



**Board of Directors' Regular Work Session Meeting
November 3, 2022 at 6:30 PM
District Office, 210 N Park Street**

1. Call meeting to order
2. Flag salute
3. Modifications to the agenda
4. Approval of the agenda
5. Consent agenda
 - A. Personnel
 1. Approval to hire Sheri Johnson as high school girls basketball assistant coach
 2. Approval to hire Jacob Lee as junior high girls basketball head coach
 3. Approval to hire Melissa Church as junior high girls basketball assistant coach pending confirmation of over 14 players after two weeks of the season
 4. Approval to hire Lynda Stone as a bus driver
 5. Approval to hire Corina Hernandez as a school nurse
6. Second reading Policy 5224/5252 Staff Participation in Political Activities (gray)
7. Second reading new Policy 4400 Election Activities (yellow)
8. First reading Policy 5110/5005 Recruitment and Selection of Staff (green)
9. First reading Policy 5315 Garnishment and Personal Credit Problems (tan)
10. First reading Policy 5406 Leave Sharing (pink)
11. First reading Policy 5408 Jury Duty and Subpoena Leave (buff)
12. First reading Policy 5420 Aides (cherry)
13. First reading Policy 5335/5410 Holidays (goldenrod)
14. WSSDA Annual Conference
 - OPMA (lavender)
 - Transportation
15. Student engagement learning workshop
16. Superintendent Report
17. Adjourn

Individuals with disabilities who may need a modification to participate in a meeting should contact the superintendent's office, at 509-685-6800, ext. 1002, no later than three days before a regular meeting and as soon as possible in advance of a special meeting so that special arrangements can be made.

STAFF PARTICIPATION IN POLITICAL ACTIVITIES

The board recognizes the right of its employees, as citizens, to engage in political activities. A staff member may seek an elective office provided that the staff member does not campaign on school-district property during working hours. District property and work time, supported by public funds, may not be used for political purposes.

In the event the staff member is elected to office, the employee may request a leave of absence in accordance with the leave policies of this district or the provisions of the- any applicable labor collective bargaining agreement for the employee. District employees who hold elective or appointive public office in an organization are not entitled to time off from their district duties for reasons incident to such offices unless the circumstances surrounding the leave request qualify under leave policies of the district.

~~No individual shall solicit on the school-district property for any contribution to be used for partisan political purpose.~~

~~The superintendent is directed to establish procedures which specify the condition under which a staff member can participate in political activities.~~

Cross References

Board Policy 4400

Election Activities (NO CSD)

Legal References

RCW 41.06.250

RCW 42.17A.555

RCW 42.17A.635

Political activities

Use of public office or agency facilities in campaigns

– Prohibition - Exceptions

Legislative activities of state agencies, other units of

government, elective officials, employees

Management Resources

2015 – October Policy Issue

Adoption Date: February 19, 1997

Chewelah School District #36

Revised Date:

Classification: Discretionary

ELECTION ACTIVITIES

The district, as part of its mission to educate and instill civic responsibility, will assure that the community is appropriately informed about district and education related ballot measures through objective and fair presentations of the facts related to those measures. However, public facilities will not be used to assist in any candidate's campaign or to support or oppose any ballot measure.

The board will consider adopting resolutions expressing the board's collective opinion on ballot measures (state and local, including district levy and bond measures) that impact the effective operation of the schools. Such a resolution will be considered at a board meeting, the short title and proposition number of the ballot measure will be included in the meeting notice, and an equal opportunity will be provided for views on both sides of the issue to be expressed.

Prior to an election on a district ballot measure, the district will publish to the entire community an objective and fair presentation of the facts relevant to the ballot measure. Normal and regular publications of the district will also continue to be published during election cycles and may contain fair, objective and relevant discussions of the facts of pending election issues.

The superintendent will develop procedures to implement this policy that are consistent with the guidelines provided by the Public Disclosure Commission at <http://www.pdc.wa.gov/>.

Cross References: 5252 – Staff Participation in Political Activities
4330 – Use of School Facilities
2022 – Electronic Resources
1110 - Election

Legal References: RCW 28A.320.090 Preparing and distributing information on the district's instructional program, operation and maintenance — Limitation
RCW 42.17A.555 Use of public office or agency facilities in campaigns — Prohibitions — Exceptions
WAC 390-05-271 General application of RCW 42.17A.555
WAC 390-05-273 Definition of normal and regular conduct

Management Resources: Policy News, August 2001 PDC Issues Election Guidelines for Schools

Adoption Date:
Chewelah School District #36
Revised Dates:
Classification: Essential

RECRUITMENT AND SELECTION OF STAFF

~~The board of directors will select employees from those candidates recommended by the superintendent. If recommendations presented are not acceptable, the board will request the superintendent submit additional recommendations. The authority to employ rests with the board of directors.~~

~~Quality education is the basic aim of the Chewelah School District. The most important element in attaining that goal is the employment of qualified employees. Therefore, it shall be the responsibility of the superintendent to develop a selection program to select the best qualified people available without regard to race, creed, color, religion, national origin, age, marital status, or disability.~~

~~Reflective of RCW 43.43.830 and 832, the district shall inquire with the Washington State Patrol as to the criminal background for any applicant who has been offered a position as an employee with unsupervised access to children under 15 years of age.~~

Responsible Governance

Staff are recruited and selected to assure that students grow and meet their full potential in district programs. Staff are highly effective and have the necessary skills and experience to meet the learning needs of all students. The district works with teacher preparation programs, communicating the teaching skills, competencies, and experiences it considers of primary importance in its staff, and providing field experiences designed to train teachers to be able to improve student learning. Decisions about hiring, assigning, or transferring staff are based on maximizing the effectiveness of that staff member within the district's programs.

Creating Conditions for Student and Staff Success

Staff positions are established by the board to provide the district's comprehensive program of education. New positions are established by the board as needed. The superintendent establishes the necessary skills, competencies, qualifications, education, experience, and past performance levels for each position, as it relates to the district's comprehensive program of education, and the goal of continued improvement in student learning. Selection of staff is based on which candidate is the most qualified for the position, and is made pursuant to the district's standard screening, interview, and reference check process, and equity requirements.

High Expectations for Student Learning

Positions are created within budget parameters, and legal requirements. Part of the district's strategic and short-term planning processes analyzes current and projected staffing requirements. The filling of individual positions is done with consideration to salary issues, budget parameters, and legal requirements. The superintendent regularly evaluates the effectiveness of the district's staff recruitment and selection processes, and reports the findings and recommendations from the evaluation to the board.

Community Engagement

The board and district regularly communicate to staff, professional associations, employee bargaining units, teacher and professional preparation programs in higher education, students, parents, and the larger community the district's commitment to hiring those people best prepared and able to improve student achievement.

Cross References: Board Policy ~~5111~~5005 Employment of staff and Volunteers – Disclosures, Certification Requirements, Assurances and Approval
5610 Substitute Employment

Legal References: RCW 28A.400.300 Hiring and discharging employees--Leaves for employees Written leave policies-- Seniority and leave benefits, ~~retention upon transfers between schools of employees~~ transferring between school districts and other educational employers

RCW 28A.405.210 Conditions and contracts of employment-- Determination of probable cause for non-renewal of contracts—Nonrenewal due to enrollment decline or revenue loss - Notice-- Opportunity for hearing

RCW 43.43.830 Background checks -- Access to children or vulnerable persons - Definitions

RCW 43.43.832 Background checks--Disclosure of ~~child abuse~~ Disclosure of information – Sharing of criminal background information by health care facilities

RCW 49.44.200 Personal social networking accounts – Restrictions on employer access – Definitions

RCW 49.44.205 Violations of RCW 49.44.200 – Civil action -Remedies

Chapter 162-12 WAC Pre-employment Inquiry Guide (Human Rights Commission)

~~AGO1961-62~~ Expenses of Applicants

P.L. 99-603 (IRCA) Immigration Reform and Control Act of 1986

Title 8 USC, Ch. 12 §1324a and §1324b

WAC 392-190-0591 Public school employment and contract practices – Nondiscrimination

Management 2014 – December Issue
Resources: 2012 – February Issue

Adoption Date: 01.17.01
Chewelah School District #36
Revised Date:
Classification: Optional

GARNISHMENT AND PERSONAL CREDIT PROBLEMS

When so ordered by the ~~S~~superior ~~a~~nd ~~d~~istrict ~~C~~courts, the U.S Secretary of Education or the Secretary's guaranty agency (in the case of defaulted student loans), the district ~~shall~~-will comply with the directives of a Writ of Garnishment filed against a staff member of the district. Each garnishment or action for collection of debts will be reviewed by the superintendent and such information will become a part of the record of the staff member. Attempts will be made to counsel or provide a referral for any such staff member with regard to the staff member's financial problems. The district shall not discharge a staff member for the reason that a creditor of the staff member has subjected or attempted to subject unpaid earnings of the employee to a writ of wage garnishment directed to the district. This provision ~~shall~~-will not apply if the garnishments on three or more separate indebtednesses are served upon the district within any period of twelve (12) consecutive months by the superior or district courts.

Legal References:

RCW 6.27.040

State and ~~public~~ municipal
corporations subject to
garnishment

RCW 6.27.170

Garnisheed employee not to
be discharged--Exception

Adoption Date: 02.19.97

Chewelah School District #36

Revised Date:

Classification: Discretionary

LEAVE SHARING

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

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

~~The superintendent is directed to establish procedures to donate leave for staff members who earn personal holiday leave, staff members who accrue annual leave and sick leave and staff members who accrue leave to be used for illnesses, injuries or emergencies. The superintendent or designee is directed to administer~~ develop a procedure for administering the leave sharing plan in a manner consistent with state law and applicable collective bargaining agreements.

Cross Reference: Board Policy 5021

~~Applicability of Personnel Policies~~ Conflicts Between Policy and Bargaining Agreements

Legal References: RCW 28A.400.380
RCW 41.04.650-665
WAC 392-126-004-104

Leave sharing program
Leave sharing program - Intent
Finance--~~Shared Leave~~

Management 2018 – May Policy Issue

Resources: 2010 – October Issue

Policy News, October 2004 Revisions to the State Leave Sharing Program

Policy News, August 1999 Staff may share personal holiday

Adoption Date: 02.16.99

Chewelah School District #36

Revised: 12.22.04

Classification: ~~Essential~~Encouraged

JURY DUTY AND SUBPOENA LEAVE

The district may grant leaves to a staff member for the days he/she is required to serve on a jury. Any compensation received by a staff member for jury duty performed on a contract day is to be reimbursed to the district. Any expense reimbursement received by a staff member for jury duty performed on a contract day will be retained by the staff member. The district may grant a maximum of two days leave (witness fees to be reimbursed to the district) to staff subpoenaed as witnesses in court or other legal proceedings; provided that a leave with pay ~~shall~~will not be granted to a staff member for a case brought or supported by a staff member union or association or for a case in which the staff member has a direct or indirect interest in the proceedings

On any day that a staff member is released from jury duty or as a witness by the court and four or more hours of the staff member's scheduled work day remain, the staff member is to immediately inform his/her supervisor and report to work if requested to do so.

Legal References

[Chapter RCW 2.36](#)

Juries

[Management Resources](#)

[Policy News, April 2007](#)
[Policy News, February 2007](#)

[Jury Compensation vs Expenses](#)
[Juror Payment Provisions](#)

Adoption Date: 02.19.97

Chewelah School District #36

Revised Date: 04.18.07

Classification:

PERSONNELAides

Aides may be hired to provide:

- A. Supporting services to certificated staff of the school;
- B. Instructional services to students under the supervision of a certificated staff member; and
- C. Supervision of students during non-instructional periods in such areas as study hall, playground, lunchroom, school bus and hallway.

Responsibility and accountability for the instructional and program activities of aides rest with the certificated staff member assigned to supervise their work. The superintendent shall be responsible for providing an orientation program which covers the rules and regulations pertaining to their area of services.

The employment, assignment, supervision and evaluation of aides shall be accomplished according to procedures established by the superintendent.

Legal References:	RCW 28A.400.300	Hiring and discharging employees-- Leaves for employees--Seniority and leave benefits, retention upon transfers between schools
	28A.405.010	Qualifications--Certificate or permit required
	28A.635.080	Director's connivance to employ uncertified teachers--Liability

ADOPTION DATE: FEBRUARY 19, 1997
CHEWELAH SCHOOL DISTRICT #36

HOLIDAYS

The district ~~shall will~~ observe the ~~following school state legal~~ holidays ~~set forth in RCW 1.16.050~~ and ~~shall will~~ not operate on ~~these those~~ days: ~~Sunday, New Years' Day (January 1), Martin Luther King, Jr., Day (third Monday in January), President's Day (third Monday in February), Memorial Day (last Monday in May), Independence Day (July 4), Labor Day (first Monday in September), Veteran's day (November 11), Thanksgiving Day (fourth Thursday in November), the day after Thanksgiving and Christmas Day (December 25). Whenever any legal holiday, other than a Sunday, falls on Sunday, the following Monday shall be a legal holiday, and whenever any legal holiday falls on a Saturday, the preceding Friday shall be a legal holiday.~~ (Superintendent Perrins' recommended language, aligns with RCW 28A.150.050)

In addition to the above, the following ~~shall will~~ also be considered to be holidays: the day before Christmas, the day after Christmas and the day before New Years' Day (December 24, December 26 and December 31). (CSD-specific language)

Whenever any legal holiday, other than a Sunday, falls on Sunday, the following Monday will be a legal holiday, and whenever any legal holiday falls on a Saturday, the preceding Friday will be a legal holiday. (WSSDA model policy language)

Cross References

Legal References

Management Resources

Policy 2336

RCW 1.16.050
RCW 28A.150.050

2021 - December Issue

Required Observances

Legal holidays and
legislatively recognized days
School holidays

Adoption Date: 02.19.97
Chewelah School District #36
Revised Date:
Classification:

Open Public Meetings (OPMA) and Conference

As the [WSSDA Annual Conference](#) approaches, many members are wondering whether they need to consider the Open Public Meetings Act (OPMA) along with their attendance. The answer is yes. Whenever a majority of the board is present (physically or virtually), board members should consider the OPMA.

Annual Conference might not feel like a school board meeting, but for OPMA purposes, a meeting happens any time a quorum of the board is present and action happens. You likely think of “action” as conducting official business, such as voting on a motion. It is important to remember that for OPMA purposes “action” includes much more than official business. It includes discussions, deliberations, considerations, and review—all of which could happen as your board reflects on Annual Conference sessions.

Here are questions your board should consider:

- Will members of your board gather together to watch and listen to one or more Annual Conference sessions together?
- Will members of your board want to discuss sessions of Annual Conference shortly after having attended a session or at the end of one or more days of conference?
- Will members of your board be holding a Boards’ Night Out, either virtually, i.e. dinner “together” via Zoom or dinner out in your own community, following your local County’s Department of Health Guidelines?

If you answered yes to any of these questions, please consider noticing a special meeting and providing opportunity for the general public to attend your gathering(s).

About special meetings

Although a majority of your school board members (we hope it's the whole board) can attend Annual Conference without violating the OPMA, it requires that your board not discuss the sessions and the ideas you're learning during conference or break times. Given the value of your board discussing, deliberating, considering, and reviewing what you learn at Annual Conference, we encourage school boards to schedule and give notice of one or more special meetings during breaks or shortly after conference.

To be clear, the OPMA does not give the public the right to attend Annual Conference itself. However, the OPMA does give the public the right to attend your board's discussions about how what you learned by your attending Annual Conference might pertain to your school district.

Special meetings require a minimum of 24 hours' notice, for board directors and the public. The notification must include the time, place, and the business / agenda to be transacted at the special meeting. For the purposes of WSSDA's Annual Conference, the agenda is to discuss sessions, information, and ideas generated by attending the event.