



**Board of Directors' Work Session
December 1, 2022 at 6:30 PM
District Office, 210 N Park Street**

REVISED

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 Austin Burgess as a paraeducator
 2. Approval to hire LaVonne Smith as high school girls wrestling head coach
 3. Approve resignation of Tom Skok as junior high boys basketball head coach and high school baseball head coach
 4. Approval to post for junior high boys basketball head coach
 5. Approval to post for high school baseball head coach
 - 6. Approval to hire Carrie Sulgrove as a cook**
 - 7. Approval to post for a temporary paraeducator**
6. Student learning data report – Superintendent Perrins and Director of Student Support Services Erin Dell
7. WSSDA Annual Conference Discussion
8. Approve the Absco Solutions project proposal for adding additional doors to the district access control management system for up to \$35,000.00 including tax (green)
9. First reading Policy 6220 Bid or Request for Proposal Requirements – (yellow)
10. Second reading new Policy 3411 Accommodating Students with Seizure Disorders or Epilepsy (pink)
11. Second reading Policy 5327/5403 Discretionary Leaves/Emergency and Discretionary Leaves (gray)
12. First reading Policy 5347 Appropriate Dress (pumpkin)
13. First reading Policy 5440/5641 Student Teachers (tan)
14. First reading Policy 5430/5630 Volunteers (lavender)
15. First reading Policy 5610 Substitute Employment (buff)
16. First reading Policy 9321 Care of School Property (cherry)
17. Superintendent Report
18. 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.



Absco Solutions
3020 North Sullivan Road, Building S - Suite D
Spokane Valley, WA 99216
Phone 509-321-1190
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Web: www.abscosolutions.com

Chewelah School District
Project Proposal for
Chewelah SD - ACM Doors
ACM Addition - Admin, Gess, and Jr. High Doors -
Final
Prepared for Kyle Franko

Prepared By:
Chad Smith
November 4, 2022

This document is intended to describe the Scope of Work proposed to Chewelah School District by Absco Solutions. The information set forth below is intended to be a framework for discussion around project work efforts and is subject to change. It is anticipated that project requirements will be mutually defined and/or detailed written specifications finalized if the proposed Scope of Work is approved. Project schedules and cost estimates contained herein are based upon information provided to date and are subject to change. This proposal and supporting information including solution information provided by Absco Solutions is intended only for the named recipient(s) and contains information that is privileged or exempt from disclosure under applicable law. If you are not the intended recipient(s), you are notified that the dissemination, distribution or copying of this information is strictly prohibited; please notify the sender then delete this information, including any attachments. This proposal is based on job walk with customer.

This proposal and supporting information, inclusive of any: attached drawings, diagrams and documents or submittals, provided by Absco Solutions is intended only for the named recipient(s) and contains information that is privileged or exempt from disclosure under applicable law. If you are not the intended recipient(s), you are notified that the dissemination, distribution or copying of this information is strictly prohibited; please notify the sender then delete this information, including any attachments.

Overview of Issues / Needs Assessment

Add access control doors to existing ACM.

Scope of Work / Desired Outcome

Absco Solutions to provide the following scope:

Admin Building - Provide parts to add access control to 2 doors (wellness room and back door). Chewelah SD to install field devices and pull Absco provided cable. Absco to install, terminate and program head end and power supplies.

Gess Elementary - Provide parts to add access control to 3 customer requested doors which will include an electrified retraction kit for the existing crash bars and a power transfer hinge. Chewelah SD to install all door devices and pull Absco provided cable. Absco to install, terminate and program head end and power supplies.

Jr. High - Provide parts to add access control to 2 customer requested doors. Customer to install all field devices and pull Absco provided cable. Absco to install, terminate and program head end and power supplies.

Absco to provide up to 6 hours of install support as the customer needs.

Customer to provide hard piping of power supplies if preferred. Absco will plug power supplies into an available outlet.

Please see the full list of inclusions, exclusions, limitations and terms below.

Inclusions

- Price includes the termination and programming of the control panel(s). Prior to termination of the control panel(s) all wire must be labeled per the Absco Solutions design drawings. All circuits must be complete and free of grounds, shorts, and metered for end of line resistor (if applicable). To complete circuit, all circuit splices must be made within NEC standards (minimum six inches of cable length).
- Price includes providing the listed equipment only. Any additional equipment is to be on a time and material basis.
- Low voltage permits applicable to Absco Solutions' scope listed in this proposal are included in the price.
- Shipping costs are included in this proposal or pricing listed.

Exclusions

- Price does not include the installation of raceway, conduit, boxes, or wire of any kind. Wiring will be provided by Absco for Chewelah SD to install.
- Price excludes the termination or physical installation of any field devices.
- 120 VAC for power to be existing or provided by others. 120 VAC connection to be terminated and permitted by others as required.
- Underground, overhead and/or any other cabling between buildings is to be provided by others and is not included in this scope.
- Price does not include any equipment, wiring, terminations, or configuration for any ADA or automatic entry systems integration.. If it's determined that an integration is required for any doors a change order may be required for the additional scope of work.
- Price does not include the provision or installation of pathway, raceway, conduit, or junction/back boxes of any kind.
- Price is based on all required network switches including any required Power Over Ethernet (POE) switches to be existing or provided by others. All network switch locations are to be existing.
- Patching and painting are to be performed by others and are not part of this scope.
- Uninterruptable Power Supplies (UPS) are not included in this proposal.
- Sales Tax excluded - Any applicable state sales tax is not included in the quoted price
- There are no drawings, CADs, shop, as-built or other to be provided as an end deliverable. However, drawings may be provided for an additional fee.

Limitation

- Any additional insurance cost will be billed at cost plus 10%. This includes, but is not limited to, Waivers of Subrogation, Waiver for Transfer of Right of Recovery, Specific Additional Insured, etc. Failure to disclose any additional insurance requirements will be deemed acceptance of any future change orders for insurance charges.
- Network Administrator to supply Absco Solutions with local administrator logon account and password for installation. Logon account and password to be valid for 30 days after the completion of the installation for the purpose of troubleshooting.
- Absco Solutions will be installing IP Network devices as part of this projects. If unrestricted access is granted to these network devices from the internet or other unsecured networks, there is the potential for these devices to be exploited by bad actors on the unsecured network. It is the customer's responsibility to protect these network devices from unsecured networks through the use of firewalls.

- The project price is based on the project being done on a contiguous time frame. If the project is broken up into multiple phases additional time may be required and it may result in a time and material change order.
- Proposal price is based upon utilizing the existing access control appliance/server, storage, bandwidth handling, control panels and/or power supplies and licensing in their current configuration. Proposal price further assumes that the existing system has capacity in place for any system additions and alterations listed in this proposal.
- All work to be performed during Absco Solutions normal working hours of 7:00 AM - 5:00 PM, Monday through Friday (excluding holidays). Any labor required outside of these hours will be billed as a separate change order.
- Awarded projects may be subject to labor rate increases under State Department of Labor Prevailing Wage regulations if work is performed 180 days past the project bid date of record.
- Surge and lightning protection to be provided by others.
- Troubleshooting of circuit wiring is not included in this proposal. If troubleshooting is requested by the designated onsite foreman for your company, it will be on a time and material basis and will be billed as a separate change order.
- Labeling to be provided by others. This includes, but is not limited to, devices, cabling, terminal strips, junction boxes and equipment components. Labeling must be clearly noted, legible and accurate. Improper labeling or inaccurate labeling will result in a change order.

Price

This proposal may be withdrawn by Absco Solutions, Inc. if not accepted within 30 days.

**We propose to provide the above listed Scope of Work for the sum of:
\$31,137.00**

Tax is extra

Warranty

The warranty on the listed equipment and labor shall be void if a person or firm other than Absco Solutions or a contractor authorized by Absco Solutions performs any work identified within the original scope of work of this contract.

All equipment provided by Absco Solutions has a warranty of one year from the date of invoice. THIS WARRANTY EXCLUDES ALL COVERAGE FOR CONSEQUENTIAL DAMAGES AND IS GIVEN IN LIEU OF ALL OTHER EXPRESS WARRANTIES OR IMPLIED WARRANTIES OF FITNESS, HABITABILITY, OR MERCHANTABILITY OR OTHERWISE PROVIDED UNDER THE LAWS OF WASHINGTON.

Equipment Schedule

Admin Building

Qty	Model Number	Manufacturer	Description
1	7400-630	Adams Rite	Electric strike, 4-7/8" dead latches or cylindrical, SS, 12/16/24 VAC/VDC
1	Electrified Crash Bars		CS179560 Adams Rite 8802EL36-24 Narrow 24VDC Bronze Anodized
1	Trim Kit		CS435292 Adams Rite Face Plate Kit
2	733919	GRI	GRI 195-12WG-W DPDT 3/4" WHITE Door Contact
2	DS160	Bosch	PIR exit sensor, light gray
1	AC-MER-CONT-LP1502	Avigilon	Intelligent Controller, Linux Based with 2 doors
1	AC-LSP-4DR-MER-LCK	Avigilon	Four Door Mercury Dual Voltage Integrated Power System supporting one AC-MER-CONT-2DR with one AC-MER-CON?MR52 (Mercury hardware sold separately). The advantage of a dual voltage power supply is the ability to power both Mercury boards and door locks from
1	4461030	Windy City Wire	Yellow Composite
2	NP712	Yuasa	Battery, 7 Ah, 12 volt
2	AC-HID-READER-SIGNO-40NKS-T0-000000	Avigilon	

Gess Elementary

Qty	Model Number	Manufacturer	Description
1	AC-LSP-4DR-MER-LCK	Avigilon	Four Door Mercury Dual Voltage Integrated Power System supporting one AC-MER-CONT-2DR with one AC-MER-CON?MR52 (Mercury hardware sold separately). The advantage of a dual voltage power supply is the ability to power both Mercury boards and door locks from

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Qty	Model Number	Manufacturer	Description
2	AC-MER-CON-MR52-S3B	Avigilon	MR52-S3B Controller Serial I/O Dual Card Reader Interface; 2-Reader Interface Module
6	733919	GRI	GRI 195-12WG-W DPDT 3/4" WHITE Door Contact
3	DS160	Bosch	PIR exit sensor, light gray
3	AC-HID-READER-SIGNO-40NKS-T0-000000	Avigilon	
3	CS102065	Command Access	VLP-UL-M-KIT
3			McKinney TA386 5X4.5 10B CC2-18 NVY WT, 5X4.5, 3 KNUCKLE, 2 Wire US10B

Jr. High

Qty	Model Number	Manufacturer	Description
1	AC-MER-CON-MR52-S3B	Avigilon	MR52-S3B Controller Serial I/O Dual Card Reader Interface; 2-Reader Interface Module
4	733919	GRI	GRI 195-12WG-W DPDT 3/4" WHITE Door Contact
2	DS160	Bosch	PIR exit sensor, light gray
2	AC-HID-READER-SIGNO-40NKS-T0-000000	Avigilon	
1	4461030-S	Windy City Wire	4 Element Composite Cable - Plenum -1000ft
2	CS102879	H E S	9600-630 electric strike

Other Equipment

Qty	Model Number	Manufacturer	Description
2	AC-HID-READER-SIGNO-40NKS-T0-000000	Avigilon	
2	AC-HID-READER-SIGNO-20NKS-T0-000000	Avigilon	

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Terms & Conditions

Payment is to be made as follows:

A 1.5% service charge per month will be applied to all past due invoices.

- Proposal price is based on current market pricing. If the manufacturer's equipment price(s) to Absco increases, due to dynamic price increases caused by supply-chain shortages and/or other issues beyond Absco Solutions control, prior to an approved purchase order and confirmation of that order with the manufacturer, Absco will provide a change order for the increased price difference between the quoted equipment price and the new equipment price.
- Pricing in the proposal is per the WLS contracted pricing, Contract #WLS283.
- With the potential of unforeseeable delays in equipment delivery due to the current global supply chain disruptions, the installation schedule can not be set or verified until orders are placed and equipment is ultimately received. It is therefore incumbent on the owner or owner's representative to promptly approve the ordering of equipment and potentially approve proposed alternate equipment of equal performance that may be more readily available. Absco Solutions can not take responsibility for liquidated damages caused by unforeseeable equipment delivery delays.
- Progress billing will be submitted monthly for projects to the customer.
- All invoices are Net 30 on approval of credit and are subject to interest charges of 1.5% per month if past due unless prohibited by prime contract conditions.
- A signed change order for any change in scope must be received by Absco Solutions prior to scheduling that scope of work.

Acceptance

I do hereby authorize the Statement of Work specified in this document. I have read and understand the Inclusions, Exclusions, Limitations, and Warranty listed above. The above prices, specifications, and conditions are satisfactory and are hereby accepted. Payment will be made as stated above.

The undersigned are fully authorized to represent the party they are signing for and do hereby agree on behalf of their respective parties to fully comply with and abide by the terms of this agreement.

Authorized Signature

Printed Name

Absco Solutions

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Title

Date

BID OR REQUEST FOR PROPOSAL REQUIREMENTS

The board of directors of the Chewelah School District recognizes the importance of:

- maximizing the use of district resources;
- the need for sound business practices in spending public money;
- the requirement of complying with state and federal laws governing purchasing and public works;
- the importance of standardized purchasing regulations; and
- the need for clear documentation.

I. Procurement and Public Works Using ~~State Funds~~ Non-Federal Funds

A. Furniture, Supplies, or Equipment

Whenever the estimated cost of furniture, supplies or equipment (except books) will cost:

- less than \$40,000, no competitive bidding process is required to make the purchase;
- between \$40,000 and \$75,000, the board will follow the informal competitive bidding process by requiring quotes from at least three different sources to be obtained in writing or by telephone and recorded for the public to review;
- over \$75,000, the board will follow the formal competitive bidding process by:
 1. preparing clear and definite plans and specifications for such purchases;
 2. providing notice of the call for formal bids by publication in at least one newspaper of general circulation in the district at least once each week for two consecutive weeks;
 3. ensuring that the district takes steps to assure that when possible, the district will use small and minority businesses, women's business enterprises and labor surplus firms;
 4. providing the clear and definite plans and specifications to those interested in submitting a bid;
 5. requiring that bids be in writing;
 6. opening and reading bids in public on the date and in the place named in the notice; and
 7. filing all bids for public inspection after opening.

B. Use of Non-Federal Funds for Improvements or Repairs

The board may make improvements or repairs to district property through a district department without following the competitive bidding process if the total cost of improvements or repairs does not exceed \$75,000. If the board estimates that the total cost of a building, improvement, repair, or other public works project is \$100,000 or more, the board will follow the formal competitive bidding process outlined above, unless the contract is let using the small works roster process authorized by RCW 39.04.155 or under any other procedure authorized for school districts. There are no statutory bidding requirements for public works projects involving improvements or repairs that are within the \$75,000 to \$100,000 range. For projects in this range, the district may consider: using its small works roster process, under RCW 39.04.155; using

an inter-local agreement or contract with a vendor of the district's choice, without any competitive process, under RCW 28A.335.190; or choosing to require quotes for the work to make the process more competitive.

B.C. Exemptions

The board may waive bid requirements for purchases:

- clearly and legitimately limited to a single source of supply;
- involving special facilities or market conditions;
- in the event of an emergency;
- of insurance or bonds; and
- involving public works in the event of an emergency.

"Emergency" means unforeseen circumstances beyond the district's control that present a real, immediate threat to the proper performance of essential functions or will likely result in material loss or damage to property, bodily injury, or loss of life if immediate action is not taken.

Whenever the board waives bid requirements, the board will issue a document explaining the factual basis for the exception and record the contract for open public inspection.

C.D. Rejection of Bids

The board may by resolution reject any and all bids and make further calls for bids in the same manner as the original call.

D.E. Interlocal Cooperation Act

The board reserves the right to enter into inter-local cooperative agreements for purchases and public works with other governmental agencies pursuant to the Interlocal Cooperation Act, Chapter 39.34 RCW. The board will ensure that the other governmental entities have followed their own procedures for procurement prior to making any purchases under this section.

E.F. Crimes Against Children

The board will include in any contract for services with an entity or individual other than an employee of the district a provision requiring the contractor to prohibit any employee of the contractor from working at a public school who has contact with children at a public school during the course of his or her employment and who has pled guilty to or been convicted of any felony crime specified under RCW 28A.400.322. The contract shall also contain a provision that any failure to comply with this section shall be grounds for the district immediately terminating the contract.

~~The superintendent will establish bidding and contract awarding procedures for all purchases of furniture, equipment, supplies (except books), or public works projects consistent with state law.~~

F. ~~Use of State Funds for Improvements or Repairs~~

The board may make improvements or repairs to district property through a district department without following the competitive bidding process if the total cost of improvements or repairs does not exceed \$75,000. If the board estimates that the total cost of a building, improvement, repair, or other public works project is \$100,000 or more, the board will follow the formal competitive bidding process outlined above, unless the contract is let using the small works roster process authorized by RCW 39.04.155 or under any other procedure authorized for school districts. There are no statutory bidding requirements for public works projects involving improvements or repairs that are within the \$75,000 to \$100,000 range. For projects in this range, the district may consider: using its small works roster process, under RCW 39.04.155; using an inter-local agreement or contract with a vendor of the district's choice, without any competitive process, under RCW 28A.335.190; or choosing to require quotes for the work to make the process more competitive.

II. Procurement Using Federal Funds

A. Goods

When the district uses federal funds for procurement of textbooks, the allowable self-certification is \$50,000. When the district uses federal funds for procurement of **goods, including** (furniture, supplies, and equipment, and textbooks):

- Purchases of \$10,000 or less do not require quotes. However, the district must consider price to be reasonable based on research, experience, purchase history, or other information and must document this determination, and, In addition, to the extent practical, ~~distribute~~ purchases must be distributed equitably among suppliers.
- Purchases between \$10,000 and \$75,000 must be procured using price or rate quotations from three or more qualified sources.
- Purchases of \$75,000 or more must be publicly solicited using sealed bids or requests for proposals.

Self-Certification

If during a given fiscal year, the district qualifies as a low-risk auditee in accordance with criteria in 2 CFR § 200.520, as determined by the auditor, or has documentation it received a low risk assessment after an annual internal institutional risk assessment to identify, mitigate, and manage financial risks, then the district may use the following Self-Certification thresholds instead of the ones described above:

- Purchases of \$40,000 or less do not require quotes. However, the district must consider the price to be reasonable based on research, experience, purchase history or other information and must document this determination. In addition, to the extent practical, purchases must be distributed equitably among suppliers.
- Purchases between \$40,000 and \$75,000 must be procured using price or rate quotations from three or more qualified sources.
- Purchases of \$75,000 or more must be publicly solicited using sealed bids or requests for proposals.

If the district uses Self-Certification, the Superintendent will develop Self-Certification procedures to accompany this policy. Additionally, if the district qualifies for Self-Certification and wants to go above the \$40,000 or \$50,000 Self-Certification limits, the district reserves the right to seek approval for higher limits from OSPI.

B. Services

When the district uses federal funds for procurement of **services**:

- Purchases of \$10,000 or less do not require quotes. However, the district must consider price to be reasonable based on research, experience, purchase history or other information and must document this determination. ~~and,~~ In addition, to the extent practical, ~~distribute~~ purchases should be distributed equitably among suppliers.
- Purchases between \$10,000 and \$250,000 must be procured using price or rate quotations from a reasonable number of qualified sources.
- Purchases of \$250,000 or more must be publicly solicited using sealed bids or requests for proposals.

Self-Certification

If during a given fiscal year, the district qualifies as a low-risk auditee in accordance with criteria in 2 CFR § 200.520, as determined by the auditor, or has documentation it received a low-risk assessment after an annual internal institutional risk assessment to identify, mitigate, and manage financial risks, then the district may use the following Self-Certification thresholds instead of the ones described above:

- Purchases of \$50,000 or less do not require quotes. However, the district must consider the price to be reasonable based on research, experience, purchase history or other information and must document this determination. In addition, to the extent practical, purchases should be distributed equitably among suppliers.
- Purchases between \$50,000 and \$250,000 must be procured using price or rate quotations from a reasonable number of qualified sources.
- Purchases of \$250,000 or more must be publicly solicited using sealed bids or requires for proposals.

If the district uses Self-Certification, the Superintendent will develop Self-Certification procedures to accompany this policy. Additionally, if the district qualifies for Self-Certification and wants to go above the \$40,000 or \$50,000 Self-Certification limits, the district reserves the right to seek approval for higher limits from OSPI.

C. Noncompetitive Procurement

Noncompetitive procurement may be used only when one of the following ~~four~~ five circumstances applies:

- Acquiring property or services that do not exceed \$10,000 [or in the case of a school district who qualifies as a low-risk auditee in accordance with criteria in 2 CFR § 200.520 or has documentation of an annual internal institutional risk assessment to identify, mitigate, and manage financial risks, \$40,000];
- The item is only available from a single source;

- The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
- The awarding agency (e.g., OSPI) authorizes noncompetitive procurement in response to a written request from the district; or
- After solicitation of a number of sources, competition is determined inadequate.

The district must maintain documentation supporting the applicable circumstance for noncompetitive procurement.

D. Cost/Price Analysis

The district will perform a cost or price analysis in connection with every procurement action in excess of the federal simplified acquisition threshold, currently set at \$250,000 or other limits identified in 48 C.F.R. 2.101, including contract modifications. The method and degree of analysis is dependent on facts surrounding the procurement situation, but should include, as a starting point, independent estimates before receiving bids or proposals.

In cases where no price competition exists and in all cases where the district performs the cost analysis, profit must be negotiated as a separate element in the process. To ensure profit is fair and reasonable, consideration must be given to the complexity of the work performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of the contractor's past performances, and industry standard profit rates in the surrounding geographical area.

Costs or prices based on estimated costs for contracts are allowed only to the extent that the costs incurred or cost estimates would be allowable under 2 CFR 200.400 - .476.

DE. Suspension and Debarment

Before entering into federally funded vendor contracts for goods and services that equal or exceed \$25,000 and any subcontract award, the district will ensure the vendor is not suspended or debarred from participating in federal assistance programs.

EF. Conflict of Interest

No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by federal funds if he or she has a real or apparent conflict of interest. Such a conflict would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization that employs or is about to employ any of the parties indicated herein has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

No employee, officer, or agent of the district may solicit or accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. Violation of these standards may result in disciplinary action including, but not limited to, suspension, dismissal, or removal.

G. Interlocal Cooperation

The board reserves the right to enter into interlocal cooperative agreements for purchases with other governmental agencies pursuant to 2 C.F.R. 200.318€ and the Interlocal Cooperation Act, Chapter 39.34 RCW. Prior to making any purchases through agreements entered into in this manner, the district will confirm the other governmental agency has followed its purchasing procedures.

III. Procedures

The superintendent or designee will establish bidding and contract awarding procedures consistent with state and federal law.

Legal References:

RCW 28A.335.190 Advertising for bids — Competitive bid procedures — Purchases from inmate work programs — Telephone or written quotation solicitation, limitations — Emergencies

RCW 28A.400.330 Crimes against children — Contractor employees — Termination of contract

RCW 39.04.155 Small works roster contract procedures — Limited public works process Definition

RCW 39.04.280 Competitive bidding requirements — Exemptions

RCW 39.26.160 Bid Awards - Considerations - Requirements and criteria to be set forth - Negotiations - Use of enterprise vendor registrations and bid notification system

RCW 39.30.060 Bids on public works — Identification, substitution of contractors — Review, report of subcontractor listing requirements

Chapter. 39.34 RCW Interlocal Cooperation Act

2 CFR Part 200—Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards

~~2 CFR 200.67 Micro-purchase~~

2 CFR 200.~~88-1~~ Simplified Acquisition Threshold

2 CFR [§200.318](#) – General Procurement Standards

2 CFR 200.320 Methods of Procurement to be Followed

2 CFR [Part 3485](#) Nonprocurement Debarment and Suspension

[2 CFR 200.324 Contract Cost and Price](#)

[2 CFR 200.520 Criteria for a low-risk auditee](#)

Management Resources:

[2021 – December Issue](#)

[2020 – December Issue](#)

2019 - January 2019 - January Policy Alert

2018 - August Issue

2017 - July Issue

2016 - March Issue

2015 - October Policy Issue

2015 - June Policy Issue

2013 - June Issue

2012 - April Issue

2011 - February Issue

Policy News, October 2005 Competitive Bid Process Changes

Policy News, June 2001 Legislation Further Simplifies Bid
Compliance

Adoption Date: 06.18.08

Chewelah School District #36

Classification: Essential

Revised Dates: 10.15.00; 06.19.01; 10.05; 05.21.14; 04.18.18; 3.20.19

ACCOMODATING STUDENTS WITH SEIZURE DISORDERS OR EPILEPSY

The District will develop and follow an individual health plan for each student with seizure disorder or epilepsy. Each individual health care plan will include an individual emergency plan element. The health plans will be updated annually, and more frequently as needed.

The Board of Directors will designate a professional person licensed under chapter 18.71, 18.57, or 18.79 RCW as it applies to registered nurses and advanced registered nurse practitioners, to consult and coordinate with the student's parents and health care provider, and train and supervise the appropriate school district personnel in proper procedures for care for students with epilepsy or other seizure disorders to ensure a safe, therapeutic learning environment. Training required may also be provided by a national organization that offers training for school nurses for managing students with seizures and seizure training for school personnel.

In addition to adhering to the requirements of each individual health care plan, for the general care of students with seizure disorder or epilepsy, the District will:

- A. Acquire necessary parent requests and instructions for treatment;
- B. Acquire monitoring and treatment orders from licensed health care providers prescribing within the scope of their licensed authority;
- C. Provide sufficient and secure storage for medical equipment and medication provided by the parent;
- D. Establish school policy exceptions necessary to accommodate students' needs related to epilepsy or other seizure disorders, as described in the individual health plan;
- E. Ensure the development of individual emergency plans;
- F. Ensure the possession of legal documents for parent-designated adults to provide care, if needed;
- G. Ensure each individual health plan at least annually; and
- H. Ensure each student's individual health care plan will be distributed to appropriate staff based on the student's needs and the staff member's contact with the student.

Parents of students with seizure disorders or epilepsy may designate an adult to provide care for their student consistent with the student's individual health care plan. At parent request, school district employees may volunteer to be a parent-designated adult under this policy, but they will not be required to participate.

"Parent-designated adult" means a parent-designated adult who is not licensed under chapter 18.79 and: (A) Volunteers for the designation; (B) receives additional training from a health care professional or expert in care for epilepsy or other seizure disorders selected by the parents; and (C) provides care for the child consistent with the individual health plan.

A parent-designated adult may be a school district employee. Parent-designated adults who are school employees will file a voluntary, written, current, and unexpired letter of intent stating their willingness to be a parent-designated adult. Parent-designated adults who are school employees are required to receive training in caring for students with seizures from the (insert

title of appropriate staff member) or from a parent-selected health care professional or appropriate personnel from a national epilepsy organization that offers seizure training and education for school nurses and other school personnel. If a school district employee who is not licensed under chapter 18.79 RCW chooses not to file a letter under this section, the employee may not be subject to any employer reprisal or disciplinary action for refusing to file a letter.

Parent-designated adults who are not school employees are required to show evidence of comparable training and meet school district requirements for volunteers. Parent-designated adults must receive additional training from a parent-selected health care professional or expert in seizure care to provide the care requested by the parent. The (insert appropriate staff member) is not responsible for the supervision of procedures authorized by the parents and carried out by the parent-designated adult.

The District, its employees, agents, or parent-designated adults who act in good faith and in substantial compliance with a student's individual health care plan and the instructions of the student's health care provider will not be criminally or civilly liable for services provided under RCW 28A.210.330.

Cross References:

2121 - Substance Abuse Program
2161 - Special Education and Related Services for Eligible Students
2173 - Education of Students With Disabilities Under Section 504 of the Rehabilitation Act of 1973
3122 - Excused and Unexcused Absences
3210 - Nondiscrimination
3244 - Prohibition of Corporal Punishment
3520 - Student Fees, Fines, or Charges
4315 - Regulation of Dangerous Weapons on School Premises

Legal References:

RCW 9.41.280 Possessing dangerous weapons on school facilities — Penalty — Exceptions
RCW 28A.150.240 Certificated teaching and administrative staff as accountable for classroom teaching — Scope — Responsibilities — Penalty
Chapter 28A.225, RCW Compulsory school attendance and admission
Chapter 28A.320, RCW Provisions applicable to all districts
RCW 28A.400.100 Principals and vice principals — Employment of — Qualifications — Duties

RCW 28A.400.110 Principal to assure appropriate student discipline — Building discipline standards — Classes to improve classroom management skills

Chapter 28A.600 RCW, Students

WAC 392-190-048 Access to course offerings – Student discipline

Chapter 392-400 WAC, Student Discipline

34 CFR Part 100.3 Regulations implementing Civil Rights Act of 1964

42 U.S.C. 2000d et seq. Civil Rights Act of 1964

Management Resources:

2021 – February Issue

2019 – April Policy Alert

2018 - August Issue

2016 - July Issue

2014 - December Issue

2014 - August Issue

2010 - June Issue

Adoption Date:

Chewelah School District #36

Classification: Essential

Revised Dates:

EMERGENCY AND DISCRETIONARY LEAVES

This section is CSD Policy 5326

Emergency leave may be granted for no more than one (1) day per year and may be taken in the case of emergencies as defined in the following:

An emergency arises out of unforeseen and unexpected circumstances which create an air of crisis or extreme need. The circumstances must present a grave and clear danger that imminently threatens physical or mental health or would result in irremediable harm or in immediate disaster to life or property unless some action is taken.

A written application for emergency leave must be returned to the district office on the day of return to school

This policy is subject to all the provisions of Policy 5320. (CSD specific language)

This section is the first 5 paragraphs of CSD Policy 5323, Domestic Violence Leave is new and edits to Death in Family align with CBAs

Family Emergency Leaves

The board recognizes that the demands of the workplace and of families need to be balanced to promote family stability and economic security for school district employees. Conditions for the authorized use of accumulated leave for family leaves are to be fairly construed in a manner consistent with this policy, and other relevant district policies.

Unless otherwise stated, any leave used under terms of this policy will be deducted from the staff member's accumulated sick leave. In the event the staff member's sick leave has been exhausted, the leave will be granted without pay.

Unless a situation is governed by an applicable collective bargaining agreement, the following apply:

A. Domestic Violence Leave

The district will allow victims of domestic violence, sexual assault, or stalking and family members of victims to take reasonable leave from work, intermittent leave or leave on a reduced leave schedule. The leave may be sick leave, other accrued leave, or leave without pay. Family member includes a child, spouse, parent, parent in-law, grandparent or an individual with whom the victim has a dating relationship. The employee will provide advance notice of their intent to take leave. If advance notice is not possible, due to an emergency, notice should be provided no later than the end of the first day that the employee takes leave.

B. Family Illness

District staff members may use accrued sick leave or other accrued leave, at the employee's choice, to care for a child of the employee with a health condition that

requires treatment or supervision. Staff members may use accrued sick leave or other accrued leave, at the employee's choice, to care for a spouse, parent, parent in-law or grandparent of the employee who has a serious health condition or an emergency condition. The district may require a signed statement from a licensed medical practitioner to verify the need for treatment, care or supervision for any absence that exceeds five (5) consecutive days.

C. Death in the Family

The district will allow each full-time regular staff member a maximum of 5 days leave upon the death of an employee's spouse, mother, father, son, daughter, sister, brother, mother-in-law, or father-in-law. Leave also will be allowed upon the death of a son-in-law, daughter-in-law, brother-in-law, sister-in-law, grandmother, grandfather, granddaughter or grandson sibling, child, grandparent, grandchild, or those same relatives by marriage or a person living in the same household as the employee. In the case of a memorial service that does not fall within thirty (30) days of the death of a qualified relative as defined above, additional time up to three (3) days leave may be granted by the superintendent or building administrator. The deaths of more than one family member resulting from a common occurrence will be treated as a single death with respect to the length of leave granted.

The district will allow regular staff members to use up to two (2) days per year from sick leave upon the death of other relative(s) or friend.

An extended unpaid leave of absence for a period up to the beginning of the next school term or school year may be approved at the discretion of the superintendent based upon consideration of education program needs and the desires of the staff member, together with any recommendation of professionals such as medical practitioners or counselors regarding the leave request.

Nothing in this section will preclude the use of accumulated sick leave to care for a child with a health condition that requires treatment or supervision, as provided in the 'Family Illness' section of this policy.

The remainder of the policy was CSD Policy 5327

Sabbatical Leaves

Certificated staff will be eligible for sabbatical leave for study or research. The district may grant sabbatical leaves of absence for study and/or research upon application by certificated staff, the recommendation of the superintendent, and approval by the board, provided such a leave shall will serve the best interest of the district and is within the fiscal parameters of the district. The district shall will declare its intention by February 1. Certificated staff shall will be eligible for sabbatical leave for study or research. Sabbatical leave shall be granted according to the following stipulations:

- A. Years to Qualify: Staff ~~shall~~ will have served 5 or more continuous years in the district.
- B. Limit on Number: Sabbatical leaves may be granted up to one full year to not more than percent of the two (2) total certificated staff members of the district in any one year, the number granted to be subject to determination by the board upon the recommendation of the superintendent.
- C. Application Deadline: Applications for sabbatical leave ~~shall~~ will be filed with the superintendent not later than 90 days prior to the school year for which it is requested. The board may, at its discretion, extend this deadline.
- D. Proposed Plan to Accompany Application: A proposed plan of study or research to which the time spent on leave ~~shall~~ will be devoted must accompany the application.
- E. Criteria for Evaluation of Applications: Applications ~~shall~~ will be evaluated on the following three criteria:
 - 1. The merit of the proposed plan of study or research and its relationship of service to the district in terms of the individual's professional background.
 - 2. Proportionate representation of the different levels of district schools, such as elementary, middle school, senior high school, and administration.
 - 3. Seniority ~~shall~~ will be considered.
- F. Final Approval by Board: Applications approved by the superintendent ~~shall~~ will be presented to the board for final approval. Once approved by the board, any change of sabbatical plan ~~shall~~ will be presented in writing and approved by the superintendent in advance of the leave.
- G. Two-Year Studies: An applicant who is taking part in a two-year study may, upon evaluation of his/her program, request one year of sabbatical leave and a preliminary commitment, subject to district staffing needs, for an additional one-year leave of absence.
- H. Scholarship for Study or Research: Should the staff member who is granted a sabbatical leave receive a scholarship during the same year as the sabbatical, the total compensation from the two sources ~~shall~~ will not exceed the salary he/she would receive if under regular contract with the district for full-time service.
- ~~I. Stipend for Study or Research: A staff member on sabbatical leave for study or research shall receive a stipend of percent of his/her regularly contracted salary unless this sum is reduced as a result of section H above. The stipend shall be paid in ten or twelve payments at the option of the applicant. All regular salary deductions shall be made.~~
- ~~J. Stipend Considered a Loan: The stipend received is a loan. Should a staff member on sabbatical leave fail to return to the district, he/she shall then repay the loan within years at the interest rate of percent or at the rate provided in RCW 19.52.010, whichever is greater.~~
- ~~K. Cancellation of Loan: The stipend shall be canceled in the following manner upon the return of the staff member to the district:
 - 1. One-half of the total loan shall be canceled after the first year's service in the district;~~

- ~~2. The remaining one-half of the loan shall be canceled after the second year's service in the district.~~
- L. Maintenance of Tenure and Salary Standing: A staff member granted sabbatical leave ~~shall will~~ maintain standing in tenure and salary but will not advance.
- M. Limit on Other Employment: A staff member on sabbatical leave for study or research ~~shall will~~ not seek employment for compensation during the period of sabbatical other than to supplement sabbatical leave income in carrying out the approved program. Such employment must be approved by the superintendent and the board and, when combined with the sabbatical stipend, ~~shall will~~ not exceed the salary he/she would receive if under regular contract with the district for full-time service.
- N. Report Required Upon Return: Within 30 days of a staff member's return from sabbatical leave, the staff member ~~shall will~~ file with the superintendent a report giving the substance of the program of study or research in which he/she is engaged, and indicating the value which he/she believes grew out of the experience. If the staff member was employed for compensation during the program, full details of the employment and income should be included in this report.
- O. Leaves to Accept Scholarships: Staff may at any time request leave to accept scholarships of up to one full year which would not involve the district in any financial obligations, in which case all other provisions of the sabbatical leave policy except the percentage limitation would apply.
- P. Return to Original Position: An effort ~~shall will~~ be made to replace a certificated staff member returning from sabbatical leave in his/her original position or in an appropriate comparable position.

This policy is subject to all of the provisions stated in Policy 5320. (CSD specific language)

Leaves Of Absence

The district may grant leaves of absence for specific periods of time for up to one school year upon application by a staff member, the recommendation of the superintendent and the approval of the board. Such leaves ~~shall will~~ be without pay or fringe benefits and, with the approval of the board, may be extended for one additional school year. During the leave the staff member may pay the district's share of any insurance benefits program in order to maintain those benefits. The needs of students and the district program warrant primary consideration. Leaves of absence ~~shall will~~ be granted only when they ~~shall will~~ not have an undesirable impact upon the educational program or business operations.

A staff member ~~shall will~~ be entitled to return to a position in the district at the end of the leave of absence subject to the availability of a position for which the staff member is qualified. The staff member granted a leave of absence ~~shall will~~ inform the board by April 1 as to his/her intentions to assume a position in the district for the ensuing school year. If said notification is not received, the individual's employment rights with the district ~~shall will~~ be terminated.

Staff on leave of absence ~~shall~~ will not earn any salary schedule experience credit or any sick leave credit or benefits during the leave of absence.

This policy is subject to all of the provisions stated in Policy 5320. (CSD specific language)

Leaves To Attend Meetings/Conferences

The district may grant leaves, subject to the recommendation of the superintendent and approval by the board, to staff for the purpose of attending meetings or conferences that are likely to be of value to the staff member's performance. Meetings and conferences wherein bargaining unit activities are conducted are excluded unless allowed according to an applicable collective bargaining agreement. Such leaves may be granted without pay and with or without travel expense reimbursement.

This policy is subject to all of the provisions stated in Policy 5320.

Cross References

Policy 5021

Conflicts Between Policy and Bargaining Agreements

Policy 5320

Personnel Leaves

Legal References

RCW 28A.400.300

Hiring and discharging employees—~~Leaves for employees~~ Written leave policies—Seniority and leave benefits, ~~retention upon transfers of employees~~ transferring between schools districts and other educational employers

RCW 49.12.270

Sick leave, time off – Care of family members

Chapter 49.76 RCW

Domestic violence leave

Management Resources

2011 – October Issue

2009 – October Issue

Adoption Date: 02.19.97

Chewelah School District #36

Revised:

Classification: Discretionary

PERSONNELAppropriate Dress

In dress, conduct, and interpersonal relationships, teachers and other staff members should recognize that students are continuously observing them. Their actions and demeanor will be reflected in the conduct of the students.

It is of paramount importance that the members of the staff set good examples in conduct, manners, dress and grooming.

Friday is recognized as a casual or school spirit dress casual day when many staff wear school logo or district shirts. The building administrator may designate other days as casual days.

STUDENT TEACHERS

The board encourages cooperation with colleges and universities within the state in the training of student teachers. The district ~~shall~~ will accept student teachers from accredited institutions of higher learning with which the district has a cooperative agreement approved by the board.

The board authorizes the superintendent to honor those reasonable rules, regulations and training guidelines of the teacher training institution. The teacher training institution ~~shall~~ will be expected to provide liaison personnel who ~~shall~~ will work cooperatively throughout the training process with the principal and the supervising teacher.

The superintendent ~~shall~~ will coordinate the request for placement with building principals in order that excessive concentrations of student teachers in any given building ~~shall~~ will be avoided. Student teachers ~~shall~~ will comply with the ~~policy-policies~~ of the district as ~~it they~~ applies to certificated staff. The supervising teacher and the principal ~~shall~~ will be responsible for the conduct of the student teacher.

Cross References: Policy 5521 Teacher Assistance Program

Adoption Date: February 19, 1997

Chewelah School District #36

Revised Date:

Classification:

VOLUNTEERS

The district recognizes the valuable contribution made to the total school program through the volunteer assistance of parents and other citizens. In working with volunteers, district staff ~~shall~~ will clearly explain the volunteer's responsibility for supervising students in school, on the playground and on field trips. On field trips both students and volunteers are to be informed of the rules of student behavior and the means by which they are to be held accountable to those rules.

The superintendent ~~shall~~ will be responsible for developing and implementing procedures for the utilization of volunteers. The selection and use of volunteers will be consistent with those policies and procedures as specified for unsupervised volunteers as specified in Policy ~~5111~~5005 Employment and Volunteers: Disclosures, Certification Requirements, Assurances and Approvals.

Cross References:

Board Policy ~~5111~~ 5005

Employment of Staff and
And Volunteers: Disclosures,
Certification Requirements,
Assurances and Approval

Legal References

RCW 43.43.830-840

WAC 446-20-285

Washington State Criminal
Code Records background
checks
Employment—Conviction
Records

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

SUBSTITUTE EMPLOYMENT

The board authorizes the employment of a certificated substitute in the absence of a certificated staff member. In addition, the district may use a substitute in place of a regularly ~~contracted~~ staff member when:

- A. Enrollment uncertainties exist at the beginning of a school year, or
- B. Resignations of regular staff do not allow sufficient time for the district to employ an immediate replacement.

On either of the latter occasions the district ~~shall~~ will employ a contracted staff person within a reasonable time.

The superintendent ~~shall~~ will be responsible for establishing procedures by which teachers request substitutes and by which substitute teachers are assigned, employed and compensated.

Substitute teachers who have served for 20 full consecutive working days in the same assignment shall, from the 21st day of service on, be paid according to the regular salary schedule of certificated staff. (District-specific language)

The board authorizes the employment of a spouse of an officer as a substitute teacher when the superintendent deems that there is a shortage of substitute teachers in the district. The terms of the spouse's employment must be commensurate with the relevant pay plan or collective bargaining agreement operating in the district.

~~If the district has or can reasonably anticipate that it will exhaust its list of qualified and available substitutes for certificated teaching positions, the board shall adopt a resolution stating that the service of retired teachers and/or retired administrators are necessary to address the shortage of qualified and available substitutes. That resolution shall make retired teachers and/or retired administrators eligible for three hundred fifteen additional hours of employment as substitute teachers without adversely affecting their retirement payments, if the district exhausts its list of qualified and available substitutes. The board's resolution shall be valid for the school year in which it is adopted only. A copy of the resolution and a list of the retired teachers and/or administrators employed as substitutes shall be forwarded to the Department of Retirement Services.~~

~~If the district cannot find a replacement administrator to fill a vacancy, the board of directors shall adopt a resolution that the services of a retired teacher or administrator are necessary. That resolution shall make a retired teacher or administrator eligible for one hundred five additional hours of employment as a substitute administrator without adversely affecting his or her retirement payments. The board's resolution shall be valid for the school year in which it is adopted only. A copy of the resolution and name of the retired teacher or administrators employed as a substitute administrator shall be forwarded to the Department of Retirement Services.~~

~~If the district cannot find a replacement principal to fill a vacancy, the board of directors shall adopt a resolution that the services of a retired principal are necessary. That resolution shall make a retired principal eligible for two hundred ten additional hours of employment as a substitute principal without adversely affecting his or her retirement payments. The board's resolution shall be valid for the school year in which it is adopted only. A copy of the resolution and name of the retired principal employed as a substitute principal shall be forwarded to the Department of Retirement Services.~~

Retired school employees may be employed as substitutes in accordance with Policy 5001.

If the superintendent reasonably anticipates that the list of qualified, willing substitutes will be exhausted, emergency substitute certification may be sought from the office of the superintendent of public instruction for persons not fully qualified for a teaching or substitute certificate. Substitutes holding emergency certification may only be assigned work when the list of fully-qualified substitutes is exhausted.

The board authorizes the employment of a classified substitute in the absence of a classified staff member when a program will be adversely affected by the regular staff member's absence and when a substitute can perform the duties in a reasonable manner. ~~Such~~ A ~~classified substitutes shall be hired into positions ineligible for retirement benefits that correspond to the retirement eligible positions for which substitutes are needed~~ substitute employee's eligibility to purchase retirement service credit will be determined according to Chapter 41.35 RCW and retirement system rules. Substitute classified employee means a classified employee who is employed by the district exclusively as a substitute for an absent employee. The superintendent is authorized to establish procedures relating to the use of substitute classified staff.

By October 1 of each year, the district will report to the office of the superintendent of public instruction: 1) The number of substitute teachers hired per school year; 2) the number of hours worked by each substitute teacher; 3) the number of substitute teachers that received benefits under the school employees' benefits board; 4) the full daily compensation rate per substitute teacher; and 5) the reason for hiring the substitute teacher.

Cross References:	Board Policy 1610 <u>1610</u>	Conflicts of Interest (<u>Districts with fewer than 2,000 Students</u>)
	Board Policy 5001	<u>Hiring of Retired School Employees</u>
	Board Policy 5612	<u>Temporary Administrators</u>
Legal References	RCW 28A.400.300	Hiring and discharging employees— <u>Leaves for employees—Sonority and leave benefits, retention upon between schools</u> <u>Written</u>

<u>RCW-28A.330.240</u>	<u>leave policies – Seniority and leave benefits of employees transferring between school districts and other educational employers</u>
<u>RCW 28A.405.900</u>	Employment Contracts Certain certificated employees exempt from chapter provisions
<u>RCW 41.32.570</u>	<u>Postretirement employment – Reduction or Ssuspension of pension payments—Service as substitute teacher</u>
RCW 42.23.030	Interest in contracts prohibited— accepted cases <u>X exceptions</u>
<u>RCW 28A.410.010</u>	<u>Certification – Duty of professional educator standards board – Rules – Record check – Lapsed certificates – Superintendent of Public Instruction as administrator</u>
<u>RCW 28A.300.615</u>	<u>Substitute teachers – Hiring and compensation reporting</u>
<u>RCW 41.32.802</u>	<u>Reduction of retirement allowance upon reemployment or if covered by plan under RCW 28B.10.400 – Reestablishment of membership</u>
<u>RCW 41.32.862</u>	<u>Reduction of retirement allowance upon reemployment of if covered by plan under RCW 28B.10.400 – Reestablishment of membership</u>
<u>RCW 41.35.033</u>	<u>Membership = Service credit – Substitute employees - Rules</u>
<u>RCW 41.35.060</u>	<u>Reduction of retirement allowance upon reemployment or if covered by plan under RCW</u>

RCW 41.40.037

WAC 181-79A-231

28B.10.400 – reestablishment
of membership
Service by retirees – Break in
employment requirement –
Reduction of retirement
allowance upon
reemployment –
Reestablishment of
membership
Limited certificates

Management Resources:

2016 – July Issue

2011 – August Issue

Policy News, June 2008

Policy News, August 2001

2022 – June Issue

Substitute Employment
Legislature Authorizes
“Retire-Rehire”

Adoption Date: 02.16.00
Chewelah School District #36
Revised Date:
Classification:

SCHOOL FACILITIESCare of School Property

Staff shall insure that buildings, equipment and furniture are not abused. Students or nonstudents who abuse school property may be disciplined and required to pay for the damage incurred.

The superintendent shall establish procedures for the investigation and reporting of damage or loss and shall initiate action to collect for damages. A student's grades, transcript or diploma may be withheld until restitution is made.

Cross Reference: Board Policy 3520 Student Fees, Fines, Charges

Legal Reference: RCW 28A.635.060 Defacing or injuring school
property--Liability of parent or
guardian

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