Tumwater School District

Dr. Sean Dotson
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, December 9, 2021
Start Time: 6:00pm
Location: District Office, YouTube & Zoom
621 Linwood Ave. SW Tumwater, WA 98512

To Provide Public Comment Via Zoom:

https://us02web.zoom.us/j/86873238572

Please Note: Public Comment is only available to those who have signed up in advance by sending their name and topic to becky.parsons@tumwater.k12.wa.us between 8 AM and 6 PM on the day of the meeting.

5:00pm **SIP Discussion with Tumwater Hill Elementary** (*Jon Halvorson*)

5:45pm **Break**

6:00pm **Call Regular Meeting To Order** (*Melissa Beard*)
- Recognition/Flag Salute

6:01pm **Public Comment Reminder** (*Melissa Beard*)

6:03pm **Agenda Discussion/Approval** (*Melissa Beard/Sean Dotson*)

6:04pm **Meeting Minutes Review**
- November 10, 2021 Board Meeting

6:05pm **Swear In Newly Elected Board Members** (*Sean Dotson*)

6:20pm **Election of Officers**
- President
- Vice-President
- Legislative Representative

6:35pm **Committee Assignments**

6:40pm **Consent Agenda**
- Personnel Report
- Payroll & Vouchers
- Budget Status Report
- Donation-Black Lake Elementary

"Continuous Student Learning in a Caring, Engaging Environment"

6:41pm **Student Representative Report**

- Ameiya Brown, THS
- Talia Kallappa, BHHS
- Alexander Andrade, CHS

6:55pm **Public Comment Follow-Up/By the Numbers/Recognition** (*Sean Dotson*)

- Paraprofessional Recognition

7:05pm **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 5 minutes. Additional speakers on the same topic will be allowed 3 minutes each, for a total of 20 minutes on any one topic.*

- Speakers-Agenda and Non-Agenda Items (*Becky Parsons*)

7:25pm **Reports to the Board**

- 1st Reading, Policy 1400-Meeting Conduct, Order of Business and Quorum (*Sean Dotson*)

7:35pm **Action Items**

- 2nd Reading and Recommended Adoption, Policy 3122-Excused and Unexcused Absences (*Shawn Batstone*)
- 2nd Reading and Recommended Adoption, Policy 3205-Sexual Harassment of Students Prohibited (*Shawn Batstone*)
- 2nd Reading and Recommended Adoption, Policy 5011-Sexual Harassment of Staff Prohibited (*Beth Scouller*)
- 2nd Reading and Recommended Adoption, Policy 5515-Workforce Secondary Traumatic Stress, NEW! (*Beth Scouller*)
- Appointments of For and Against Committees (*Sean Dotson*)

7:45pm **Superintendent's Report** (*Sean Dotson*)

7:55pm **Board Discussion**

- Concerns from Administrators (*Melissa Beard*)
- Policy 5004-Administrator Code of Ethics (*Casey Taylor*)
- Legislative Update (*Darby Kaikkonen*)
- WIAA Update (*Casey Taylor*)
- Equity Advisory Committee Update (*Laurie Sale*)
- HB 1356 Update (*Melissa Beard*)

8:35pm **Board Comments**

8:50pm **Adjourn Regular Meeting**

NEXT BOARD MEETING: Regular Board Meeting on January 13, 2022 (sign-in info available by 1/7/22) and Michael T. Simmons Elementary SIP Discussion and Board Work Session on January 27, 2022 (sign-in info available by 1/21/22).

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

APPROVAL OF MINUTES

- November 10, 2021 Board Meeting

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Tumwater School District
School Board Meeting Minutes

District Office, YouTube & Zoom
621 Linwood Ave. SW
Tumwater, WA 98512
November 10, 2021
6:00 pm

Board Members Present: Melissa Beard, Laurie Sale, Casey Taylor, Scott Killough, Darby Kaikkonen, Sean Dotson (Secretary)

President Melissa Beard 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. She then led us in the flag salute.

Public Comment Reminder:

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

Agenda Discussion/Approval:

- Agenda Changes: Superintendent Sean Dotson shared that there were no changes to the previously published version of the agenda.

Review of Minutes

- **Darby Kaikkonen/Laurie Sale, Motioned/Seconded (M/S) to approve the minutes from the October 7, 2021 Special Board Meeting and the October 14, 2021 Regular Board Meeting. The motion passed unanimously.**

Consent Agenda

- **Casey Taylor/Laurie Sale, M/S to approve the Consent Agenda as presented. The motion passed unanimously. The Consent Agenda was approved as follows:**

- Personnel Report:

New Hire:				
Terilyn Schold	Paraprofessional	MTS	One Year Only (2021-2022)	TAP
Panos Rontos	Paraprofessional	THE	One Year Only (2021-2022)	TAP
Michelle Murphy	Paraprofessional	MTS	One Year Only (2021-2022)	TAP
Phikulthong Kaltenbaugh	Assistant Cook	BHHS	Continuing, effective September 28, 2021	PSE
Richard Ruiz	Bus Driver Trainee	Transportation	Effective November 3, 2021	PSE
Adjusted:				
Heather Alnes	Teacher	MTS	From Office Professional 3 to 2nd Grade Teacher, effective October 21, 2021	TEA
Chelsi Yarger Weedon	Paraprofessional	BLE	From 6.0 hours per day to 6.25 hours per day. Additional .25 is One Year Only	TAP
Jackie Lince	Paraprofessional	BLE	From 6.0 hours per day to 6.5 hours per day. Additional .5 is One Year Only	TAP
Brittny Zepp	Paraprofessional	MTS	From 6.5 hours per day to 4 hours per day, One Year Only	TAP
Trevin Blaisdell	Groundskeeper	Buildings and Grounds	Effective October 18, 2021, From Custodian/Groundskeeper to Full Time continuing Groundskeeper	PSE
Leaves:				
Laura Boyd	Teacher	TMS	LOA starting October 19, 2021, return date to be determined	TEA
Tanya Baker	Office Professional 3	DO/Capital Projects	LOA starting October 11, 2021, return date to be determined	TOPA
Kristin Calabrese	Teacher	BLE	LOA starting September 20, 2021, returning October 11, 2021	TEA
Whitney Hehemann	Teacher	BMS	LOA starting approximately November 15, 2021	TEA

Charlene Dickey	Bus Driver	Transportation	LOA starting October 12, 2021, returning November 10, 2021	PSE
Pat McLain	Bus Driver	Transportation	LOA starting September 27, 2021, return date to be determined	PSE
Andrew Henderson	Teacher	BHHS	LOA starting November 5, 2021, returning November 22, 2021	TEA
Andrew Henderson	Teacher	BHHS	LOA starting April 11, 2022, returning for the 2022-2023 school year	TEA
Kirk Glock	Teacher	BHHS	LOA starting November 12, 2021, returning approximately February 28, 2022	TEA
Eva Stauffer	Paraprofessional	TMS	LOA starting November 12, 2021, returning approximately January 10, 2022	TAP
Mary Blomberg-Snelson	Teacher	THS	LOA starting October 18, 2021, returning November 8, 2021	TEA
Sue Burns	Cook	THE	LOA starting October 15, 2021, returning December 6, 2021	PSE
Resignation:				
Tony Prentice	Coach	THS	Effective August 19, 2021	N/A
Levi Tonkinson	Paraprofessional	THE	Effective October 15, 2021	TAP
Heather Alnes	Office Professional 3	TVA	Effective October 21, 2021	TOPA
Cory Marsh	Coach	BHHS	Effective October 25, 2021	N/A
Stacy Lowe	Paraprofessional	BHHS	Effective October 8, 2021	TAP
Laurie Furth	Paraprofessional	LRE	Effective December 29, 2021	TAP
Chuck Hendrickson	Coach	THS	Effective November 5, 2021	N/A
Tim Norris	Bus Driver	Transportation	Effective October 18, 2021	PSE
Tina Vay	Assistant Cook	TMS	Effective October 15, 2021	PSE
Retirement:				
Kellie Swisshelm	Teacher	BLE	Effective August 31, 2022	TEA
Brian Kirkeby	Mechanic	Transportation	Effective January 31, 2022	PSE
Co-Curricular:				

Easton Hargrave	Head Wrestling Coach	THS	N/A
Corey Walker	Head Bowling Coach	THS	N/A
Brandon Frazier	Resigning Assistant Boys Basketball Coach effective November 1, 2021	THS	N/A
Jill Bender	Senior Class Advisor for 2021-2022 school year	BHHS	TOPA
Carole Mihalyi	MS Intramural Coordinator	BMS	N/A
Angela Borovec	MS Intramural Supervisor	BMS	N/A
Jennifer Field	MS Intramural Coordinator	TMS	N/A
Nathan Ditterline	MS Intramural Supervisor	BMS	N/A
Julie Grieve	MS Intramural Supervisor	BMS	N/A
Kailyn Berry	MS Intramural Supervisor	TMS	N/A
Rylee Moore	MS Intramural Supervisor	TMS	N/A
Anette Greeno	MS Intramural Supervisor	TMS	N/A
Recommend Approval Of:			
Recommend approval of intramural sports stipends at the MS level: MS Intramural Supervisor @ $1500 MS Intramural Coordinator @ $2100			
Recommend approval to add position, NMSC Health Room Assistant and salary schedule, as approved by New Market Skills Center Ad Council			

- Payroll and Vouchers

FUND NAME		WARRANTS (INCLUSIVE)			AMOUNT
GENERAL FUND:					
	Payroll				
	Payroll Taxes				$ 1,057,902.68
	Direct Deposit				$ 3,371,656.56
	Payroll Benefit				
	Wire Transfer				$ 1,171,843.86
	Accounts Payable -Payroll	72805779	to	72805795	$ 23,375.45
	Accounts Payable	72219060	to	72219076	$ 20,071.45

Accounts Payable	77219077	to	72219077	$	1,576.94
Accounts Payable	72219078	to	72219099	$	242,636.35
Accounts Payable	72219100	to	72219119	$	54,481.05
Accounts Payable	72219120	to	72219120	$	4,500.00
Accounts Payable	72219121	to	72219145	$	169,714.24
Accounts Payable	72219146	to	72219146	$	16,500.00
Accounts Payable	72219147	to	72219148	$	816.57
Accounts Payable	72219149	to	72219165	$	1,023,341.00
Accounts Payable	72219166	to	72219166	$	61.75
Accounts Payable	72219167	to	72219188	$	54,212.69
Accounts Payable ACH				$	202,809.62
Accounts Payable ACH				$	27,613.35
Accounts Payable ACH				$	397,994.78
Accounts Payable ACH				$	73,588.23
Accounts Payable ACH				$	95,904.04
Accounts Payable ACH				$	29,038.07
ACH Rejection				$ (9,713.51)	
Voided Warrants				$ (16,888.68)	
Accounts Payable - COMP TAX				$	3,398.98
			TOTAL GENERAL FUND:	**$**	**8,016,435.47**

CAPITAL PROJECTS FUND:

Accounts Payable	72012487	to	72012487	$	952,874.00
Accounts Payable	72012488	to	72012488	$	1,230.75
Accounts Payable	72012489	to	72012493	$	215,146.15
Accounts Payable ACH				$	82,434.24
Accounts Payable ACH				$	124.99
Accounts Payable ACH				$	106,166.36
Accounts Payable ACH				$	56,702.14
Voided Warrants					
Accounts Payable - COMP TAX				$	-
			TOTAL CAPITAL PROJECTS FUND:	**$**	**1,414,678.63**

ASSOCIATED STUDENT BODY FUND:

Accounts Payable	72441945	to	72441948	$	11,552.69
Accounts Payable	72441949	to	72441950	$	183.50

Accounts Payable	72441951	to	72441955	$	401.77
Accounts Payable	72441956	to	72441956	$	17.92
Accounts Payable	72441957	to	72441958	$	270.00
Accounts Payable ACH				$	252.79
Accounts Payable ACH				$	124.13
Accounts Payable ACH				$	23,983.46
Accounts Payable ACH				$	1,859.80
Voided Warrants					
Accounts Payable - COMP TAX				$	377.85
TOTAL ASSOCIATED STUDENT BODY FUND:				**$**	**39,023.91**

PRIVATE PURPOSE FUND:

Accounts Payable	72700564	to	72700564	$	195.00
Accounts Payable	72700565	to	72700565	$	500.00
Accounts Payable ACH				$	38.57
Accounts Payable - COMP TAX					
TOTAL PRIVATE PURPOSE FUND:				**$**	**733.57**

TRANSPORTATION VECHILE FUND:

Accounts Payable ACH					
TOTAL TRANSPORTATION VECHILE FUND:				**$**	**-**

- Budget Status Report
- Donations – $500.00 to THS InvestEd from THS PTO; $5000.00 to THS Kathy Merry Scholarship Trust from LPL Financial/Kenneth Merry
- Special Services – Clover Park School District/TSD Inter-District Agreement
- Capital Projects Contract Change Order – NMSC Landscaping Improvements
- Capital Projects Acceptance of Contract As Complete – THS PAC Addition & Modernization and 3 Sites Civil (MTS, THE & THS)
- THS Out-of-State Travel Requests – Boys Basketball Arizona tournament in December 2021; Dance Team Florida Nationals in February 2022

Student Reports – "*How are students adjusting to being back in-person full-time after months of remote learning?*"

- Talia Kallappa (BHHS) – She asked many different grade levels. Seniors had problems with schedules (i.e. 5 days a week). Many students had gaps in knowledge from last year and feel like they aren't where they need to be. Some students are doing much, much better and they are enjoying the social aspect

because it helps their education in general. She heard from some student athletes that athletics and education is hard to balance. There's a big complaint about buses for sports. Many students missed having Wednesday's off to mentally re-charge and get caught up on work. The 12th & 11th graders were complaining about not getting respect from underclassmen. The younger students have been experiencing bullying also.

- Alexander Andrade (CHS) – As far he knows, Cascadia was the first school to open back up to the public. Even with challenges with school and home, most students have been performing wonderfully with their grades and social skills. The only issue students have had is attending school while also needing to work.
- Ameiya Brown (THS) – She did a classroom survey. Mental health and instruction quality have improved. Students are more motivated in-person. There were a few concerning comments about students being physically assaulted and bullied. For some, the transition is too soon so hard on mental health. Another concern is that gender neutral bathrooms have not been opened. Some students don't like the crowded halls during certain times of the day. She also shared that special education students aren't being accommodated enough in class.

Public Comment Follow-Up/By the Numbers

- Public Comment Follow Up: Sean Dotson followed up on the port of Olympia project. The City of Tumwater and Port will make the decisions but the board can comment and take a position. He emailed the rest of the commenters and we value the feedback.

Public Comment

- Agenda and Non-Agenda Items: Becky Parsons stated that 1 person signed up to address the Board on 1 topic. Tim Voie spoke about teacher morale.

6:25 Recessed meeting because public comment was over 5 minutes

6:30 Reconvened meeting

Reports to the Board

- 1st Reading, Policy 5011-Sexual Harassment of Staff Prohibited: Beth Scouller presented on this topic.
- 1st Reading, Policy 5515-Workforce Secondary Traumatic Stress (NEW!): Beth Scouller presented on this topic.
- 1st Reading, Policy 3205-Sexual Harassment of Students Prohibited: Shawn Batstone presented on the topic.
- Policy 2336-Required Observances Discussion: Shawn Batstone presented on the topic.

Action Items

- 2nd Reading, Policy 3122-Excused & Unexcused Absences: Shawn Batstone presented on this topic.
- TEA Tentative Agreement: Beth Scouller presented on this topic.

Darby Kaikkonen/Casey Taylor, M/S to approve the TEA tentative agreement as presented. Scott Killough and Laurie Sale abstained. Melissa moved to approve the TEA Tentative Agreement as presented. The motion passed with majority vote.

- Resolution 04-21-22, Capital Levy: Mel Murray presented on this topic.

  Laurie Sale/Casey Taylor, M/S to pass Resolution 04-21-22, Capital Levy as presented. Melissa Beard called for a roll call vote:
  Casey Taylor - aye
  Darby Kaikkonen - aye
  Laurie Sale - aye
  Scott Killough - aye
  Melissa Beard - aye. The motioned passed unanimously.

- Resolution 05-21-22, EP&O Certification: Jennifer Carrougher presented on this topic.
  Scott Killough/Darby Kaikkonen, M/S to approve Resolution 05-21-22, EP&O Certification as presented. The motion passed unanimously.

- Approval of Superintendent Evaluation Goals: Sean Dotson presented on this.
  Casey Taylor/Laurie Sale, M/S to approve Superintendent Evaluation Goals as presented. The motion passed unanimously.

Superintendent's Report

Superintendent's Report: Sean presented on Expense Reduction Steps for 21-22. He talked about the steps we've already taken at the district office and district wide. Beth Scouller went over preparing for system-wide reductions for 22-23, which included reduction considerations.

Board Discussion

- Legislative Update: Darby updated on the General Assembly. She collected feedback on the TSD rankings for legislative positions and was able to submit the district's top 15 priorities. WSSDA will gather from all districts and that will become the advocacy platform. She will also share the method she used to rank and share details of legislative positions the Board discussed in the last meeting.
- WIAA Update: Casey updated on all upcoming district and state competitions. He also updated on Winter sport testing requirements. The Bird Cage has a roof and siding is on; it should be ready for use by the end of the month. Tumwater School District is currently working on a plan to support Unified Sports. Unified sports joins students with and without special needs together to promote inclusion through shared sports training and competition experiences.
- Equity Advisory Committee: Laurie shared that the October meeting consisted of talking about pillars and then went into break out rooms. Discussions are extremely robust! Leaders of the break out rooms shared what was talked about and everyone felt like it was a safe place to talk about this subject. This committee

could use an outside person to lead this group. November 17th is the next meeting. Scott Killough nominated Laurie Sale to be the lead of this committee and she accepted.

Board Member Comments

- Darby Kaikkonen: Hearing all of needs for our students gets her starting to think about legislative advocacy. There's been lot of policy, requirements and things that are causing down streaming impacts that the district is feeling hard.
- Scott Killough: He accepted an invitation from Josiah Price, a THS science teacher, to evaluate his 9th and 10th grade programming class. Four groups had to explain their APP's purpose, challenges they faced and what solutions they came up with during the process. He was extremely impressed by them!
- Casey Taylor: He visited 6 schools in the last two weeks. Heard a lot of frustration about principals having to do contact tracing, which is not their job. A lot of this comes from the unfunded mandates.
- Laurie Sale: She congratulated her fellow female board members for their election to the Board. She heard from a lot of voters and we have to do our very best to discuss hard topics respectfully. She recognized Tim's passion but said going over is not a good example to our students.
- Melissa Beard: She appreciates the students being at the meetings. They represented their Student Bodies well.
- Talia Kallappa: She feels having a therapist available would help students and teachers. She personally had a problem this last week and didn't know who to go to. She went to her counselor who tried to do his best, but he wasn't prepared. Thanked Tim and the teachers are important! Their health affects student health.
- Ameiya Brown: She wanted to share that the student's backs are hurting and would like to have lockers to help with that.
- Alexander Andrade: He feels that school therapists are important, because everyone is going through something.

The Regular Board Meeting recessed at 8:13 PM to enter Executive Session to meet with District legal counsel per RCW 42.30.110(1)(i)(iii).

Executive Session began at 8:35 PM and ended at 9:40 PM.

With no further business coming before the Board, the Regular Board Meeting adjourned at 9:41 PM.

Recorded by:
Becky Parsons

Signed this 9th day of December 2021.

_____ _____

Board Member Board Secretary

CONSENT AGENDA

- Personnel Report: Questions can be directed to Beth Scouller.
- Financial Services – Payroll and Vouchers: Questions can be directed to Jennifer Carrougher.
- Financial Services – Budget Status Report: Questions can be directed to Jennifer Carrougher.
- Donations Acceptance:
  - $10,150.00 to Black Lake Elementary from BLE PTO

Tumwater School District

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December 9, 2021

TO: School Board
FROM: Beth Scouller
SUBJECT: Personnel Report

Preliminary

New Hire:				
Karen Kim	Paraprofessional	BLE	Temporary	TAP
Tim Chaleunvong	Paraprofessional	BHHS	One Year Only (2021-2022)	TAP
Terri Turner	Office Professional 3	TVA	Continuing effective November 15, 2021	TOPA
Shelynne Berkey	Office Professional 6	TMS	Continuing effective, November 15, 2021	TOPA
Joshua Stoney	Teacher	BMS	One Year Only (2021-2022) effective November 22,2021	TEA
Johnie Fesenbek	Maintenance	B&G	Temporary, November 15, 2021 - February 15, 2022	PSE
Leslie Fosbre	Assistant Cook	PGS	Continuing effective November 29, 2021	PSE
Melissa Merten	Registered Nurse	SS	1.0 FTE, Continuing (2021-2022); effective December 8, 2021	TEA
Jesus Rees	Bus Driver Trainee	Transportation	Effective November 24, 2021	PSE
Analyn Trubia	Assistant Cook	TMS	Continuing effective, November 29, 2021	PSE
Donald Woods	Paraprofessional	BHHS	One Year Only (2021-2022)	TAP
Adjusted:				
Ben McGray	Paraprofessional	BMS	From One Year Only to Continuing	TAP
Emily Dilworth	Office Professional 6	TVA	From Paraprofessional to Temp Office Professional 3, effective October 4th-November 5th 2021	TOPA
Whitney Saxlund	Teacher	TVA	From BMS to TVA effective November 22, 2021	TEA

Saura Moore	Office Professional 6	MTS	From 7 hours per day to 8 hours per day. Additional 1 hour is One Year Only, effective November 29th, 2021	TOPA
Rebecca Trehuba	Office Professional 6	BMS	From Paraprofessional to Continuing Office Professional 6, effective date TBD	TOPA
Leaves:				
Aubrie Grant	Paraprofessional	THE	LOA starting January 3, returning for the 2022-2023 school year	TAP
Meghan Langford	Teacher	PGS	LOA starting approximately November 17, 2021, returning April 11, 2022	TEA
Tanya Baker	Project Manager	DO/Capital Projects	Intermittent LOA starting November 15, 2021, returning to fulltime approximately on January 4th, 2022	NON-REP
Mary McEvoy	Teacher	TMS	LOA starting October 21, 2021, returning October 29, 2021	TEA
Anna Nemec	Teacher	MTS	LOA starting October 25, 2021, returning November 4, 2021	TEA
Jayde Richtmyre	Teacher	PGS	LOA starting approximately February 23, 2022, returning the beginning of the 2022/2023 school year	TEA
Kellie Graham	Office Professional 3	THS	Intermittent LOA starting September 8, 2021, returning the beginning of the 2022/2023 school year	TOPA
Denise Reed	Office Professional 3	DO/Special Services	LOA starting November 8, 2021, returning November 29, 2021	TOPA
Garrett Baldwin	Paraprofessional	BHHS	LOA starting November 3, 2021, returning November 12, 2021	TAP
Jaime Dominoski	Paraprofessional	PGS	LOA Starting November 1, 2021, returning November 15, 2021	TAP
Brittny Zepp	Paraprofessional	MTS	LOA starting October 20, 2021, returning November 5, 2021	TAP
Stephanie Rhodes	Teacher	MTS	LOA starting February 7, 2022, returning February 14, 2022	TEA

Jody Giuntoli	Paraprofessional	ECLC	LOA starting October 25, 2021, resigning February 1, 2022	TAP
Tara Clemmens	Administrative Secretary	NMSC	LOA starting November 30, 2021, returning January 4, 2022	NON-REP
Sonya Cooper	Paraprofessional	MTS	LOA starting November 2, 2021, returning November 15, 2021	TAP
Teresa Anderson	Teacher	SS	LOA starting October 20, 2021, returning November 1, 2021	TEA
Resignation:				
Eric Eckstein	Paraprofessional	BLE	Effective November 15, 2021	TAP
Serena Harrah	Paraprofessional	BMS	Resigning Paraprofessional hours effective November 1, 2021	TAP
Tivoli Sharp	Coach	BHHS	Effective November 30, 2021	N/A
Shaundra Everett	Substitute Bus Driver	Transportation	Effective November 24, 2021	PSE
Jody Giuntoli	Paraprofessional	ECLC	Effective February 1, 2022	TAP
Retirement:				
Valorie Scheibert	Custodian	Skills Center	Effective January 1, 2022	PSE
William Beattie	Teacher	THS	Effective February 1, 2022	TEA
Termination:				
Peter Dacanay	Bus Driver	Transportation	Involuntary Termination, effective October, 20th, 2021	PSE
Gay Warren	Bus Driver	Transportation	Separation of Employment, effective November 19, 2021	PSE
Co-Curricular:				
Dale Reeves	Freshman Class Advisor	BHHS		TEA
Recommend Approval Of:				
Recommend approval to issue Melissa Merten a conditional certificate for her role as a School Nurse				
Corrections:				
Tanya Bakers LOA was placed as a TOPA member on November 10 Board Meeting. She is a Non-Rep employee				
Rescind leave for Kori Wilson, was previously approved at October 14, 2021 Board Meeting				

Tumwater School District

Affidavit covering payment of payroll, invoices, and voids for General Fund, Capital Projects Fund, Associated Student Body Fund, Private Purpose Trust Fund and Transportation Vehicle Fund for the month of November 2021.

2-13 **DATE: December 9, 2021**

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.

Jennifer Carrougher, 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				$	1,052,880.61
	Direct Deposit				$	3,379,819.66
	Payroll Benefit Wire Transfer				$	1,171,293.11
	Accounts Payable -Payroll	72805796	to	72805816	$	31,021.93
	Accounts Payable	72219189	to	72219189	$	615.00
	Accounts Payable	77219190	to	72219205	$	46,682.47
	Accounts Payable	72219206	to	72219242	$	122,012.49
	Accounts Payable	72219243	to	72219243	$	86.52
	Accounts Payable	72219244	to	72219279	$	215,930.71
	Accounts Payable	72219280	to	72219299	$	84,982.54
	Accounts Payable	72219300	to	72219315	$	1,004,471.28
	Accounts Payable ACH				$	58,298.35
	Accounts Payable ACH				$	148,137.88
	Accounts Payable ACH				$	444,056.82
	Accounts Payable ACH				$	55,523.27
	Accounts Payable ACH				$	52,532.68
	Accounts Payable ACH				$	28,430.82
	ACH Rejection					
	Voided Warrants				$	(1,616.65)
	Accounts Payable - COMP TAX				$	1,966.52
		TOTAL GENERAL FUND:			**$**	**7,897,126.01**
CAPITAL PROJECTS FUND:						
	Accounts Payable	72012494	to	72012496	$	39,147.22
	Accounts Payable	72012497	to	72012501	$	22,641.14
	Accounts Payable ACH				$	30,259.32
	Accounts Payable ACH				$	3,205.84
	Accounts Payable ACH				$	8,769.29
	Accounts Payable ACH					
	Voided Warrants					
	Accounts Payable - COMP TAX				$	253.33
		TOTAL CAPITAL PROJECTS FUND:			**$**	**104,276.14**
ASSOCIATED STUDENT BODY FUND:						
	Accounts Payable	72441959	to	72441961	$	480.00
	Accounts Payable	72441962	to	72441964	$	876.50
	Accounts Payable	72441965	to	72441969	$	4,112.00
	Accounts Payable	72441970	to	72441972	$	730.50
	Accounts Payable ACH				$	476.59
	Accounts Payable ACH				$	25,084.34
	Accounts Payable ACH					
	Voided Warrants				$	(85.00)
	Accounts Payable - COMP TAX				$	141.89
		TOTAL ASSOCIATED STUDENT BODY FUND:			**$**	**31,816.82**
PRIVATE PURPOSE FUND:						
	Accounts Payable	72700566	to	72700566	$	80.00
	Accounts Payable	72700567	to	72700567	$	500.00
	Accounts Payable ACH					
	Accounts Payable - COMP TAX					
		TOTAL PRIVATE PURPOSE FUND:			**$**	**580.00**
TRANSPORTATION VECHILE FUND:						
	Accounts Payable	72900028	to	72900028	$	142,071.11
		TOTAL TRANSPORTATION VECHILE FUND:			**$**	**142,071.11**

Board of Directors of Tumwater School District No. 33

I, Sean Dotson, 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.

Sean Dotson, Secretary to the Board

Dr. Sean Dotson
Superintendent

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

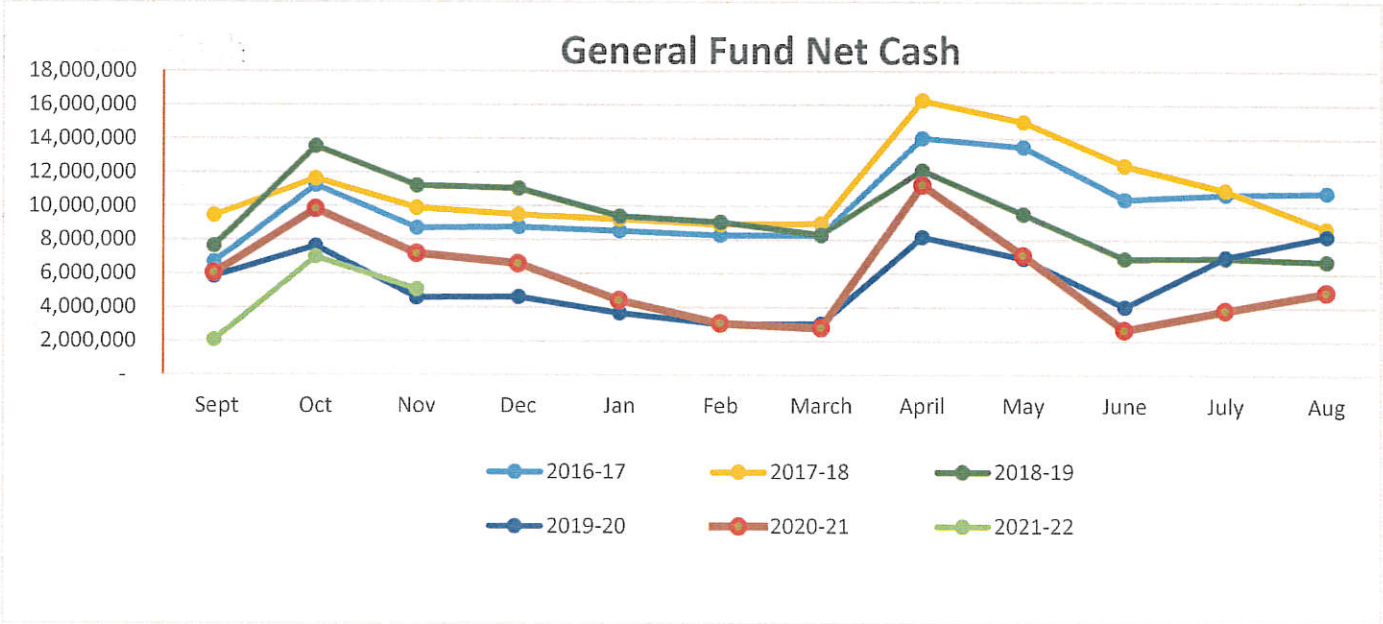
TO: **School Board**
Superintendent

FROM: **Jennifer Carrougher, Executive Director of Financial Services**

RE: ***Budget Status Reports for November 2021***
Updated Cash and Fund Balance Status for November 2021
Enrollment Update, including preliminary counts for December 2021

November Budget Status Reports - Attached are the November 2021 Budget Status reports for five operating funds (General Fund, Capital Projects Fund, Debt Service Fund, ASB Fund and Transportation Vehicle Fund).

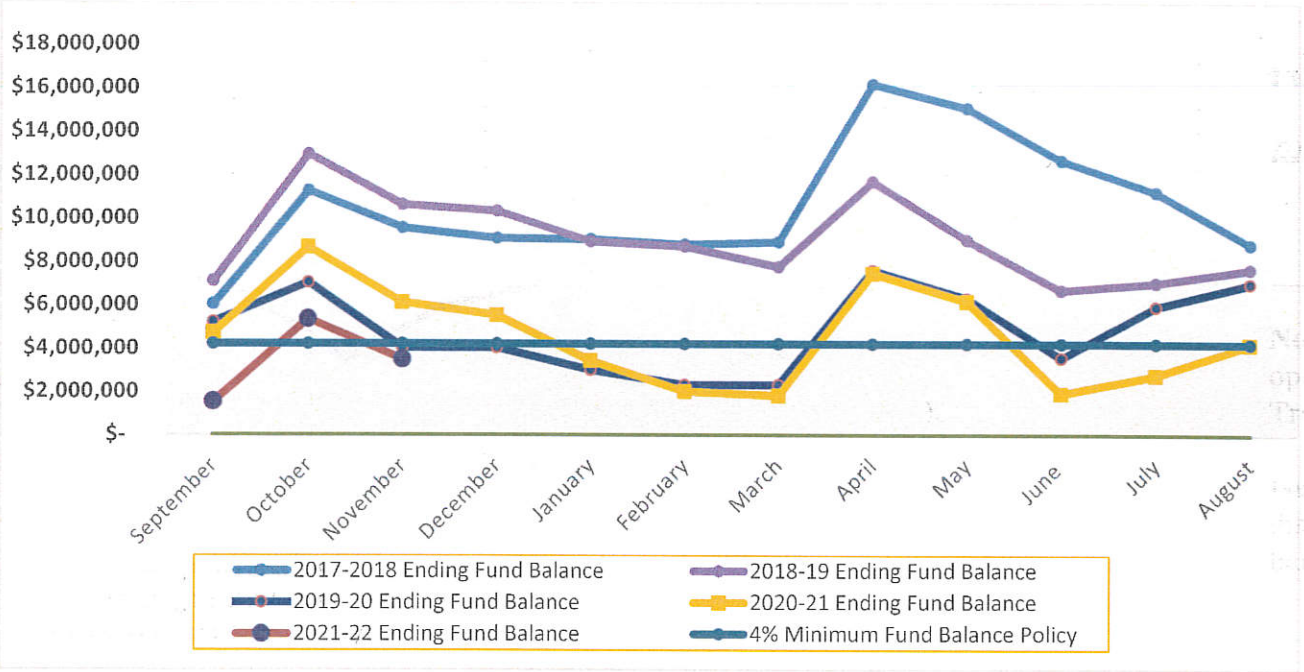
General Fund Net Cash Balance (cash less warrants outstanding): The following graph shows the district's net cash balance for the periods 2016-17 through November 2021, which includes the cash balance of New Market Skill Center.



General Fund – Fund Balance (Excluding Skills Center) through October:

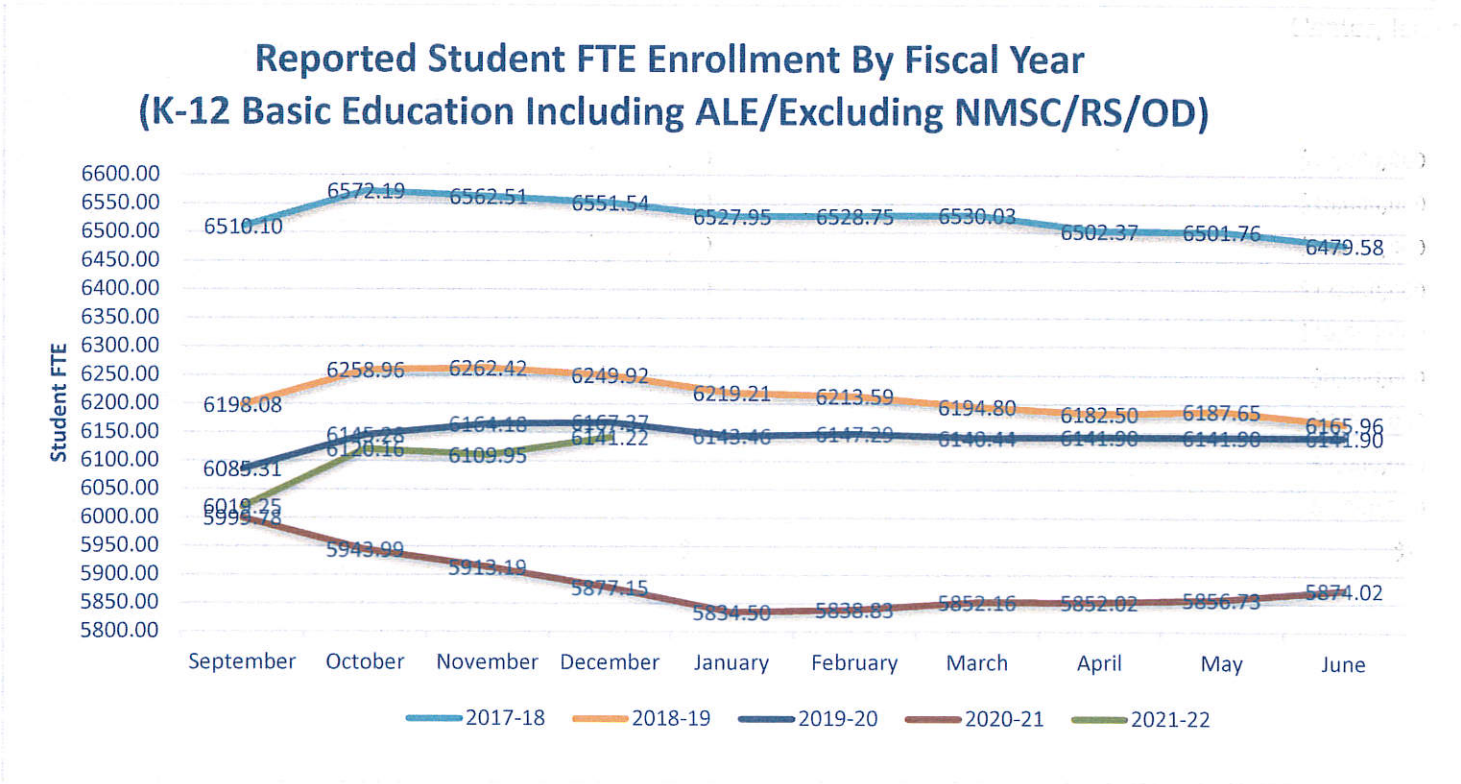
The following chart shows our fund balance history up to current as of 11/30/21. The straight line is showing the minimum fund balance policy of 4% of total budgeted expenditures for the 21-22 school year.

November 2021: Fund balance for the district is: $5,158,293, which includes $1,655,827 for Skills Center, leaving a balance of $3,502,466 available to TSD.



Enrollment Update

The following shows student enrollment for the past five years, updated with December **preliminary** counts as of 12/3. We budgeted for an Average Annual FTE (AAFTE) of 6,122 for funding purposes. Currently our AAFTE for the first 4 months of 21/22 is 6,097.65, falling about 24.35 FTE short of budget. Our AAFTE is funded based on our budget of 6,122 from Sept through Dec and is adjusted to actual in January.



10--General Fund-- FUND BALANCE -- AGENCY ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT
Fiscal Year 2021 (September 1, 2021 - August 31, 2022)

For the TUMWATER SCHOOL DISTRICT NO 33 School District for the Month of November , 2021

A. REVENUES/OTHER FIN. SOURCES	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
1000 LOCAL TAXES	16,793,472	1,269,331.24	7,071,252.84		9,722,219.16	42.11
2000 LOCAL SUPPORT NONTAX	2,147,461	48,197.68	150,956.52		1,996,504.48	7.03
3000 STATE, GENERAL PURPOSE	60,594,013	3,165,094.64	13,215,869.82		47,378,143.18	21.81
4000 STATE, SPECIAL PURPOSE	14,695,008	860,664.30	2,906,828.08		11,788,179.92	19.78
5000 FEDERAL, GENERAL PURPOSE	0	.00	.00		.00	0.00
6000 FEDERAL, SPECIAL PURPOSE	11,174,437	595,180.78	1,050,592.17		10,123,844.83	9.40
7000 REVENUES FR OTH SCH DIST	10,000	4,445.77	4,445.77		5,554.23	44.46
8000 OTHER AGENCIES AND ASSOCIATES	152,500	.00	.00		152,500.00	0.00
9000 OTHER FINANCING SOURCES	0	.00	.00		.00	0.00
Total REVENUES/OTHER FIN. SOURCES	105,566,891	5,942,914.41	24,399,945.20		81,166,945.80	23.11
B. EXPENDITURES						
00 Regular Instruction	54,253,966	4,189,757.61	13,303,108.58	36,896,345.12	4,054,512.30	92.53
10 Federal Stimulus	5,831,099	194,112.27	666,363.15	2,016,391.41	3,148,344.44	46.01
20 Special Ed Instruction	12,072,795	1,072,725.87	3,100,990.42	9,804,883.09	833,078.51-	106.90
30 Voc. Ed Instruction	4,257,608	356,479.10	989,489.68	2,838,940.10	429,178.22	89.92
40 Skills Center Instruction	4,164,065	286,525.83	888,510.75	971,547.51	2,304,006.74	44.67
50+60 Compensatory Ed Instruct.	4,068,077	209,528.75	614,321.28	1,845,390.59	1,608,365.13	60.46
70 Other Instructional Pgms	328,911	38,580.48	90,164.08	100,663.60	138,083.32	58.02
80 Community Services	604,982	36,006.56	129,316.38	553,075.52	77,409.90-	112.80
90 Support Services	19,968,285	1,530,651.99	5,520,851.12	12,392,230.40	2,055,203.48	89.71
Total EXPENDITURES	105,549,788	7,914,368.46	25,303,115.44	67,419,467.34	12,827,205.22	87.85
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) EXP/OTH FIN USES (A-B-C-D)	17,103	1,971,454.05-	903,170.24-		920,273.24-	< 1000-
F. TOTAL BEGINNING FUND BALANCE	5,571,346		6,061,463.42			
G. G/L 898 PRIOR YEAR ADJUSTMENTS(+OR-)	XXXXXXXXX		.00			
H. TOTAL ENDING FUND BALANCE (E+F + OR - G)	5,588,449		5,158,293.18			

I. ENDING FUND BALANCE ACCOUNTS:

G/L 810	Restricted For Other Items	4,930	4,930.00
G/L 815	Restric Unequalized Deduct Rev	0	.00
G/L 821	Restrictd for Carryover	50,000	449,178.28
G/L 825	Restricted for Skills Center	668,309	1,655,826.75
G/L 828	Restricted for C/O of FS Rev	0	.00
G/L 830	RESERVE FOR DEBT SERVICE	0	.00
G/L 835	Restrictd For Arbitrage Rebate	0	.00
G/L 840	Nonspnd FB-Invent/Prepd Itms	300,000	294,960.58
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 MIN FUND BALANCE P	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	129,207-	3,608.41-
G/L 890	Unassigned Fund Balance	864,618	420,194.58-
G/L 891	Unassigned Min Fnd Bal Policy	3,829,799	3,177,200.56
TOTAL	[illegible]	5,588,449	5,158,293.18

20--Capital Projects-- FUND BALANCE -- AGENCY ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT
Fiscal Year 2021 (September 1, 2021 - August 31, 2022)

For the TUMWATER SCHOOL DISTRICT NO 33 School District for the Month of November , 2021

A. REVENUES/OTHER FIN. SOURCES	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
1000 Local Taxes	2,517,943	.00	1,852,065.24		665,877.76	73.55
2000 Local Support Nontax	850,000	183,387.00	428,689.63		421,310.37	50.43
3000 State, General Purpose	0	.00	41,421.88		41,421.88-	0.00
4000 State, Special Purpose	3,451,450	.00	150,115.93		3,301,334.07	4.35
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	6,819,393	183,387.00	2,472,292.68		4,347,100.32	36.25
B. EXPENDITURES						
10 Sites	300,000	4,747.50	114,445.16	195,447.55	9,892.71-	103.30
20 Buildings	7,095,000	98,875.01	1,355,977.07	936,302.03	4,802,720.90	32.31
30 Equipment	2,745,000	562.47	48,441.38	856,675.65	1,839,882.97	32.97
40 Energy	0	.00	.00	0.00	.00	0.00
50 Sales & Lease Expenditure	0	.00	.00	0.00	.00	0.00
60 Bond Issuance Expenditure	0	.00	.00	0.00	.00	0.00
90 Debt	0	.00	.00	0.00	.00	0.00
Total EXPENDITURES	10,140,000	104,184.98	1,518,863.61	1,988,425.23	6,632,711.16	34.59
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) EXP/OTH FIN USES (A-B-C-D)	3,320,607-	79,202.02	953,429.07		4,274,036.07	128.71-
F. TOTAL BEGINNING FUND BALANCE	11,258,115		8,009,947.72			
G. G/L 898 PRIOR YEAR ADJUSTMENTS(+OR-)	XXXXXXXXX		.00			
H. TOTAL ENDING FUND BALANCE (E+F + OR - G)	7,937,508		8,963,376.79			

I. ENDING FUND BALANCE ACCOUNTS:

G/L 810 Restricted For Other Items	0	.00
G/L 825 Restricted for Skills Center	135,000	266,298.99
G/L 830 RESERVE FOR DEBT SERVICE	0	.00
G/L 835 Restrictd For Arbitrage Rebate	0	.00
G/L 840 Nonspnd FB - Invent/Prepd Itms	0	.00
G/L 850 Restricted for Uninsured Risks	0	.00
G/L 861 Restricted from Bond Proceeds	500,000-	.00
G/L 862 Committed from Levy Proceeds	1,482,057-	531,376.45
G/L 863 Restricted from State Proceeds	7,361,450	4,095,768.83
G/L 864 RESERVE FROM FEDERAL PROC	0	.00
G/L 865 Restricted from Other Proceeds	260,000	263,857.59
G/L 866 RESTRICTED-IMPACT PROCEEDS	505,000	2,826,561.76
G/L 867 RESTRICTED-MITIGATION FEES	890,000	906,195.69
G/L 869 Rsrvd UnDistib Proceeds	0	.00
G/L 870 Committed to Other Purposes	0	.00
G/L 889 ASSIGNED TO FUND PURPOSES	768,115	73,317.48
G/L 890 Unassigned Fund Balance	0	.00
TOTAL [illegible]	7,937,508	8,963,376.79

30--Debt Service Fund-- FUND BALANCE -- AGENCY ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT
Fiscal Year 2021 (September 1, 2021 - August 31, 2022)

For the TUMWATER SCHOOL DISTRICT NO 33 School District for the Month of November , 2021

A. REVENUES/OTHER FIN. SOURCES	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
1000 Local Taxes	11,380,170	893,613.80	4,936,793.70		6,443,376.30	43.38
2000 Local Support Nontax	70,000	4,422.85	8,367.62		61,632.38	11.95
3000 State, General Purpose	300,000	107,876.41	198,191.88		101,808.12	66.06
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	11,750,170	1,005,913.06	5,143,353.20		6,606,816.80	43.77
B. EXPENDITURES						
Matured Bond Expenditures	6,810,000	.00	.00	0.00	6,810,000.00	0.00
Interest On Bonds	3,834,675	.00	.00	0.00	3,834,675.00	0.00
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	10,844,675	.00	1,200.00	0.00	10,843,475.00	0.01
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)	905,495	1,005,913.06	5,142,153.20		4,236,658.20	467.88
F. TOTAL BEGINNING FUND BALANCE	9,937,762		7,373,781.32			
G. G/L 898 PRIOR YEAR ADJUSTMENTS(+OR-)	XXXXXXXXX		.00			
H. TOTAL ENDING FUND BALANCE (E+F + OR - G)	10,843,257		12,515,934.52			
I. ENDING FUND BALANCE ACCOUNTS:						
G/L 810 Restricted for Other Items	929,869		929,869.09			
G/L 830 Restricted for Debt Service	8,326,335		9,943,532.44			
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	1,587,053		1,642,532.99			
G/L 890 Unassigned Fund Balance	0		.00			
TOTAL	10,843,257		12,515,934.52			

40--Associated Student Body Fund-- FUND BALANCE -- AGENCY ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT
Fiscal Year 2021 (September 1, 2021 - August 31, 2022)

For the TUMWATER SCHOOL DISTRICT NO 33 School District for the Month of November , 2021

A. REVENUES	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
1000 General Student Body	727,185	11,321.09	131,235.57		595,949.43	18.05
2000 Athletics	434,925	8,981.99	77,462.61		357,462.39	17.81
3000 Classes	144,852	275.00	1,277.00		143,575.00	0.88
4000 Clubs	215,014	2,188.00	16,733.49		198,280.51	7.78
6000 Private Moneys	34,850	1,561.87	4,816.52		30,033.48	13.82
Total REVENUES	1,556,826	24,327.95	231,525.19		1,325,300.81	14.87
B. EXPENDITURES						
1000 General Student Body	698,472	13,194.41	64,203.19	12,164.00	622,104.81	10.93
2000 Athletics	502,172	12,959.97	49,156.74	54,578.63	398,436.63	20.66
3000 Classes	121,807	.00	.00	0.00	121,807.00	0.00
4000 Clubs	216,270	4,283.43	17,515.01	2,090.18	196,664.81	9.07
6000 Private Moneys	49,832	1,422.35	2,878.71	0.00	46,953.29	5.78
Total EXPENDITURES	1,588,553	31,860.16	133,753.65	68,832.81	1,385,966.54	12.75
C. EXCESS OF REVENUES OVER(UNDER) EXPENDITURES (A-B)	31,727-	7,532.21-	97,771.54		129,498.54	408.17-
D. TOTAL BEGINNING FUND BALANCE	704,467		694,314.31			
E. G/L 898 PRIOR YEAR ADJUSTMENTS(+OR-)	XXXXXXXXX		.00			
F. TOTAL ENDING FUND BALANCE C+D + OR - E)	672,740		792,085.85			
G. ENDING FUND BALANCE ACCOUNTS:						
G/L 810 Restricted for Other Items	50,000		16,075.00			
G/L 819 Restricted for Fund Purposes	622,740		739,330.72			
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	672,740		792,085.85			

70--PRIVATE PURPOSE TRUST-- FUND BALANCE -- AGENCY ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT
Fiscal Year 2021 (September 1, 2021 - August 31, 2022)

For the TUMWATER SCHOOL DISTRICT NO 33 School District for the Month of November , 2021

90--Transportation Vehicle Fund-- FUND BALANCE -- AGENCY ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT
Fiscal Year 2021 (September 1, 2021 - August 31, 2022)

For the TUMWATER SCHOOL DISTRICT NO 33 School District for the Month of November , 2021

A. REVENUES/OTHER FIN. SOURCES	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
1000 Local Taxes	0	.00	.00		.00	0.00
2000 Local Nontax	3,000	266.05	481.19		2,518.81	16.04
3000 State, General Purpose	0	.00	.00		.00	0.00
4000 State, Special Purpose	500,000	.00	.00		500,000.00	0.00
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	10,000	.00	.00		10,000.00	0.00
A. TOTAL REV/OTHER FIN.SRCS(LESS TRANS)	513,000	266.05	481.19		512,518.81	0.09
B. 9900 TRANSFERS IN FROM GF	0	.00	.00		.00	0.00
C. Total REV./OTHER FIN. SOURCES	513,000	266.05	481.19		512,518.81	0.09
D. EXPENDITURES						
Type 30 Equipment	700,000	142,071.11	142,071.11	0.00	557,928.89	20.30
Type 60 Bond Levy Issuance	0	.00	.00	0.00	.00	0.00
Type 90 Debt	0	.00	.00	0.00	.00	0.00
Total EXPENDITURES	700,000	142,071.11	142,071.11	0.00	557,928.89	20.30
E. OTHER FIN. USES TRANS. OUT (GL 536)	0	.00	.00			
F. OTHER FINANCING USES (GL 535)	0	.00	.00			
G. EXCESS OF REVENUES/OTHER FIN SOURCES OVER(UNDER) EXP/OTH FIN USES (C-D-E-F)	187,000-	141,805.06-	141,589.92-		45,410.08	24.28-
H. TOTAL BEGINNING FUND BALANCE	667,875		701,746.88			
I. G/L 898 PRIOR YEAR ADJUSTMENTS(+OR-)	XXXXXXXXX		.00			
J. TOTAL ENDING FUND BALANCE (G+H + OR - I)	480,875		560,156.96			
K. ENDING FUND BALANCE ACCOUNTS:						
G/L 810 Restricted For Other Items	0		.00			
G/L 819 Restricted for Fund Purposes	480,875		560,156.96			
G/L 830 RESERVE 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			
TOTAL	480,875		560,156.96			

NO--Non-Expendable Trust Fund-- FUND BALANCE -- AGENCY ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT
Fiscal Year 2021 (September 1, 2021 - August 31, 2022)

For the TUMWATER SCHOOL DISTRICT NO 33 School District for the Month of November , 2021

T0--General Long-Term Debt Group-- FUND BALANCE -- AGENCY ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT
Fiscal Year 2021 (September 1, 2021 - August 31, 2022)

For the TUMWATER SCHOOL DISTRICT NO 33 School District for the Month of November , 2021

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

BLACK LAKE ELEMENTARY

Misty Hinkle, Principal 6345 Black Lake Belmore Rd SW, Olympia, WA 98512 (360) 709-7350

November 18, 2021

Dear School Board Members:

Black Lake Elementary has received a donation from the Black Lake Elementary PTO in the amount of $10,150. The funds will be used for teacher allotments, PBIS, and our AR Reading subscription.

Please accept and approve this donation on our behalf.

Sincerely,

Misty Hinkle

Misty Hinkle
Principal

REPORTS TO THE BOARD

- 1st Reading, Policy 4100- Meeting Conduct, Order of Business and Quorum: Questions can be directed to Sean Dotson.

Tumwater School District
Board Policy

MEETING CONDUCT, ORDER OF BUSINESS AND QUORUM

~~Board meetings will be scheduled~~The board will schedule its meetings in compliance with the law, and as deemed by the board to be in the best interests of the district and community. The board will function through (1)~~:~~ regular meetings, (2) special meetings, and (3) emergency meetings.

Regular Meetings

The board will annually adopt a schedule of regular meetings to be held during the next year. Regular meetings will typically be held on the second and fourth Thursday of the month. Exceptions to the typical monthly meeting schedule will be recorded on the annual meeting calendar. Appropriate notification will be made when calendared meeting dates or times are changed. Board meetings will typically be held in the District Office Board Room. Board meetings and/or study sessions may also be scheduled at schools or other district sites and will be noted on the annual meeting calendar. If regular meetings are to be held at places other than these or are adjourned to times other than a regular meeting time, notice of the meeting shall be made in the same manner as provided for special meetings. All regular meetings of the board shall be held within the district boundaries.

Special Meetings

Special meetings may be called by the board president or at the request of a majority of the board members. A written notice of a special meeting, stating the time and place of the special meeting and the business to be transacted, will be delivered to each board member. Written notice will also be delivered to each newspaper and radio or television station that has filed a written request for such notices. Written notice may be delivered personally or by mail, facsimile or electronic mail. The notice must be posted on the district's website.

The district must also prominently display the notice at the main entrance of the Tumwater School District Office as well as at the location of the meeting, if the meeting is held at a location other than the District Office.

All required notices must be delivered or posted not less than twenty-four (24) hours prior to the meeting. The written notice requirement will be deemed waived if a member:

1. Submits a written waiver of notice to the board secretary at or prior to the time the meeting convenes. The waiver may be given by telegram, fax or electronic mail; or
2. Is actually present at the time the meeting convenes.

The Board will not take ~~F~~final disposition ~~will not be taken~~ on any matter other than those items stated in the meeting notice.

~~STUDY SESSIONS~~Study Sessions

The Board may meet in study sessions prior to regular meetings, after regular meetings, or at other designated times, subject to the notice requirements of law and Board policy. Study sessions will be held to provide an opportunity for Board members to seek and receive information and discuss and deliberate matters pending before the Board. Study sessions shall be open to the public.

Emergency Meetings

In the event of an emergency involving fire, flood, earthquake, possible personal injury or property damage, the board may meet immediately and take official action without prior notification.

Public Notice

The board will give proper ~~P~~public notice ~~shall be properly given~~ for any special meeting; whenever a regular meeting is adjourned to another time; or, when a regular meeting is to be held at a place other than the normally scheduled locations.

All meetings shall be open to the public with the exception of executive or closed sessions authorized by law. The board will take ~~F~~final action resulting from executive session discussions ~~will be taken~~ during a meeting open to the public as required by law.

Individuals with disabilities who may need a modification to participate in a meeting should contact the superintendent's office no later than three days before a regular meeting and as soon as possible in advance of a special meeting so that special arrangements can be made.

During the interim between meetings, the office of the superintendent, as board secretary, shall be the office of the board. The district's public records shall be open for inspection in the manner provided by and subject to the limitation of the law.

Quorum

A quorum consists of the majority of all board members. Three board members shall be considered as constituting a quorum for the transaction of business, including voting.

Board members are not required to be physically present to attend a board meeting. Any or all board members may attend a board meeting and vote via any communication platform – including videoconference or teleconference – that provides, at a minimum, simultaneous aural communication between those in attendance. Additionally, any meeting held via a communication platform must: 1) include proper notice with any required passwords or authorization codes; 2) be known and accessible to the public; and 3) accommodate any member of the public who wishes to participate.

The board will take no action by secret ballot at any meeting required to be open to the public. Generally, the board votes on motions and resolutions by "voice" vote, unless a board member requests to vote by oral roll call, in which case the board will do so. A

motion passes when a majority of those board members present and voting vote in favor. However, a majority vote of *all* board members is required to elect or select a superintendent or board officer and the board must vote on these matters by an oral roll call. The board will vote by an oral roll call whenever required by law.

Meeting Conduct and Order of Business

All board meetings will be conducted in an orderly and business-like manner using *Roberts Rules of Order (Revised)* as a guide, except when such rules are superseded by board bylaws or policies. During board meetings, board members will refrain from communicating electronically (e.g., by e-mail, text, social media) with their fellow board members.

The board will use the agenda to establish it regular order of business. ~~The order of business will be that indicated in the agenda. Any additions or changes in the prepared agenda may be requested by the superintendent or a board member at the beginning of the meeting.~~ However, either the superintendent or a board member may request additons or changes to the prepared agenda, and the board may adopt a revised agenda or order of business by a majority vote of the board members present. At a special meeting, final action may be taken only on that business contained in the notice of the special meeting.

~~Board members are not required to be physically present to attend a board meeting. Any or all board members may attend a board meeting and vote via any communication platform – including videoconference or teleconference – that provides, at a minimum, simultaneous aural communication between those present, provided: 1) the meeting is properly noticed with any required passwords or authorization codes; 2) the meeting is accessible to the public; 3) the meeting accommodates any member of the public who wishes to participate; and 4) the communication platform is generally known and accessible to the public.~~

~~The board will establish its regular order of business, but may elect to change the order at the request of the superintendent or a board member with consensus of the board. All votes on motions and resolutions will be by "voice" vote unless an oral roll call is requested by a member of the board. All votes will be approved by majority of those present and voting, unless otherwise required by law. No action will be taken by secret ballot at any meeting required to be open to the public.~~

~~An oral roll call of all the members of the board is required for the election of board officers, filling a vacancy on the board, or for the selection of the school district superintendent, and a majority vote of all the members of the board is required for any person to be elected or elected for such positions.~~

~~During board meetings, board members will refrain from communicating electronically (e.g., by e-mail, text, social media) with their fellow board members.~~

Public Attendance and Comment

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

The board recognizes the value of public comment on educational issues and the importance of involving members of the public in its meetings. In order to permit fair and orderly expression of such comment, the board will provide a period at the beginning of the meeting during which visitors may ~~present to~~address the board on any topic within the scope of the board's responsibility. The board may structure the public comment period, including determining the total time allotted for public comment and equally apportioning the minutes for each speaker. The board is not obligated to provide additional public comment time to accommodate everyone in attendance who wishes to speak. Any structure the board imposes will be content neutral. ~~If possible, such presentations should be scheduled in advance.~~

The board may require those who wish to speak (but not all attendees) to sign in so that the board has a tally of individuals who wish to speak and can call them forward. When called forward, individuals will identifying themselves and proceed to make comments within the time limits established by the board.
The board is not obligated to respond to questions or challenges made during the public comment period and the board's silence will not signal agreement or endorsement of the speaker's remarks. The board may control the time, place, and manner of public comment. The chair/president may terminate an individual's statement when the allotted time has passed and may interrupt a speaker to require the same standard of civility that the board imposes on itself. Examples of uncivil comments include comments that:

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

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

In addition to the public comment period at the beginning of the meeting, the board will identify the agenda items that require or would benefit from opportunity for public comment and provide those opportunities as part of the meeting agenda before taking final action. Individuals or groups who wish to present to the board on an agenda item

are encouraged to request and schedule such presentations in advance. ~~The board will also allow individuals to express an opinion prior to board action on agenda items that the board determines require or will benefit from public comment.~~ Opportunity for public comment – both ~~W~~written and oral – is required ~~comment will be accepted by the board~~ before the board ~~the adoption or amendment of~~adopts or amends a policy~~ies~~ that is not expressly or by implication authorized by state or federal law, but which will promote the education of kindergarten through twelfth grade students in public schools or will promote the effective, efficient, or safe management and operation of the district. ~~Individuals wishing to be heard by the board will first be recognized by the board president.~~Additionally, the board will provide an opportunity for a representative of a firm eligible to bid on materials or services solicited by the board to present about their firm.

~~Individuals, after identifying themselves, will proceed to make comments within the time limits established by the board~~. The Board typically allows five minutes for a person to present, and additional comments on the same topic around three minutes per person. ~~Any representatives of a firm eligible to bid on materials or services solicited by the board will also be entitled to express an opinion. The board president may interrupt or terminate an individual's statement when it is too lengthy, personally directed, abusive, obscene, or irrelevant. The board as a whole has the final decision in determining the appropriateness of all such rulings~~.

Legal References:	RCW 28A.330.020	Certain board elections, manner and vote required
	RCW 28A.320.040	Directors – Bylaws
	RCW 28A.330.070	Office of board – records available for public inspection
	RCW 28A.343.370	Directors – filling vacancies
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	Ch. 42 USC 12101-12213	Americans with Disabilities Act

ADOPTION DATE: July 11, 2013
REVISION DATE: May 22, 2014 February 13, 2020

OLD

Tumwater School District
Board Policy

MEETING CONDUCT, ORDER OF BUSINESS AND QUORUM

Board meetings will be scheduled in compliance with the law and as deemed by the board to be in the best interests of the district and community. The board will function through: regular meetings, special meetings and emergency meetings.

Regular Meetings

The board will annually adopt a schedule of regular meetings to be held during the next year. Regular meetings will typically be held on the second and fourth Thursday of the month. Exceptions to the typical monthly meeting schedule will be recorded on the annual meeting calendar. Appropriate notification will be made when calendared meeting dates or times are changed. Board meetings will typically be held in the District Office Board Room. Board meetings and/or study sessions may also be scheduled at schools or other district sites and will be noted on the annual meeting calendar. If regular meetings are to be held at places other than these or are adjourned to times other than a regular meeting time, notice of the meeting shall be made in the same manner as provided for special meetings. All regular meetings of the board shall be held within the district boundaries.

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2. Is actually present at the time the meeting convenes.

Final disposition will not be taken on any matter other than those items stated in the meeting notice.

STUDY SESSIONS

The Board may meet in study sessions prior to regular meetings, after regular meetings, or at other designated times, subject to the notice requirements of law and Board policy. Study sessions will be held to provide an opportunity for Board members to seek and receive information and discuss and deliberate matters pending before the Board. Study sessions shall be open to the public.

Emergency Meetings

In the event of an emergency involving fire, flood, earthquake, possible personal injury or property damage, the board may meet immediately and take official action without prior notification.

Public Notice

Public notice shall be properly given for any special meeting; whenever a regular meeting is adjourned to another time; or, when a regular meeting is to be held at a place other than the normally scheduled locations.

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Three board members shall be considered as constituting a quorum for the transaction of business.

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An oral roll call of all the members of the board is required for the election of board officers, filling a vacancy on the board, or for the selection of the school district superintendent, and a majority vote of all the members of the board is required for any person to be elected or elected for such positions.

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The board recognizes the value of public comment on educational issues and the importance of involving members of the public in its meetings. In order to permit fair and orderly expression of such comment, the board will provide a period at the beginning of the meeting which visitors may present to the board. If possible, such presentations should be scheduled in advance.

The board will also allow individuals to express an opinion prior to board action on agenda items that the board determines require or will benefit from public comment. Written and oral comment will be accepted by the board before the adoption or amendment of policies not expressly or by implication authorized by state or federal law, but which will promote the education of kindergarten through twelfth grade students in public schools or will promote the effective, efficient, or safe management and operation of the district. Individuals wishing to be heard by the board will first be recognized by the board president.

Individuals, after identifying themselves, will proceed to make comments within the time limits established by the board. The Board typically allows five minutes for a person to present, and additional comments on the same topic around three minutes per person. Any representatives of a firm eligible to bid on materials or services solicited by the board will also be entitled to express an opinion. The board president may interrupt or terminate an individual's statement when it is too lengthy, personally directed, abusive, obscene, or irrelevant. The board as a whole has the final decision in determining the appropriateness of all such rulings.

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ADOPTION DATE: July 11, 2013
REVISION DATE: May 22, 2014 February 13, 2020

ACTION ITEMS

- 2nd Reading, Policy 3122-Excused and Unexcused Absences: Shawn Batstone will present on this topic.
- 2nd Reading, Policy 5011-Sexual Harassment of Staff Prohibited: Beth Scouller will present on this topic.
- 2nd Reading, Policy 5515-Workforce Secondary Traumatic Stress: Beth Scouller will present on this topic.
- 2nd Reading, Policy 3205-Sexual Harassment of Students Prohibited: Shawn Batstone will present on this topic.

2nd Reading
attorney notes

DRAFT

Tumwater School District
Board Policy

EXCUSED AND UNEXCUSED ABSENCES

~~Students are expected to attend all assigned classes each day. Upon enrollment and at the beginning of each school year, the district shall inform students and their parents/guardians of this expectation, the benefits of regular school attendance, the consequences of truancy, the role and responsibility of the district in regard to truancy, and resources available to assist the student and their parents/guardians and guardians in correcting truancy. The district will also make this information available online and will take reasonable steps to ensure parents/guardians can request and be provided such information in languages in which they are fluent. Parents/guardians will be required to date and acknowledge review of this information online or in writing.~~

Definition of ~~Absent or~~ Absence

Absence from in-person learning

WAC 392-401-015~~A~~ states that the definition of an absence:

(1) A student is absent when they are:

(a) Not physically present on school grounds; and

(b) Not participating in the following activities at an approved location:

i. Instruction;

ii. Any instruction-related activity; or

iii. Any other district or school approved activity that is regulated by an instructional/academic accountability system, such as participation in district-sponsored sports.

~~(2) Students shall not be absent if:~~

~~(a) They have been suspended, expelled, or emergency expelled;~~

~~(b) Are receiving educational services as required by RCW 28A.600.015 and chapter 392-400 WAC; and~~

~~(c) The student is enrolled in qualifying "course of study" activities as defined by WAC 392-121-107.~~

~~(3) A full day absence is when a student is absent for 50% of their scheduled day. (4) A school or district shall not convert or combine tardies into absences that contribute to a truancy petition.~~

Definition of absence from remote learning

a. ~~(1) A student is absent from remote learning when the student is not participating in planned instructional activities on a scheduled remote learning day. (2) Evidence of student participation in remote learning may include, but is not limited to: (a) Daily logins to learning management systems; (b) Daily interactions with the teacher to acknowledge attendance (including messages, emails, phone calls or video chats); or (c) Evidence of participation in a task or assignment.~~

b. A student is absent from synchronous online instruction when the student does not log in to the synchronous meeting/class.

Commented [CW1]: WAC 392-401-016 contains a definition of absence for synchronous and asynchronous instruction. The WAC is admittedly clunky, but an adoption of those terms may help align this policy more fully with the applicable regulations.

c. A student is absent from asynchronous instruction when there is no evidence that the student accessed the planned asynchronous activity.

~~a.~~ Evidence of student participation in asynchronous activities must occur daily, within a twenty-four-hour time frame of when the participation is planned or expected.

Excused and Unexcused Absences

Educators and administrators have a responsibility to monitor absences to determine if students and families need support. Students are expected to attend all assigned in-person classes each day or participate in all assigned remote instructional activities. Upon enrollment and at the beginning of each school year, the district shall inform students and their parents/guardians of this expectation, the benefits of regular school attendance, the consequences of truancy, the role and responsibility of the district in regard to truancy, and resources available to assist the student and their parents and guardians in correcting truancy. The district will also make this information available online and will take reasonable steps to ensure parents can request and receive such information in languages in which they are fluent. Parents will be required to date and acknowledge review of this information online or in writing.

Excused Absences

Regular school attendance is necessary for mastery of the educational program provided to students of the district. Students at times may appropriately be absent from class. School staff will keep a record of absence and tardiness, including a record of excuse statements submitted by a parent/guardian, or in certain cases, students, to document a student's excused absences. The following principles will govern the development and administration of attendance procedures within the district:

A. Absences due to the following reasons must be excused:

1. Illness, health condition or medical appointment (including but not limited to medical, counseling, dental, optometry, pregnancy, and in-patient or out-patient treatment for chemical dependency or mental health); for the student or person for whom the student is legally responsible;
2. Family emergency, including but not limited to a death or illness in the family;
3. Religious or cultural purpose including observance of a religious or cultural holiday or participation in religious or cultural instruction;
4. Court, judicial proceeding, court-ordered activity, or jury service;
5. Post-secondary, technical school or apprenticeship program visitation, or scholarship interview;
6. State-recognized search and rescue activities consistent with RCW 28A.225.055;
7. Absence directly related to the student's homeless or foster care/dependence status;
8. Absences related to deployment activities of a parent or legal guardian who is an active duty member consistent with RCW 28A.705.010;

9. Absences due to suspensions, expulsions, or emergency expulsions imposed pursuant to Chapter 392-400 WAC if the student is not receiving educational services and is not enrolled in qualifying "course of study" activities as defined in WAC 392-121-107;
10. Absences due to safety concerns, including absences related to threats, assaults or bullying;
11. Absences due to a student's migrant status;
12. An approved activity that is consistent with district policy and is mutually agreed upon by the principal or designee and a parent, guardian, or emancipated youth. Principal (or designee) may excuse up to five (5) days per school year.
13. Absences due to the student's lack of necessary instructional tools, including internet access or connectivity.

~~Any absence from school is unexcused unless it meets one of the above criteria provided in WAC 382-410-020.~~

B.–In the event of emergency school facility closure due to COVID-19, other communicable disease outbreak, natural disaster, or other event when districts are required to provide synchronous and asynchronous instruction, absences due to the following reasons must be excused

1.~~13.~~ Absences related to the student's illness, health condition, or medical appointments due to ~~COVID-19~~ ~~or~~ a ~~other~~ communicable disease;
2. ~~14.~~ Absences related to caring for a family member who has an illness, health condition, or medical appointment due to COVID-19, other communicable disease or other emergency health condition related to school facility closures;
3. ~~15.~~ Absences related to the student's employment or other family obligations during regularly scheduled school hours that are temporarily necessary due to COVID-19 until other arrangements can be made, including placement in a more flexible education program;
~~4~~16. Absences related to the student's family obligations during regularly scheduled school hours that are temporarily necessary because of school facility closures, until other arrangements can be made; and
~~Absences due to the student's parent's work schedule or other obligations during regularly scheduled school hours, until other arrangements can be made;~~
5.~~17.~~ ~~Absences due to the student's lack of necessary instructional tools, including internet broadband access or connectivity; and~~
6.~~18.~~ Absences due to the student's parent's work schedule or other obligations during regularly scheduled school hours, until other arrangements can be made.~~Other COVID-19 related circumstances as determined between school and parent or emancipated youth.~~

The school principal (or designee) has the authority to determine if an absence meets the above criteria for an excused absence.

Commented [SB2]: Does the word Covid-19 need to be include in this sentence. Is it enough to say, "Absences related to the student's illness, health condition, or medical appointment."

Commented [CW3R2]: WAC 392-401-020 specifies COVID-19 along with other communicable diseases. COVID-19 is a communicable disease, so if you took out COVID-19, this section would still apply to COVID-19.

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~~A.~~1. If an absence is excused, the student will be permitted to make up all missed assignments outside of class under reasonable conditions and time limits established by the appropriate teacher; except that in participation-type classes, a student's grade may be affected because of the student's inability to make up the activities conducted during a class period.

~~B.~~2. An excused absence will be verified by a parent/guardian or an adult, emancipated or appropriately aged student, or school authority responsible for the absence. If attendance is taken electronically, either for a course conducted online or for students physically within the district, an absence will default to unexcused until such time as an excused absence may be verified by a parent or other responsible adult. If a student is to be released for health care related to family planning or abortion, the student may require that the district keep the information confidential. Students thirteen and older have the right to keep information about drug, alcohol or mental health treatment confidential. Students fourteen and older have the same confidentiality rights regarding HIV and sexually transmitted diseases.

3. Except as provided in subsection (2) of this section, in the event that a child in elementary school is required to attend school under RCW 28A.225.010 or 28A.225.015(1) and has five or more excused absences in a single month during the current school year, or ten or more excused absences in the current school year, the school district shall schedule a conference or conferences with the parent and child at a time reasonably convenient for all persons included for the purpose of identifying the barriers to the child's regular attendance, and the supports and resources that may be made available to the family so that the child is able to regularly attend school. To satisfy the requirements of this section, the conference must include at least one school district employee such as a nurse, counselor, social worker, teacher, or community human services provider, except in those instances regarding the attendance of a child who has an individualized education program or a plan developed under section 504 of the rehabilitation act of 1973, in which case the reconvening of the team that created the program or plan is required.

This conference is not required if the school has received prior notice or a doctor's note has been provided and an academic plan put in place so that the child does not fall behind.

Unexcused Absences

1. Any absence from school for the majority of hours or periods in an average school day is unexcused unless it meets one of the criteria above for an excused absence.
2. As a means of instilling values of responsibility and personal accountability, a student whose absence is not excused will experience the consequences of his/her absence. A student's grade may be affected if a graded activity or assignment occurs during the period of time when the student is absent.
3. The school will notify a student's parent or guardian in writing or by telephone whenever the student has failed to attend school after one unexcused absence within any month period during the current school year. The notification will include the potential consequences of additional unexcused absences.

4. A conference with the parent or guardian will be held after three unexcused absences within any month period during the current school year. This effort may require language assistance for students and parents with limited English proficiency under Title VI of the Civil Rights Act of 1964. For parents who are unable to read any language, the district will provide written material orally. A conference will be scheduled to determine what corrective measures should be taken to ameliorate the cause for the student's absences from school. The conference will analyze the causes of the student's absences and develop a plan that identifies student, school, and family commitments to reduce the student's absences from school. If the parent does not attend the conference, the school official may still hold the conference with the student. ~~If the parent/guardian does not attend the conference~~, However, the school will ~~notifiy~~notify the parent/guardian ~~will be notified~~ of the steps the district has decided to take to eliminate or reduce the student's absences.
5. Between the student's second and fifth unexcused absence, the school must take the following data-informed steps:
   I. Middle and high school students will be administered the Washington Assessment of the Risks and Needs of Students (WARNS) or other assessment.
   II. These steps must include, where appropriate, providing an available approved best practice or research-based intervention, or both, consistent with the WARNS profile or other assessment, if an assessment was applied, adjusting the child's school program or school or course assignment, providing more individualized or remedial instruction, providing appropriate vocational courses or work experience, referring the child to a community engagement board, requiring the child to attend an alternative school or program, or assisting the parent or child to obtain supplementary services that might eliminate or ameliorate the cause or causes for the absence from school.
   III. For any child with an existing individualized education plan or 504 plan, these steps must include the convening of the child's individualized education plan or 504 plan team, including a behavior specialist or mental health specialist where appropriate, to consider the reasons for the absences. If necessary, and if consent from the parent is given, a functional behavior assessment to explore the function of the absence behavior shall be conducted and a detailed behavior plan completed. Time should be allowed for the behavior plan to be initiated and data tracked to determine progress.

Not later than the student's ~~fifth~~ seventh unexcused absence in a month during the current school year, the district will enter into an agreement with the student and parents/guardians that establishes school attendance requirements, refer the student to a community ~~truancy~~ engagement board and file a stay petition and affidavit with the juvenile court alleging a violation of RCW 28A.225.010.

If such action is not successful, the district will file a petition and affidavit with the juvenile court alleging a violation of RCW 28A.225.010 by the parent/guardian, student or parent/guardian and student no ~~later~~ earlier than the seventh unexcused absence,

within any month period, during the current school year ~~or upon~~ and not later than the ~~tenth~~ fifteenth unexcused absence during the current school year.

The superintendent will enforce the district's attendance policies and procedures. Because the full knowledge and cooperation of students and parents are necessary for the success of the policies and procedures, procedures will be disseminated broadly and made available to parents/guardians and students annually.

~~**Unexcused absences from remote learning**~~
~~Absences from remote learning must be marked as a "non-truancy remote learning absence" until October 4, 2020. Such absences shall not be marked as excused or unexcused. Beginning October 5, 2020, any absence from remote learning is unexcused unless it meets one of the criteria in WAC 392-401A-020.~~

Tardies and Disciplinary Actions

1. Students shall not be absent if:
    a. They have been suspended, expelled or emergency expelled pursuant to chapter 392-400 WAC;
    b. Are receiving educational services as required by RCW 28A.600.015 and chapter 392-400 WAC; and
    c. The student is enrolled in qualifying "course of study" activities defined in WAC 392-121-107.
2. A full day absence is when a student is absent for fifty percent or more of their scheduled day.
3. A school or district shall not convert or combine tardies into absences that contribute to a truancy petition.

A student shall be considered absent if they are on school grounds but not in their assigned or expected setting.

Tiered response system for student absences

~~WAC 392-401A-045 states:~~

~~School districts must implement a tiered response system to reduce chronic absenteeism and address barriers to student engagement in learning during the COVID epidemic. Tiered response systems under this section must include:~~

In accordance with WAC 392-401-045, the Superintendent will adopt and implement a multitiered system of support for attendance to address barriers to student attendance, provide timely interventions and best practices to reduce chromic absenteeism and truancy which will include the following:

(a) Monitoring daily attendance data for all students who are absent, whether the absence is excused or unexcused;
(b) A process to contact families and verify current contact information for each enrolled student that includes multiple attempts and modalities in the parent's home language;
(c) Differentiated supports that address the barriers to attendance and participation that includes universal supports for all students and tiered interventions for

students at-risk of and experiencing chronic absence, including school and district attendance or engagement teams, connecting to community resources, and community engagement boards; and

(d) A process for outreach and reengagement for students who have been withdrawn due to nonattendance and there is no evidence that the student is enrolled elsewhere. This outreach and reengagement process will include:

(i) A school and/or district point person/people to maintain the list, keep it updated, and coordinate the outreach;

(ii) School or district staff assigned to conduct the outreach and attempts at reengagement in coordination with community partners or other programs;

(iii) Multiple methods of communication and outreach in a language or mode of communication that the parent understands including phone calls, texts, letters, and home visits;

(iv) Referral to community-based organizations;

(v) Documentation of the attempts to reach student and family; and

(vi) Follow the required steps to address unexcused absences outlined above.

~~(a) Monitoring daily attendance data for all students who are absent from remote learning, whether excused or unexcused;~~

~~(b) A process to contact families and verify current contact information for each enrolled student that includes multiple attempts and modalities in the parent's home language;~~

~~(c) Daily notification of absences to parents;~~

~~(d) A process for outreach from the school to determine student needs, such as basic needs, connectivity and hardware, connection with health and social services as necessary;~~

~~(e) Differentiated supports that address the barriers to attendance and participation that includes universal supports for all students and tiered interventions for students at-risk of and experiencing chronic absence; and~~

~~(f) When feasible and appropriate, transitioning the students to full-time in-person learning or other program to accommodate the student's needs.~~

Student dependents pursuant to Chapter 13.34, RCW

A school district representative or certificated staff member will review unexpected or excessive absences of a student who has been found dependent under the Juvenile Court Act with that student and adults involved with that student. Adults includes the student's caseworker, educational liaison, attorney if one is appointed, parent or guardians, foster parents and/or the person providing placement for the student. The review will take into consideration the cause of the absences, unplanned school transitions, periods of running from care, in-patient treatment, incarceration, school adjustment, educational gaps, psychosocial issues, and the student's unavoidable appointments that occur during the school day. The representative or staff member must proactively support the student's management of their school work.

Migrant Students

The district, parent/guardian and student are encouraged to work to create an Extended Absence Agreement with the school to decrease the risk of an adverse effect on the student's educational progress.

Cross References: 3120 - Enrollment
3230 - Student Privacy and Searches
~~3240 - Student Conduct Expectations and Reasonable Sanctions~~

3241 – ~~Classroom Management,~~ Student Discipline ~~and Corrective Actions~~
4218 – Language Access Plan

Legal References: Chapter 28A.225 Compulsory school attendance and admission[new section added pursuant to SSHB 2449 (2016 legislative session)]
RCW 13.34.300 Relevance of failure to cause juvenile to attend school to neglect petition
~~WAC 392-400-325 Statewide definition of excused and unexcused daily absences.~~
Chapter 392-401A WAC Statewide definition of absence, excused and unexcused. ~~for the 2020-21 school year~~

Management Resources:
2020 – September Alert
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Adoption Date: November 14, 1985
Revised Dates: December 2006 June 2011 December 2012 June 2015 July 2016 October 2018 October 2019

Tumwater School District
Board Policy

1st Reading

EXCUSED AND UNEXCUSED ABSENCES

DRAFT

~~Students are expected to attend all assigned classes each day. Upon enrollment and at the beginning of each school year, the district shall inform students and their parents/guardians of this expectation, the benefits of regular school attendance, the consequences of truancy, the role and responsibility of the district in regard to truancy, and resources available to assist the student and their parents/guardians and guardians in correcting truancy. The district will also make this information available online and will take reasonable steps to ensure parents/guardians can request and be provided such information in languages in which they are fluent. Parents/guardians will be required to date and acknowledge review of this information online or in writing.~~

Definition of ~~Absent or~~ Absence

Absence from in-person learning

WAC 392-401-015A states that the definition of an absence:

(1) A student is absent when they are:

(a) Not physically present on school grounds; and

(b) Not participating in the following activities at an approved location:

i. Instruction;

ii. Any instruction-related activity; or

iii. Any other district or school approved activity that is regulated by an instructional/academic accountability system, such as participation in district-sponsored sports.

~~(2) Students shall not be absent if:~~

~~(a) They have been suspended, expelled, or emergency expelled;~~

~~(b) Are receiving educational services as required by RCW 28A.600.015 and chapter 392-400 WAC; and~~

~~(c) The student is enrolled in qualifying "course of study" activities as defined by WAC 392-121-107.~~

~~(3) A full day absence is when a student is absent for 50% of their scheduled day. (4) A school or district shall not convert or combine tardies into absences that contribute to a truancy petition.~~

Definition of absence from remote learning

(1) A student is absent from remote learning when the student is not participating in planned instructional activities on a scheduled remote learning day. (2) Evidence of student participation in remote learning may include, but is not limited to: (a) Daily logins to learning management systems; (b) Daily interactions with the teacher to acknowledge attendance (including messages, emails, phone calls or video chats); or (c) Evidence of participation in a task or assignment.

Excused and Unexcused Absences

Educators and administrators have a responsibility to monitor absences to determine if students and families need support. Students are expected to attend all assigned in-person classes each day or participate in all assigned remote instructional activities. Upon enrollment and at the beginning of each school year, the district shall inform students and their parents/guardians of this expectation, the benefits of regular school attendance, the consequences of truancy, the role and responsibility of the district in regard to truancy, and resources available to assist the student and their parents and guardians in correcting truancy. The district will also make this information available online and will take reasonable steps to ensure parents can request and receive such information in languages in which they are fluent. Parents will be required to date and acknowledge review of this information online or in writing.

Excused Absences

Regular school attendance is necessary for mastery of the educational program provided to students of the district. Students at times may appropriately be absent from class. School staff will keep a record of absence and tardiness, including a record of excuse statements submitted by a parent/guardian, or in certain cases, students, to document a student's excused absences. The following principles will govern the development and administration of attendance procedures within the district:

A. Absences due to the following reasons must be excused:

1. Illness, health condition or medical appointment (including but not limited to medical, counseling, dental, optometry, pregnancy, and in-patient or out-patient treatment for chemical dependency or mental health); for the student or person for whom the student is legally responsible;
2. Family emergency, including but not limited to a death or illness in the family;
3. Religious or cultural purpose including observance of a religious or cultural holiday or participation in religious or cultural instruction;
4. Court, judicial proceeding, court-ordered activity, or jury service;
5. Post-secondary, technical school or apprenticeship program visitation, or scholarship interview;
6. State-recognized search and rescue activities consistent with RCW 28A.225.055;
7. Absence directly related to the student's homeless or foster care/dependence status;
8. Absences related to deployment activities of a parent or legal guardian who is an active duty member consistent with RCW 28A.705.010;
9. Absences due to suspensions, expulsions, or emergency expulsions imposed pursuant to Chapter 392-400 WAC if the student is not receiving educational services and is not enrolled in qualifying "course of study" activities as defined in WAC 392-121-107;
10. Absences due to safety concerns, including absences related to threats, assaults or bullying;
11. Absences due to a student's migrant status;

12. An approved activity that is consistent with district policy and is mutually agreed upon by the principal or designee and a parent, guardian, or emancipated youth. Principal (or designee) may excuse up to five (5) days per school year.

~~Any absence from school is unexcused unless it meets one of the above criteria provided in WAC 382-410-020.~~

13. Absences related to the student's illness, health condition, or medical appointments due to COVID-19;
14. Absences related to caring for a family member who has an illness, health condition, or medical appointment due to COVID-19;
15. Absences related to the student's employment or other family obligations during regularly scheduled school hours that are temporarily necessary due to COVID-19 until other arrangements can be made, including placement in a more flexible education program;
16. Absences due to the student's parent's work schedule or other obligations during regularly scheduled school hours, until other arrangements can be made;
17. Absences due to the student's lack of necessary instructional tools, including internet broadband access or connectivity; and
18. Other COVID-19 related circumstances as determined between school and parent or emancipated youth.

The school principal (or designee) has the authority to determine if an absence meets the above criteria for an excused absence.

~~A.~~1. If an absence is excused, the student will be permitted to make up all missed assignments outside of class under reasonable conditions and time limits established by the appropriate teacher; except that in participation-type classes, a student's grade may be affected because of the student's inability to make up the activities conducted during a class period.

~~B.~~2. An excused absence will be verified by a parent/guardian or an adult, emancipated or appropriately aged student, or school authority responsible for the absence. If attendance is taken electronically, either for a course conducted online or for students physically within the district, an absence will default to unexcused until such time as an excused absence may be verified by a parent or other responsible adult. If a student is to be released for health care related to family planning or abortion, the student may require that the district keep the information confidential. Students thirteen and older have the right to keep information about drug, alcohol or mental health treatment confidential. Students fourteen and older have the same confidentiality rights regarding HIV and sexually transmitted diseases.

3. Except as provided in subsection (2) of this section, in the event that a child in elementary school is required to attend school under RCW 28A.225.010 or 28A.225.015(1) and has five or more excused absences in a single month during the current school year, or ten or more excused absences in the current school year, the school district shall schedule a conference or conferences with the parent and child at a time reasonably convenient for all persons included for the purpose of identifying the barriers to the child's regular attendance, and the supports and resources that may be made available to the family so that the child is able to regularly attend school. To satisfy the requirements of this section, the conference must include at least one school district employee such as a

nurse, counselor, social worker, teacher, or community human services provider, except in those instances regarding the attendance of a child who has an individualized education program or a plan developed under section 504 of the rehabilitation act of 1973, in which case the reconvening of the team that created the program or plan is required.

This conference is not required if the school has received prior notice or a doctor's note has been provided and an academic plan put in place so that the child does not fall behind.

Unexcused Absences

1. Any absence from school for the majority of hours or periods in an average school day is unexcused unless it meets one of the criteria above for an excused absence.
2. As a means of instilling values of responsibility and personal accountability, a student whose absence is not excused will experience the consequences of his/her absence. A student's grade may be affected if a graded activity or assignment occurs during the period of time when the student is absent.
3. The school will notify a student's parent or guardian in writing or by telephone whenever the student has failed to attend school after one unexcused absence within any month period during the current school year. The notification will include the potential consequences of additional unexcused absences.
4. A conference with the parent or guardian will be held after three unexcused absences within any month period during the current school year. ~~This effort may require language assistance for students and parents with limited English proficiency under Title VI of the Civil Rights Act of 1964. For parents who are unable to read any language, the district will provide written material orally. A conference will be scheduled to determine what corrective measures should be taken to ameliorate the cause for the student's absences from school.~~ The conference will analyze the causes of the student's absences and develop a plan that identifies student, school, and family commitments to reduce the student's absences from school. If the parent does not attend the conference, the school official may still hold the conference with the student. ~~If the parent/guardian does not attend the conference~~, However, the school will notifiy the parent/guardian ~~will be notified~~ of the steps the district has decided to take to eliminate or reduce the student's absences.
5. Between the student's second and fifth unexcused absence, the school must take the following data-informed steps:
   I. Middle and high school students will be administered the Washington Assessment of the Risks and Needs of Students (WARNS) or other assessment.
   II. These steps must include, where appropriate, providing an available approved best practice or research-based intervention, or both, consistent with the WARNS profile or other assessment, if an assessment was applied, adjusting the child's school program or school or course assignment, providing more individualized or remedial instruction, providing appropriate vocational courses or work experience, referring the child to a community engagement board, requiring the child to attend an alternative school or program, or assisting the parent or child to obtain

supplementary services that might eliminate or ameliorate the cause or causes for the absence from school.

III. For any child with an existing individualized education plan or 504 plan, these steps must include the convening of the child's individualized education plan or 504 plan team, including a behavior specialist or mental health specialist where appropriate, to consider the reasons for the absences. If necessary, and if consent from the parent is given, a functional behavior assessment to explore the function of the absence behavior shall be conducted and a detailed behavior plan completed. Time should be allowed for the behavior plan to be initiated and data tracked to determine progress.

Not later than the student's ~~fifth~~ seventh unexcused absence in a month during the current school year, the district will enter into an agreement with the student and parents/guardians that establishes school attendance requirements, refer the student to a community ~~truancy~~ engagement board and file a stay petition and affidavit with the juvenile court alleging a violation of RCW 28A.225.010.

If such action is not successful, the district will file a petition and affidavit with the juvenile court alleging a violation of RCW 28A.225.010 by the parent/guardian, student or parent/guardian and student no ~~later~~ earlier than the seventh unexcused absence, within any month period, during the current school year ~~or upon~~ and not later than the ~~tenth~~ fifteenth unexcused absence during the current school year.

The superintendent will enforce the district's attendance policies and procedures. Because the full knowledge and cooperation of students and parents are necessary for the success of the policies and procedures, procedures will be disseminated broadly and made available to parents/guardians and students annually.

Unexcused absences from remote learning

Absences from remote learning must be marked as a "non-truancy remote learning absence" until October 4, 2020. Such absences shall not be marked as excused or unexcused. Beginning October 5, 2020, any absence from remote learning is unexcused unless it meets one of the criteria in WAC 392-401A-020.

Tardies and Disciplinary Actions

1. Students shall not be absent if:
    a. They have been suspended, expelled or emergency expelled pursuant to chapter 392-400 WAC;
    b. Are receiving educational services as required by RCW 28A.600.015 and chapter 392-400 WAC; and
    c. The student is enrolled in qualifying "course of study" activities defined in WAC 392-121-107.
2. A full day absence is when a student is absent for fifty percent or more of their scheduled day.
3. A school or district shall not convert or combine tardies into absences that contribute to a truancy petition.

A student shall be considered absent if they are on school grounds but not in their assigned setting.

Tiered response system for student absences
WAC 392-401A-045 states:

School districts must implement a tiered response system to reduce chronic absenteeism and address barriers to student engagement in learning during the COVID epidemic. Tiered response systems under this section must include:

(a) Monitoring daily attendance data for all students who are absent from remote learning, whether excused or unexcused;
(b) A process to contact families and verify current contact information for each enrolled student that includes multiple attempts and modalities in the parent's home language;
(c) Daily notification of absences to parents;
(d) A process for outreach from the school to determine student needs, such as basic needs, connectivity and hardware, connection with health and social services as necessary;
(e) Differentiated supports that address the barriers to attendance and participation that includes universal supports for all students and tiered interventions for students at-risk of and experiencing chronic absence; and
(f) When feasible and appropriate, transitioning the students to full-time in-person learning or other program to accommodate the student's needs.

Student dependents pursuant to Chapter 13.34, RCW
A school district representative or certificated staff member will review unexpected or excessive absences of a student who has been found dependent under the Juvenile Court Act with that student and adults involved with that student. Adults includes the student's caseworker, educational liaison, attorney if one is appointed, parent or guardians, foster parents and/or the person providing placement for the student. The review will take into consideration the cause of the absences, unplanned school transitions, periods of running from care, in-patient treatment, incarceration, school adjustment, educational gaps, psychosocial issues, and the student's unavoidable appointments that occur during the school day. The representative or staff member must proactively support the student's management of their school work.

Migrant Students
The district, parent/guardian and student are encouraged to work to create an Extended Absence Agreement with the school to decrease the risk of an adverse effect on the student's educational progress.

Cross References: 3120 - Enrollment
3230 - Student Privacy and Searches
~~3240 - Student Conduct Expectations and Reasonable Sanctions~~
3241 – ~~Classroom Management,~~ Student Discipline ~~and Corrective Actions~~
4218 – Language Access Plan

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~~WAC 392-400-325 Statewide definition of excused and unexcused daily absences.~~
Chapter 392-401A WAC Statewide definition of absence for the 2020-21 school year

Management Resources:

2020 – September Alert
2018 – August 2018 – August Policy Issue
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Adoption Date: November 14, 1985
Revised Dates: December 2006 June 2011 December 2012 June 2015 July 2016 October 2018 October 2019

Current

Tumwater School District
Board Policy

EXCUSED AND UNEXCUSED ABSENCES

Students are expected to attend all assigned classes each day. Upon enrollment and at the beginning of each school year, the district shall inform students and their parents/guardians of this expectation, the benefits of regular school attendance, the consequences of truancy, the role and responsibility of the district in regard to truancy, and resources available to assist the student and their parents/guardians and guardians in correcting truancy. The district will also make this information available online and will take reasonable steps to ensure parents/guardians can request and be provided such information in languages in which they are fluent. Parents/guardians will be required to date and acknowledge review of this information online or in writing.

Definition of Absent or Absence

(1) A student is absent when they are:
(a) Not physically present on school grounds; and
(b) Not participating in the following activities at an approved location:
i. Instruction;
ii. Any instruction-related activity; or
iii. Any other district or school approved activity that is regulated by an instructional/academic accountability system, such as participation in district-sponsored sports.
(2) Students shall not be absent if:
(a) They have been suspended, expelled, or emergency expelled;
(b) Are receiving educational services as required by RCW 28A.600.015 and chapter 392-400 WAC; and
(c) The student is enrolled in qualifying "course of study" activities as defined by WAC 392-121-107.
(3) A full day absence is when a student is absent for 50% of their scheduled day. (4) A school or district shall not convert or combine tardies into absences that contribute to a truancy petition.

Excused Absences

Regular school attendance is necessary for mastery of the educational program provided to students of the district. Students at times may appropriately be absent from class. School staff will keep a record of absence and tardiness, including a record of excuse statements submitted by a parent/guardian, or in certain cases, students, to document a student's excused absences. The following principles will govern the development and administration of attendance procedures within the district:

A. Absences due to the following reasons must be excused:
1. Illness, health condition or medical appointment (including but not limited to medical, counseling, dental, optometry, pregnancy, and in-

patient or out-patient treatment for chemical dependency or mental health); for the student or person for whom the student is legally responsible;

2. Family emergency, including but not limited to a death or illness in the family;
3. Religious or cultural purpose including observance of a religious or cultural holiday or participation in religious or cultural instruction;
4. Court, judicial proceeding, court-ordered activity, or jury service;
5. Post-secondary, technical school or apprenticeship program visitation, or scholarship interview;
6. State-recognized search and rescue activities consistent with RCW 28A.225.055;
7. Absence directly related to the student's homeless or foster care/dependence status;
8. Absences related to deployment activities of a parent or legal guardian who is an active duty member consistent with RCW 28A.705.010;
9. Absences due to suspensions, expulsions, or emergency expulsions imposed pursuant to Chapter 392-400 WAC if the student is not receiving educational services and is not enrolled in qualifying "course of study" activities as defined in WAC 392-121-107;
10. Absences due to safety concerns, including absences related to threats, assaults or bullying;
11. Absences due to a student's migrant status;
12. An approved activity that is consistent with district policy and is mutually agreed upon by the principal or designee and a parent, guardian, or emancipated youth. Principal (or designee) may excuse up to five (5) days per school year.

Any absence from school is unexcused unless it meets one of the above criteria provided in WAC 382-410-020.

The school principal (or designee) has the authority to determine if an absence meets the above criteria for an excused absence.

A. If an absence is excused, the student will be permitted to make up all missed assignments outside of class under reasonable conditions and time limits established by the appropriate teacher; except that in participation-type classes, a student's grade may be affected because of the student's inability to make up the activities conducted during a class period.

B. An excused absence will be verified by a parent/guardian or an adult, emancipated or appropriately aged student, or school authority responsible for the absence. If attendance is taken electronically, either for a course conducted online or for students physically within the district, an absence will default to unexcused until such time as an excused absence may be verified by a parent or other responsible adult. If a student is to be released for health care related to family planning or abortion, the student may require that the district keep the information confidential. Students thirteen and older have the right to keep information about drug, alcohol or mental health treatment confidential. Students fourteen and older have the

same confidentiality rights regarding HIV and sexually transmitted diseases.

Unexcused Absences

A. Any absence from school for the majority of hours or periods in an average school day is unexcused unless it meets one of the criteria above for an excused absence.
B. As a means of instilling values of responsibility and personal accountability, a student whose absence is not excused will experience the consequences of his/her absence. A student's grade may be affected if a graded activity or assignment occurs during the period of time when the student is absent.
C. The school will notify a student's parent or guardian in writing or by telephone whenever the student has failed to attend school after one unexcused absence within any month period during the current school year. The notification will include the potential consequences of additional unexcused absences.
D. A conference with the parent or guardian will be held after three unexcused absences within any month period during the current school year. This effort may require language assistance for students and parents with limited English proficiency under Title VI of the Civil Rights Act of 1964. For parents who are unable to read any language, the district will provide written material orally. A conference will be scheduled to determine what corrective measures should be taken to ameliorate the cause for the student's absences from school. If the parent/guardian does not attend the conference, the parent/guardian will be notified of the steps the district has decided to take to reduce the student's absences.
E. Not later than the student's fifth unexcused absence in a month during the current school year, the district will enter into an agreement with the student and parents/guardians that establishes school attendance requirements, refer the student to a community truancy board and file a stay petition and affidavit with the juvenile court alleging a violation of RCW 28A.225.010.
F. If such action is not successful, the district will file a petition and affidavit with the juvenile court alleging a violation of RCW 28A.225.010 by the parent/guardian, student or parent/guardian and student no later than the seventh unexcused absence, within any month period, during the current school year or upon the tenth unexcused absence during the current school year.

The superintendent will enforce the district's attendance policies and procedures. Because the full knowledge and cooperation of students and parents are necessary for the success of the policies and procedures, procedures will be disseminated broadly and made available to parents/guardians and students annually.

Student dependents pursuant to Chapter 13.34, RCW

A school district representative or certificated staff member will review unexpected or excessive absences of a student who has been found dependent under the Juvenile Court Act with that student and adults involved with that student. Adults includes the student's caseworker, educational liaison, attorney if one is appointed, parent or guardians, foster parents and/or the person providing placement for the student. The review will take into consideration the cause of the absences, unplanned school transitions, periods of running from care, in-patient treatment, incarceration, school adjustment, educational gaps, psychosocial issues, and the student's unavoidable

appointments that occur during the school day. The representative or staff member must proactively support the student's management of their school work.

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Tumwater School District

Dr. Sean Dotson
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: **December 3, 2021**

TO: **School Board**
Superintendent

FROM: **Shawn Batstone, Assistant Superintendent**

RE: **Action Items**
2nd Reading, Policy 3122-Excused and Unexcused Absences

We received attorney comments regarding this policy, but district leadership did not have a chance to review them before the packet went out on December 3rd. The policy will be reviewed on Monday, December 6th and sent to the Board as soon as possible.

DRAFT

Policy No. ~~5013~~ 5011
Personnel

Tumwater School District
Board Policy

SEXUAL HARASSEMENT OF DISTRICT STAFF PROHIBITED

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

Definitions

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

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

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

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

Investigation and Response

If the district knows, or reasonably should know, that sexual harassment has created a hostile environment, the district will promptly investigate to determine what occurred and will take appropriate steps to resolve the situation. If an investigation reveals that sexual harassment has created a hostile environment, the district will take prompt and effective steps reasonably calculated to end sexual harassment, eliminate the hostile environment, prevent its occurrence and, as appropriate, remedy its effects. The district will take

prompt, equitable and remedial action within its authority every time a report, complaint and grievance alleging sexual harassment comes to the attention of the district, either formally or informally.

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

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

Retaliation ~~and~~

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

False Allegations

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

Staff Responsibilities

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

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

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

Reports of discrimination and discriminatory harassment will be referred to the district's Title IX/Civil Rights Compliance Coordinator. Reports of disability discrimination or harassment will be referred to the district's Section 504 Coordinator.

Notice and Training

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

Policy Review

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

Cross References:	3205 - Sexual Harassment of Students Prohibited
	3207 - Prohibition of Harassment, Intimidation and Bullying
	3210 - Nondiscrimination
	3211 - ~~Transgender Students~~ Gender Inclusive Schools
	~~3240 - Student Conduct Expectations and Reasonable Sanctions~~
	3421 - Child Abuse, Neglect, and Exploitation Prevention
	5010 - Nondiscrimination and Affirmative Action
Legal References:	RCW 28A.640.020 Regulations, guidelines to eliminate discrimination — Scope — Sexual harassment policies
	WAC 392-190-058 Sexual harassment
	20 U.S.C. 1681-1688
Management Resources:	2015 - July Policy Alert
	2014 - December Issue
	2010 - October Issue

Adoption Date: November 24, 1992
Revised Dates: April 25, 1996; May 23, 2013; January 11, 2018; March 22, 2018

Policy No. 5013
Personnel

Current

Tumwater School District
Board Policy

SEXUAL HARASSEMENT OF DISTRICT STAFF PROHIBITED

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

Definitions

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

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

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

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

Investigation and Response

If the district knows, or reasonably should know, that sexual harassment has created a hostile environment, the district will promptly investigate to determine what occurred and will take appropriate steps to resolve the situation. If an investigation reveals that sexual harassment has created a hostile environment, the district will take prompt and effective steps reasonably calculated to end sexual harassment, eliminate the hostile environment, prevent its occurrence and, as appropriate, remedy its effects. The district will take

prompt, equitable and remedial action within its authority every time a report, complaint and grievance alleging sexual harassment comes to the attention of the district, either formally or informally.

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

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

Retaliation and False Allegations

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

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

Staff Responsibilities

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

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

Reports of discrimination and discriminatory harassment will be referred to the district's Title IX/Civil Rights Compliance Coordinator. Reports of disability discrimination or harassment will be referred to the district's Section 504 Coordinator.

Notice and Training

The superintendent will develop procedures to provide information and education to district staff, parents and volunteers regarding this policy and the recognition and prevention of sexual harassment. At a minimum, sexual harassment recognition and prevention and the elements of this policy will be included in staff and regular volunteer orientation. This policy and the procedure, which includes the complaint process, will be

posted in each district building in a place available to staff, parents, volunteers and visitors. Information about the policy and procedure will be clearly stated and conspicuously posted throughout each school building, provided to each employee and reproduce in each staff, volunteer and parent handbook. Such notices will identify the District's Title IX coordinator and provide contact information, including the coordinator's email address.

Policy Review

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

Cross References:	3205 - Sexual Harassment of Students Prohibited
	3207 - Prohibition of Harassment, Intimidation and Bullying
	3210 - Nondiscrimination
	3211 - Transgender Students
	3240 - Student Conduct Expectations and Reasonable Sanctions
	3421 - Child Abuse, Neglect, and Exploitation Prevention
	5010 - Nondiscrimination and Affirmative Action
Legal References:	RCW 28A.640.020 Regulations, guidelines to eliminate discrimination — Scope — Sexual harassment policies
	WAC 392-190-058 Sexual harassment
	20 U.S.C. 1681-1688
Management Resources:	2015 - July Policy Alert
	2014 - December Issue
	2010 - October Issue

Adoption Date: November 24, 1992
Revised Dates: April 25, 1996; May 23, 2013; January 11, 2018; March 22, 2018

DRAFT

Tumwater School District
Board Policy

WORKFORCE SECONDARY TRAUMATIC STRESS

Purpose

The Tumwater School Board is committed to preventing and addressing secondary traumatic stress for District personnel by supporting mental health in the workplace. Everyday school staff work with students experiencing trauma and loss. As a result, teachers, school counselors, administrators, and other school staff may experience secondary traumatic stress. When secondary traumatic stress is left unaddressed, it may lead to staff turnover, burnout, adult chronic absenteeism, and health issues that negatively impact everyone in the school community.

Secondary Traumatic Stress

The Board acknowledges that secondary traumatic stress, also called compassion fatigue, is a natural but disruptive set of symptoms that may result when one person learns firsthand of the traumatic experiences of another. Symptoms of secondary traumatic stress may include feelings of isolation, anxiety, dissociation, physical ailments, and sleep disturbances. In addition, those affected by secondary traumatic stress may experience: changes in memory and perception; alterations in their sense of self-efficacy; a depletion of personal resources; and disruption in their perceptions of safety, trust, and independence.

Policy Statement

The District will promote a positive workplace climate that includes a focus on diversity and inclusion.

The Board hereby establishes a district-wide workforce mental health committee with the following functions:

- Share secondary traumatic stress, stress management, and other mental health resources and supports available through the Office of the Superintendent of Public Instruction, the Educational Service District, and the School Employees' Benefits Board;
- Share links to a secondary traumatic stress self-assessment tool and any associated resources;
- Report to the Board at least once per year with a summary of committee activities.

The District will regularly assess district-level and school building–level implementation of this policy and procedure. The assessment will include input from the District's workforce. The District will provide appropriate resources and training to schools and staff for continuous improvement.

Cross References:	3112 - Social Emotional Climate 5203 - Staff Assistance Program
Legal References:	28A.300 RCW 28A.400 RCW

ADOPTION DATE:

DRAFT

Tumwater School District
Board Policy

SEXUAL HARASSMENT OF STUDENTS PROHIBITED

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

Definitions

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

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

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

A "hostile environment" has been created for a student when sexual harassment is sufficiently serious to interfere with or limit the student's ability to participate in or benefit from the school's program. The more severe the conduct, the less need there is to demonstrate a repetitive series of incidents. In fact, a single or isolated incident of sexual harassment may create a hostile environment if the incident is sufficiently severe, violent, or egregious.

Investigation and Response

If the district knows, or reasonably should know, that sexual harassment has created a hostile environment, it will promptly investigate to determine what occurred and take appropriate steps to resolve the situation. If an investigation reveals that sexual harassment has created a hostile environment, the district will take prompt and effective steps reasonably calculated to end the sexual harassment, eliminate the hostile environment, prevent its recurrence and as appropriate, remedy its effects. The district

will take prompt, equitable and remedial action within its authority on reports, complaints and grievances alleging sexual harassment that come to the attention of the district, either formally or informally. The district will take these steps every time a complaint, alleging sexual harassment comes to the attention of the district, either formally or informally.

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

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

Retaliation and False Allegations

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

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

Staff Responsibilities

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

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

Reports of discrimination and discriminatory harassment will be referred to the district's Title IX/Civil Rights Compliance Coordinator. Reports of disability discrimination or harassment will be referred to the district's Section 504 Coordinator.

District/school staff, including employees, contractors, and agents shall not provide a recommendation of employment for an employee, contractor, or agent that the district/school, or the individual acting on behalf of the district/school, knows or has

probable cause to believe, has engaged in sexual misconduct with a student or minor in violation of the law.

Notice and Training

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

Policy Review

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Cross References:	3207 - Prohibition of Harassment, Intimidation and Bullying
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	3241 - Classroom Management, Discipline and Corrective Action
	5010 - Nondiscrimination and Affirmative Action
	5011 - Sexual Harassment of District Staff Prohibited
Legal References:	20 U.S.C. 1681-1688
	WAC 392-190-058 Sexual harassment
	RCW 28A.640.020 Regulations, guidelines to eliminate discrimination — Scope — Sexual harassment policies
Management Resources:	2020 – August Issue
	2015 - July Policy Alert
	2014 - December Issue
	2010 - October Issue

ADOPTION DATE: March 8, 2018

Policy No. 3205
Students
Current

Tumwater School District
Board Policy

SEXUAL HARASSMENT OF STUDENTS PROHIBITED

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Management Resources:	2015 - July Policy Alert
	2014 - December Issue
	2010 - October Issue

ADOPTION DATE: March 8, 2018

Tumwater School District

Dr. Sean Dotson
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: **December 7, 2021**

TO: **School Board**

FROM: **Sean Dotson, Superintendent**

RE: **Action Items**
Appointments of For and Against Committees

As of today, we have received two names to participate in writing a "For" statement for the upcoming Capital Levy Ballot:

- Jennifer Herrin
- Christy Upton

We have not received any names interested in writing an "Against" statement, but we will update you at the December 9th board meeting.