

**ABERDEEN SCHOOL DISTRICT NO. 5
ABERDEEN, WASHINGTON**

Regular Meeting of the Board of Directors
Remote Public Meeting

September 15, 2020 – 5 p.m.

AGENDA

Instructions for joining the meeting:

https://zoom.us/webinar/register/WN_OJzJNWeWTfKBpnUO1WAQOw

You will receive a confirmation email containing information about joining the webinar.

5:00 p.m. Regular Meeting Call to Order

Flag Salute

Consent Agenda

1. Minutes
2. Accounts Payable

Comments from Board Members

Comments from Student Representative

Comments from the Public

Under the emergency provisions of Resolution 2020-02, public comment is welcome via email and should be submitted to schoolboard@asd5.org by 3:30 p.m. the day of the meeting.

Old Business

Superintendent's Report

1. Distance Learning Update
2. COVID-19 Response

Financial Services

1. [Fiscal Status Report](#)
2. Enrollment Report

New Business

1. [Highly Capable Annual Report](#)
2. [Nursing Director Contract](#)
3. [Policy Updates](#)

Board Meeting Agenda
September 15, 2020

- a. Policy 3122 – Excused and Unexcused Absences
- b. Policy 3205 Procedures – Sexual Harassment of Students Prohibited
- c. Policy 3414 – Infectious Disease
- d. Policy 5610 – Procedures Substitute Employees
- e. Policy 6512 – Infection Control

4. Next Meeting

Executive Session

Personnel Matters

1. Personnel Report
 - a. Certificated
 - b. Classified
2. 2020 MOU with Local 1948 PSE/SEIU
3. 2020 MOU with Local 275 AFSCME -- M&O
4. 2020 MOU with Local 275 AFSCME -- Food & Transportation
5. 2020-21 Superintendent Goals

ADJOURN

ABERDEEN SCHOOL DISTRICT NO. 5
BOARD INFORMATION AND BACKGROUND

September 15, 2020, 5 p.m.

Link to join the meeting:

https://zoom.us/webinar/register/WN_OJzJNWeWTfKBpnUO1WAQOw

You will receive a confirmation email containing information about joining the webinar.

5:00 p.m. – Regular Meeting Call to Order

This meeting is being conducted remotely in compliance with the governor’s emergency provisions of the Open Public Meetings Act.

Flag Salute

Consent Agenda – [Enclosure 1](#)

1. Minutes – The minutes from the regular meeting on August 18, 2020, and the workstudy on August 25, 2020, are enclosed for your review and approval.
2. Accounts Payable – The payroll and accounts payable for August are enclosed for your review and approval.

Comments from Board Members

Comments from Student Representative

Comments from the Public

1. Under the emergency provisions of Resolution 2020-02, written public comment is welcome via email and should be submitted to schoolboard@asd5.org before 3:30 p.m. on the day of the meeting.

Old Business

Superintendent’s Report

1. Distance Learning Update – Superintendent Henderson will update the board on the opening of school.
2. COVID-19 Response – Superintendent Henderson will provide an update on the district’s ongoing response to the COVID-19 crisis.

Financial Services

1. Fiscal Status Report – Executive Director of Business and Operations Elyssa Louderback will present the Fiscal Status Report for August. [Enclosure 2](#)
2. Enrollment Report – Director Louderback will present the September enrollment report.

New Business

1. Highly Capable Annual Report – Principal Bryan McKinney will provide a report on the district’s Highly Capable Program. [Enclosure 3](#)

Board Information
September 15, 2020

2. Nursing Director Contract – A personal services contract with Lindsey Kargbo to serve as nursing director for the Twin Harbors Branch of the Skills Center is enclosed for your review and approval. [Enclosure 4](#)
3. Policy Updates – The Washington State School Directors' Association (WSSDA) is recommending updates to the following policies. It is recommended that the Board adopt these changes under Resolution 2020-02, which authorizes the suspension of policy when needed to implement state guidance during the COVID-19 emergency.
 - a. Policy 3122 – Excused and Unexcused Absences [Enclosure 5](#)
 - b. Policy 3205 Procedures – Sexual Harassment of Students Prohibited [Enclosure 6](#)
 - c. Policy 3414 – Infectious Disease [Enclosure 7](#)
 - d. Policy 5610 – Procedures Substitute Employees [Enclosure 8](#)
 - e. Policy 6512 – Infection Control [Enclosure 9](#)
4. Next Meeting – The next regular meeting of the Board is scheduled for 5 p.m. Tuesday, October 6, 2020, to be conducted remotely with notice and access provided under the emergency provisions of the Open Public Meetings Act.

Executive Session

At this time the meeting will recess for an executive session expected to last 20 minutes under RCW 42.30.110 (g) (to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee).

1. Personnel Matters [Enclosure 10](#)
 - a. Certificated
 - b. Classified
2. 2020 MOU with Local 1948 PSE/SEIU
3. 2020 MOU with Local 275 AFSCME -- M&O
4. 2020 MOU with Local 275 AFSCME -- Food & Transportation
5. 2020-21 Superintendent Goals

ADJOURN

ABERDEEN SCHOOL DISTRICT NO. 5

Minutes of the Workstudy of the
Board of Directors – August 25, 2020

President Sandra Bielski convened the workstudy of the Aberdeen School District Board of Directors at 5:00 p.m. Tuesday, August 25, 2020, via webinar following guidance for conducting remote meetings in compliance with the Open Public Meetings Act.

CALL TO ORDER

Directors present were Bill Dyer, Jennifer Durney, Jessica Jurasin and Suzy Ritter, along with Superintendent Alicia Henderson and three patrons and staff watching remotely.

The meeting began with the Flag salute.

The board discussion of governance protocols and setting goals for 2020-21 was facilitated by Mary Fertakis of the Washington State School Boards' Association.

BOARD GOALS

The next regular meeting of the board is set for 5 p.m. Tuesday, September 1, 2020, to be conducted remotely with proper notice and access provided under the governor's emergency provisions of the Open Public Meetings Act.

NEXT MEETING

There being no further business, the meeting was adjourned at 8 p.m.

ADJOURN

Alicia Henderson, Secretary

Sandra Bielski, President

5 ABERDEEN SCHOOL DISTRICT NO. 5

Minutes of the Regular Meeting of the
Board of Directors – September 1, 2020

President Sandra Bielski convened the regular meeting of the Aberdeen School District Board of Directors at 5:00 p.m. Tuesday, September 1, 2020, via webinar following guidance for conducting remote meetings in compliance with the Open Public Meetings Act. Directors present were Bill Dyer, Jennifer Durney, Jessica Jurasin and Suzy Ritter, along with Superintendent Alicia Henderson and xx patrons and staff watching remotely.

The meeting began with the Flag salute.

On a motion by Director Bill Dyer and seconded by Director Jennifer Durney, the board approved the consent agenda, which included the minutes from the meeting on August 18, 2020.

President Bielski commented on the message Superintendent Henderson shared with staff during a “Welcome Back” webinar earlier in the day encouraging everyone to give themselves and each other “patience, flexibility and grace” this year as school reopens in a distance learning model.

Student Representative Brooke Solan was introduced. She and Kaitlynn Smith will represent the student body on the board for 2020-21. Rep. Solan provided a report.

Superintendent Henderson commented on the districtwide Welcome Back that took place earlier in the day via webinar. She praised the work done over the summer to prepare for the Smart Start return to school, and noted that enrollment remains a concern, especially at the high school.

Superintendent Henderson announced that the USDA has extended the summer meal program rules that allowed sites to feed any students who requested a meal. That means the district no longer needs to require that students obtain their breakfast and lunch from the school where they are enrolled, but that schools can provide meals to all students regardless of age or address who come to the school.

Superintendent Henderson reported that local health officials have confirmed that the in-person option for school should not be offered until the county sees a four-week decrease in rates of transmission and returns to a “moderate risk” status of fewer than 75 cases per 100,000.

On a motion by Bill Dyer and seconded by Director Suzy Ritter, the Board approved the annual Basic Education Compliance report for OSPI certifying the district’s instructional program complies with state regulations.

CALL TO ORDER

CONSENT AGENDA

COMMENTS FROM
BOARD MEMBERS

COMMENT FROM
STUDENT
REPRESENTATIVE

SUPERINTENDENT
REPORT

REOPENING
PLANNING

COVID-19
RESPONSE

BASIC EDUCATION
COMPLIANCE

On a motion by Jennifer Durney and seconded by Suzy Ritter, the board approved a contract with TouchMath for 2020-21 to support distance learning math instruction.

TOUCHMATH
CONTRACT

On a motion by Bill Dyer and seconded by Jennifer Durney, the board approved a contract with Vizzle for 2020-21, a visual learning platform for students with IEPs.

VIZZLE CONTRACT

Following comment by board members on the unfortunate necessity, on a motion by Bill Dyer and seconded by Suzy Ritter, the board approved Resolution 2020-11 Authorizing a Reduction in Program, Furloughs and Layoffs to classified staffing in 2020-21 due to the COVID-19 pandemic and schools operating in a distance or hybrid learning model.

On a motion by Jennifer Durney and seconded by Bill Dyer, the board awarded the 2020-21 Dairy Bid to Dairy Fresh Farms.

2020-21 DAIRY BID

On a motion by Bill Dyer and seconded by Jennifer Durney, the board awarded the 2020-21 Fuel Bid to FastFuel (Acme).

2020-21 FUEL BID

On a motion by Suzy Ritter and seconded by Bill Dyer, the board approved the addition of occupational therapy services to the rehabilitation services agreement with Grays Harbor Community Hospital.

HOSPITAL
THERAPY
SERVICES

The next regular meeting of the board is set for 5 p.m. Tuesday, September 15, 2020, to be conducted remotely with proper notice and access provided under the governor's emergency provisions of the Open Public Meetings Act.

NEXT MEETING

At 5:22 p.m., President Sandra Bielski recessed the meeting for an executive session expected to last 15 minutes under RCW 42.30.110 (g) (to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. The session convened at 5:25 p.m. The regular meeting reconvened at 5:40 p.m.

EXECUTIVE
SESSION

Under certificated matters, the board approved the hiring of Kristi Swantek as an elementary teacher for the district effective September 2; approved the retirement of Toni Houbregs as a teacher at Aberdeen High School effective August 31; approved a co-curricular contract for Ashley Kohlmeier as AVID Coordinator at Aberdeen High School effective September 2, and approved the resignations of Mariah Bailey, Sierra Bunell, Kari Morgan, and Falisha Zwolinski as substitutes for the district.

PERSONNEL
REPORT
CERTIFICATED

Under classified matters, the board approved the hiring of Mariah Bailey, Brenda Camp, Jessica Fulleton, Cheryl Gebhart and Armando Monahan as MTSS assistants for the district effective September 2, and Amy Moyer as the 21st Century site coordinator at Robert Gray Elementary School effective August 19;

CLASSIFIED

Aberdeen School Board Minutes
September 1, 2020

approved a leave of absence for Stephanie Simmons, an occupational therapy assistant for the district, effective August 31 to October 30; accepted resignations from Misty Aberle as a Food Service worker at Miller Junior High School effective August 17, Kristina Wood as a health assistant at McDermoth Elementary School effective August 21, from Peter Mulder as a bus driver for the district effective August 31, and from Isaura Guzman and Juliana Sanchez as substitutes for the district.

There being no further business, the regular meeting was adjourned at 5:41 p.m.

ADJOURN

Alicia Henderson, Secretary

Sandra Bielski, President

The following vouchers, as audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, are approved for payment. Those payments have been recorded on this listing which has been made available to the board.

As of September 15, 2020, the board, by a _____ vote, approves payments, totaling \$7,859.88. The payments are further identified in this document.

Total by Payment Type for Cash Account, ACCOUNTS PAYABLE: COMP TAX
Warrant Numbers 830009 through 830009, totaling \$7,859.88

Secretary _____ Board Member _____
Board Member _____ Board Member _____
Board Member _____

Check Nbr	Vendor Name	Check Date	Check Amount
830009	Bank Of The Pacific (use Tax)	09/16/2020	7,859.88
1	Computer	Check(s) For a Total of	7,859.88

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As of September 15, 2020, the board, by a _____ vote, approves payments, totaling \$498,376.98. The payments are further identified in this document.

Total by Payment Type for Cash Account, ACCOUNTS PAYABLE: GENERAL FUND
Warrant Numbers 829970 through 830008, totaling \$498,376.98

Secretary _____ Board Member _____
Board Member _____ Board Member _____
Board Member _____

Check Nbr	Vendor Name	Check Date	Check Amount
829970	Aberdeen Office Equipment Inc	09/16/2020	1,866.13
829971	Amazon Capital Services	09/16/2020	26,281.04
829972	Avidex Industries LLC	09/16/2020	18,999.39
829973	Builders Hardware & Supply	09/16/2020	875.51
829974	Burns, Diane	09/16/2020	387.33
829975	Carroll, Jolie	09/16/2020	200.00
829976	Caskey Industrial Supply Co In	09/16/2020	17.41
829977	Cerebellum Corporation	09/16/2020	2,126.99
829978	Cintas Corporation	09/16/2020	3,256.21
829979	Committee For Children	09/16/2020	6,157.57
829980	Dept Of Licensing	09/16/2020	208.00
829981	Dept of Ecology	09/16/2020	780.00
829982	Encore Data Products, Inc	09/16/2020	9,590.40
829983	Focused Fitness, Llc	09/16/2020	2,472.60
829984	Gensco	09/16/2020	8,999.89
829985	Global Equipment Company	09/16/2020	6,390.87
829986	Home Depot Pro Institutional	09/16/2020	677.16
829987	Ixl Learning	09/16/2020	38,437.00
829988	KCDA Purchasing Coop.	09/16/2020	15,892.24
829989	KCDA Purchasing Coop.	09/16/2020	10,330.46
829990	Learning A-Z	09/16/2020	2,015.26
829991	Liminex Inc DBA GoGuardian	09/16/2020	15,060.75
829992	Micro K12	09/16/2020	136,793.41
829993	Newsela	09/16/2020	36,800.00
829994	Northwest Textbook Depository	09/16/2020	73,206.34
829995	Office Depot	09/16/2020	2,240.22
829996	OPEN UP RESOURCES	09/16/2020	5,246.75
829997	Professional Plastics Inc	09/16/2020	3,269.54
829998	Riddell/all American	09/16/2020	5,145.21
829999	Scholastic Inc / Teacher Stor	09/16/2020	1,497.14
830000	Seesaw Learning Inc	09/16/2020	550.00
830001	Smith & Losli Sheet Metal Inc	09/16/2020	6,872.04
830002	Staples Business Advantage	09/16/2020	316.38

Check Nbr	Vendor Name	Check Date	Check Amount
830003	TEACHING STRATEGIES, LLC	09/16/2020	25,820.45
830004	Titan School Solutions	09/16/2020	1,058.35
830005	Tke Corp	09/16/2020	5,546.59
830006	Trane Us Inc	09/16/2020	8,181.00
830007	US Cellular	09/16/2020	6,209.13
830008	WAXIE SANITARY SUPPLY	09/16/2020	8,602.22
39	Computer	Check(s) For a Total of	498,376.98

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As of September 15, 2020, the board, by a _____ vote, approves payments, totaling \$230,979.72. The payments are further identified in this document.

Total by Payment Type for Cash Account, ACCOUNTS PAYABLE: GENERAL FUND
Warrant Numbers 829934 through 829969, totaling \$230,979.72

Secretary _____ Board Member _____
Board Member _____ Board Member _____
Board Member _____

Check Nbr	Vendor Name	Check Date	Check Amount
829934	1ST SECURITY BANK PAYROLL/PERS	09/16/2020	958.76
829935	Aberdeen School Dist-Cte Impre	09/16/2020	372.00
829936	Aberdeen Office Equipment Inc	09/16/2020	1,675.11
829937	Aberdeen Sanitation	09/16/2020	3,708.42
829938	Airgas Usa, Llc	09/16/2020	3.00
829939	Amazon Capital Services	09/16/2020	28.33
829940	Cascade Natural Gas	09/16/2020	1,373.95
829941	Centurylink	09/16/2020	2,898.00
829942	City Of Aberdeen	09/16/2020	7,243.53
829943	Comcast	09/16/2020	338.64
829944	Cosmopolis School District	09/16/2020	34,928.00
829945	Cts Language Link	09/16/2020	13.28
829946	Dairy Fresh Farms	09/16/2020	4,181.55
829947	Dell Usa Lp	09/16/2020	25,874.22
829948	Doherty, Mary M	09/16/2020	6,400.00
829949	ELENCO ELECTRONICS, LLC	09/16/2020	660.00
829950	ESD 113	09/16/2020	9,799.00
829951	Grays Harbor Fire Protection	09/16/2020	180.04
829952	Harbor Auto & Truck Parts	09/16/2020	10.39
829953	Harbor Disposal Co Inc	09/16/2020	1,030.64
829954	Hoquiam School District #28	09/16/2020	38,187.74
829955	Lemay Mobile Shredding	09/16/2020	307.40
829956	Micro K12	09/16/2020	5,437.81
829957	Miller's Smith & Losli	09/16/2020	39.72
829958	North Beach School Dist #64	09/16/2020	5,759.33
829959	Petrocard Inc	09/16/2020	1,286.70
829960	Pud #1 Of Grays Harbor Co	09/16/2020	30,313.76
829961	Swanson's Food	09/16/2020	2,357.34
829962	Triarco Arts And Crafts	09/16/2020	5,072.19
829963	US Foods - Seattle	09/16/2020	16,847.17
829964	Us Postal Service (cmrs-Fp)	09/16/2020	1,500.00
829965	Verizon Wireless	09/16/2020	2,528.75
829966	Viking Automatic Sprinkler Co	09/16/2020	5,003.01

Check Nbr	Vendor Name	Check Date	Check Amount
829967	WSIPC	09/16/2020	27.08
829968	YMCA	09/16/2020	14,111.15
829969	Zones, Inc	09/16/2020	523.71
36	Computer	Check(s) For a Total of	230,979.72

The following vouchers, as audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, are approved for payment. Those payments have been recorded on this listing which has been made available to the board.

As of September 15, 2020, the board, by a _____ vote, approves payments, totaling \$4,603.57. The payments are further identified in this document.

Total by Payment Type for Cash Account, ACCOUNTS PAYABLE: PRIVATE PURPOSE TRUST Warrant Numbers 829932 through 829933, totaling \$4,603.57

Secretary _____ Board Member _____
Board Member _____ Board Member _____
Board Member _____

Check Nbr	Vendor Name	Check Date	Check Amount
829932	Aberdeen High School (asb)	09/16/2020	4,422.08
829933	Miller Junior High Asb	09/16/2020	181.49
2	Computer	Check(s) For a Total of	4,603.57

The following vouchers, as audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, are approved for payment. Those payments have been recorded on this listing which has been made available to the board.

As of September 15, 2020, the board, by a _____ vote, approves payments, totaling \$52,153.97. The payments are further identified in this document.

Total by Payment Type for Cash Account, ACCOUNTS PAYABLE: GENERAL FUND
Warrant Numbers 829931 through 829931, totaling \$52,153.97

Secretary _____ Board Member _____
Board Member _____ Board Member _____
Board Member _____

Check Nbr	Vendor Name	Check Date	Check Amount
829931	1ST SECURITY BANK PC	09/16/2020	52,153.97
1	Computer	Check(s) For a Total of	52,153.97

The following vouchers, as audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, are approved for payment. Those payments have been recorded on this listing which has been made available to the board.

As of September 15, 2020, the board, by a _____ vote, approves payments, totaling \$8,500.00. The payments are further identified in this document.

Total by Payment Type for Cash Account, ACCOUNTS PAYABLE: PRIVATE PURPOSE TRUST Warrant Numbers 829926 through 829930, totaling \$8,500.00

Secretary _____ Board Member _____
Board Member _____ Board Member _____
Board Member _____

Check Nbr	Vendor Name	Check Date	Check Amount
829926	Aberdeen High School (asb)	09/16/2020	1,000.00
829927	Grays Harbor College	09/16/2020	800.00
829928	Northwest College of Art & Des	09/16/2020	3,000.00
829929	St. Martin's University	09/16/2020	200.00
829930	Washington State University	09/16/2020	3,500.00
5	Computer	Check(s) For a Total of	8,500.00

The following vouchers, as audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, are approved for payment. Those payments have been recorded on this listing which has been made available to the board.

As of September 15, 2020, the board, by a _____ vote, approves payments, totaling \$15,435.63. The payments are further identified in this document.

Total by Payment Type for Cash Account, ACCOUNTS PAYABLE: ASB Fund
Warrant Numbers 829925 through 829925, totaling \$15,435.63

Secretary _____ Board Member _____
Board Member _____ Board Member _____
Board Member _____

Check Nbr	Vendor Name	Check Date	Check Amount
829925	Riddell/all American	09/16/2020	15,435.63
1	Computer	Check(s) For a Total of	15,435.63

The following vouchers, as audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, are approved for payment. Those payments have been recorded on this listing which has been made available to the board.

As of September 15, 2020, the board, by a _____ vote, approves payments, totaling \$1,031.38. The payments are further identified in this document.

Total by Payment Type for Cash Account, ACCOUNTS PAYABLE: ASB FUND
Warrant Numbers 829921 through 829924, totaling \$1,031.38

Secretary _____ Board Member _____
Board Member _____ Board Member _____
Board Member _____

Check Nbr	Vendor Name	Check Date	Check Amount
829921	Aberdeen School District #5	09/16/2020	2.00
829922	AWSL	09/16/2020	90.00
829923	Medco	09/16/2020	89.38
829924	WIAA	09/16/2020	850.00
4	Computer	Check(s) For a Total of	1,031.38

The following vouchers, as audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, are approved for payment. Those payments have been recorded on this listing which has been made available to the board.

As of September 15, 2020, the board, by a _____ vote, approves payments, totaling \$19,240.62. The payments are further identified in this document.

Total by Payment Type for Cash Account, ACCOUNTS PAYABLE: GENERAL FUND
Warrant Numbers 829920 through 829920, totaling \$19,240.62

Secretary _____ Board Member _____
Board Member _____ Board Member _____
Board Member _____

Check Nbr	Vendor Name	Check Date	Check Amount
829920	D4 Sports Llc	09/01/2020	19,240.62
1	Computer	Check(s) For a Total of	19,240.62

The following vouchers, as audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, are approved for payment. Those payments have been recorded on this listing which has been made available to the board.

As of September 15, 2020, the board, by a _____ vote, approves payments, totaling \$146.95, and voids/cancellations, totaling \$146.95. The payments and voids are further identified in this document.

Total by Payment Type for Cash Account, ACCOUNTS PAYABLE: GENERAL FUND
Warrant Numbers 829919 through 829919, totaling \$146.95
Voids/Cancellations, totaling \$146.95

Secretary _____ Board Member _____
Board Member _____ Board Member _____
Board Member _____

Check Nbr	Vendor Name	Check Date	Check Amount
829919	Central Restaurant Products	08/27/2020	146.95
1	Computer	Check(s) For a Total of	146.95

The following vouchers, as audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, are approved for payment. Those payments have been recorded on this listing which has been made available to the board.

As of September 15, 2020, the board, by a _____ vote, approves payments, totaling \$2,054,976.55. The payments are further identified in this document.

Total by Payment Type for Cash Account, ACCOUNTS PAYABLE:
Warrant Numbers 829890 through 829918, totaling \$2,054,976.55

Secretary _____ Board Member _____
Board Member _____ Board Member _____
Board Member _____

Check Nbr	Vendor Name	Check Date	Check Amount
829890	1st Security Bank-Child Suppo	08/31/2020	945.00
829891	Aberdeen High School-AHS Schol	08/31/2020	95.00
829892	Aberdeen Sch Dist Kitchen Fund	08/31/2020	28.00
829893	Bank Of The Pacific	08/31/2020	680,146.17
829894	Chapter 13 Trustee	08/31/2020	540.00
829895	Cnty/city Mun Ees	08/31/2020	2,905.35
829896	Deferred Compensation Program	08/31/2020	18,944.15
829897	Dynamic Collectors	08/31/2020	2,115.18
829898	E.S.D.#113 Unemployment Coop	08/31/2020	2,344.57
829899	Ed.Serv.Dist.#113	08/31/2020	14,984.94
829900	Employment Security	08/31/2020	10,502.70
829901	HCA-SEBB BENEFITS-600D01	08/31/2020	545,973.00
829902	HCA-SEBB FLEX SPEND-600D01	08/31/2020	4,694.84
829903	HEALTH EQUITY (HSA)	08/31/2020	876.25
829904	Inspirus	08/31/2020	12,997.00
829905	Legal Shield	08/31/2020	97.70
829906	Pse Of Wa	08/31/2020	6,664.73
829907	Public Employees Retirement	08/31/2020	372.54
829908	School Employees Retirement Sy	08/31/2020	150,395.60
829909	The Standard Insurance Company	08/31/2020	1,877.91
829910	Teacher Retirement System-Dc	08/31/2020	458,901.68
829911	Tsa Consulting Group Inc	08/31/2020	12,522.00
829912	Twin Star Credit Union	08/31/2020	200.00
829913	Twin Star Scholarship Acct	08/31/2020	82.50
829914	Twinstar Pse Local Dues	08/31/2020	83.00
829915	United Way	08/31/2020	562.38
829916	Veba Contributions-Y1286.001	08/31/2020	102,023.75
829917	Wa State School Ret Assn	08/31/2020	42.00
829918	Wea Payroll Deductions	08/31/2020	23,058.61

29 Computer Check(s) For a Total of 2,054,976.55

The following vouchers, as audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, are approved for payment. Those payments have been recorded on this listing which has been made available to the board.

As of September 15, 2020, the board, by a _____ vote, approves payments, totaling \$1,926,708.88. The payments are further identified in this document.

Total by Payment Type for Cash Account, ACCOUNTS PAYABLE:
Warrant Numbers 829889 through 829889, totaling \$1,926,708.88

Secretary _____ Board Member _____
Board Member _____ Board Member _____
Board Member _____

Check Nbr	Vendor Name	Check Date	Check Amount
829889	1ST SECURITY BANK PAYROLL/PERS	08/28/2020	1,926,708.88
1	Computer	Check(s) For a Total of	1,926,708.88

The following vouchers, as audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, are approved for payment. Those payments have been recorded on this listing which has been made available to the board.

As of September 15, 2020, the board, by a _____ vote, approves payments, totaling \$534,733.60, and voids/cancellations, totaling \$534,733.60. The payments and voids are further identified in this document.

Total by Payment Type for Cash Account, ACCOUNTS PAYABLE:
Warrant Numbers 829886 through 829888, totaling \$534,733.60
Voids/Cancellations, totaling \$534,733.60

Secretary _____ Board Member _____
Board Member _____ Board Member _____
Board Member _____

Check Nbr	Vendor Name	Check Date	Check Amount
829886	Public Employees Retirement	08/19/2020	372.54
829887	School Employees Retirement Sy	08/19/2020	140,039.48
829888	Teacher Retirement System-Dc	08/19/2020	394,321.58
3	Computer	Check(s) For a Total of	534,733.60

Check Nbr	Vendor Name	Check Date	Check Amount
829794	Public Employees Retirement	08/19/2020	372.54
829795	School Employees Retirement Sy	08/19/2020	140,039.48
829797	Teacher Retirement System-Dc	08/19/2020	394,321.58
3	Void	Check(s) For a Total of	534,733.60



*Our Children,
Our Schools,
Our Future*

TO: Dr. Alicia Henderson, Superintendent
 FROM: Elyssa Louderback, Executive Director of Business & Operations
 SUBJECT: Monthly Budget Report for August 2020
 DATE: September 15, 2020

GENERAL FUND SUMMARY:

Revenue--Receipts were \$ 4,827,782.54.

Expenditures – Expenditures and transfers totaled \$ 4,910,440.76. Expenditures for teaching and instructional support activities account for 82.06% of all expenditures to date. Salaries and benefits accounted for 81.10% of the month’s total expenditures.

Fund Balance—Current month ending fund balance is \$ 2,356,235.94. We had a **negative** cash flow of \$ 82,658.22 for the month. Our fund balance not yet final, we have some additional expenditures to pay and some revenue that will be received for expenditures incurred in the 2019-20 school year. We have made thoughtful preparation for this coming year and are working through some attendance and enrollment adjustments for the start of the new year.

Additional General Fund Information

Revenue by Major Category:

Revenue Source	Budgeted	Actual YTD	% Actual	Largely Comprised of:
Local Taxes	\$ 2,465,299	\$ 2,883,399	116.96%	Prop taxes - received Oct/Nov and April/May
Local Nontax	\$ 823,390	\$ 459,555	55.81%	Donations, Traffic Safety, Food Service, Misc
State, General	\$ 31,863,724	\$ 31,986,823	100.39%	Apportionment and LEA
State, Special	\$ 11,325,966	\$ 11,292,355	99.70%	Spec Ed, Detention, LAP, Bilingual, Hi Cap, Transport
Federal, General	\$ 25,000	\$ 40,269	161.07%	Federal Forest; deducted from apportionment
Federal, Special	\$ 6,097,608	\$ 4,941,845	81.05%	Food Service, Fed Grants (Title I, Title 2, etc)
Other Districts	\$ 77,292	\$ 145,527	188.28%	Non high payments from Cosmopolis SD
Other Agencies	\$ 78,200	\$ 38,279	48.95%	Private Foundations, ESD 113
Other Fin Sources	\$ -	\$ -		
Totals	\$ 52,756,479	\$ 51,788,051	98.16%	
			100.00%	% of fiscal year elapsed

General Fund Expenditures by Activity: (The budget is an estimate and actual expenditures may be less or more than the estimates. Line item expenditures may exceed the estimated budget as long as total expenditures do not exceed the overall budget.)

<u>Activity</u>	<u>Budgeted</u>	<u>Actual YTD</u>	<u>Actual %</u>	<u>District payroll and/or:</u>
Board of Directors	\$ 133,093	\$ 110,314	82.88%	Dues, audits, elections, legal svcs, travel, etc
Superintendent's Office	\$ 363,544	\$ 347,314	95.54%	General Admin/ Supt Office
Business Office	\$ 509,613	\$ 458,776	90.02%	Fiscal operations
Human Resources	\$ 422,082	\$ 412,683	97.77%	Personnel & recruitment, labor relations
Public Relations	\$ 40,000	\$ 65,697	164.24%	Educational/admin info to public
Supervision of Instruction	\$ 972,460	\$ 950,372	97.73%	includes secretarial support
Learning Resources	\$ 310,084	\$ 323,870	104.45%	Library resources & staffing
Principal's Office	\$ 2,464,455	\$ 2,431,028	98.64%	includes Secretarial support
Guidance/Counseling	\$ 1,183,107	\$ 1,041,672	88.05%	Counselors/support services
Pupil Management	\$ 22,500	\$ 162,682	723.03%	Bus & playground aides, etc
Health Services	\$ 1,628,053	\$ 2,012,495	123.61%	Health including: nursing, OT/PT/SLP, etc
Teaching	\$ 33,434,172	\$ 31,569,184	94.42%	classroom teachers/para support/other district
Extra-curricular	\$ 1,076,352	\$ 854,447	79.38%	Coaching, advising, ASB supervision
Instructional Prof Dev	\$ 337,444	\$ 601,236	178.17%	Prof development; State funded PD
Instructional Technology	\$ 326,315	\$ 319,395	97.88%	classroom technology
Curriculum	\$ 560,285	\$ 791,593	141.28%	District materials adoptions/purchases; staff
Food Services	\$ 2,426,344	\$ 2,409,544	99.31%	Mgmt of food service for district
Transportation	\$ 1,320,441	\$ 1,400,332	106.05%	Co-op payments, fuel, insurance
Maint & Operations	\$ 3,977,254	\$ 3,238,821	81.43%	SRO, custodial/maint/grounds
Other Services	\$ 1,938,876	\$ 2,248,128	115.95%	Insurance, utilities, tech, print, motor pool
Transfers	\$ (295,616)	\$ (165,398)	55.95%	in district use of buses, vehicles, food service
Interfund Transfers	\$ 300,000	\$ 316,346	105.45%	Transfers (to Cap Proj/ Debt Service)
Totals	\$ 53,150,858	\$ 51,900,531	97.65%	
			100.00%	% of fiscal year elapsed

CAPITAL PROJECTS FUND SUMMARY:

Revenue--Total receipts were \$ 1,650.30 and consist of interest payments and rental fees.

Expenditures—There were no expenditures for the month

Fund Balance—Current monthly ending fund balance is \$ 316,795.58.

DEBT SERVICE FUND SUMMARY:

Revenue--Total receipts were \$ 40,260.75 and consists of interest/tax payments.

Expenditures— There were no expenditures for the month.

Fund Balance—Current month ending fund balance is \$ 2,393,120.10. Funds in this account are held for bond principal and interest payments.

ASSOCIATED STUDENT BODY FUND SUMMARY:

Revenue--Total receipts for the month were \$ 1,102.98 and consist of fundraising and interest payments.

Expenditures-- Expenditures totaled 51.89% of the budgeted expenditures for this fiscal year.

Fund Balance—Current month ending fund balance is \$ 293,120.49.

TRANSPORTATION VEHICLE FUND SUMMARY:

Revenue--Total receipts were \$ 165,708.28, and consist of state depreciation and interest payments.

Expenditures— There were no expenditures for the month.

Fund Balance—Current month ending fund balance is \$ 299,093.42.

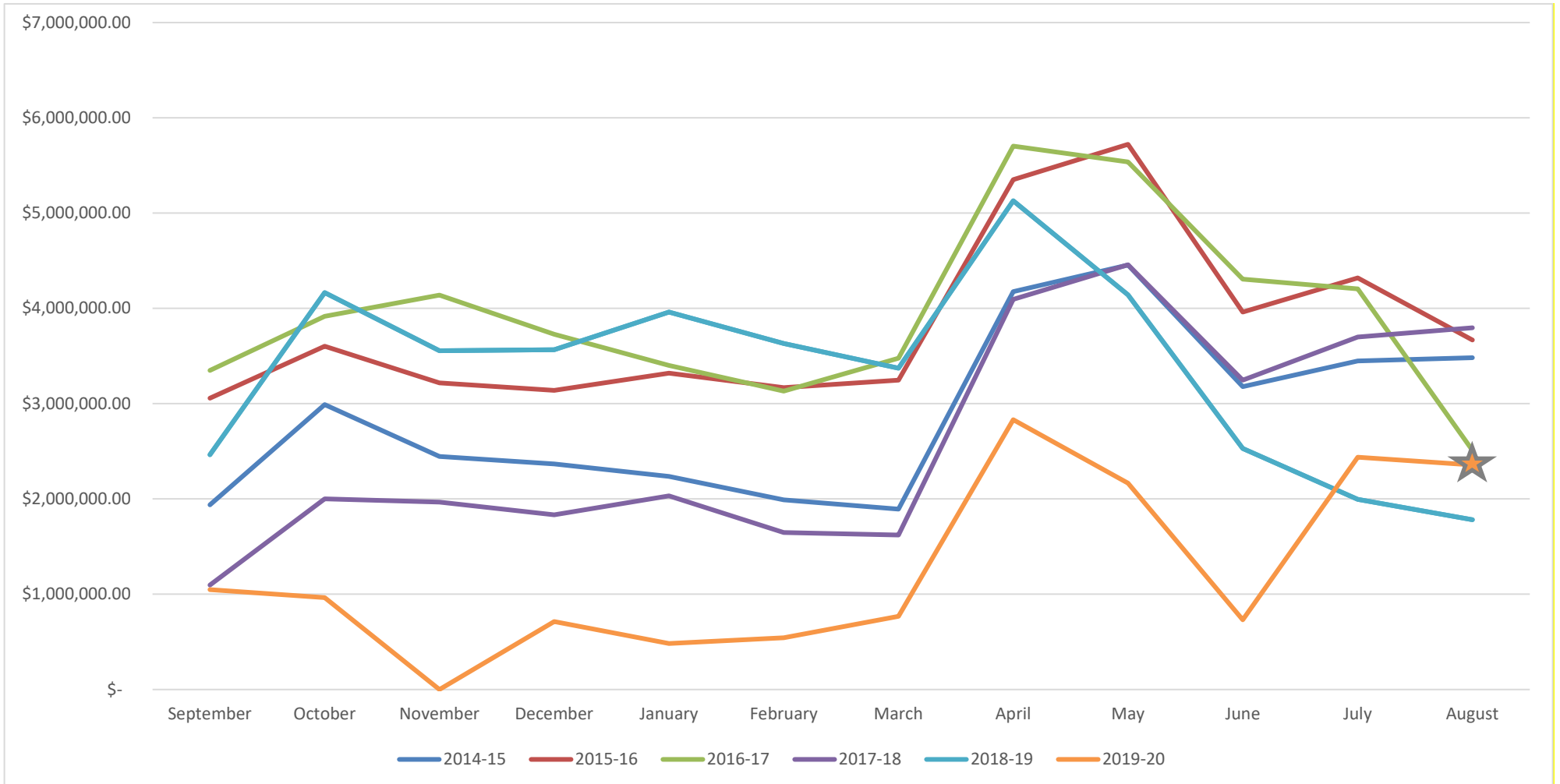
SUMMARY OF BUDGET EXPENDITURE CAPACITY

Budget Capacity as of August, 2020:

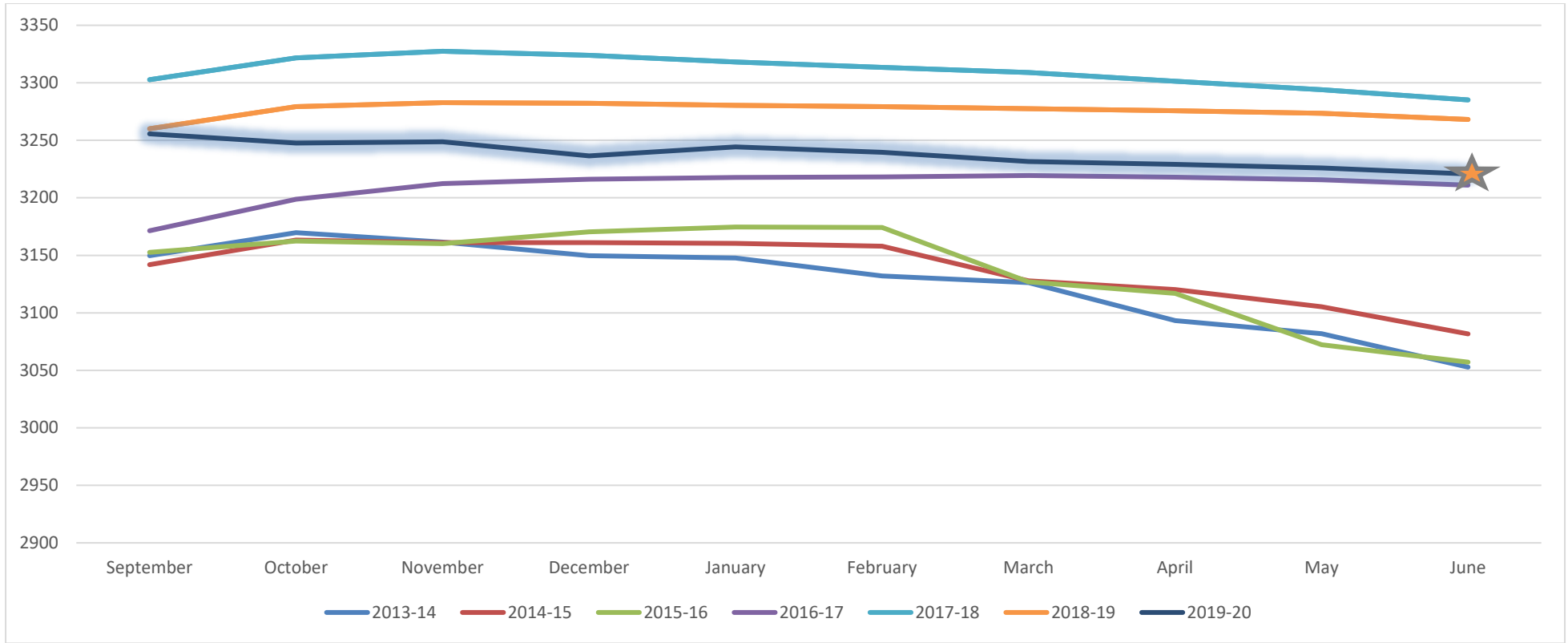
Fund	Budget	Expenditures YTD	Balance	% Expenditures	% Remaining
General Fund	\$ 53,150,858	\$ 51,584,184	\$ 1,566,674	97.05%	2.95%
Capital Projects	\$ 1,015,087	\$ 949,437	\$ 65,650	93.53%	6.47%
Debt Service	\$ 2,948,583	\$ 3,003,262	\$ (54,679)	101.85%	-1.85%
ASB	\$ 458,485	\$ 255,086	\$ 203,399	55.64%	44.36%
Trans Vehicle	\$ 300,000	\$ 217,112	\$ 82,888	72.37%	27.63%

GENERAL FUND FUND BALANCE TRENDS

End of August, 2020



ENROLLMENT TRENDS with OSPI estimates June, 2020



AAFTE	Grades K - 5	Grade 6 – 8	HS	Subtotal	Run Start/ Open Door	+/- (Budget) **
2019-20 Budget	1,453	817	955	3,225	65	3,290
2019-20 Actual	1,445.22	803.62	971.92	3,220.75,	100.50	+ 31.25 (3,290)
2018-19 Actual	1,778.50	496.06	979.05	3,229.02	82.30	+ 60.54 (3,290)
2017-18 Actual	1,800.62	484.33	1,000.19	3,285.13	47.83	+ 120.13 (3,165)
2016-17 Actual	1,775.14	478.49	957.34	3,210.97	62.58	+ 100.97 (3,110)
2015-16 Actual	1,726.24	457.17	937.05	3,118.86	62.25	+32.86 (3,086)
2014-15 Actual	1,724.11	442.34	969.95	3,136.40	33.64	+ 50.40 (3,086)

** New to the 2018-19 school year, RS/Open Doors are being included in the Budget enrollment data. They had not been included in budget projections as the funds “pass through” to other entities.

10--General Fund-- FUND BALANCE -- SPI ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT
Fiscal Year 2019 (September 1, 2019 - August 31, 2020)

For the ABERDEEN SCHOOL DISTRICT NO 5 School District for the Month of August, 2020

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
A. REVENUES/OTHER FIN. SOURCES						
1000 LOCAL TAXES	2,465,299	41,805.68	2,883,398.69		418,099.69-	116.96
2000 LOCAL SUPPORT NONTAX	823,390	18,487.91	459,554.93		363,835.07	55.81
3000 STATE, GENERAL PURPOSE	31,863,724	3,410,987.44	31,986,822.85		123,098.85-	100.39
4000 STATE, SPECIAL PURPOSE	11,325,966	952,867.59	11,292,354.56		33,611.44	99.70
5000 FEDERAL, GENERAL PURPOSE	25,000	.00	40,268.74		15,268.74-	161.07
6000 FEDERAL, SPECIAL PURPOSE	6,097,608	403,633.92	4,941,844.84		1,155,763.16	81.05
7000 REVENUES FR OTH SCH DIST	77,292	.00	145,526.82		68,234.82-	188.28
8000 OTHER AGENCIES AND ASSOCIATES	78,200	.00	38,279.31		39,920.69	48.95
9000 OTHER FINANCING SOURCES	0	.00	.00		.00	0.00
<u>Total REVENUES/OTHER FIN. SOURCES</u>	52,756,479	4,827,782.54	51,788,050.74		968,428.26	98.16
B. EXPENDITURES						
00 Regular Instruction	23,221,848	1,990,149.88	22,744,427.20	33,511.43-	510,932.23	97.80
10 Federal Stimulus	0	.00	.00	0.00	.00	0.00
20 Special Ed Instruction	7,453,072	580,454.65	7,498,696.16	2,015.25	47,639.41-	100.64
30 Voc. Ed Instruction	2,479,793	246,857.55	2,416,883.18	37,560.45	25,349.37	98.98
40 Skills Center Instruction	366,112	25,610.32	304,908.63	460.82	60,742.55	83.41
50+60 Compensatory Ed Instruct.	6,591,815	830,383.12	5,623,690.77	1,123.06	967,001.17	85.33
70 Other Instructional Pgms	361,694	116,823.85	610,244.75	240,946.04	489,496.79-	235.33
80 Community Services	1,820,436	130,885.01	1,879,829.28	0.00	59,393.28-	103.26
90 Support Services	10,856,130	989,276.38	10,505,504.14	81,446.26-	432,072.12	96.02
<u>Total EXPENDITURES</u>	53,150,900	4,910,440.76	51,584,184.11	167,147.93	1,399,567.96	97.37
C. OTHER FIN. USES TRANS. OUT (GL 536)						
	300,000	.00	316,346.42			
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)						
	694,421-	82,658.22-	112,479.79-		581,941.21	83.80-
F. TOTAL BEGINNING FUND BALANCE						
	3,368,014		2,468,715.73			
G. G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)						
	XXXXXXXXX		.00			
H. TOTAL ENDING FUND BALANCE (E+F + OR - G)						
	2,673,593		2,356,235.94			

I. ENDING FUND BALANCE ACCOUNTS:

G/L 810 Restricted For Other Items	0	.00
G/L 815 Restrict Unequalized Deduct Rev	0	.00
G/L 821 Restrictd for Carryover	540,750	984,165.17
G/L 825 Restricted for Skills Center	0	.00
G/L 828 Restricted for C/O of FS Rev	0	.00
G/L 830 Restricted for Debt Service	0	.00
G/L 835 Restrictd For Arbitrage Rebate	0	.00
G/L 840 Nonspnd FB - Invent/Prepd Itms	250,000	935,960.74
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	13,370	14,070.00
G/L 872 Committed to Econmc Stabilizatn	0	.00
G/L 875 Assigned Contingencies	0	.00
G/L 884 Assigned to Other Cap Projects	0	.00
G/L 888 Assigned to Other Purposes	0	.00
G/L 890 Unassigned Fund Balance	710,773-	2,155,259.60-
G/L 891 Unassigned Min Fnd Bal Policy	2,580,246	2,577,299.63
<u>TOTAL</u>	2,673,593	2,356,235.94

20--Capital Projects-- FUND BALANCE -- SPI ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT
Fiscal Year 2019 (September 1, 2019 - August 31, 2020)

For the ABERDEEN SCHOOL DISTRICT NO 5 School District for the Month of August, 2020

	ANNUAL	ACTUAL	ACTUAL			
	BUDGET	FOR MONTH	FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
<u>A. REVENUES/OTHER FIN. SOURCES</u>						
1000 Local Taxes	0	.00	.00		.00	0.00
2000 Local Support Nontax	38,500	1,650.30	44,109.05		5,609.05-	114.57
3000 State, General Purpose	0	.00	.00		.00	0.00
4000 State, Special Purpose	0	.00	.00		.00	0.00
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
<u>Total REVENUES/OTHER FIN. SOURCES</u>	38,500	1,650.30	44,109.05		5,609.05-	114.57
<u>B. EXPENDITURES</u>						
10 Sites	1,015,087	.00	770,052.18	0.00	245,034.82	75.86
20 Buildings	0	.00	99,315.05	0.00	99,315.05-	0.00
30 Equipment	0	.00	80,069.30	0.00	80,069.30-	0.00
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
<u>Total EXPENDITURES</u>	1,015,087	.00	949,436.53	0.00	65,650.47	93.53
<u>C. OTHER FIN. USES TRANS. OUT (GL 536)</u>						
	0	.00	.00			
<u>D. OTHER FINANCING USES (GL 535)</u>						
	0	.00	.00			
<u>E. EXCESS OF REVENUES/OTHER FIN. SOURCES</u>						
<u>OVER (UNDER) EXP/OTH FIN USES (A-B-C-D)</u>	976,587-	1,650.30	905,327.48-		71,259.52	7.30-
<u>F. TOTAL BEGINNING FUND BALANCE</u>						
	1,931,916		1,222,123.06			
<u>G. G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)</u>						
	XXXXXXXX		.00			
<u>H. TOTAL ENDING FUND BALANCE</u>						
<u>(E+F + OR - G)</u>	955,329		316,795.58			

I. ENDING FUND BALANCE ACCOUNTS:

G/L 810 Restricted For Other Items	0	.00
G/L 825 Restricted for Skills Center	0	.00
G/L 830 Restricted 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	32,250	.00
G/L 862 Committed from Levy Proceeds	0	.00
G/L 863 Restricted from State Proceeds	0	.00
G/L 864 Restricted from Fed Proceeds	0	.00
G/L 865 Restricted from Other Proceeds	108,048	113,625.06
G/L 866 Restrictd from Impact Proceeds	0	.00
G/L 867 Restricted from Mitigation Fees	0	.00
G/L 869 Restricted fr Undistr Proceeds	0	.00
G/L 870 Committed to Other Purposes	0	.00
G/L 889 Assigned to Fund Purposes	815,031	203,170.52
G/L 890 Unassigned Fund Balance	0	.00
<u>TOTAL</u>	955,329	316,795.58

30--Debt Service Fund-- FUND BALANCE -- SPI ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT
Fiscal Year 2019 (September 1, 2019 - August 31, 2020)

For the ABERDEEN SCHOOL DISTRICT NO 5 School District for the Month of August, 2020

	ANNUAL	ACTUAL	ACTUAL		BALANCE	PERCENT
<u>A. REVENUES/OTHER FIN. SOURCES</u>	<u>BUDGET</u>	<u>FOR MONTH</u>	<u>FOR YEAR</u>	<u>ENCUMBRANCES</u>		
1000 Local Taxes	2,608,022	39,695.30	2,665,845.87		57,823.87-	102.22
2000 Local Support Nontax	41,000	565.45	26,215.88		14,784.12	63.94
3000 State, General Purpose	0	.00	.00		.00	0.00
5000 Federal, General Purpose	0	.00	.00		.00	0.00
9000 Other Financing Sources	300,000	.00	316,346.42		16,346.42-	105.45
<u>Total REVENUES/OTHER FIN. SOURCES</u>	<u>2,949,022</u>	<u>40,260.75</u>	<u>3,008,408.17</u>		<u>59,386.17-</u>	<u>102.01</u>
<u>B. EXPENDITURES</u>						
Matured Bond Expenditures	2,527,000	.00	2,585,000.00	0.00	58,000.00-	102.30
Interest On Bonds	420,683	.00	416,857.67	0.00	3,825.33	99.09
Interfund Loan Interest	0	.00	.00	0.00	.00	0.00
Bond Transfer Fees	900	.00	1,404.07	0.00	504.07-	156.01
Arbitrage Rebate	0	.00	.00	0.00	.00	0.00
Underwriter's Fees	0	.00	.00	0.00	.00	0.00
<u>Total EXPENDITURES</u>	<u>2,948,583</u>	<u>.00</u>	<u>3,003,261.74</u>	<u>0.00</u>	<u>54,678.74-</u>	<u>101.85</u>
<u>C. OTHER FIN. USES TRANS. OUT (GL 536)</u>	<u>0</u>	<u>.00</u>	<u>.00</u>			
<u>D. OTHER FINANCING USES (GL 535)</u>	<u>0</u>	<u>.00</u>	<u>.00</u>			
<u>E. EXCESS OF REVENUES/OTHER FIN.SOURCES</u>						
<u>OVER (UNDER) EXPENDITURES (A-B-C-D)</u>	<u>439</u>	<u>40,260.75</u>	<u>5,146.43</u>		<u>4,707.43</u>	<u>> 1000</u>
<u>F. TOTAL BEGINNING FUND BALANCE</u>	<u>2,328,739</u>		<u>2,387,973.67</u>			
<u>G. G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)</u>	<u>XXXXXXXXX</u>		<u>.00</u>			
<u>H. TOTAL ENDING FUND BALANCE</u>	<u>2,329,178</u>		<u>2,393,120.10</u>			
<u>(E+F + OR - G)</u>						
<u>I. ENDING FUND BALANCE ACCOUNTS:</u>						
G/L 810 Restricted for Other Items	0		.00			
G/L 830 Restricted for Debt Service	2,329,178		2,393,120.10			
G/L 835 Restrictd For Arbitrage Rebate	0		.00			
G/L 870 Committed to Other Purposes	0		.00			
G/L 889 Assigned to Fund Purposes	0		.00			
G/L 890 Unassigned Fund Balance	0		.00			
<u>TOTAL</u>	<u>2,329,178</u>		<u>2,393,120.10</u>			

40--Associated Student Body Fund-- FUND BALANCE -- SPI ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT
Fiscal Year 2019 (September 1, 2019 - August 31, 2020)

For the ABERDEEN SCHOOL DISTRICT NO 5 School District for the Month of August, 2020

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
A. REVENUES						
1000 General Student Body	99,745	695.75	59,649.76		40,095.24	59.80
2000 Athletics	98,160	.00	71,904.38		26,255.62	73.25
3000 Classes	2,500	.00	.00		2,500.00	0.00
4000 Clubs	173,535	407.23	101,859.86		71,675.14	58.70
6000 Private Moneys	85,150	.00	86,535.37		1,385.37-	101.63
Total REVENUES	459,090	1,102.98	319,949.37		139,140.63	69.69
B. EXPENDITURES						
1000 General Student Body	70,720	367.01	30,786.03	0.00	39,933.97	43.53
2000 Athletics	132,240	15,435.63	91,054.99	0.00	41,185.01	68.86
3000 Classes	3,000	.00	413.93	0.00	2,586.07	13.80
4000 Clubs	167,265	1,361.87	46,820.93	0.00	120,444.07	27.99
6000 Private Moneys	85,260	.00	86,009.97	0.00	749.97-	100.88
Total EXPENDITURES	458,485	17,164.51	255,085.85	0.00	203,399.15	55.64
C. EXCESS OF REVENUES						
<u>OVER (UNDER) EXPENDITURES</u> (A-B)	605	16,061.53-	64,863.52		64,258.52	> 1000
D. TOTAL BEGINNING FUND BALANCE						
	172,603		228,256.97			
E. G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)						
	XXXXXXXXXX		.00			
F. TOTAL ENDING FUND BALANCE						
<u>C+D + OR - E)</u>	173,208		293,120.49			
G. ENDING FUND BALANCE ACCOUNTS:						
G/L 810 Restricted for Other Items	7,500		7,500.00			
G/L 819 Restricted for Fund Purposes	165,708		285,620.49			
G/L 840 Nonspnd FB - Invent/Prepd Itms	0		.00			
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	173,208		293,120.49			

90--Transportation Vehicle Fund-- FUND BALANCE -- SPI ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT
Fiscal Year 2019 (September 1, 2019 - August 31, 2020)

For the ABERDEEN SCHOOL DISTRICT NO 5 School District for the Month of August, 2020

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
<u>A. REVENUES/OTHER FIN. SOURCES</u>						
1000 Local Taxes	0	.00	.00		.00	0.00
2000 Local Nontax	3,800	33.16	3,762.70		37.30	99.02
3000 State, General Purpose	0	.00	.00		.00	0.00
4000 State, Special Purpose	155,027	165,675.12	165,675.12		10,648.12-	106.87
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	20,000	.00	.00		20,000.00	0.00
9000 Other Financing Sources	0	.00	.00		.00	0.00
<u>A. TOTAL REV/OTHER FIN.SRCS(LESS TRANS)</u>	<u>178,827</u>	<u>165,708.28</u>	<u>169,437.82</u>		<u>9,389.18</u>	<u>94.75</u>
<u>B. 9900 TRANSFERS IN FROM GF</u>	<u>0</u>	<u>.00</u>	<u>.00</u>		<u>.00</u>	<u>0.00</u>
<u>C. Total REV./OTHER FIN. SOURCES</u>	<u>178,827</u>	<u>165,708.28</u>	<u>169,437.82</u>		<u>9,389.18</u>	<u>94.75</u>
<u>D. EXPENDITURES</u>						
Type 30 Equipment	300,000	.00	217,111.97	0.00	82,888.03	72.37
Type 60 Bond Levy Issuance	0	.00	.00	0.00	.00	0.00
Type 90 Debt	0	.00	.00	0.00	.00	0.00
<u>Total EXPENDITURES</u>	<u>300,000</u>	<u>.00</u>	<u>217,111.97</u>	<u>0.00</u>	<u>82,888.03</u>	<u>72.37</u>
<u>E. OTHER FIN. USES TRANS. OUT (GL 536)</u>	<u>0</u>	<u>.00</u>	<u>.00</u>			
<u>F. OTHER FINANCING USES (GL 535)</u>	<u>0</u>	<u>.00</u>	<u>.00</u>			
<u>G. EXCESS OF REVENUES/OTHER FIN SOURCES OVER(UNDER) EXP/OTH FIN USES (C-D-E-F)</u>	<u>121,173-</u>	<u>165,708.28</u>	<u>47,674.15-</u>		<u>73,498.85</u>	<u>60.66-</u>
<u>H. TOTAL BEGINNING FUND BALANCE</u>	<u>346,449</u>		<u>346,767.57</u>			
<u>I. G/L 898 PRIOR YEAR ADJUSTMENTS(+OR-)</u>	<u>XXXXXXXX</u>		<u>.00</u>			
<u>J. TOTAL ENDING FUND BALANCE (G+H + OR - I)</u>	<u>225,276</u>		<u>299,093.42</u>			
<u>K. ENDING FUND BALANCE ACCOUNTS:</u>						
G/L 810 Restricted For Other Items	0		.00			
G/L 819 Restricted for Fund Purposes	225,276		299,093.42			
G/L 830 Restricted for Debt Service	0		.00			
G/L 835 Restrictd For Arbitrage Rebate	0		.00			
G/L 850 Restricted for Uninsured Risks	0		.00			
G/L 889 Assigned to Fund Purposes	0		.00			
G/L 890 Unassigned Fund Balance	0		.00			
<u>TOTAL</u>	<u>225,276</u>		<u>299,093.42</u>			

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

ASD5 Hi-Cap Program

2020-2021

Information

- Tricia Matisons is our new Hi-Cap Coordinator (0.5 position).
- All new student referrals for the 2020-2021 school year should be sent to Bryan McKinney by March 8th, 2021. Anyone can refer a student for the Hi-Cap Program by completing the referral form found on our school district website.
- A Hi-Cap Multidisciplinary Selection Team will review all referrals.
- There is an appeals process outlined on our website if there is a disagreement with the findings of the selection team.

Programming

-We started the 2019-2020 school year with 112 students who qualified for the program (1st grade - 12th grade).

-We currently have 88 students on our Hi-Cap list for this year. However, 37 students were referred to us and we have not been able to go through the testing/selection process.

-We have cluster Grouping at the elementary schools.

Programming

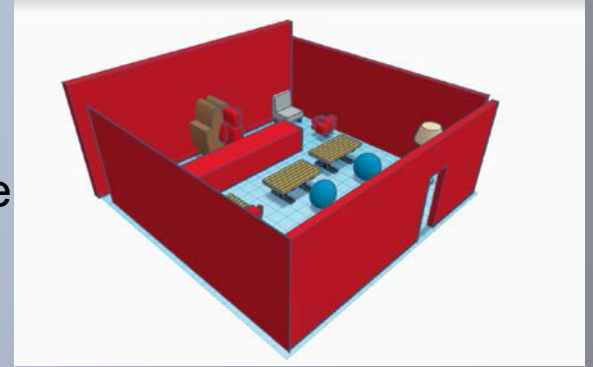
- Elementary Classes at all schools:

 - Built their ideal schools of the future with Tinke

 - Started 3D modeling and printing

- Added opportunity at the high school

- Provided our K-5 teachers with PD Opportunities regarding supporting students' needs and neuroscience



NatureBridge

-We took 18 4th-8th grade students to NatureBridge for a two night exploration of the geology around Olympic National Park.



Plans that were changed...

- We had planned the Pacific Science to come to our district and the end of April 2020. We scheduled their Mathfinder Program to come on a Saturday and were going to host math challenges/competitions for our students. They were also conducting science shows at many of our district's schools along with a Hi-Cap family night that included an indoor planetarium.
- A week scheduled at Miller for Virtual Reality Learning
- Hi-Cap Spring Fair
- Planned an additional field trip opportunity at the secondary level

Online Learning

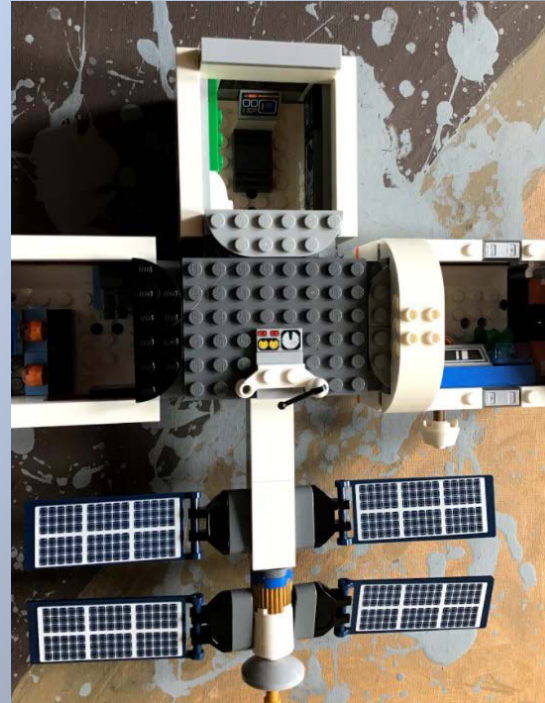
Ryan Johnson shared opportunities with Hi-Cap students through Google Classroom:

Rockets

Slime Making

Rock Candy

Space Station



Moving Forward

- We sent a survey last to year get feedback on the program and ideas about how to best serve our Hi-Cap students. We will send another survey this year.
- Learn about our students and their interests. Support High School students with college prep and scholarships.
- Continue to provide learning opportunities for students and teachers.
- Assess the students who we did not have the opportunity to assess last year.
- Create content and lessons for students to engage with online (NPS, Microsoft, Plants, Exercise).
- Gifted education advocacy.

**CONTRACT FOR PERSONAL SERVICES
BETWEEN
ABERDEEN SCHOOL DISTRICT #5**

(hereinafter referred to as ASD #5)

216 North "G" Street
Aberdeen, WA 98520

Lindsey Kargbo
(hereinafter referred to as Consultant)

In consideration of the promises and conditions contained herein, ASD #5 and Consultant do mutually agree as follows:

I. DUTIES OF CONSULTANT

Consultant shall perform the following duties to the satisfactions of ASD #5's designee:

A. The general objectives(s) of this contract shall be as follows:

To serve as, and fulfill the role of, Nursing Director for the Twin Harbors Branch Skills Center in accordance with state requirements from OSPI and the Washington State Department of Health

To prepare the 2019-2020 Professional Medical Career students as a cohort for the CNA written and practical exams, and to schedule exams in consultation with the Twin Harbors Branch Skills Center Director and examination officials

Provide consultation to the Professional Medical Careers instructor as needed for curriculum and transition purposes in collaboration with the Twin Harbors Branch Skills Center Director and assist with training in BLS or First Aid/CPR for the students as needed

B. In order to accomplish the general objectives(s) of this agreement, Consultant shall perform the following specific duties:

- **Serve as the contact for the Twin Harbors Branch Skills Center Professional Medical Careers with respect to Department of Health requirements**
- **Collaborate with Grays Harbor Community Hospital for use of the STAT Center in preparation for student testing from the 2019-2020 Professional Medical Careers student cohort**
- **Communicate with the 2019-2020 Professional Medical Careers student cohort regarding CNA testing and test preparation**
- **Communicate with the testing officials to arrange testing dates for the 2019-2020 Professional Medical Careers student cohort**

- **Work with the Twin Harbors Branch Skills Center office staff to ensure proper payments are made and documentation completed for the 2019-2020 Professional Medical Careers cohort CNA testing**
 - **Conduct monthly check-ins with the current Professional Medical Careers instructor to ensure proper compliance and documentation per OSPI and Washington State Department of Health guidelines**
 - **Provide assistance with BLS and First Aid/CPR training as needed**
- C. The time schedule for completion of Consultant's duties shall be as follows:
- As the Nursing Director, in accordance with the Department of Health timelines for the 2020-2021 school year.**
- Other duties addressed above will be completed throughout the school year according to a timeline determined in collaboration with the Twin Harbors Branch Skills Center Director and in accordance to safety and health guidelines**
- D. Time is of the essence in connection with Consultant's performance of the foregoing duties.

II. DUTIES OF ASD #5

In consideration of Consultant's satisfactory performance of the duties set forth herein, ASD #5 shall compensate and / or reimburse the expenses of Consultant as follows:

- A. Consultant shall be compensated in the following amount: **not to exceed \$5,000 dollars.**

Payment shall be made within a reasonable period following termination of this agreement and upon Consultant's compliance with the terms and conditions of this agreement.

Progress payments shall be made, based on invoices submitted by the consultant for hours worked by the 1st of the month in return for the partial performance.

- B. All payments of compensation and expenses to consultant shall be conditioned upon Consultant's:
1. Submission of detailed vouchers which support the performance which has been rendered, and

2. Performance to the satisfaction of Twin Harbors Skills Center Director; PROVIDED, that approval shall not be unreasonably withheld.
- C. Except for expressly provided herein, all expenses necessary to the Consultant's satisfactory performance of this agreement shall be borne in full by the Consultant.
- D. Any date specified for payment(s) to Consultant shall be considered extended as necessary to process and deliver an ASD #5 warrant for the amount(s).

III. PROHIBITION AGAINST ASSIGNMENT

Neither this contract nor any interest therein may be assigned by either party without first obtaining the consent of the other party.

IV. OWNERSHIP OR WORK PRODUCTS AND RESTRICTION AGAINST DISSEMINATION

All correspondence, papers, documents, reports, files, films, work products (inclusive of intellectual concepts and properties) and all copies thereof, which are received or developed by Consultant and Consultant's employee(s) and agent(s) in the course of performing, or as incident thereto, Consultant's duties pursuant to this agreement shall, immediately upon receipt, preparation, or development, become the exclusive property of ASD #5 in perpetuity for any and all purposes. All items described above shall be provided to and left with ASD #5 upon the termination of this agreement by ASD #5 and upon Consultant's performance, whichever shall occur first.

Consultant and Consultant's employee(s) and agent(s) shall not, without prior written approval of ASD #5, either during the term of this agreement or at any time thereafter, directly or indirectly, disclose or give to any state or federal government, or corporation, agency or political subdivision of any state or federal government, or any educational agency, institution or organization, any portion of the above described items and properties or any information acquired in the course of or as an incident to the performance of Consultant's duties hereunder, for any purpose or reason.

V. INDEPENDENT CONTRACTOR STATUS OF CONSULTANT

Consultant and Consultant's employee(s) and agents(s) shall perform all duties pursuant to this agreement as an independent contractor. Superintendent shall not control or supervise the manner in which this agreement is performed nor withhold or pay taxes in behalf of Consultant or Consultant's employee(s) or agent(s).

VI. INDEMNIFICATION

Any and all claims which hereafter arise on the part of any and all persons as a direct or indirect result of Consultant's or its employee's(') or agent's(') performance or failure to perform duties pursuant to this agreement, shall be the Consultant's sole obligation and the Consultant shall indemnify and hold harmless the Superintendent in full for any and all such acts or failures to act on the part of Consultant or its employee(s) or agent(s).

VII. TERMINATION

This agreement may be terminated by ASD #5 or any designee thereof, at any time, with or without reason, upon written notification thereof to the Consultant. The notice shall specify the date of termination and shall be conclusively deemed to have been delivered to and received by Consultant as of midnight of the second day following the date of its posting in the United States mail – addressed as first noted herein in the absence of proof of actual delivery to and receipt by Consultant by mail or other means at an earlier date and / or time.

In the event of termination by ASD #5, Consultant shall be entitled to an equitable portion of the total compensation provided herein for uncompensated services which have been performed as of termination and to the reimbursement of expenses incurred as of termination by solely to the extent such expenses are reimbursable pursuant to the provisions of this Agreement.

VIII. VERBAL AGREEMENT

This written Agreement constitutes the mutual agreement of Consultant and ASD #5 in whole. No alteration or variation of the terms of this Agreement and no oral understandings or agreements not incorporated herein, unless made in writing between the parties hereto, shall be binding,

IX. APPLICABLE LAW

This agreement shall be governed by the laws of the State of Washington.

X. NON-DISCRIMINATION

No person shall, on the ground of race, creed, color, national origin, religion, sex, sexual orientation including gender expression or identity, the presence of any mental or physical disability, marital status, pregnancy, previous arrest (unless a clear and present danger exists) or incarceration be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any activity performed pursuant to this Agreement.

XI. CONFLICT OF INTEREST

Neither the Consultant nor Consultant's employee(s) shall perform any duty pursuant to this Agreement in which duty he / she may have participated as an employee of ASD #5.

XII. EFFECTIVE DATE-DURATION

This Agreement shall commence on the 1st day of September, 2020. This agreement shall terminate at midnight on the 31st of August, 2021, with the sole exception of

Sections IV (Ownership of Work Products and Restriction Against Dissemination) and VI (Indemnification) which shall continue to bind the parties, their heirs and successors.

XIII. FEDERAL BACKUP WITHHOLDING INFORMATION

The consultant certifies to ASD #5 that the Consultant is not subject to backup withholding under Section 3406(a)(1)(c) of the Internal Revenue Code. The Consultant agrees to notify ASD #5 in writing if this information is not true.

IN WITNESS THEREOF, ASD #5 and Consultant have executed this Agreement consisting of five pages.

XIV. CERTIFICATION REGARDING DEBARMENT, SUPERVISION AND ELIGIBILITY

The contractor certifies that neither it nor its principals are presently debarred, declared ineligible, or voluntarily excluded from participation in transactions by any Federal department or agency.

CONSULTANT

The undersigned certifies that he/she is the person duly qualified and authorized to bind the Consultant so identified to the foregoing Agreement and under penalty of perjury, certifies the Social Security Number or Federal Identification Number provided is Correct.

Signed this _____ day of _____, _____.

Consultant Signature

Social Security Number or Federal ID#

Are you incorporated?

Yes _____ No X

ABERDEEN SCHOOL DISTRICT #5

Signature of Superintendent

Signed this _____ day of _____, _____.

EXCUSED AND UNEXCUSED ABSENCES

Definition of absence from in-person learning

WAC 392-401-015 states 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:
 - Instruction;
 - Any instruction-related activity; or
 - Any other district or school approved activity that is regulated by an instructional/academic accountability system, such as participation in district-sponsored sports.

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. 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. At times, students may appropriately be absent from class or not able to participate remotely. 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 shall govern the development and administration of attendance procedures within the district:

Valid excuses for absences

1. Illness, health condition or medical appointment, (including, but not limited to, medical, counseling, dental or optometry, pregnancy, and in-patient or out-patient treatment for chemical dependency of 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 or serving on a jury;
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/dependency 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 student safety concerns, including absences related to threats, assaults, or bullying;
11. Absences due to a student's migrant status, and
12. An approved activity that is consistent with district policy and is mutually agreed upon by the principal (or designee) and parent, guardian, or emancipated youth.
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.

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; where reasonable, if a student misses a participation-type class, they can request an alternative assignment that aligns with the learning goals of the activity missed.
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 10 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 during the current school year. The notification shall include the potential consequences of additional unexcused absences. The school will make reasonable efforts to provide this information in a language the parent understands.
4. A conference with the parent or guardian shall be held after three unexcused absences within any month during the current school year. A conference shall 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 parent shall 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:
 - a. Middle and high school students will be administered the Washington Assessment of the Risks and Needs of Students (WARNS) or other assessment
 - 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 truancy 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.
 - 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.
6. Not later than the student's fifth unexcused absence in a month the district will enter into an agreement with the student and parents that establishes school attendance requirements, refer the student to a community truancy board or file a petition and affidavit with the juvenile court alleging a violation of RCW 28A.225.010.
7. 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, student, or parent and student no later than the seventh unexcused absence within any month 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 shall be disseminated broadly and made available to parents and students annually.

Unexcused absences from remote learning.

Absences from remote learning must be marked as a "nontruancy 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 as 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.
4. A student shall be considered absent if they are on school grounds but not in their assigned setting.

Students dependent 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.

Tiered response system for student absences

WAC 392-401A-045 states:

1. 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.

Students dependent 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:	Board Policy	3120 3230 3200 4218	Enrollment Student Privacy Student Rights & Responsibilities Language Access Plan
Legal References:	RCW	13.34.300	Relevance of failure to cause juvenile to attend school to

	28A.225	neglect petition Compulsory School Attendance
WAC	392-400-235	Discipline--Conditions and limitations
	392-400-260	Long-term suspension— Conditions and limitations
	<u>392-401A</u>	<u>Statewide definition of absence for the 2020-21 school year.</u>

Adoption Date: 10/02/95
Revised: 05/07/96; 08/05/97; 11/15/00; 04/23/13; 02/04/20; _____

Procedure - Excused and Unexcused Absences

Students are expected to attend all assigned classes each day. School staff will keep a record of absence and tardiness, including a call log and/or a record of excuse statements submitted by a parent/guardian or, in certain cases, students, to document a student's excused absences.

Excused Absences

The following are valid excuses for absences and tardiness. Assignments and/or activities not completed because of an excused absence or tardiness may be made up in the manner provided by the teacher.

1. Absence due to:
 - a. 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;
 - b. Family emergency including, but not limited to, a death or illness in the family; religious purposes; court, judicial proceeding court-ordered activity, or serving on a jury;
 - c. post-secondary, technical school or apprenticeship program visitation, or scholarship interview;
 - d. State recognized search and rescue activities consistent with RCW 28A.225.055;
 - e. directly related to the student's homeless or foster care/dependency status;
 - f. absences related to deployment activities of a parent or legal guardian who is an active duty member consistent with RCW 28A.705.010;
 - g. 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;
 - h. Absences due to student safety concerns, including absences related to threats, assaults, or bullying;
 - i. Absences due to a student's migrant status;
 - j. Absences related to the student's illness, health condition, or medical appointments due to COVID-19;
 - k. Absences related to caring for a family member who has an illness, health condition, or medical appointment due to COVID-19;
 - l. 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; Absences due to the student's parent's work schedule or other

obligations during regularly scheduled school hours, until other arrangements can be made;

m. Absences due to the student's lack of necessary instructional tools, including internet broadband access or connectivity, and

n. Other COVID-19 related circumstances as determined between school and parent or emancipated youth.

When possible, the parent/guardian is expected to notify the school office on the morning of the absence by phone, e-mail, or written note, and to provide the excuse for the absence. If no excuse is provided with the notification, or no notification is provided, the parent/guardian will submit an excuse via phone, e-mail or written note upon the student's return to school. Adult students (those over eighteen) and emancipated students (those over sixteen who have been emancipated by court action) will notify the school office of their absences with a note of explanation. Students fourteen years old or older who are absent from school due to testing or treatment for a sexually transmitted disease will notify the school of their absence with a note of explanation, which will be kept confidential. Students thirteen years and older may do the same for mental health, drug or alcohol treatment; and all students have that right for family planning and abortion.

A parent/guardian may request that a student be excused from attending school in observance of a religious holiday. In addition, a student, upon the request of his/her parent, may be excused for a portion of a school day to participate in religious instruction provided such is not conducted on school property. A student will be allowed one makeup day for each day of absence.

Absence for parental-approved activities.

This category of absence will be counted as excused for purposes agreed to by the principal and the parent/guardian. An absence may not be approved if it causes a serious adverse effect on the student's educational progress. The student may not be able to achieve the objectives of the unit of instruction as a result of absence from class. In such a case, a parent or guardian-approved absence would have an adverse effect on the student's educational progress, including the grade for the course. A student, upon the request of his/her parent/guardian, may be excused for a portion of a school day to participate in religious instruction provided such is not conducted on school property or otherwise involves the school to any degree.

Absence resulting from disciplinary actions — or short-term suspension.

As required by law, students who are removed from a class or classes as a disciplinary measure or students who have been placed on short-term or long-term suspension will have the right to make up assignments or exams missed during the time they were denied entry to the classroom if the effect of the missed assignments will be a substantial lowering of the course grade.

Extended illness or health condition.

If a student is confined to home or hospital for an extended period, the school will arrange for the accomplishment of assignments at the place of confinement whenever practical. If the student is unable to do his/her schoolwork, or if there are major requirements of a particular course which cannot be accomplished outside of class the student may be required to take an incomplete or

withdraw from the class without penalty.

Excused absence for chronic health condition.

Students with a chronic health condition that interrupts regular attendance may qualify for placement in a limited attendance and participation program. The student and his/her parent will apply to the principal or counselor, and a limited program will be written following the advice and recommendations of the student's medical advisor. The recommended limited program will be approved by the principal. Staff will be informed of the student's needs, though the confidentiality of medical information will be respected at the parent's request.

Required conference for elementary school students

If an elementary school student 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 district will schedule a conference with the student and their parent(s) at a reasonably convenient time. The conference is intended to identify barriers to the student's regular attendance and to identify supports and resources so the student may regularly attend school.

The conference must include at least one school district employee, preferably a nurse, counselor, social worker, teacher or community human service provider, and may occur on the same day as the scheduled parent-teacher conference, provided it takes place within thirty days of the absences. If the student has an Individualized Education Program or a Section 504 Plan, the team that created that program must reconvene. A conference is not required if prior notice of the excused absences was provided to the district or if a doctor's note has been provided and a plan is in place to ensure the student will not fall behind in their coursework.

Tiered response system for students who are absent from remote learning

Students who are marked absent from remote learning will receive interventions and services consistent with the tiered response system for student absences implemented by the district pursuant to WAC 392-401A-045. Under the tiered response system, the district will:

- Monitor daily attendance data for all students who are absent from remote learning, whether excused or unexcused;
- Make multiple attempts to contact the families regarding student absences using multiple modalities and in the parent's home language;
- Provide daily notification of absences to parents;
- Provide outreach from the student's school to determine student needs, such as basic needs, connectivity and hardware, connection with health and social services as necessary;
- Provide differentiated supports to students that address the barriers to attendance and participation, including universal supports for all students and tiered interventions for students at-risk of and experiencing chronic absence; and
- When feasible and appropriate, transition students to full-time in-person learning or other program to accommodate the student's needs.

Unexcused Absences

An “unexcused absence” means that a student has failed to attend the majority of hours or periods in an average school day, has failed to comply with a more restrictive school district policy on absences, or has failed to comply with alternative learning experience program attendance requirements.

Unexcused absences occur when:

1. The parent, guardian, or adult student submits an excuse that does not meet the definition of an excused absence as defined above; or
2. The parent, guardian, or adult student fails to submit any type of excuse statement, whether by phone, e-mail or in writing, for an absence.

Absences from remote learning must be marked as a “nontruancy 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.

Each unexcused absence within any month of the current school year will be followed by a letter or phone call to the parent informing them of the consequences of additional unexcused absences. The school will make reasonable efforts to provide this information in a language in which that parent is fluent. A student’s grade will not be affected if no graded activity is missed during such an absence.

After three unexcused absences within any month of the current school year, the school will hold a conference with the principal, student, and parent to analyze the causes of the student’s absenteeism. If a regularly scheduled parent-teacher conference is scheduled to take place within thirty days of the third unexcused absence, the district may schedule the attendance conference on the same day. If the parent/guardian does not attend the scheduled conference, the school may hold the conference with the student and principal. However, the school will notify the parent of the steps to eliminate or reduce the student’s absences.

At some point after the second and before the fifth unexcused absence, the district will take data-informed steps to eliminate or reduce the student’s absences.

1. In middle school and high school, these steps will include application of the Washington Assessment of the Risks and Needs of Students (WARNS) or other assessment by the district’s designated employee.
2. For any student with an existing Individualized Education Program (IEP) or Section 504 Plan, these steps will include convening the student’s IEP team or Section 504 team, including a behavior specialist or mental health specialist where appropriate, to consider the reasons for the student’s absences. If necessary, and if the student’s parent gives consent, the district will conduct a functional behavior assessment and will complete a detailed behavior plan to explore the function of the absence behavior.

3. For any student who does not have an IEP or Section 504 Plan, but who is reasonably believed to have a mental or physical disability or impairment, these steps will include informing the student's parent/guardian of the right to obtain an appropriate evaluation at no cost to the parent to determine whether the student has a disability or impairment and needs accommodations, special education services, or related services. This includes students with suspected emotional or behavioral disabilities. If the school obtains consent to conduct an evaluation, time should be allowed for the evaluation to be completed, and if the student is found to be eligible for accommodations, special education services, or related services, a plan will be developed to address the student's needs.

The district will designate a staff member to apply the Washington Assessment of the Risks and Needs of Students (WARNS) and, where appropriate, provide the student with best practice or research-based interventions consistent with WARNS. As appropriate, the district will also consider:

- Adjusting the student's course assignments;
- Providing the student more individualized instruction;
- Providing appropriate vocational courses or work experience;
- Requiring the student to attend an alternative school or program;
- Assisting the parent or student to obtain supplementary services; or
- Referring the student to a community truancy board.

Transfers

In the case of a student who transfers from one district to another during the school year, the sending district will provide to the receiving district, together with a copy of the WARNS assessment and any interventions previously provided to the student, the most recent truancy information for that student. The information will include the online or written acknowledgment by the parent and student. The sending district will use the standard choice transfer form for releasing a student to a nonresident school district for the purposes of accessing an alternative learning experience program.

Not later than a student's fifth unexcused absence in a month, the district will:

1. Enter into an agreement with the student and parents/guardians that establishes school attendance requirements;
2. Refer the student to a community truancy board; or
3. File a petition to juvenile court (see below).

Community Truancy Board

A "community truancy board" means a board established pursuant to a memorandum of understanding (MOU) between a juvenile court and the school district and composed of members of the local community in which the student attends school. The district will enter into an MOU with the juvenile court in Grays Harbor County to establish a community truancy board prior to the 2017-2018 school year.

The district will designate and identify to the juvenile court (and update as necessary) and to the Office of the Superintendent of Public Instruction a staff member to coordinate district efforts to address excessive absenteeism and truancy, including outreach and conferences, coordinating the MOU, establishing protocols and procedures with the court, coordinating trainings, sharing evidence-based and culturally appropriate promising practices. The district will also identify a person within each school to serve as a contact regarding excessive absenteeism and truancy and assisting in the recruitment of community truancy board members.

Petition to juvenile court

Not later than a student's seventh unexcused absence within any month during the current school year, or a tenth unexcused absence during the current school year, if the district's attempts to substantially reduce a student's absences have not been successful and if the student is under the age of seventeen, the district will file a petition and supporting affidavit for a civil action in juvenile court.

The petition will contain the following:

1. A statement that the student has unexcused absences in the current school year. *(While petitions must be filed if the student has seven or more unexcused absences within any month, or ten or more unexcused absences in the current school year, a petition may be filed earlier. Unexcused absences accumulated in another school or school will be counted when preparing the petition);*
2. An attestation that actions taken by the school district have not been successful in substantially reducing the student's absences from school;
3. A statement that court intervention and supervision are necessary to assist the school district to reduce the student's absences from school;
4. A statement that RCW 28A.225.010 has been violated by the parent, student or parent and student;
5. The student's name, date of birth, school, address, gender, race and ethnicity; and the names and addresses of the student's parents/guardians, whether the student and parent are fluent in English, whether there is an existing individualized education program (IEP) and the student's current academic status in school;
6. A list of all interventions that have been attempted, a copy of any previous truancy assessment completed by the student's current school district, the history of approved best practices intervention or research-based intervention(s) previously provided to the student by the district, and a copy of the most recent truancy information document provided to the parent.
7. Facts that support the above allegations.

Petitions may be served by certified mail, return receipt requested, but if such service is unsuccessful, personal service is required. At the district's choice, it may be represented by a person who is not an attorney at hearings related to truancy petitions.

If the allegations in the petition are established by a preponderance of the evidence, the court shall grant the petition and enter an order assuming jurisdiction to intervene for a period of time determined by the court, after considering the facts alleged in the petition and the circumstances of the student, to most likely cause the student to return to and remain in school while the student is subject to the court's jurisdiction.

If the court assumes jurisdiction, the school district will periodically report to the court any additional unexcused absences by the student, actions taken by the school district, and an update on the student's academic status in school at a schedule specified by the court. The first report must be received no later than three (3) months from the date that the court assumes jurisdiction.

All sanctions imposed for failure to comply with the attendance policies and procedures will be implemented in conformance with state and district regulations regarding discipline or corrective action.

Sexual Harassment of Students Prohibited

The procedure is intended to set forth the requirements of Policy 3205, including the process for a prompt, thorough, and equitable investigation of allegations of sexual harassment and the need to take appropriate steps to resolve such situations. If sexual harassment is found to have created a hostile environment, staff must take immediate action to eliminate the harassment, prevent its reoccurrence, and address its effects.

This procedure applies to sexual harassment (including sexual violence) targeted at students carried out by other students, employees or third parties involved in school district activities. Because students can experience the continuing effects of off-campus harassment in the educational setting, the district will consider the effects of off-campus conduct when evaluating whether there is a hostile environment on campus. The district has jurisdiction over these complaints pursuant to Title IX of the Education Amendments of 1972, Chapter 28A.640, RCW and Chapter 392-190 WAC.

Title IX Coordinator, Investigator, and Decision-maker

The district will designate and authorize one employee to act as “Title IX Coordinator” to coordinate the district’s state and federal sex discrimination and sexual harassment regulation compliance efforts. The decision-maker who reaches the final determination of responsibility for alleged Title IX sexual harassment will be the Superintendent or designee. The decision-maker cannot be the same person who serves as the Title IX Coordinator or the investigator of the Title IX complaint.

The Title IX coordinator’s name, title, office address, telephone number, and email address must be available on the district website; in handbooks/catalogs that are made available to staff, students, and parents; and in the district’s nondiscrimination statement.

Any individual designated as Title IX Coordinator, an investigator, or decision-maker, and any person who facilitates an informal resolution process must not have a conflict of interest or bias for or against the individual(s) who made the complaint (“complainant(s)”) or the individual(s) reported to be the perpetrator of the conduct that could constitute sexual harassment (“respondent(s)”) in general or individually, and must receive training on the following:

- The definition of sexual harassment under Title IX and state law;
- The scope of the district’s education program or activity;
- How to conduct an investigation and grievance process and informal resolution process;
- How to serve impartially;
- Their responsibilities chapter WAC 392-190 WAC; and
- How to raise awareness of and eliminate bias based on sex, race, creed, religion, color, national origin, honorably discharged veteran or military status, sexual

orientation, gender expression, gender identity, the presence of any sensory, mental or physical disability, or the use of a trained dog guide or service animal.

District investigators must also receive training on issues of relevance to create an investigative report that fairly summarizes relevant evidence.

District decision-makers must also receive training on any technology to be used during hearings if the district provides for a hearing, and on issues of relevance of questions and evidence, including the requirement that questions and evidence about a complainant's sexual predisposition or prior sexual conduct are not relevant unless 1) such questions and evidence is offered to prove that someone other than the respondent committed the alleged conduct or 2) questions and evidence concerning specific incidents of the complainant's prior sexual behavior with respect to the respondent is offered to prove consent..

Any training materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process must not rely on sex stereotypes and must promote impartial investigations and adjudications of complaints. The district shall maintain for a period of seven years records of any informal resolution and the result; and all materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process, and make such materials available on the district's website .

Notice of Sexual Harassment Policy and Procedure

- Information about the district's sexual harassment policy and complaint procedure will be easily understandable and conspicuously posted throughout each school building, be reproduced in each student, staff, volunteer and parent handbook. This notice will be provided in a language that each parent and guardian can understand.
- In addition to the posting and reproduction of this procedure and Policy 3205, the district will provide annual notice to employees that complaints pursuant to this procedure may be filed at 216 North G Street, Aberdeen, Washington.

Staff Responsibilities

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- ~~In the event of an alleged sexual assault, the school principal will immediately inform: 1) the Title IX/Civil Rights Compliance Coordinator so that the district can appropriately respond to the incident consistent with its own grievance procedures; and 2) law enforcement.~~
- ~~The principal will notify the targeted student(s) and their parents/guardians of their right to file a criminal complaint and a sexual harassment complaint simultaneously.~~

Responding to Notice of Sexual Harassment

The district is on notice and required to take action when any employee knows, or in the exercise of reasonable care should know, about possible sexual harassment. This includes informal and formal reports made to any staff member.

Upon notice of possible sexual harassment, staff will always notify the Title IX Coordinator. In addition, in the event of an alleged sexual assault, the school principal will immediately inform law enforcement and notify the targeted student(s) and their parents/guardians of their right to file a criminal complaint and a sexual harassment complaint simultaneously.

Once the district is on notice of possible sexual harassment, the Title IX Coordinator will promptly contact the complainant to discuss the availability of supportive measures, consider the complainant's wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint. Additionally, staff will also inform an appropriate supervisor or professional staff member when they receive complaints of sexual harassment, especially when the complaint is beyond their training to resolve or alleges serious misconduct.

Supportive measures must be offered to the complainant, before or after the filing of a formal complaint, or where no formal complaint has been filed. Supportive measures may also be provided to the respondent. Supportive measures are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or respondent. Supportive measures should be designed to restore or preserve access to the District's education program or activity without unreasonably burdening the other party.

Supportive measures may include:

- An opportunity for the complainant to explain to the alleged harasser that his or her conduct is unwelcome, offensive or inappropriate, either in writing or face-to-face;
- A statement from a staff member to the alleged harasser that the alleged conduct is not appropriate and could lead to discipline if proven or repeated;
- A general public statement from an administrator in a building reviewing the district sexual harassment policy without identifying the complainant;
- Developing a safety plan;
- Modifications of work or class schedules;
- Mutual restrictions on contact between the parties;
- Increased security and monitoring of certain areas of the campus or school building,
or
- Providing staff and/or student training.

In response to notice of sexual harassment, the district will take prompt and appropriate action to investigate and take prompt and effective steps reasonably calculated to end harassment, eliminate the hostile environment, prevent its recurrence, and as appropriate, remedy its effects

The district will inform the complainant and their parent/guardian how to report any subsequent problems. Additionally, the district will conduct follow-up inquiries to see if there have been any new incidents or instances of retaliation, and to promptly respond and

appropriately address continuing or new problems. Follow-up inquiries will follow a timeline agreed to by the district and complainant.

A complainant may file a formal complaint at any time while receiving supportive measures. A complainant, their parent or guardian, or the Title IX Coordinator may file a formal complaint because, for example, they feel the complaint needs to be more thoroughly investigated or discipline may be warranted for individual alleged to have engaged in sexually harassing conduct.

Confidentiality

- The district will maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the district to provide the supportive measures.
- If a complainant requests that his or her name not be revealed to the alleged perpetrator or asks that the district not investigate or seek action against the alleged perpetrator, the request will be forwarded to the Title IX officer for evaluation.
- The Title IX officer should inform the complainant that honoring the request may limit its ability to respond fully to the incident, including pursuing disciplinary action against the alleged perpetrator.
- If the complainant still requests that his or her name not be disclosed to the alleged perpetrator or that the district not investigate or seek action against the alleged perpetrator, the district will need to determine whether or not it can honor such a request while still providing a safe and nondiscriminatory environment for all students, staff and other third parties engaging in district activities, including the person who reported the sexual harassment. Although a complainant's request to have his or her name withheld may limit the district's ability to respond fully to an individual allegation of sexual harassment, the district will use other appropriate means available to address the sexual harassment.

Retaliation

Title IX and state law prohibits retaliation against any individual who files a complaint under these laws or participates in a complaint investigation. When an informal or formal complaint of sexual harassment is made, the district will take steps to stop further harassment and prevent any retaliation against the person who made the complaint, was the subject of the harassment, or against those who provided information as a witness. The district will investigate all allegations of retaliation and take actions against those found to have retaliated.

Informal Complaint Process

~~Anyone may use informal procedures to report and resolve complaints of sexual harassment. Informal reports may be made to any staff member. Staff will always notify complainants of their right to file a formal complaint and the process for same. Staff will also direct potential complainants to the Title IX officer, Jim Sawin, at the District Office, 216 North G St., (360)~~

~~538-2222. Additionally, staff will also inform an appropriate supervisor or professional staff member when they receive complaints of sexual harassment, especially when the complaint is beyond their training to resolve or alleges serious misconduct.~~

~~During the course of the informal complaint process, the district will take prompt and effective steps reasonably calculated to end any harassment and to correct any discriminatory effects on the complainant. If an investigation is needed to determine what occurred, the district will take interim measures to protect the complainant before the final outcome of the district's investigation (e.g., allowing the complainant to change academic or extracurricular activities or break times to avoid contact with the alleged perpetrator). Informal remedies may include:~~

- ~~• An opportunity for the complainant to explain to the alleged harasser that his or her conduct is unwelcome, offensive or inappropriate, either in writing or face-to-face;~~
- ~~• A statement from a staff member to the alleged harasser that the alleged conduct is not appropriate and could lead to discipline if proven or repeated;~~
- ~~• A general public statement from an administrator in a building reviewing the district sexual harassment policy without identifying the complainant;~~
- ~~• Developing a safety plan;~~
- ~~• Separating students; or~~
- ~~• Providing staff and/or student training.~~

~~Informal complaints may become formal complaints at the request of the complainant, parent/guardian, or because the district believes the complaint needs to be more thoroughly investigated.~~

~~The district will inform the complainant and their parent/guardian how to report any subsequent problems. Additionally, the district will conduct follow-up inquiries to see if there have been any new incidents or instances of retaliation, and to promptly respond and appropriately address continuing or new problems. Follow-up inquiries will follow a timeline agreed to by the district and complainant.~~

Formal Complaint Process

Level One – Complaint to District

Anyone may initiate a formal complaint of sexual harassment, even if the informal complaint process is being utilized. At any level in the formal complaint process, the district will take interim measures to protect the complainant before the final outcome of the district's investigation.

The following process will be followed:

Filing of Complaint

- All formal complaints will be in writing and will set forth the specific acts, conditions or circumstances alleged to have occurred and to constitute sexual harassment. The Title IX Coordinator may draft the complaint based on the report of the complainant for the complainant to review and approve. The superintendent or Title IX Coordinator may also conclude that the district needs to conduct an investigation based on information in his or her possession, regardless of the complainant's interest in filing a formal complaint.
- The time period for filing a complaint is one year from the date of the occurrence that is the subject matter of the complaint. However, a complaint filing deadline may not be imposed if the complainant was prevented from filing due to: 1) Specific misrepresentations by the district that it had resolved the problem forming the basis of the complaint; or 2) Withholding of information that the district was required to provide under WAC 392-190-065 or WAC 392-190-005.
- Complaints may be submitted by mail, fax, e-mail or hand-delivery to the district Title IX Coordinator, 216 North G St., Aberdeen, WA 98520, (360) 538-2222 phone, (360) 538-2014 fax, or csayres@asd5.org. Any district employee who receives a complaint that meets these criteria will promptly notify the coordinator.

Determining Whether to Incorporate Additional Title IX Complaint Procedures

The Title IX Coordinator will assess whether a formal complaint of sexual harassment meets the criteria for a Title IX complaint. If so, the district will implement investigation and response procedures under state law, as well as the following additional procedures as required by Title IX regulations.

Under Title IX, the term “sexual harassment” means:

- an employee of the district conditioning the provision of an aid, benefit, or service on an individual’s participation in unwelcome sexual conduct;
- conduct that creates a “hostile environment,” meaning unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the education program or activity; or
- “sexual assault,” as defined in 20 U.S.C. 1092(f)(6)(A)(v), “dating violence” as defined in 34 U.S.C. 12291(a)(10), “domestic violence” as defined in 34 U.S.C. 12291(a)(8), or “stalking” as defined in 34 U.S.C. 12291(a)(30).

The district will implement additional Title IX procedures in response to a sexual harassment complaint when the alleged conduct constitutes sexual harassment as defined by Title IX regulations, and:

- The written complaint is filed by the complainant of the alleged sexual harassment, by the complainant’s legal guardian, or by the Title IX Coordinator;
- The complaint requests that the district investigate the allegation(s) of sexual harassment, as defined under Title IX regulations;

- The complaint is against a named respondent who, at the time of the alleged harassment, was under the control of the school district (such as a student, employee, or volunteer);
- The alleged sexually harassing conduct occurred in the United States; and
- The complainant is participating in or attempting to participate in the district's educational program or activity at the time.

If the formal complaint is determined to meet the criteria for a Title IX complaint, the district will conduct the investigation implementing the additional Title IX procedures. **Skip to *Standard Complaint Process with Additional Title IX Requirements.***

If the formal complaint is determined not to meet the criteria for a Title IX complaint, the district will conduct the investigation without implementing the additional Title IX procedures. **Continue to *Standard Complaint Process.***

STANDARD COMPLAINT PROCESS

Acknowledging a Complaint - *Standard Complaint Process*

- Upon receipt of a complaint, the Coordinator will provide the complainant a copy of this procedure in a language the complainant can understand.

Investigating a Formal Complaint - *Standard Complaint Process*

- Investigations will be carried out in a manner that is prompt, thorough, reliable, and impartial. During the investigation process, the complainant and respondent(s), if the complainant has identified an accused harasser(s), will have an equal opportunity to present witnesses and relevant evidence. Complainants, respondents, and witnesses may have a trusted adult with them during any district-initiated investigatory activities. The school district and complainant may also agree to resolve the complaint in lieu of an investigation.
- When the investigation is completed, the investigator will compile a full written report of the complaint and the results of the investigation.

Mediation - *Standard Complaint Process*

At any time during the complaint procedure set forth in WAC 392-190-065 through 392-190-075, a district may, at its own expense, offer mediation. The complainant and the district may agree to extend the complaint process deadlines in order to pursue mediation.

The purpose of mediation is to provide both the complainant and the district an opportunity to resolve disputes and reach a mutually acceptable agreement through the use of an impartial mediator. Mediation must be voluntary and requires the mutual agreement of both parties. It may be terminated by either party at any time during the mediation process. It may not be used to deny or delay a complainant's right to utilize the complaint procedures.

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Mediation must be conducted by a qualified and impartial mediator who may not:

1) Be an employee of any school district, public charter school, or other public or private agency that is providing education related services to a student who is the subject of the complaint being mediated; or 2) Have a personal or professional conflict of interest. A mediator is not considered an employee of the district or charter school or other public or private agency solely because he or she serves as a mediator.

If the parties reach agreement through mediation, they may execute a legally binding agreement that sets forth the resolution and states that all discussions that occurred during the course of mediation will remain confidential and may not be used as evidence in any subsequent complaint, due process hearing or civil proceeding. The agreement must be signed by the complainant and a district representative who has authority to bind the district.

Investigation and Response

- ~~The Title IX Coordinator will receive and investigate all formal, written complaints of sexual harassment or information in the coordinator's possession that they believe requires further investigation. The Coordinator will delegate his or her authority to participate in this process if such action is necessary to avoid any potential conflicts of interest. Upon receipt of a complaint, the Coordinator will provide the complainant a copy of this procedure.~~
- ~~Investigations will be carried out in a manner that is adequate in scope, reliable and impartial. During the investigation process, the complainant and accused party or parties, if the complainant has identified an accused harasser(s), will have an equal opportunity to present witnesses and relevant evidence. Complainants and witnesses may have a trusted adult with them during any district initiated investigatory activities. The school district and complainant may also agree to resolve the complaint in lieu of an investigation. When the investigation is completed, the Coordinator will compile a full written report of the complaint and the results of the investigation.~~

Superintendent Response to a Formal Complaint – Standard Complaint Process

- The superintendent or their designee will respond in writing to the complainant and the alleged perpetrator within thirty (30) calendar days of receipt of the complaint, unless otherwise agreed to by the complainant or if exceptional circumstances related to the complaint require an extension of the time limit. In the event an extension is needed, the district will notify the complainant in writing of the reason for the extension and the anticipated response date. At the time the district responds to the complainant, the district must send a copy of the response to the Office of the Superintendent of Public Instruction.
- The response of the superintendent or designee will include:
 1. A summary of the results of the investigation;

2. A statement as to whether a preponderance of the evidence establishes that the complainant was sexually harassed ;
 3. If sexual harassment is found to have occurred, the corrective measures the district deems necessary, including assurance that the district will take steps to prevent recurrence and remedy its effects on the complainant and others, if appropriate;
 4. Notice of the complainant's right to appeal to the school board and the necessary filing information; and
 5. Any corrective measures the district will take, remedies for the complainant (e.g., sources of counseling, advocacy and academic support), and notice of potential sanctions for the perpetrator(s) (e.g., discipline).
- The superintendent's or designee's response will be provided in a language the complainant can understand and may require language assistance for complainants with limited English proficiency in accordance with Title VI of the Civil Rights Act of 1964. If the complaint alleges discriminatory harassment by a named party or parties, the coordinator will provide the accused party or parties with notice of the outcome of the investigation and notice of their right to appeal any discipline or corrective action imposed by the district.
 - Any corrective measures deemed necessary will be instituted as quickly as possible, but in no event more than thirty (30) days after the superintendent's mailing of a written response, unless the accused is appealing the imposition of discipline and the district is barred by due process considerations or a lawful order from imposing the discipline until the appeal process is concluded. Staff may also pursue complaints through the appropriate collective bargaining agreement process or anti-discrimination policy.
 - The district will inform the complainant and their parent/guardian how to report any subsequent problems. Additionally, the district will conduct follow-up inquiries to see if there have been any new incidents or instances of retaliation, and to promptly respond and appropriately address continuing or new problems. Follow-up inquiries will follow a timeline agreed to by the district and complainant.

Standard Complaint Process with Additional Title IX Requirements

The following sections outline the process the district will take to respond to complaints of sexual harassment under state law and Title IX.

Acknowledging a Formal Title IX Complaint

The Title IX Coordinator will receive and investigate all formal, written complaints of sexual harassment or information in the coordinator's possession that they believe requires further investigation. The Coordinator will delegate his or her authority to participate in this process if such action is necessary to avoid any potential conflicts of interest. Upon receipt of a complaint, the Coordinator will offer supportive measures to both parties.

The district will acknowledge receipt of the formal complaint by providing the following written notice to the respondent(s) and complainant:

- A copy of the school's discrimination complaint procedure in a language the parties can understand.
- Notice of the allegations of sexual harassment with sufficient time for the parties to prepare a response before any initial interview and with sufficient detail. Such sufficient detail includes the identities of the parties involved in the incident if known, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident if known.
- Notice that the parties may have an advisor of their choice who may be an attorney or non-attorney, and who may inspect and review evidence of the alleged sexual harassment.
- Notice that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility for alleged sexual harassment is made at the conclusion of the grievance process.
- Notice of any provision in student conduct policies and procedures that prohibits false statements or submitting false information.

Investigation of a Title IX Formal Complaint

The district must investigate allegations contained in a formal complaint. If the conduct alleged would not constitute sexual harassment under Title IX regulations even if proved, did not occur in the district's education program or activity, or did not occur against a person in the United States, then the district must dismiss the formal complaint under Title IX. Such dismissal does not preclude action under another provision of district policy or procedure or under sexual harassment investigation procedures as required by state law (See Standard Complaint Process).

The district adopts preponderance of the evidence/clear and convincing evidence as the standard or proof it will use in reaching decisions regarding complaints.

The district's investigation of a Title IX complaint must:

- Include a prompt and thorough investigation into the allegations in the complaint.
- Ensure that the district bears the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility for the alleged sexual harassment. The district may not access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting or assisting in their professional capacity and made and maintained in connection with the provision of treatment to the party unless the district obtains the party's voluntary, written consent to do so.

- Provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence;
- Not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence;
- Provide the parties with the same opportunities to have others present during any grievance proceeding; including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice, who may be an attorney or non-attorney. The district will apply any restrictions regarding the extent to which an advisor may participate equally to both parties;
- Provide to a party whose participation is invited or expected written notice of the date, time, location, participants, and purpose of all hearings, interviews, or other meetings, with sufficient time for the parties to prepare to participate;
- Prior to the completion of an investigative report, provide an equal opportunity for the parties to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in the formal complaint so that each party can meaningfully respond to the evidence prior to the conclusion of the investigation. This includes evidence that the district does not intend to rely on in reaching a determination of responsibility for the alleged sexual harassment, regardless of the source of the evidence. The parties will have at least ten (10) days to submit a written response for the investigator to consider prior to completion of the investigative report.
- At least ten (10) days prior to a determination regarding responsibility, create an investigative report that fairly summarizes relevant evidence, and send the investigative report in an electronic or hard copy format to each party and each party's advisor for their review and written response.
- After transmitting the investigative report to the parties, but before reaching a final determination regarding responsibility, the decision maker must give each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions from each party. Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant unless they are offered to prove that someone other than the respondent committed the conduct alleged by the complainant or unless they concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent. The decision-maker must explain to the party proposing the questions any decision to exclude a question as not relevant.

The district's Title IX investigative and grievance process is not required to include investigative hearings.

Discipline and Emergency Removals for Alleged Sexual Harassment under Title IX

A respondent who is accused of sexual harassment under Title IX is presumed not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process. The district may not impose any disciplinary sanctions, or other actions that are not supportive measures, against the respondent until the district has determined the respondent was responsible for the sexual harassment at the conclusion of the grievance process.

These additional Title IX sexual harassment procedures do not preclude a school district from removing a student from school on an emergency basis consistent with Policy and Procedure 3200 – Student Rights and Responsibilities and the associated student discipline regulations for emergency expulsion.

Title IX Informal Resolution Process

At any time prior to a determination in a formal Title IX complaint, the district may permit a complainant to waive the formal complaint grievance process in favor of an informal resolution process not involving a full investigation and adjudication, provided that the district obtains the parties' voluntary, written consent; the district does not offer informal resolution of sexual harassment allegations against a respondent who is an employee of the district, the district provide reasonably prompt time frames for the informal resolution process; and the district provides the parties with written notice disclosing the allegations, the requirements for the informal resolution process, and the circumstances in which the parties would be precluded from continuing with a formal resolution process for the same allegations.

- A party has the right to withdraw from the informal resolution process and resume the formal Title IX grievance process at any time prior to agreeing to a resolution. The district may not require the waiver of the right to an investigation and adjudication of formal complaints of sexual harassment under Title IX as a condition of enrollment, employment, or enjoyment of any other right, nor may the district require the parties to participate in an informal resolution process. The district will not offer an information resolution process unless a formal complaint is filed.

- **Superintendent's Response to a Formal Title IX Complaint**

At the conclusion of the investigation, the decision-maker (superintendent or designee) must issue a written determination of responsibility regarding the alleged sexual harassment within thirty (30) calendar days of receipt of the complaint, unless otherwise agreed to by the complainant or if exceptional circumstances related to the complaint require an extension of the time limit. In the event an extension is needed, the district will notify the parties in writing of the reason for the extension and the anticipated response date.

The superintendent's written determination must be issued to the parties simultaneously and must include the following:

- Identification of the allegations potentially constituting sexual harassment under Title IX regulations;
- A description of the procedural steps taken from the time of the district's receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;
- Findings supporting the determination;
- A summary of the results of the investigation;
- Conclusions regarding the application of the district's code of conduct policies to the facts;
- A statement as to whether a preponderance of the evidence establishes that the complainant was sexually harassed;
- A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary or other sanctions imposed on the respondent, and whether remedies designed to restore or preserve equal access to the education program or activity will be provided to the complainant; and
- If sexual harassment is found to have occurred, the corrective measures the district deems necessary, including assurance that the district will take steps to prevent recurrence and remedy its effects on the complainant and others, if appropriate; and
- Notice of the parties' right to appeal to the school board and the necessary filing information.

The superintendent's or designee's response will be provided in a language the complainant can understand and may require language assistance for complainants with limited English proficiency in accordance with Title VI of the Civil Rights Act of 1964.

At the time the district responds to the parties, the district must send a copy of the response to the office of the superintendent of public instruction.

Any corrective measures deemed necessary will be instituted as quickly as possible, but in no event more than thirty (30) days after the superintendent's mailing of a written response, unless the accused is appealing the imposition of discipline and the district is barred by due process considerations or a lawful order from imposing the discipline until the appeal process is concluded. Staff may also pursue complaints through the appropriate collective bargaining agreement process or anti-discrimination policy.
Continue "State Complaint Process with Additional Title IX Requirements" at Level Two - Appeal to Board of Directors.

Level Two - Appeal to Board of Directors

Notice of Appeal and Hearing

- If a complainant disagrees with the superintendent's or designee's written decision, the complainant may appeal the decision to the district board of directors, by filing a written notice of appeal with the secretary of the board within ten (10) calendar days following the date upon which the complainant received the response.
- If the complaint involves a named respondent, the District will implement appeal procedures equally for both parties and provide written notice to the other party when an appeal is filed.
- The district will ensure that the decision-maker for the appeal is not the same decision-maker who reached the determination regarding responsibility or dismissal, the investigator, or the Title IX Coordinator;
- The district will ensure that the decision-maker for the appeal has received the training required for decision-makers as required by this procedure.
- The board will schedule a hearing to commence by the twentieth (20th) calendar day following the filing of the written notice of appeal, unless otherwise agreed to by the complainant and the superintendent or for good cause.
- Both parties will be allowed to present such witnesses and testimony as the board deems relevant and material.

Board Decision

- Unless otherwise agreed to by the complainant, the board will render a written decision within thirty (30) calendar days following the filing of the notice of appeal and provide the complainant with a copy of the decision.
- The written decision will describe the result of the appeal and the rationale for the result.
- The decision will include notice of the complainant's right to appeal to the Superintendent of Public Instruction and will identify where and to whom the appeal must be filed. The district will send a copy of the appeal decision to the office of the superintendent of public instruction.
- The decision will be provided in a language that the complainant can understand which may require language assistance for complainants with limited English proficiency in accordance with Title VI of the Civil Rights Act.
- The decision will include notice of the complainant's right to appeal to the Superintendent of Public Instruction and will identify where and to whom the appeal must be filed. The district will send a copy of the appeal decision to the office of the superintendent of public instruction.

Level Three - Complaint to the Superintendent of Public Instruction**Filing of Complaint**

- If a complainant disagrees with the decision of the board of directors, or if the district fails to comply with this procedure, the complainant may file a complaint with the superintendent of public instruction.
- A complaint must be received by the Superintendent of Public Instruction on or before the twentieth (20) calendar day following the date upon which the complainant received written notice of the board of directors' decision, unless the Superintendent of Public Instruction grants an extension for good cause. Complaints may be submitted by mail, fax, electronic mail, or hand delivery.
- A complaint must be in writing and include: 1) A description of the specific acts, conditions or circumstances alleged to violate applicable anti-sexual harassment laws; 2) The name and contact information, including address, of the complainant; 3) The name and address of the district subject to the complaint; 4) A copy of the district's complaint and appeal decision, if any; and 5) A proposed resolution of the complaint or relief requested. If the allegations regard a specific student, the complaint must also include the name and address of the student, or in the case of a homeless child or youth, contact information.

Investigation, Determination and Corrective Action

- Upon receipt of a complaint, the Office of the Superintendent of Public Instruction may initiate an investigation, which may include conducting an independent on-site review. OSPI may also investigate additional issues related to the complaint that were not included in the initial complaint or appeal to the superintendent or board.
- Following the investigation, OSPI will make an independent determination as to whether the district has failed to comply with RCW 28A.642.010 or Chapter 392-190, WAC and will issue a written decision to the complainant and the district that addresses each allegation in the complaint and any other noncompliance issues it has identified. The written decision will include corrective actions deemed necessary to correct noncompliance and documentation the district must provide to demonstrate that corrective action has been completed.
- All corrective actions must be completed within the timelines established by OSPI in the written decision unless OSPI grants an extension. If timely compliance is not achieved, OSPI may take action including but not limited to referring the district to appropriate state or federal agencies empowered to order compliance.

A complaint may be resolved at any time when, before the completion of the investigation, the district voluntarily agrees to resolve the complaint. OSPI may provide technical assistance and dispute resolution methods to resolve a complaint.

Level Four - Administrative Hearing

A complainant or school district that desires to appeal the written decision of the Office of the Superintendent of Public Instruction may file a written notice of appeal with OSPI within thirty (30) calendar days following the date of receipt of that office's written decision. OSPI will conduct a formal administrative hearing in conformance with the Administrative Procedures Act, Chapter 34.05, RCW.

Other Complaint Options

Office for Civil Rights (OCR), U.S. Department of Education

OCR enforces several federal civil rights laws, which prohibit discrimination in public schools on the basis of race, color, national origin, sex, disability, and age. File complaints with OCR within 180 calendar days of the date of the alleged discrimination.

206-607-1600 | TDD: 1-800-877-8339 | OCR.Seattle@ed.gov | www.ed.gov/ocr

Washington State Human Rights Commission (WSHRC)

WSHRC enforces the Washington Law Against Discrimination (RCW 49.60), which prohibits discrimination in employment and in places of public accommodation, including schools. File complaints with WSHRC within six months of the date of the alleged discrimination. 1-800-233-3247 | TTY: 1-800-300-7525 | www.hum.wa.gov

Mediation

At any time during the complaint procedure set forth in WAC 392-190-065 through 392-190-075, a district may, at its own expense, offer mediation. The complainant and the district may agree to extend the complaint process deadlines in order to pursue mediation.

The purpose of mediation is to provide both the complainant and the district an opportunity to resolve disputes and reach a mutually acceptable agreement through the use of an impartial mediator. Mediation must be voluntary and requires the mutual agreement of both parties. It may be terminated by either party at any time during the mediation process. It may not be used to deny or delay a complainant's right to utilize the complaint procedures.

Mediation must be conducted by a qualified and impartial mediator who may not: 1) Be an employee of any school district, public charter school, or other public or private agency that is providing education related services to a student who is the subject of the complaint being mediated; or 2) Have a personal or professional conflict of interest. A mediator is not considered an employee of the district or charter school or other public or private agency solely because he or she serves as a mediator.

If the parties reach agreement through mediation, they may execute a legally binding agreement that sets forth the resolution and states that all discussions that occurred during the course of mediation will remain confidential and may not be used as evidence in any subsequent complaint, due process hearing or civil proceeding. The agreement must be signed by the complainant and a district representative who has authority to bind the district.

Investigation Recordkeeping

The district will maintain, for a period of seven years, records of all sexual harassment investigations.

The district will maintain, for a period of seven years, records of each Title IX sexual harassment investigation, including any determination regarding responsibility and any audio or audiovisual recording or transcript; any disciplinary sanctions imposed on the respondent, and any remedies provided to the complainant; and any appeal from the result of a determination regarding responsibility.

The district will maintain, for a period of seven years, records of any actions, including supportive measures, taken in response to a report or formal complaint of sexual harassment under Title IX.

Training and Orientation

A fixed component of all district orientation sessions for staff, students and regular volunteers will introduce the elements of this procedure and corresponding policy. Staff will be provided information on recognizing and preventing sexual harassment. Staff will be fully informed of their responsibilities when on notice of sexual harassment, of the formal and informal complaint processes procedures and their roles and responsibilities under the policy and procedure.

Certificated staff will be reminded of their legal responsibility to report suspected child abuse, and how that responsibility may be implicated by some allegations of sexual harassment. Regular volunteers will get the portions of this component of orientation relevant to their rights and responsibilities.

Students will be provided with age-appropriate information on the recognition and prevention of sexual harassment and their rights and responsibilities under this and other district policies and rules at student orientation sessions and on other appropriate occasions, which may include parents.

As part of the information on the recognition and prevention of sexual harassment staff, volunteers, students and parents will be informed that sexual harassment may include, but is not limited to:

- Demands for sexual favors in exchange for preferential treatment or something of value;
- Stating or implying that a person will lose something if he or she does not submit to a sexual request;
- Penalizing a person for refusing to submit to a sexual advance, or providing a benefit to someone who does;

- Making unwelcome, offensive or inappropriate sexually suggestive remarks comments, gestures, or jokes; or remarks of a sexual nature about a person's appearance, gender or conduct;
- Using derogatory sexual terms for a person;
- Standing too close, inappropriately touching, cornering or stalking a person; or
- Displaying offensive or inappropriate sexual illustrations on school property.

Policy and Procedure Review

Annually, the superintendent or designee will convene an ad hoc committee composed of representatives of certificated and classified staff, volunteers, students and parents to review the use and efficacy of this policy and procedure. The compliance officer will be included in the committee. Based on the review of the committee, the superintendent will prepare a report to the board including, if necessary, any recommended policy changes. The superintendent will consider changes to this procedure if recommended by the committee.

Implemented: 01/17/17

Updated: _____

INFECTIOUS DISEASES

In order to safeguard the school community from the spread of certain communicable diseases the superintendent shall implement procedures assuring that all school buildings are in compliance with State Board of Health rules and regulations regarding the presence of persons who have or have been exposed to infectious diseases deemed dangerous to the public health. Such procedures shall also prescribe the manner in which safeguards are taken to remove the danger to others.

The district shall require that the parents or guardian ~~shall~~ complete a medical history form at the beginning of each school year. The nurse or school physician may use ~~such reports~~ this information to advise the parent of the need for further medical attention and to plan for potential health problems in school.

The board authorizes the school principal to exclude a student who has been diagnosed by a physician Licensed Health Care Provider or is suspected of having an infectious disease in accordance with the regulations within the Infectious Disease Control Guide (SPI-1991) for School Staff, provided by the Office of the Superintendent of Public Instruction. The principal and/or school nurse shall report the presence of suspected case or cases of reportable communicable disease to the appropriate local health authority as required by the State Board of Health. Such information concerning a The District and its staff will treat all information concerning a student's present and past health condition shall be treated as confidential. The principal will cooperate with the local health officials in the investigation of the source of the disease.

The fact that a student has been tested for a sexually transmitted disease, the test result, any information relating to the diagnosis or treatment of a sexually transmitted disease, and any information regarding drug or alcohol treatment for a student must be kept strictly confidential. If the district has a release, the information may be disclosed receives authorization to release information, the district may disclose information pursuant to the restrictions in the release.

A school principal has the authority to send an ill child student home without the concurrence of the local health officer, but if the disease is reportable, the local health officer must be notified. The local health officer is the primary resource in the identification and control of infectious disease in community and school. The local health officer, in consultation with the superintendent can take whatever action deemed necessary to control or eliminate the spread of disease, including closing a school.

Legal References: RCW 28A.210.010

70.24.290

Contagious diseases, limiting contact—
Rules and regulations

Public school employees – Rules for blood-borne pathogens education and training

WAC 246-110

School districts and day care centers—
Contagious diseases

246-100-071

Responsibility for reporting and cooperating
With the local health department

Adoption Date: 10/16/95

Revised: 03/18/08; _____

Procedure - Infectious Diseases

Certain microorganisms in the body cause infectious disease. Infectious diseases may or may not be communicable or in a contagious state.

The district may control diseases in a contagious state by excluding the student from the classroom or by referring the student for medical attention. Staff members must advise the school nurse and principal or designee when a student exhibits symptoms of an infectious disease based on the criteria outlined in this procedure. Staff should provide the school nurse, principal, or designee with as much health information as is known about the case in a timely manner so that appropriate action can be initiated. (See OSPI's *Infectious Disease Control Guide for School Staff*) (IDCGSS).

List of Reportable Diseases

In consultation with the school nurse, the district will report suspected disease or disease with known diagnosis, to the local health department as indicated on the Notifiable Conditions page of the Washington State Department of Health website.

Cluster of Cases

The occurrence of any generalized (covering greater than 75% of the body) rash with or without fever, cough, runny nose, and reddened eyes in a school MUST be reported IMMEDIATELY to the school nurse who will in turn report as necessary to the local health department. Localized rash cases diagnosed as unrelated to a contagious disease, such as diaper rash, poison oak, etc., need not be reported. In addition to rash illnesses, any unusual cluster of infectious disease must be reported to the school nurse, who will report to the local health jurisdiction as necessary.

Identification and Follow-Up

1. The length of absence from school for a student ill from a contagious disease is determined by the directions given in the *Infectious Disease Control Guide for School Staff* or instructions provided by the student's licensed health care provider, and/or the local health officer.
2. The principal has the final responsibility for enforcing all exclusions.
3. Follow-up of suspected communicable disease cases should be carried out in order to determine any action necessary to prevent the spread of the disease to additional children.
4. Staff should follow the directions of the local health officer and WA DOH guidelines for mitigation measures.

Reporting At Building Level

A student with a diagnosed reportable disease will be reported by the school principal or designee, to the local health officer (or state health officer if local health officer is not available) as per schedule.

When symptoms of communicable disease are detected in a student who is at school, the regular procedure for the disposition of an ill or injured student will be followed. In all instances, the school nurse, principal, or designee will:

1. Notify the parent or emergency contact to advise him/her of the signs and symptoms.
2. Arrange for parent to pick up the student as soon as possible; recommend follow-up with licensed health care provider.
3. Notify the school nurse to ensure appropriate health-related interventions are in place.
4. Keep the student isolated but observed until the parent arrives.

Note: When the student is fourteen years or older and the symptoms are of a sexually transmitted disease, the student has confidentiality rights that prohibit notification of anyone but the health department.

First Aid Procedures

1. Students should be asked to wash their own minor wound areas with soap and water under staff guidance when practicable. If performed by staff, wound cleansing should be conducted in the following manner:
 - a. Soap and water are recommended for washing wounds.
 - b. Gloves must be worn when cleansing wounds which may put the staff member in contact with wound secretions or when contact with any bodily fluids is possible;
 - c. Gloves and any cleansing materials will be discarded in a lined trash container that is disposed of daily according to WAC 296-823 – Occupational exposure to bloodborne pathogens and included in OSPI’s most recent Infectious Disease Control Guide for School Staff;
 - d. Hands must be washed before and after treating the student and after removing the gloves; and
 - e. Treatment must be documented in a school health record.
2. Thermometers will be handled in the following manner:
 - a. Only disposable thermometers or non-mercury thermometers with disposable sheath covers and/or temporal scan thermometers should be used when taking student’s temperatures; and
 - b. Disposable sheath covers will be discarded in a lined trash container that is secured and disposed of daily. Temporal scan thermometers will be disinfected after each use.

Handling of Body Fluids

1. Body fluids of all persons should be considered to contain potentially infectious agents (germs). Body fluids include blood, drainage from scrapes and cuts, feces, urine, vomitus, saliva, respiratory secretions, semen, and vaginal secretions;
2. Gloves must be worn when direct hand contact with body fluids is anticipated (e.g., treating nosebleeds, bleeding abrasions), when handling clothes soiled by body fluids (e.g., urine and/or feces), when diapering children and when sanitizing spaces used for diapering. Hand washing is the most important intervention for preventing the spread of disease and must take place after gloves are removed and between care of multiple students;
3. Used gloves must be discarded in a secured lined trash container and disposed of daily according to WAC 296-823 - Bloodborne Pathogens and included in OSPI's most recent OSPI Infectious Disease Control Guide for school staff. Hands must then be washed thoroughly;
4. Self-treatment of minor injury, when reasonable, will be encouraged;
5. Sharps will be disposed in an approved container. Sharps containers must be maintained upright throughout use, be tamper-proof and safely out of students' reach, be replaced routinely and not be allowed to overflow; and
6. —For cleaning and disinfection, follow CDC and EPA recommendation. In addition, the district will comply with WAC 296-823- Bloodborne Pathogens and the infectious Disease Control Guidelines *Infectious Disease Control Guideline for School Staff*.

Treatment of Students with Chronic Medical Conditions (e.g., HIV; AIDS; Hepatitis)

On the disclosure that a student has been identified as having acquired Human Immunodeficiency Virus (HIV) or Acquired Immunodeficiency Syndrome (AIDS) or infectious Hepatitis, the superintendent, principal, parent/guardian, local health officer, school nurse and the student's licensed healthcare provider will confer as necessary and determine the appropriate placement of the student. The student will be accommodated in a least restrictive manner, free of discrimination, without endangering the other students or staff. The student may only be excluded from school on the written concurrence of the public health officer and the student's licensed healthcare provider, that remaining or returning to school would constitute a risk either to the student or to employees or other students.

All discussions and records will be treated as confidential, consistent with RCW 70.24.105.

Release of information regarding the testing, test result, diagnosis, or treatment of a student for a sexually transmitted disease, BBP illness, drug, alcohol, mental health treatment, family planning, or abortion may be made only as pursuant to an effective release and only to the degree permitted by the release. To be effective, a release must be signed, dated, must specify to whom the release may be made, and the time period for which the release is effective. Students fourteen and older must authorize disclosure regarding BBP illness, sexually transmitted diseases, or

reproductive healthcare issues. Students thirteen and older must authorize disclosure regarding drug, alcohol, or mental health treatment. Students of any age must authorize disclosure regarding family planning or abortion. Parents must authorize disclosure pertaining to younger students.

Any disclosure made pursuant to a release regarding reproductive healthcare, including sexually transmitted diseases, blood-borne pathogens, drug treatment, or alcohol treatment must be accompanied by the following statement:

“This information has been disclosed to you from records whose confidentiality is protected by state law. State law prohibits you from making any further disclosure of it without the specific written consent of the person to whom it pertains, or as otherwise permitted by state law. A general authorization for the release of medical or other information is not sufficient for this purpose.”

The district will ensure that newly hired school district employees receive the blood-borne pathogens training regarding:

1. History and epidemiology of blood-borne pathogens;
2. Methods of transmission of blood-borne pathogens;
3. Prevention of exposure to blood-borne pathogens, including universal precautions for handling of body fluids;
4. Current treatment for symptoms of blood-borne pathogens and prognosis of disease progression;
5. State and federal laws governing discrimination of persons with a blood-borne pathogens, and
6. State and federal laws regulating confidentiality of a person’s blood-borne pathogens.

The district will ensure that new employees receive training within six months from the first day of employment in the district.

Continuing employees will receive information, within one year of district receipt from OSPI, on new discoveries or changes in accepted knowledge of transmission, prevention, and treatment for blood-borne pathogens.

Substitute Employment

Certificated Substitutes

The following procedures shall be in effect:

- A. All arrangements for substitutes will be made by the Personnel Office.
- B. When an employee will be absent from work for any reason (whether or not a substitute is needed), the principal or the employee shall notify the Personnel Office prior to the absence.
- C. Substitute teachers will be paid at the established daily rate. Substitutes working three and three-quarters (3-3/4) hours or less will be paid at one-half (1/2) the established daily rate.
- D. After twenty (20) consecutive days in the same assignment, the substitute teacher will be paid at the same daily rate as he/she would receive under regular contract at the appropriate place on the salary schedule for the duration of that particular assignment, and become a member of the Aberdeen Education Association.
- E. The Business Office shall be responsible for keeping the record of days taught by the substitute and shall notify the Personnel Office when the 21st day of substituting shall begin.
- F. Long-term substitute teachers will accumulate sick leave at the rate of one (1) day for each eighteen (18) days taught, starting with the first day covered by the regular salary schedule rate.
- G. The Superintendent's Office will notify the substitute coordinator in the event leave has been granted to a teacher, indicating the beginning and termination dates.

In the performance of their duties, substitute teachers will be expected to:

- A. Have the same responsibilities and workday as regular teachers.
- B. Attend staff meetings unless excused by the principal.
- C. Follow the lesson plan prepared by the regular teacher or comply with the instructions from the principal. The principal may review the lesson plans of the absent teacher when advance planning is possible. When not, the absent teacher shall have made provisions for the substitute in the daily plan book.
- D. Perform acts related to health care plans, 504 plans, or IEPs in effect for the students. Contact the principal for any questions. The principal will refer the substitute to the appropriate professional for guidance and to assure competence.

- E. ~~D.~~ On completing an assignment, prepare a definite statement of the work accomplished in each subject, specifying pages covered in various textbooks. New assignments should be noted in the teacher's assignment book or upon a card inserted in the desk copy of the text. All papers should be graded, (unless otherwise specified by the regular teacher) records made and preparations for the next day completed.
- F. ~~E.~~ Maintain the "housekeeping" arrangements of the regular teacher.
- G. ~~F.~~ Administer no corporal punishment to a child. The principal should be contacted in the case of a serious behavior problem.
- H. ~~G.~~ Complete building reports, which may include:
 - 1. Attendance reports
 - 2. Student progress, report cards and warning slips after conferring with the principal.
 - 3. Communications to parents with the approval of the principal.
- I. ~~H.~~ Report to the principal's office before leaving the building at the end of the day to see if services are needed on the following day.

Classified Substitutes

All arrangements for classified substitutes will be made by the Personnel Office.

- A. When an employee will be absent from work for any reason (whether or not a substitute is needed), the principal or the employee shall notify the Personnel Office prior to the absence.
- B. Classified substitutes will be paid at the established hourly rate for their job classification.
- C. Classified substitutes and student help will not receive fringe benefits such as vacation, insurance, sick leave, etc.
- D. In the event of the need for a substitute for an extended period of time or other extenuating circumstances, modifications will be made to fit the particular needs as determined by the Superintendent.

Substitutes for a classified staff should report to the office of the building administrator at the beginning of the day for a schedule of duties.

Implemented: 10/04/11

Revised: 10/16/18; _____

INFECTION CONTROL PROGRAM

In order to safeguard the school community from the spread of certain vaccine-preventable diseases and in recognition that prevention is a means of combating the spread of disease, the board strongly urges that school staff members (including volunteers) provide documentation of immunization or evidence of immunity against certain vaccine-preventable diseases. The following immunizations are recommended for school staff: measles, mumps, rubella (MMR), varicella (chickenpox), diphtheria, tetanus, and pertussis (Tdap and Td), and influenza (flu). Staff members born prior to January 1, 1957, need not provide evidence of immunity to measles; these individuals are considered naturally immune.

~~To facilitate this prevention program, the superintendent may make arrangements for staff immunization at a convenient time and place, and at a nominal cost to the staff member. A "susceptible" staff member may be exempt from the requirements for immunization by filing a written objection to such immunization on the basis of religious or philosophical grounds, when a private physician certifies that the staff member's physical condition contraindicates immunization or when the staff member provides documentation of immunity by blood test.~~

In the event of an outbreak of a vaccine-preventable disease in school, the local health officer has the authority to exclude a susceptible staff member. ~~A staff member granted an exemption for religious, philosophical or medical reasons or without an acceptable immunization record on file may be excluded, as he/she is considered to be susceptible.~~ If excluded, he/she is not eligible to receive sick leave benefits because of the exclusion itself. To qualify for benefits, he/she must be ill or temporarily physically-disabled, or is otherwise provided for in a collective bargaining agreement.

The superintendent or designee will evaluate all job duties of district employees to determine which employees have reasonably anticipated on-the-job exposure to blood or other potentially infectious material. The district will maintain a list of job classifications where employees have reasonably anticipated exposure to blood or other potentially infectious material. The hepatitis B vaccine will be provided at the district's expense to all employees identified as having risk of directly contacting blood or other potentially infectious material at work.

In the event that an employee has a specific exposure to blood or other potentially infectious material, the employee will be provided, at district expense, with confidential medical evaluation, follow-up and treatment, if indicated.

The district will provide annual training to all employees with reasonably anticipated exposure to blood or other potentially infectious material. All employees will receive district provided training on HIV/AIDS within six months of initial employment.

Records will be kept in strict confidence regarding the hepatitis B vaccine status of all employees with reasonably anticipated exposure to blood or other potentially infectious material and for each occupational exposure an employee has to blood or other potentially infectious material.

The records will be kept for the duration of the employee's employment, plus thirty years. The district will also keep records that employees have received appropriate training.

Cross References:	Policy	3414	Infectious Diseases
Legal References:	WAC	246-110	Contagious disease – School districts and day care centers
		296-823	Occupation exposure to bloodborne pathogens
		392-198	Training — school employees — HIV/AIDS

Adoption Date: 02/04/97
Revised: 03/15/05; _____

~~Infectious Disease Control~~ Infection Control Program

Immunization

Staff members, including substitutes, student teachers and volunteers, are encouraged to complete an Immunization History form to be placed on file at the district office. In the event of an outbreak of a vaccine-preventable disease in a school, the local health officer has the authority to exclude all susceptible persons, including school staff. This authority would likely be exercised in the event of one or more cases of measles or rubella within the school. Susceptible, as related to measles, means any staff member born after January 1, 1957, who does not have documented evidence of immunity.

~~A staff member may claim an exemption for health, religious or philosophical reasons. However, such a staff member who files an exemption may be excluded if an outbreak occurs at his/her school. A staff member who is excluded is not eligible to receive sick leave benefits unless he/she is ill or physically disabled or is otherwise provided for in the collective bargaining agreement.~~

If a staff member needs to be vaccinated, he/she should contact a personal physician or clinic. ~~Immunizations may also be available at a nominal cost from the county health department.~~

Confidentiality

~~Release of information regarding the testing, test result, diagnosis or treatment of an employee for a sexually transmitted disease may only be made pursuant to an effective release and only to the degree permitted by the release. To be effective a release must be signed and dated, must specify to whom the release may be made and the time period for which the release is effective. Any disclosures made pursuant to a release must be accompanied by the following statement: "This information has been disclosed to you from records whose confidentiality is protected by state law. State law prohibits you from making any further disclosure of it without the specific written consent of the person to whom it pertains or as otherwise permitted by state law. A general authorization for the release of medical or other information is not sufficient for this purpose."~~

Infection Control Program

The district's infection control program will be consistent with [WAC 296-823](#) Occupation exposure to blood-borne pathogens and the Guidelines for Implementation of Hepatitis B and HIV School Employee Training published by the Superintendent of Public Instruction.

All employees with reasonably anticipated on-the-job exposure to blood or other potentially infectious material will be identified. Potentially infectious human body fluids are blood, semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva in dental procedures, any body fluid that is visibly contaminated with blood and all body fluids in situations where it is difficult to differentiate between body fluids. Examples of employees with reasonably anticipated risk of exposure include, but are not limited to, school nurses; teachers and aides in classrooms for the developmentally disabled, the

Updated: _____

institutionalized or group home residents; bus drivers of such students, or who provide first aid; communication disorders specialists for such students; coaches or assistants who provide first aid, and first aid providers. All job duties should be evaluated by the superintendent or her/his designee for the risk of exposure to blood or potentially infectious material. The district will maintain a list of job classifications with reasonably anticipated exposure to blood or other potentially infectious material.

All employees identified as having reasonably anticipated exposure to blood or other potentially infectious material will be offered the hepatitis B vaccine at the district's expense.

If an employee has a specific exposure to blood or other potentially infectious material, the district will provide a free and confidential medical evaluation and follow-up performed by an appropriately trained and licensed health care professional. Any necessary post-exposure treatment will be provided.

Employees with reasonably anticipated exposure to blood and other potentially infectious material will participate in district-provided training within ten days of employment and annually before the first day of school. The training will include:

- A. A general description of blood-borne diseases;
- B. An explanation of modes of transmission of blood-borne pathogens;
- C. An explanation on the use and limitations of methods of control;
- D. Information about personal protective equipment;
- E. Information on the Hepatitis B vaccine;
- F. A description of procedures to follow if an exposure incident occurs;
- G. An explanation of signs, labels, tags and color coding used to designate biohazards;
- H. Where to obtain a copy of WAC 296-823 Occupation exposure to blood-borne pathogens;
- I. An explanation of the district's infection control plan and how to obtain a copy;
- J. How to identify tasks and activities that may involve exposure to blood or other potentially infectious material, and
- K. Appropriate actions to take in emergencies involving blood or other potentially infectious material.

The training will be provided by a qualified person and will include opportunities for questions.

Updated: _____

The district will provide training to all employees regarding HIV/AIDS. The training will be provided within six months of initial employment. The training will include:

- A. History and epidemiology of HIV/AIDS;
- B. Methods of transmission of HIV;
- C. Methods of prevention of HIV infection including universal precautions for handling body fluids;
- D. Current treatment for symptoms of HIV and prognosis of disease prevention;
- E. State and federal laws barring discrimination against persons with HIV/AIDS, and
- F. State and federal laws regulating the confidentiality of a person's HIV antibody status.

~~Significant new discoveries or changes in accepted knowledge regarding HIV/AIDS shall be transmitted to employees within one calendar year of notification from the Superintendent of Public Instruction, unless the Department of Health notifies the district that prompt dissemination of the information is required.~~

The Hepatitis B vaccination status and records regarding any occupational exposure, if any, will be kept in strict confidence during employment, plus thirty years, for any employee with reasonably anticipated exposure to blood or other potentially infectious material. The records of occupational exposures will include:

- A. The employee's name and Social Security number;
- B. The employee's Hepatitis B vaccination status;
- C. Examination results, medical testing and follow-up procedure records;
- D. The healthcare professional's written opinion; and
- E. A copy of information provided to the healthcare professional.

The district will also keep records of training sessions including the dates, a summary of the material, names and qualifications of the trainers and names of employees attending the training.

These records will be kept for three years.

Influenza

To help prevent the spread of influenza, the district will encourage employees to be immunized. For the convenience of employees, the district will arrange annually for a Flu Shot Clinic.

Updated: _____

CERTIFICATED

HIRE: We recommend the Board approve the following certificated hire:

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
Paige Mendenhall	Stevens Elementary	Preschool Teacher	09/02/20

LEAVE OF ABSENCE: We recommend the Board approve the following certificated leave of absence:

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
Tiffany Burgher	Stevens Elementary	Teacher	12/02/20-06/15/21

CLASSIFIED

HIRE: We recommend the Board approve the following classified hire:

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
Sarah Pendergrass	AJ West Elementary	Para-educator	09/14/20

LEAVE OF ABSENCES: We recommend the Board approve the following classified leave of absences:

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
Jamie Garcia	District	McKinney-Vento Homeless Liaison	09/30/20-06/15/21
Iluminada Reed	AJ West Elementary	Para-educator	09/08/20-06/15/21

FURLOUGHS: We recommend the Board approve the following classified furloughs:

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
Melody Ancheta	Transportation	Bus Driver	09/14/20
Joyce Ashe	Transportation	Bus Driver	09/14/20
Charlene Bolden	Transportation	Bus Driver	09/14/20
Paul Butler	Transportation	Bus Driver	09/14/20
Kimberly Johnsen	Transportation	Bus Driver	09/14/20
Tammy Johnson	Transportation	Bus Driver	09/08/20
Mercades Lash	Transportation	Bus Driver	09/03/20
Charlotte Mao	Transportation	Bus Driver	09/14/20
Kevin Oleson	Transportation	Bus Driver	09/14/20
Dawn Peckler	Transportation	Bus Driver	09/03/20
Ted Peckler	Transportation	Bus Driver	09/03/20
Donna Probstfield	Transportation	Bus Driver	09/14/20
Casey Schumacher	Transportation	Bus Driver	09/14/20
John Shaw	Transportation	Bus Driver	09/02/20
Arthur Somers	Transportation	Bus Driver	09/14/20
John Stanley	Transportation	Bus Driver	09/14/20
Kayla Sturm	Snug Harbor	Coordinator	09/14/20
Kathryn Boyer	Miller Junior High	Food SW	09/14/20
Cathy Connell	Harbor High	Food SW	09/14/20
Jordan Connell	Stevens Elementary	Food SW	09/14/20
Sara Denny	Aberdeen High School	Food SW	09/14/20
Cindy Evans	Miller Junior High	Food SW	09/02/20
Esmeralda Flores	Miller Junior High	Food SW	09/02/20
Patti Jones	Snug Harbor	Para-educator	09/14/20
Teresa Simpson	Snug Harbor	Para-educator	09/14/20
Diane Bramstedt	Hopkins	Preschool Para-educator	09/14/20
Teresa Buchanan	Hopkins	Preschool Para-educator	09/14/20
Laurie Butcher	Hopkins	Preschool Para-educator	09/14/20
Denice Walczyk	Hopkins	Preschool Para-educator	09/14/20
Suzanne Wright	Hopkins	Preschool Para-educator	09/14/20
Laurie Yeoman	Hopkins	Preschool Para-educator	09/14/20
Kimberly Abel	Robert Gray Elementary	SpEd Para-educator	09/14/20-10/9/20

CLASSIFIED (Continued)

FURLOUGHS-REDUCTION OF HOURS: We recommend the Board approve the following classified reduced hour furloughs:

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
Kris Aschim	AJ West Elementary	Cook	09/14/20
Patti Barber	Robert Gray Elementary	Cook	09/14/20
Carla Harden	Miller Junior High	Cook	09/14/20
Leslie Lujan	Stevens Elementary	Cook	09/14/20
Jennifer Lytle	Aberdeen High School	Cook	09/14/20
Michelle Ryan	Aberdeen High School	Cook	09/14/20
Eva To	McDermoth Elementary	Cook	09/14/20
Donnajeanne Williams	Central Park Elementary	Satellite Cook	09/14/20
Lisa Anderson	Aberdeen High School	Food SW	09/14/20
Charlene Ancich	Stevens Elementary	Food SW	09/14/20
Kim Daniels	AJ West Elementary	Food SW	09/14/20
Janet Eaton	McDermoth Elementary	Food SW	09/14/20
Pam Giroski	Miller Junior High	Food SW	09/14/20
Teresa Glasscock	Robert Gray Elementary	Food SW	09/14/20
Carol Jenkins	Aberdeen High School	Food SW	09/14/20
Leslie McAllister	Aberdeen High School	Food SW	09/14/20
Stacey Timmons	Aberdeen High School	Food SW	09/14/20

RESIGNATION: We recommend the Board approve the following classified resignation:

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
Diane Bramstedt	AJ West Elementary	21 st Century Site Coordinator .5	09/04/20