



Study Session: 2024-25 Policies and Procedures

July 23, 2024



Agenda

- **Policy Revisions**
 - 8420, 7425, 2255
- **New Policy**
 - 2027 District Ownership of Staff Created Work
- **Board of Directors Policies and Procedures**
 - 1400 Meetings
 - 1441 Audience Participation
 - (New) 1411 and 1411P Appeals to the Board of Directors

A stylized graphic in the background consists of three faces, each with a star above its forehead and a circle below its chin. The faces are rendered in a dark blue color against a lighter blue background. The overall style is minimalist and modern.

Policy Revisions and New Policy

Policy Revisions

- **8420 Nutrition and Physical Fitness**

Our federal school nutrition program requires review by the board. The revision will move language regarding physical education into a new policy in the 2000 (Instruction) section, to be presented at a later date. This revision is consistent with state requirements and WSSDA model language.

- **7425 Lease Capitalization Threshold**

This policy revision is recommended by the Washington State Auditor's Office.

- **2255 Alternative Learning Experience Programs**

This policy is being updated consistent with WSSDA model language and state law. OSPI conducted a review with the department last year and recommends adoption of the revised policy.

New Policy

- **2027 District Ownership of Staff Created Work**

This policy is intended to govern use of work created in the course of employment with the district.

- Original works created by staff members within the scope of employment for use in the district's schools and programs is generally "work made for hire" and owned by the district.
- Work created by district employees that is "work made for hire" is also a public record and publicly accessible under the Washington Public Records Act, Chapter 42.56 RCW.
- District procedures will be developed and will provide a mechanism for employees to request permission to retain ownership of original works of authorship that were created within the scope of their employment, and for appealing a decision by the district if that request is denied.

A stylized graphic in the background consists of three overlapping faces. Each face has a large, dark star above its eyes and a large, dark circle below its eyes. The faces are rendered in a dark blue color against a lighter blue background.

Board of Directors Policies

Policy Revision/Deletion

- **1400 Meetings (Revised) and 1441 Audience Participation (Deleted)**

An update is recommended to the Board of Directors meeting policy to include WSSDA model language that was added in response to updated laws concerning remote and emergency meetings. The revised policy combines the audience participation policy into policy 1400 and also includes updated language.

New Policy and Procedure

- **1411 and 1411P Appeals to the Board of Directors**

Policy 1411 is intended to govern the “quasi judicial” functions of the board, including complaints, appeals, grievances, and other types of hearings. The goal is to provide one streamlined, consistent process for families, patrons, and staff in a format that is also consistent for board members.

The procedure follows the standard hearing procedure used by the board over the last several years. Establishing this procedure will create transparency for anyone making an appeal to the board.

Revised Procedure

- **4312P Complaints Concerning Staff or Programs**

This procedure and governing policy act as a “catch all” for issues that are not controlled by other policies but that staff or community members would like to bring to the district’s attention.

The procedure will be used in combination with 1411 and 1411P.

Celebrating PSD Superstars



Celebrando a las Superestrellas del PSD

THE BOARD OF DIRECTORS

Meetings

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 (1) regular meetings, (2) special meetings, and (3) emergency meetings.

A. Meetings and Notice Regular Meetings

~~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 (1) regular meetings, (2) special meetings, and (3) emergency meetings.~~

~~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 district board room.~~

Regular meetings shall be held at 6:30 p.m. on the second and fourth Tuesday of each month in the district board room ~~or at other times and places as determined by the presiding officer or by majority vote of the board~~. If regular meetings ~~are to be held~~scheduled at places other than the district board room 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.

~~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.~~The presiding officer may provide for a location other than that of the regular meeting, a remote meeting with no physical location, or a meeting at which physical attendance is limited. In cases of remoted or limited-attendance meetings, the district will provide real-time telephonic, electronic, internet or other readily available means of remote access that do not require an additional cost to access the meeting.

B. Special Meetings

Special meetings may be called by the president or on a petition of a majority of the board members. A written notice of a special meeting, stating the ~~purpose of the time and place of the special meeting and the business to be transacted~~, shall be delivered to each board member not less than twenty-four (24) hours prior to the time of the meeting. Written notice shall also be sent not less than twenty-four (24) hours prior to the meeting to each newspaper and radio or television station that has filed a written request for such notices. Written notice may be delivered personally, by mail, facsimile, or email. The notice will be posted on the district's website and at the district's main entrance. During a declared emergency that prevents a meeting from being held in-person, notice will be posted on the district website without a physical location. Final disposition shall not be taken on any matter other than those items stated in the meeting notice.

~~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.~~

C. Emergency Meetings

If the district determines there is a need for expedited action by the board to meet due to an emergency, the chair may provide for a meeting site other than the regular meeting site, for a remote meeting without a physical location, or for a meeting at which the physical attendance by some or all members of the public is limited due to a declared emergency. The chair may provide for an emergency meeting without providing notice.

If, after the declaration of an emergency by a local or state government or agency, or by the federal government, the district determines that it cannot hold a board meeting with its members or with public attendance in person with reasonable safety because of the emergency, the district will either:

1. Hold a remote meeting without a physical location, or
2. Hold a meeting at which the physical attendance by some or all members of the public is limited due to the declared emergency.

Members of the board may appear at a remote meeting telephonically or by other electronic means that allows for real-time, remote communication.

For a remote meeting or a meeting at which the physical attendance by some or all members of the public is limited due to a declared emergency, the district must provide an option for the public to listen to the proceedings telephonically or by using a readily available alternative in real-time that does not require any additional cost for participation. Free readily available options include, but are not limited to, broadcast by the public agency on a locally available cable television station that is available throughout the jurisdiction or other electronic, internet, or other means of remote access that does not require any additional cost for access to the program. The district may also permit the other electronic means of remote access.

The district will provide notice for remote meetings or meetings at which the physical attendance by some or all members of the public is limited due to a declared emergency according to this Policy. The notice for meetings pursuant to a declared emergency must include instructions on how the public may listen live to proceedings and how the public may access any other electronic means of remote access offered by the district.

The district will not take final disposition on any matter during a remote meeting or a meeting at which the physical attendance by some or all members of the public is limited due to a declared emergency unless the district has provided an option for the public to listen to the proceedings, except for an executive session, pursuant to this policy.

D. Public Notice

All meetings shall be open to the public with the exception of executive sessions authorized by law. The board will give proper public notice for any special meeting, whenever a meeting is adjourned to another time, or for an emergency meeting in accordance with this policy. 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.

B-E. Quorum and Voting

Three board members ~~shall be considered as constituting~~ constitutes a quorum for the transaction of business. A quorum is required 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 that provides simultaneous aural real-time verbal communication without being in the same physical location with 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.

All votes on motions and resolutions shall be by "voice" vote unless an oral roll call vote is requested by a member of the board. No action shall be taken by secret ballot at any meeting required to be open to the public. During board meetings, board members will refrain from communicating electronically (e.g., by e-mail, text, social media) with their fellow board members.

An oral roll call vote 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 selected for such positions.

C-F. 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. 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.

The board shall establish its regular order of business, ~~but may elect to change the order by a majority vote of the members.~~ However, either the superintendent or a board member may request additions 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, the board may take final action only on that business contained in the notice of the special meeting.

~~All votes on motions and resolutions shall be by "voice" vote unless an oral roll call vote is requested by a member of the board. No action shall be taken by secret ballot at any meeting required to be open to the public.~~

~~An oral roll call vote 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 selected for such positions.~~

G. Public Attendance and Comment

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

It is unlawful for anyone to knowingly possess or carry a dangerous weapon onto any area of a facility being used for a meeting of the board of directors.

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 public comment, with the exception of emergency situations, the board will provide a period at the beginning of every regular meeting at which final action is to take place for public comment. During the public comment period, visitors may address the board on any topic within the scope of the board's responsibility. Public comment may occur orally or through written comments submitted before the meeting. Comments must adhere to the standards of civility established in this policy. All written public comments will be distributed to each board member.

The board may structure the oral 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.

The board may require those who wish to speak 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 identify themselves and proceed to make comments within the time limits established by the board.

The board will not respond to questions or comments made during the public comment period. The board may control the time, place, and manner of public comment. The meeting chair will terminate an individual's statement when the allotted time has passed and will interrupt a speaker to require adherence to standards of civility, the same standard of civility that the board imposes on itself.

Examples of uncivil comments include, but are not limited to, comments that:

- Are libelous or slanderous under a legal standard;
- 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. The board 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 may 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.

Cross Reference:	Board Policy 1410	Executive or Closed Sessions
Legal Reference:	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
	RCW 28A.343.380	Directors — Meetings
	RCW 28A.343.390	Directors — Quorum — Failure to attend meetings
	RCW 42.30	Open Public Meetings Act
	RCW 42.30.060	Open Public Meetings — Voting by secret ballot prohibited
	<u>RCW 9.41.280</u>	<u>Possessing dangerous weapons on school Facilities—Pentalty—Exceptions</u>
Ch.42 U.S.C. §§ 12101-12213,		Americans with Disabilities Act

Adoption Date: ~~June 21, 2005~~ August 13, 2024

THE BOARD OF DIRECTORS

Appeals to the Board of Directors

The Open Public Meetings Act does not apply, and public notice is not required, prior to the board holding a closed session for consideration of a quasi-judicial matter between the district and another named party. “Quasi-judicial matter” includes appeals made to the board pursuant to a district policy, contract, regulation, or statute unless the matter is otherwise required to be held in open, public session.

The board believes that an appeals process for staff, students, families, and patrons should be simple, clear, and consistent. The board also recognizes its legal obligation to include appeals procedures in several mandatory district policies. Therefore, the district will create a general procedure that can be used for appeals to the board made under most district policies. The procedure may be modified to the extent required by a specific law or regulation. District policies with accompanying procedures that include an appeal to the board will refer to and incorporate this appeal procedure whenever possible.

The board may appoint a committee of board members to hear appeals. If such a committee is formed, appointments will be made during the board’s annual organizational meeting.

Legal Reference: [RCW 42.30.140](#)

Open Public Meetings Act—Chapter
controlling—Application

Adoption Date:

THE BOARD OF DIRECTORS

Appeal Procedures

This procedure will apply to the extent possible in all matters referred to the board of directors for hearings, appeals, complaints, grievances, or other matters under district policy. A specific policy, law, regulation, or collective bargaining agreement requiring deviation from this procedure will be controlling.

1. Written Notice
 - a. Appeals to the board of directors must be made in writing to the Superintendent. The written appeal may be submitted by email, in-person delivery, or U.S. mail.
Email address:
Delivery address: 1215 W. Lewis Street, Pasco, WA 99301
 - b. The notice must, at a minimum, include the following information:
 - i. Full name of the person making the appeal;
 - ii. Contact information for telephone and written correspondence;
 - iii. Name of student(s) if applicable;
 - iv. Issue and reason for the appeal.Appeals that do not include the required information may not be accepted.
2. Time to File an Appeal
 - a. Appeals must be submitted according to the timelines stated in the applicable policy or procedure.
 - b. Appeals submitted outside of required timelines will not be accepted.
3. Procedures
 - a. All hearings will be audio recorded. A complete copy of the audio recording will be provided to the appellant if requested. Should any party object to recording, the hearing will be terminated and the board will make a determination based on the written record.
 - b. A designated board officer will serve as the Hearing Officer.
 - c. The appellant will have up to ten (10) minutes to address the board. Board members may ask questions during this time.
 - d. The Superintendent or district staff may have up to ten (10) minutes to address the board. Board members may ask questions during this time.
 - e. The board will then have additional time to ask additional questions or request additional information from either party.
 - f. At the conclusion of the hearing, the board will excuse the parties and deliberate. The board will take one of the following actions:
 - i. Continue the hearing to a different date and request additional information be submitted or additional witnesses be heard; or
 - ii. Close the hearing and render a written decision.

- g. The board reserves the right to end the hearing at any time. In such case, the board will make a determination based on the written record and information presented before the hearing ended.

4. Documents and Witnesses
 - a. Additional witnesses will be allowed only if the board determines the witnesses would be relevant and material to the board's determination. In such a case, the hearing will be continued to a later date so witnesses can be scheduled. The board may request that written statements or information be submitted in lieu of witness appearance.
 - b. Documents and information supporting or related to the appeal must be delivered to the superintendent's office no later than twenty-four (24) hours before the hearing. The board may not accept or consider late documents or information.

5. Rules of Conduct
 - a. All participants are required to conduct themselves with civility, professionalism, and common courtesy. Profanity, threats, violence, intimidation, arguing, or other conduct disruptive to the hearing will not be tolerated.
 - b. The Hearing Officer may extend the allotted time for presentations if necessary.
 - c. Parties are directed to address the board. Parties may not question each other during the hearing unless allowed by the Hearing Officer. Presentations and comments must be addressed to the board.

6. Representation
 - a. The appellant/complainant may bring a designated representative, such as an advocate or attorney, to the hearing. The representative may address the board in the time allotted for the appellant.
 - b. District Counsel will attend the hearing if requested by the Board.

7. Determination
 - a. The board will issue a written determination according to the timelines stated in the applicable policy or procedure, in no case later than thirty (30) district business days after the hearing is closed.

Adoption Date:

INSTRUCTION

District Ownership of Staff-Created Work

Consistent with federal law, the Board affirms that original works of authorship created by staff members within the scope of employment for use in the district's schools and programs is generally "work made for hire" and owned by the district. Work created by district employees that is "work made for hire" is also a public record and publicly accessible under the Washington Public Records Act, Chapter 42.56 RCW.

The Superintendent will establish implementing procedures to determine whether work created by district employees for use in the district's schools and programs is, in fact, "work made for hire." District procedures will also provide a mechanism for employees to request permission to retain ownership of original works of authorship that were created within the scope of their employment, and for appealing a decision by the district if that request is denied.

Legal Reference:

Ch. 42.56 RCW

Public Records Act

17 U.S.C. § 101 et seq.

Copyright Act of 1976

Adoption Date:

INSTRUCTIONAlternative Learning Experience Programs

The board of directors authorizes the creation of an alternative learning experience (ALE) program. The district will make available to students enrolled in an ALE program educational opportunities designed to meet their individual needs. The district will comply with all program requirements necessary to count an ALE as a course of study and ensure state funding for ALE students.

Alternative learning experience programs may include, ~~but are not limited to~~ the following types of courses as defined in RCW 28A.232.010:

- A. Online ~~programs as allowed by state law~~ courses;
- B. Parent partnership programs that include significant participation and partnership by parents and families in the design and implementation of a student's learning experience; and
- ~~C. Contract-based learning programs~~ Remote courses; and
- ~~C.D. Site-based courses.~~

The district will establish alternative courses as defined in WAC 392-550-020.

The board will annually review this policy, including a review of each ALE ~~program~~ course and provider. The superintendent is designated as the official responsible for overseeing the ALE program, and he or she may delegate this responsibility to a designated district administrator.

Reporting Requirements

The district official responsible for overseeing each ALE course will report as follows: ~~The school district administrator responsible for overseeing each ALE program will report annually to the board the following:~~

1. Annual Report to the Board of Directors
 - A. Documentation of ALE student headcount and full-time equivalent enrollment claimed for basic education funding;
 - B. Identification of the overall ratio of certificated instructional staff to full-time equivalent students enrolled in each ALE program; The number of certificated instructional staff in each ALE program;
 - ~~C. A description of how the program supports the district's overall goals and objectives for student academic achievement; and~~
 - ~~D.C. Results of any self-evaluations.~~
2. Monthly Report to OSPI
 - a. Accurate monthly headcount and full-time equivalent enrollment for students enrolled in ALE courses; and
 - b. The resident and serving districts of each student.
3. Regular Submissions to CEDARS

The district must report all required information to the office of superintendent of public instruction's Comprehensive Education Data and Research System under RCW 28A.300.500, including designating alternative learning experience courses as such when

reporting course information to the Comprehensive Education Data and Research System.

4. Annual Report to OSPI

- a. the number of certificated instructional staff full-time equivalent assigned to each alternative learning experience program; and
- b. enrollment of students (separately identified) where ALE instruction is provided entirely under contract pursuant to RCW 28A.150.305 and WAC 392-121-188.
- c. the costs and purposes of any expenditures made to purchase or contract for instructional or co-curricular experiences and services that are included in an ALE written student learning plan, along with the substantially similar experiences or services made available to students enrolled in the district's regular instructional program.

Assessment Requirements

All students enrolled in alternative learning experience courses or course work must be assessed at least annually, using, for full-time students, the state assessment for the student's grade level and using any other annual assessments required by the district.

Part-time students whose ALE enrollment is claimed as greater than 0.8 FTE in any one month through the January count date must be included by the district in any required state or federal accountability reporting for that school year. However, part-time students who are either receiving home-based instruction under Chapter 28A.200, RCW or who are enrolled in an approved private school under Chapter 28A.195, RCW are not required to participate in the assessments required under Chapter 28A.655, RCW.

Students enrolled in nonresident district ALE courses or course work who are unable to participate in required annual state assessments at the nonresident district must have the opportunity to participate in such required annual state assessments at the district of physical residence, subject to that district's planned testing schedule. It is the responsibility of the nonresident enrolling district to establish a written agreement with the district of physical residence that facilitates all necessary coordination between the districts and with the student and, where appropriate, the student's parent(s) to fulfill this requirement. Such coordination may include:

- arranging for appropriate assessment materials;
- notifying the student of assessment administration schedules;
- arranging for the forwarding of completed assessment materials to the enrolling district for submission for scoring and reporting; and
- arranging for any allowable testing accommodations, and other steps as may be necessary.

The agreement may include rates and terms for payment of reasonable fees by the enrolling district to the district of physical residence to cover costs associated with planning for and administering the assessments to students not enrolled in the district of physical residence. Assessment results for students assessed according to these provisions must be included in the enrolling district's accountability measurements, and not in the district of physical residence's accountability measurements.

A school district offering or contracting to offer an alternative learning experience course to a nonresident student must inform the resident school district if the student un-enrolls from the course or is otherwise no longer enrolled.

~~The district will submit an annual report to the Superintendent of Public Instruction detailing the costs and purposes of any expenditures made to purchase or contract for instructional or co-curricular experiences and services that are included in an ALE written student learning plan, along with the substantially similar experiences or services made available to students enrolled in the district's regular instructional program.~~

No student or parent/guardian may be provided any compensation, reimbursement, gift, reward, or gratuity related to any student's recruitment, enrollment or participation in an ALE unless required by law. This includes, but is not limited to, funds provided to parents/guardians or students for the purchase of educational materials, supplies, experiences, services, or equipment. District employees are prohibited from receiving any compensation or payment as an incentive related to in-district or out-of-district student enrollment in an ALE program.

The superintendent is directed to develop procedures consistent with state law to govern the administration of the district's ALE program.

Cross References:	Board Policy 2180 Board Policy 2181 Board Policy 2410	Technology and Electronic Resources Online Learning High School Graduation Requirements
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Legal References:	RCW 28A.150.262 RCW 28A.150.305 RCW 28A.150.325 RCW 28A.250 WAC 392-121-182 WAC 392-121-188 WAC 392-502	Defining full-time equivalent student – Students receiving instruction through alternative learning experience online programs – Requirements – Rules. Alternative educational service providers – Student eligibility. Alternative learning experience programs – Generally – Rules Online Learning Alternative learning experience requirements Instruction provided under contract Online Learning
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Adoption Date: ~~March 12, 2013~~ August 13, 2024

COMMUNITY RELATIONSComplaints Concerning Staff or Programs

Most complaints can be resolved by informal discussions between the complainant and the staff member. Should the matter not be resolved, the principal, supervisor, or administrator will attempt to resolve the concern with the complainant and the staff member at the building and/or department level.

When a complaint is not resolved through the informal steps described above, the complainant will be referred to the policy-based complaint process or statutory/regulatory appeal process that applies to the facts at issue in the complaint. In cases where there is no other applicable complaint process or statutory/regulatory appeal process, a complaint will be handled as follows:

- A. If the complaint is not resolved at the building/department level, the complainant may submit a written complaint to the superintendent or designee. The written complaint must be submitted within five (5) district business days of the building/department decision. The written complaint should describe the problem and the desired solution. The superintendent or designee will notify the subject staff and/or supervisor as needed, based on the nature of the complaint.
- B. The superintendent or designee will attempt to resolve the matter with the complainant and applicable staff member(s). The resolution may include designating the complaint to the supervisor or other administrator.
- C. If the matter is not resolved by the superintendent, the complainant may submit a written complaint to the superintendent's office for consideration by the board of directors. The written complaint must be submitted within five (5) district business days of the superintendent's decision and shall include the following information:
 - i. The complainant's name, mailing address, telephone number, and email address;
 - ii. The relevant facts and information to be considered;
 - iii. The desired solution or remedy to the complaint.
- D. The board has sole discretion to take any of the following steps to resolve the complaint:
 - i. Decline to take up the complaint and allow the superintendent's decision to stand;
 - ii. Delegate resolution of the complaint back to the superintendent, within the scope of the superintendent's professional discretion, with no further consideration or action by the board;
 - iii. Consider the written complaint and respond to the complaint in writing;
 - iii. Meet with the complainant and the superintendent.
- E. Complaints against staff shall be handled confidentially, affording the employee an opportunity to participate. Any formal action by the board resulting from this procedure that adversely affects the employment status of an employee must comply with applicable board policies, statutes, employment contracts, and collective bargaining agreements.

FINANCIAL MANAGEMENTLease Capitalization Thresholds for Leases and Subscription-Based Information Technology Arrangements (SBITA)

~~To ensure accuracy in reporting the district's financial position, the district will reflect operating and capital leases as liabilities and assets on financial statements per governmental accounting standards.~~ In accordance with the Governmental Accounting Standards Board (GASB) Statements 87 and 96, the district will reflect operating and capital leases and Subscription-Based Information Technology Arrangements (SBITA)s as liabilities and assets on financial statements.

For the purpose of this policy and in accordance with the GASB Statements referenced above, the following definitions are used:

1. A "lease" is a contract which conveys control of the right to use another entity's nonfinancial asset for the time specified in the contract for an exchange or exchange-like transaction.
2. A "subscription-based information technology arrangement" is a contract that conveys the right to use another entity's software, alone or in combination with tangible capital assets, for the time specified in the contract for an exchange or exchange-like transaction. Software that is insignificant to the cost of the underlying asset is excluded.

Accordingly, the district establishes ~~a lease~~ and SBITA capitalization thresholds to identify the financial significance of district leases and SBITAs for purposes of reporting on financial statements.

The lease capitalization threshold is ~~five three and a half million dollars (\$3,500,000.00) and is based on approximately 1% of budgeted of the prior fiscal year's General Fund~~ expenditures. The lease capitalization threshold applies to all capital and operating leases with a maximum possible term of more than one (1) year.

The SBITA capitalization threshold is three and a half million dollars (\$3,500,000.00) and is based on approximately 1% of budgeted expenditures. The SBITA capitalization threshold applies to all SBITAs with a maximum possible term of more than one (1) year.

~~Equipment~~ Leases of similar type and SBITAs of similar type will be aggregated together when evaluating if they meet or exceed the district thresholds. Leases or SBITAs of a maximum term of less than one (1) year ~~and leases which that~~ do not meet the capitalization threshold, either individually or in the aggregate for similar types, are deemed immaterial.

Legal References:

Governmental Accounting Standards Board (GASB) Statement No. 87,
Accounting for Leases
Governmental Accounting Standards Board (GASB) Statement No. 96,
Subscription-Based Technology Arrangements
OSPI and SAO Accounting Manual for Public School Districts in the State of

| Washington, Rev. 2023, Chapter 3

| Adoption Date: ~~August 22, 2023~~ August 13, 2024

NONINSTRUCTIONAL OPERATIONS

Nutrition and ~~Physical Fitness~~Wellness

The board recognizes that good nutrition and regular physical activity are essential to promote children’s overall health and academic achievement. The board supports increased emphasis on nutrition and physical activity at all grade levels to enhance the well-being of students. It is the policy of the board that students be provided access to nutritious food, opportunities for physical activity and developmentally appropriate exercise, and accurate information related to these topics.

District staff should ensure that students have access to healthy food and beverages in all district venues outside of the federally regulated child nutrition programs.

The ~~superintendent-district~~ will develop and implement a comprehensive district-wide nutrition program and wellness policy consistent with state and federal requirements for districts sponsoring the National School Lunch Program and the School Breakfast Program and the United States Department of Agriculture (USDA) Smart Snacks in School nutrition standards. ~~To implement the program, the superintendent will adopt and implement a comprehensive program on health, fitness and nutrition consistent with state learning standards.~~

The district will provide school breakfasts and lunches which meet the nutritional standards required by state and federal school breakfast and lunch programs. All foods sold on campus during the school day must meet USDA Smart Snacks in Schools standards.

The Superintendent will establish procedures promoting fitness, health, and nutrition for all students. The procedures will ensure compliance with the Healthy-Hunger Free Kids Act of 2010, including adoption and implementation of a local school wellness policy through a wellness committee as required by Federal regulations.

Cross Reference:	Board Policy 2120 8200	Curriculum Development Food Services
Legal References:	RCW 28A.235.120 28A.230.040 28A.230.050 28A.235.130 WAC 392-410-135 392-410-136 7 CFR, Parts 210 and 220 7 CFR, Part 245.5 Sec. 204 of P.L. 111-296	Lunchrooms-Establishment and Operation Physical Education-Grades 1-8 Physical Education in High School Milk for children at school expense Physical Education-Grade School and High School Requirements Physical Education Requirement- Excuse Healthy, Hunger-Free Kids Act Of 2010

Adoption Date: ~~August 12, 2014~~ August 13, 2024