral interpretation of materials or information about any essential program, service, and activity provided to parents who do not have limited English proficiency and to facilitate any interaction with district staff significant to the student's education. The District will provide such services upon request and/or when it may be reasonably anticipated by District staff that such services will be necessary.

Written Translation

The District will provide a written translation of vital documents for each limited English proficient group that constitutes at least 5 percent of the District's total parent population or 1000 persons, whichever is less. For purposes of this policy, "vital documents" include, but are not limited to, those related to:

- registration, application, and selection;
- academic standards and student performance;
- safety, discipline, and conduct expectations;
- special education and related services, Section 504 information, and McKinney-Vento services;
- policies and procedures related to school attendance;
- requests for parent permission in activities or programs;
- opportunities for students or families to access school activities, programs, and services;
- student/parent handbook;
- the District's Language Access Plan and Program and related services or resources available;
- school closure information; and
- any other documents notifying parents of their rights under applicable state laws and/or containing information or forms related to consent or filing complaints under federal law, state law, or District policy.

If the District is unable to translate a vital document due to resource limitations or if a small number of families require the information in a language other than English such that document translation is unreasonable, the District will still provide the information to parents in a language they can understand through competent oral interpretation.

Staff

The Superintendent will designate ~~a staff member to serve as the Language Access Liaison/Coordinator~~, who will monitor and facilitate compliance with state and federal laws related to language access and family engagement. The staff Language Access Coordinator's name(s) and contact information will be widely shared so parents, school staff, and community members may contact them to inquire about language access services.

All school administrators, particularly those who have the most interaction with the public, such as registrars and enrollment staff, certificated staff, and other appropriate staff as determined by the Language Access Coordinator/Liaison, will receive guidance on meaningful communication with parents/family members with limited English proficiency, best practices for working with an interpreter, how to access an interpreter or translation services in a timely manner, language services available within the District and other

information deemed necessary by the Language Access Coordinator/Liaison to effectuate the language access plan and program.

Appropriate district staff, as determined by the Language Access Coordinator/Liaison, will also receive guidance on the interaction between this policy and the District's policy on effective communication with students, families, and community members with disabilities.

Review and Update

The Board will periodically review, evaluate, and further update this policy and its associated procedure based on pertinent data, including the data collected according to the accompanying procedure. This review will also include community feedback collected according to this policy and procedure and with opportunity for participation from the school community, including school personnel, students, parents, families, and the community members.

As required, The Board will **annually** review the District's spending on language access services and consider whether budget adjustments are needed to effectively engage with families who would benefit from Language Access services.

The District will provide effective communication for students' families who are deaf, deaf and blind, blind, hard of hearing, or need other communication assistance according to 4217 – Effective Communication.

Cross References: 2110 - Transitional Bilingual Instruction Program
 3210 - Nondiscrimination
 4129 - Family Involvement
 4217 - Effective Communication
 6000 - Program Planning, Budget Preparation, Adoption
 and Implementation

Legal References: Chapter 28A.155 RCW Special Education
 Chapter 28A.642 RCW Discrimination prohibition
 Chapter 49.60 RCW Discrimination – Human Rights
 Commission
 Chapter 392-400 WAC Pupils
 WAC 392-400-215 Student rights
 Title VI of the Civil Rights Act of 1964

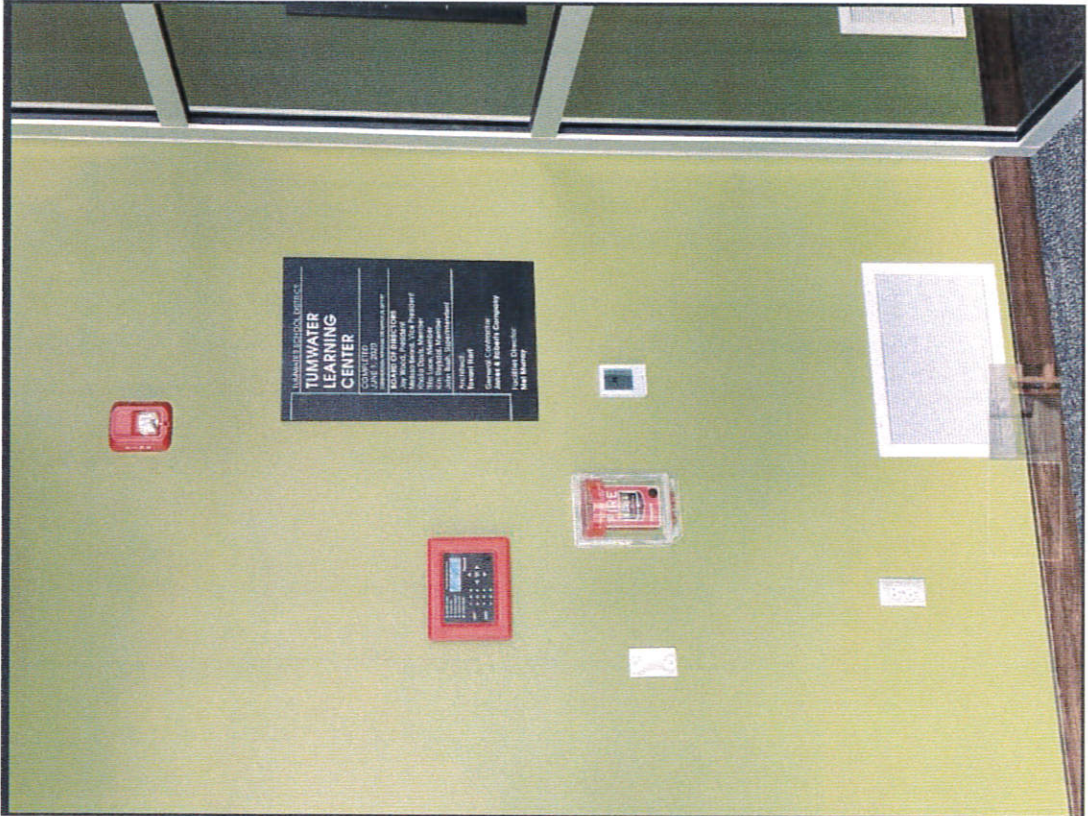
Management Resources: 2022 – June Issue
 2019 - July Policy Issue
 2016 - July Issue
 OSPI website: Interpretation and Translation Services

ADOPTION DATE:

SUPERINTENDENT'S REPORT



Superintendent's Report



School Board
Representatives:

Jill Adams
Melissa Beard

Standard 3: Effective Work Productivity
Strand 1 – effectively and efficiently manage
personal productivity
Goal 1: Manage the District's Local Fund by
creating a budgeting effort to reduce the 2023
operating deficit while providing for a stable and
growing budget.

Budget Committee Meeting

June 7, 2023

School Board
Representatives:

Jill Adams
Casey Taylor

Standard 6: Socio-Political Context
Strand 2: Works effectively with
Board of Directors
Goal 1: Systemic board review and
revisions of policies

Policy Committee Meeting

June 9, 2023