



**Board of Director's Regular Meeting**  
**August 24, 2022**  
**6:30 PM at District Office, 210 N. Park St., and virtually via Zoom**

1. Call meeting to order **REVISED**
2. Flag salute
3. Modifications to the agenda
4. Approval of the agenda
5. Approval of the minutes
  - July 20, 2022 board meeting
  - August 11, 2022 special meeting/work session
6. Public Comments: Individuals interested in speaking are asked to sign the public comment sign-in form. Speaking time for public comments is limited to three minutes. Please recognize the Board has the option to decline verbal public comments and only allow written public comments to be submitted.  
*Please know that concerns related to personnel are not heard in a regular open meeting but may be heard in an executive session with the Superintendent and Board of Directors. Disagreements with staff decisions need to be submitted through the district's grievance policy #4312 or other pertinent grievance procedures.*
7. School Community Presentations
  - A. Student ASB Director Keona Ross
  - B. Maintenance and facilities update - Jason Tapia
  - C. School Safety Summit and summer school reports (buff) – Tom Skok
  - D. NAESP Conference and Gess Elementary principal reports - Julie Price
  - E. Jenkins principal report (blue) – Shawn Anderson
  - F. Summer school credit recovery report and Student Support Services report (lavender) – Erin Dell
  - G. Business Manager – Mara Schneider
    - ✓Financial report
8. Consent agenda:
  - A. Approve financial reports
  - B. Approve general fund voucher numbers 121639-121669 for a total of \$40,200.52; vouchers 121680-121685 for a total of \$13,739.23; vouchers 121687-121690 for a total of \$58,878.33; and vouchers 121692-121725 for a total of \$39,946.37
  - C. Approve capital projects fund voucher numbers 121670-121675 for a total of \$183,909.17 and voucher numbers 121726-121731 for a total of \$48,020.93
  - D. Approve ASB voucher numbers 121676-121679 for a total of \$1,495.24
  - E. Approve payroll in the amount of \$812,580.41
  - F. Personnel:
    1. Approval to hire Kindra Tapia as junior/senior high school cross country head coach
    2. Approval to hire Dylan Jumalon as a paraeducator
    3. Approve resignation of Emily Levchenko as a Gess teacher
    4. Approval to post for an elementary teacher

*Chewelah School District #36 Board of Directors' Regular Meeting,*  
August 24, 2022, 6:30 PM – District Office and virtually via Zoom

5. Approve 2022-23 out of endorsement assignment for Kristin French for dance
  6. Approve 2022-23 out of endorsement assignment for Kurt Hanson for math, science, history, economics, psychology, sociology, PE/health, digital media/computers, social studies, business, vocational, music, art, foreign language, and electives
  7. Approve 2022-23 out of endorsement assignment for Laura Watson for English language arts, science, history, economics, psychology, sociology, PE/health, digital media/computers, social studies, business, vocational, music, art, foreign language, and electives
  8. Approve 2022-23 out of endorsement assignment for Lonnie Hoxie for math, science, and language arts
  9. Approve 2022-23 out of endorsement assignment for LaVonne Smith for art and PE
  10. Approve 2022-23 out of endorsement assignment for Chelsi Boswell for photojournalism/yearbook
  11. **Approval to post for a first grade teacher**
  12. **Approval to hire Dylan Jumalon as a high school football assistant coach**
  13. **Approval to hire Emily Smith as high school volleyball C squad coach**
  14. **Approval to hire LaVonne Smith as junior high school volleyball head coach**
9. Superintendent Report
10. Old Business:
- A. Second reading Policy 2005 School Improvement Plans (green)
  - B. Approve Board Goals 2022-23 (yellow)
  - C. Approve Superintendent Goals 2022-23 (gray)
11. New Business:
- A. Approve payment of United Schools Insurance Program premium, estimated amount of \$145,684.56 (salmon)
  - B. Approve Barnards Building LLC bid for Gess Elementary playground cover, estimated amount of \$299,558.40 (tan)
  - C. Approve Jenkins Jr./Sr. High staff handbook (pink)
  - D. Approve Quartzite Learning staff handbook (goldenrod)
  - E. Approve Gess Elementary staff handbook (blue)
  - F. Approve extracurricular salary schedule (cherry)
  - G. Approve extracurricular contracts (lavender)
  - H. **Approval for Valbridge Property Advisors to appraise the district office building**
12. Board Reports
- A. Director Steve Phillips
  - B. Director Bryan Tidwell
  - C. Director Dan Krouse
  - D. Director Theolene Bakken
  - E. Chairperson Judy Bean
13. Future Meeting Agenda Topics
14. Executive session if needed
15. Adjourn

Join meeting virtually via Zoom at <https://us02web.zoom.us/j/86309476949>  
Individuals with disabilities who may need a modification to participate in a meeting should contact the superintendent's office, at 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.

**CHEWELAH SCHOOL DISTRICT #36**  
**BOARD MEETING**  
**District Office and Virtually via Zoom**  
**July 20, 2022**

Chairperson Judy Bean called the meeting to order at 6:35 PM. Directors present were Theolene Bakken, Steve Phillips and Bryan Tidwell. Director Dan Krouse was excused. Superintendent Jason Perrins and Business Manager Mara Schneider were present. There was one audience member present in person and none via internet connection. Following the flag-salute, the first item of business was:

**MODIFICATIONS TO THE AGENDA:** None.

**APPROVAL OF THE AGENDA:** Director Tidwell moved to approve the agenda as written. MC

**APPROVAL OF THE MINUTES:**

- Director Bakken moved to approve the minutes of the June 6, 2022 special meeting/work session as written. MC
- Director Tidwell moved to approve the minutes of the June 15, 2022 board meeting as written. MC
- Director Phillips moved to approve the minutes of the July 7, 2022 special meeting/budget review/public hearing as written. MC
- Director Tidwell moved to approve the minutes of the July 7, 2022 work session as written. MC

**PUBLIC COMMENTS:** No public comments were presented

**SCHOOL COMMUNITY PRESENTATIONS:**

- A. Maintenance and Facilities Supervisor Jason Tapia provided a written update of summer projects.
- B. Business Manager Mara Schneider presented the current financial report.

**CONSENT AGENDA:** Chairperson Bean submitted for approval of those expense reimbursement claims certified as required by RCW 42.24.090 that have been made available to the Board. After a brief discussion of the consent agenda items, Director Tidwell moved to approve the consent agenda. MC

- A. Approve financial reports
- B. Approve general fund voucher numbers 121413-121466 for a total of \$96,760.93; voucher numbers 121477-121478 for a total of \$8,695.03; voucher numbers 121503-121563 for a total of \$78,350.70; ACH voucher for \$752.20; voucher numbers 121575-121609 for a total of \$139,191.57 and voucher numbers 121615-121616 for a total of \$48,953.69
- C. Approve capital projects fund voucher numbers 121467-121468 for a total of \$2,257.78; voucher numbers 121564-121568 for a total of \$47,607.67; ACH voucher for \$1,232.73 and voucher numbers 121610-121611 for a total of \$133,193.05
- D. Approve ASB voucher numbers 121469-121476 for a total of \$4,003.31; voucher numbers 121569-121573 for a total of \$10,494.12; ACH voucher for \$89.16; and voucher numbers 121612-121614 for a total of \$1,040.86
- E. Approve payroll in the amount of \$983,594.88
- F. Approve milk and juice prices
- G. Personnel:
  - 1. Approval to post for junior high baseball head coach
  - 2. Approval to post for junior high baseball assistant coach
  - 3. Approval to post for assistant cheerleading advisor
  - 4. Approval to hire Rebecca Gregerson as a first-grade teacher
  - 5. Approval to hire Brittany Cooper as a paraeducator
  - 6. Approval to hire Polly Cooley as a paraeducator
  - 7. Approval to hire Stepheney Lane as a paraeducator

**SUPERINTENDENT REPORT:**

Superintendent Perrins gave the annual report on use and efficacy of Policy 3205 Sexual Harassment of Students Prohibited and Policy 501 Sexual Harassment of District Staff Prohibited.

**OLD BUSINESS:** Director Tidwell moved to approve the second reading of Policy 6801 Capital Assets/Theft-Sensitive Assets. MC

**NEW BUSINESS:**

- A. Director Bakken moved to approve extracurricular programs and positions for 2022-23. MC
- B. Director Tidwell moved to approve the JMT Petroleum fuel bid for the 2022-23 school year. MC
- C. Director Bakken moved to approve the Terry's Dairy dairy products bid for the 2022-23 school year. MC

- D. First reading Policy 2161 Special Education and Related Services for Eligible Students.
- E. First reading new Policy 2163 Response to Intervention.
- F. Director Tidwell moved to approve first reading of Policy 3205 Sexual Harassment of Students Prohibited. MC
- G. Director Bakken moved to approve first reading of Policy 5011 Sexual Harassment of District Staff Prohibited. MC

**BOARD REPORTS:**

- Director Phillips gave no report.
- Director Tidwell enjoyed his recent lunch meeting with Superintendent Perrins. He is also enjoying seeing many kids at the public library during summer break. He is excited to see where the district goes in the coming school year and encouraged the public to attend board meetings.
- Director Bakken gave no report.
- Chairperson Bean provided a list of district policies that were most recently adopted or updated prior to 2011. She also provided the National School Boards Association (NSBA) and Council of School Attorneys (COSA) document “Policies Required by Federal Law August 2021”. The directors created a plan for reviewing the policies that includes each director reviewing several policies and recommended updates being presented at future board meetings. Chairperson Bean also presented a calendar of upcoming meetings and trainings available for directors.

**ADDITIONAL SUPERINTENDENT REPORT**

- Will finalize the Board and Superintendent 2022-23 goals for approval at the August 24 board meeting
- In process of hiring Director of Technology
- District applied for a grant in May for HVAC and sidewalk repair projects. Will learn in October if grant is received.
- The district annual report newsletter is going to print

**FUTURE MEETING AGENDA TOPICS:**

- The August 4 work session will be rescheduled to August 11
- Board understanding of PLC training
- Board understanding of initiatives going on in the schools and how Board can support staff

With there being no other business, the meeting was adjourned at 7:39 PM. The next regular board meeting will be Wednesday, August 24, 2022, at 6:30 PM at the district office and virtually via Zoom.

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Judy Bean  
Chairperson

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Jason Perrins  
Secretary of the Board

**CHEWELAH SCHOOL DISTRICT #36  
BOARD OF DIRECTORS  
SPECIAL MEETING/WORK SESSION  
210 North Park Street  
August 11, 2022**

Chairperson Judy Bean called the work session to order at 6:30 PM. Directors Theolene Bakken, Steve Phillips and Bryan Tidwell were present. Director Dan Krouse was excused. Two audience members attended. Following the flag salute, the first item of business was:

Chairperson Bean notified the Board of the following revisions to the agenda:

- Removal of Consent Agenda, Personnel Item 5.A.4 – Approval to hire Kyle White as a paraeducator
- Addition of Consent Agenda, Personnel Item 5.A.10 – Approve resignation of Tim Slater as a Jenkins CTE teacher
- Addition of Consent Agenda, Personnel Item 5.A.11 – Approval to post for a CTE teacher
- Addition of Item 11 Policy development process
- Addition of Item 12 Monday board chair/superintendent meetings calendar
- Addition of Item 13 Handbook for WSSDA General Assembly

Director Tidwell moved to approve the agenda as modified. MC

Consent Agenda - Director Bakken moved to approve the consent agenda. MC

A. Personnel

1. Approval to hire Morgan Brashler as high school junior varsity cheer coach
2. Approval to hire Peter Watts as a summer technology laborer
3. Approval to hire Tracey Hilpert as Jenkins counseling secretary/registrar
4. Approval to hire Kyle Franko as interim technology director
5. Approval to post for a one-year information technology specialist
6. Approval to hire LaVonne Smith as Jenkins art teacher
7. Approve resignation of Finn Furth as a high school football assistant coach
8. Approval to post for a high school football assistant coach
9. Approve resignation of Tim Slater as a Jenkins CTE teacher
10. Approval to post for a CTE teacher

Director Bakken moved to approve student travel proposal for high school volleyball team campout at Lake Sullivan 4-H Camp on August 20-21, 2022. MC

Director Bakken moved to approve the first reading of Policy 2173 Education of Students with Disabilities Under Section 504 of the Rehabilitation Act of 1973. MC

Superintendent Perrins updated the Board on the 2022-23 school year initiatives involving assessment, Professional Learning Communities (PLC) training and professional development. The Board discussed strategies for supporting staff as they implement changes.

The Board began a discussion about equity in education. Chairperson Bean provided a National Society of High School Scholars (NSHSS) document titled “Equity vs. Equality: What’s the Difference?” Each director spoke about their understanding of equity vs. equality and agreed that this will be an ongoing discussion.

Chairperson Bean presented a policy development process memo to the Board. The Board will follow the process as they review all policies not updated since 2011.

Chairperson Bean reminded the Board that one director can join each superintendent/board chair Monday meeting and asked that they notify her of the dates they wish to join.

Chairperson Bean emailed the handbook WSSDA’s 2022 General Assembly to the directors. The Board will discuss the WSSDA legislative priorities during the August 24 regular meeting.

Superintendent Perrins reported on the following:

- School Resource Officer (SRO) process moving forward
- Creative District received a grant to provide art seminars for students
- OSPI acknowledged the district transportation department for 2 years of excellent school bus inspections

- Jenkins new art teacher will work with the Creative District and Chamber of Commerce to get student artists involved in the community
- Next school year's student showcase will take place May 25, 2023
- Will host parent forums to explain what's happening in the district this year

With there being no other business, the meeting was adjourned at 8:10 PM. The next regular board meeting will be Wednesday, August 24, 2022, at 6:30 PM at the District Office and virtually via Zoom.

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Judy Bean  
Chairperson

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Jason Perrins  
Secretary of the Board

## JENKINS JUNIOR/SENIOR HIGH SCHOOL

This summer Jenkins students had the opportunity to recover failed credit(s) through Edgenuity, an online learning platform used at the Quartzite Learning Center. The high school counselor sent out letters to students who had failed a course and were credit deficient. The response was much greater than it has been in past years, so we will continue this process in the future.

During the summer our high school students were able to earn:

13 students earned .5 credits (3 of those were from one student)

4 students are on track to complete a .5 credit course

23 students have started a course and will be enrolled in credit recovery to complete the course

### Summer Weights

18 Students attended a summer weights program provided by our new PE teacher Rhea Ross. This program started July 5<sup>th</sup> and ended in the middle of August. Her focus was overall fitness improvement for the students who attended so they spent time lifting weights, running and hiking.

# 2022 Summer School

## GESS ELEMENTARY

This summer Gess Elementary teachers had the opportunity to work with 65 students of varying skill levels, as all students were invited to attend. Below is a statistical list of improvements made in each grade level grouping. Summer school teachers were instructed to focus on one or two standards of learning in ELA skills and Math skills.

K/1<sup>st</sup> (9 Students)

Counting Skills - +14%

Identifying beginning, medial, and ending in CVC – 10, 53, and 40

1<sup>st</sup> / 2<sup>nd</sup> (16 students)

Reading Improvement WPM – 1<sup>st</sup> grade +24%, 2<sup>nd</sup> grade – 4%

Addition Facts – 1<sup>st</sup> grade +5 facts, 2<sup>nd</sup> grade +7 facts

Subtraction Facts – 1<sup>st</sup> grade +5 facts, 2<sup>nd</sup> grade +8 facts

3<sup>rd</sup>/4<sup>th</sup> (17 students)

Fraction skills – + 40%

4<sup>th</sup>/5<sup>th</sup> (9 students)

ELA - +16%

Math - +17%

5<sup>th</sup>/6<sup>th</sup> (14 students)

Reading Comprehension and Fluency

Decimal Facts - +42%



# **Jenkins JR./SR. High School**

August 17, 2022

## **Board Report**

### **I. New Student Orientation**

We are welcoming our new students this year to Jenkins High School on August 17<sup>th</sup> from 12:00 – 2:00 PM starting out in the high school gym. Miss French is leading the New Student Orientation with scheduled presenters throughout the two hours. The intent of the New Student Orientation is to welcome all incoming freshmen, new high school students to the district and foreign exchange students and to provide them with familiar faces and a knowledge of the layout of the school. Hopefully students will feel less anxiety about their first few days of school. Not all our exchange students are on location at this time so the student leadership team has organized a special event for those who can't attend.

### **II. Fall Coaches Meeting**

On August 16<sup>th</sup> from 4:30 – 9:30 PM Athletic Director Shirley Baker met with most all our district coaches to review expectations, and standard operating procedures for coaching at Jenkins. After the general meeting coaches who needed an updated first aid card stayed for the additional training taught by Mrs. Smith. Nurse Kassi also taught a refresher on Epi-pen procedures and proper use of safety gloves. Practices for fall sports begin the week of August 17<sup>th</sup>.

### **III. Summer Professional Development**

It was an exciting summer for many staff as we were able to attend training and professional development in person as opposed to virtually. I can attest that being able to be back in person in Spokane for the AWSP Summer Conference for principals and superintendents.

This summer the administrative team attended the pre-conference as well where we received precursor training for Leading PLCs at Work Districtwide From Boardroom to Classroom through Solution Tree presented by Janel Keating, author and former superintendent from the White River School District. This kicked off our two-day administrative and leadership team Solution Tree training in the district board room last week. Representing the high school at the training were Kirsten French and Jennifer Watts. Jennifer was only available for the second day of the training as she was required to attend College in the High School training at Central Washington University to keep up her certification to teach the courses.

Chelsi Boswell attended journalism training as she is transitioning to the yearbook teacher. There will be a new look and design to the course and it will include components of journalism throughout the year.

Ryan Forsberg attended a one-day science kit training to better prepare him to teach newly required science kit instructional materials.

Shirley Baker also attended a one-day summer training at Eastern Washington University to renew her certification to teach College in the High School English courses. She also attended a week-long AP Seminar Reading Training where she worked long hours reading student responses to writing prompts. For athletics, Shirley attended Game Changers of Washington through WIAA which focused on women in athletic leadership. This is a three-year commitment by Shirley, and it was a selection process to be admitted. Shirley also attended the WIAA Fall Athletics Workshop and the WIAA Coaching School on the coast.

Amanda Katzer, our cheer coach, attended stunt certification training this summer which is a requirement for teams that have routines that stunt. Football coaches had to attend a new WIAA Heads Up Tackling Training before the first day of practice to inform coaches systemically across the state on proper tackling form and head placement. Whit Baker, our track coach, attended pole vault certification training and attended the Summer WIAA Coaching School.

Vanessa Bigler, our school counselor, attended a two-day America School Counselor Association (ASCA) Conference, *Ignite*. She shared with me several of the topics of the break-out sessions that she attended with enthusiasm for the new school year. She also attended a Forefront Suicide Prevention/Intervention Refresher Training to review our commitment to our crisis intervention plans. Vanessa is also attending professional development from WSU on student mentor training through our grant to encourage students to enter the medical career fields and relocate back in Stevens County or surrounding areas.

Tom Skok also attended the AWSP Summer Conference and this week he is attending a Safe School Summit in Spokane. He also attended PBIS team training at the beginning of summer.

Last, new CTE teacher Jerome Shoemaker attended a week-long small engine training in Wisconsin where he became a small Briggs and Stratton Certified instructor. He will now be able to certify any students who go through our small engines course and pass the certification assessment. This will be an industry certification for our students.

# JENKINS JR/SR HIGH SCHOOL

*Home of the Cougars and Raiders*

## **August / September Events Calendar**

### **August 17<sup>th</sup>**

New Student Orientation 12-2:00 pm

### **August 25<sup>th</sup>**

Back to School Open House 5-6:30 pm

### **September 7<sup>th</sup>**

7/8<sup>th</sup> grade Navigating for Success 6:00 – 7:00 pm

9<sup>th</sup> grade Navigating for Success 7:00 – 8:00 pm

### **September 8<sup>th</sup>**

School Pictures

### **September 14<sup>th</sup>**

10/11<sup>th</sup> grade Navigating for Success 6:00 – 7:00 pm

12<sup>th</sup> grade Navigating for Success 7:00 – 8:00 pm



# Student Support Services

Board Report – August 2022

## Quartzite Learning and Open Doors

Training on new assessment systems is scheduled for August 23<sup>rd</sup> and welcome back staff meetings and PLC work will be on August 24<sup>th</sup>. Staff will spend time reviewing procedures and initiatives for this coming year. We are excited to welcome Kellie Tanner to our team as our new school counselor. She brings a wealth of knowledge, experiences, and expertise to our programs.

## Career and Technical Education (CTE)

Our new skilled trades teacher, Jerome Shoemaker, was able to attend a five-day training at the Briggs and Stratton factory in Wisconsin to become a Briggs and Stratton certified teacher using their small engines. He learned a lot and is excited to apply what he learned with students. He was even able to bring home some additional engines for use in the classroom. The training and purchase of the engines, curriculum, and other materials was possible using funds from the Carl Perkins grant. We continue to get things in place for worksite learning and are working with the counseling department to find the right students for this program. We have an additional opening in CTE that we are looking to fill in computer science. This is challenging this time of year, so we are brainstorming options.

## Food Service

We are working with OSPI to complete our community eligibility paperwork for this coming year. There are just some verification pieces that are left to complete. We are also preparing for our administrative review of our lunch and breakfast programs for this year. Just a reminder that with the community eligibility provision, all students will receive free breakfast and lunch at school. A family income survey will be distributed to families that do not directly certify for free lunch through state programs. Families must still consent to income information being used in other programs (such as ASB) to waive fees.

## Nursing Services

A part-time health aid will be added to the department at Gess to support our nursing services and student needs. We have also secured nursing corps funds through the ESD to continue to support an additional nurse one day a week at Jenkins. The COVID team will be meeting on Monday, August 22 to review procedures for this school year. We are also working on submitting an application for Department of Health Labor funding to support staff time focused on anything related to COVID testing.

## Highly Capable

We will be reviewing our Highly Capable program procedures this year. We plan to send a few staff members to the Washington Association of Educators of the Talented and Gifted (WAETAG) conference in October and will be exploring more options for a highly capable program at the junior high level.

### Title I and LAP

Staffing needs and schedules are being reviewed in the buildings to determine the best way to meet student need. Funding for these programs is similar to previous years.

### Other Grants

We have received the Balanced/Modified Calendar study and planning grant. This grant will provide funds for staff to explore and learn about what a balanced or modified calendar might look like, the pros and cons, and how other schools have implemented this. We also received a grant focused on Inclusive Transitional Kindergarten. This grant provides coaching and professional development focused on a comprehensive early learning program designed to serve all students. An early learning leadership team will meet monthly with support provided by the ESD. We applied for the Digital Equity and Inclusion grant again this year and have been awarded funds to purchase and install classroom microphone systems. Classroom amplification systems allow students to hear more clearly and learn more. These systems improve speech intelligibility, comprehension, and retention through proper engineering. Part of this grant will also fund an educational technology coach through the ESD and additional technology focused professional development.

### ELL and Transitional Bilingual Program

Last year we had 1 student that qualified as an ELL student. This enrollment generated a small amount of funding to be used in this program. While we don't have any other students currently enrolled in this program, we believe that at some point we will, so we want to use this money appropriately to prepare for future students. Funds were used to purchase books focused on the SIOP (Sheltered Instruction Observation Protocol) Model of instruction. SIOP is a research-based, instructional model that is highly effective in addressing the academic needs of English learners. The protocol provides a framework for teachers as they design and deliver lessons that make content comprehensible. We also paid for a staff member to attend a series of online training sessions through the Center for Applied Linguistics with the intent that they will be able to serve as a resource and support for teachers if another ELL student enrolls.

**CHEWELAH SCHOOL DISTRICT NO. 36  
FINANCIAL REPORT  
2021/2022**

<b>Beginning Cash and Investment Balance:</b>	
240 Treasurer's Balance - September 1, 2021	\$444,355.61
450 Investment Balance - September 1, 2021	\$1,582,311.05
241 Warrants Outstanding - September 1, 2021	(\$426,455.01)
<b>TOTAL CASH AND INVESTMENT BALANCE - September 1, 2021</b>	<u><u>\$1,600,211.65</u></u>

**July 31, 2022**

**CASH RECEIPTS FOR THE MONTH:**

State Apportionment	\$1,351,265.95
District Deposits	\$18,958.28
Investments Earnings	\$1,781.80
Timber Excise Tax	\$0.00
Federal Forests	\$0.00
Federal In-Lieu-Of Taxes	\$0.00
Local Property Tax	\$1,984.02
Other:	<u>\$0.00</u>
<b>TOTAL RECEIPTS</b>	<b>\$1,373,990.05</b>

**EXPENDITURES FOR MONTH:**

Accounts Payable	\$242,085.01
Payroll	\$812,580.42
Transfer to Debt Service	\$0.00
Other: Canceled Warrants	(\$448.50)
Other: ACH Return	<u>\$0.00</u>
<b>TOTAL EXPENDITURES</b>	<u><u>\$1,054,216.93</u></u>
<b>MONTHLY INCREASE/(DECREASE)</b>	<u><u>\$319,773.12</u></u>

<b>Ending Cash and Investment Balance</b>	
240 Treasurer's Balance	\$334,827.12
450 Investment Balance	\$1,709,728.31
241 Warrants Outstanding	(\$332,248.89)
<b>CASH AND INVESTMENT BALANCE AS PER STEVENS COUNTY TREASURER'S</b>	<u><u>\$1,712,306.54</u></u>

<b>CAPITAL PROJECTS FUND CASH &amp; INVESTMENT BALANCE:</b>	<u>\$162,184.94</u>
<b>DEBT SERVICE FUND CASH &amp; INVESTMENT BALANCE:</b>	<u>\$22,881.46</u>
<b>A.S.B. FUND CASH &amp; INVESTMENT BALANCE:</b>	<u>\$76,385.66</u>
<b>TRANSPORTATION VEHICLE FUND CASH &amp; INVESTMENT BALANCE:</b>	<u><u>\$55,227.46</u></u>

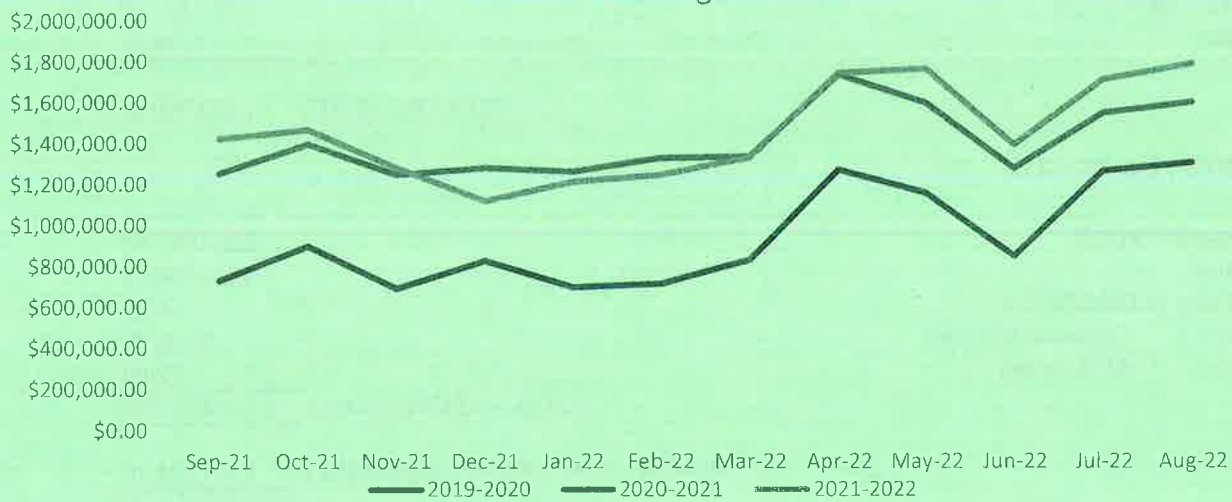
**2021-2022 Financial Report**

**STEVENS COUNTY TREASURER'S ENDING BALANCE**

Sep-19	\$729,621.47	Sep-20	\$1,253,770.69	Sep-21	\$1,423,882.95
Oct-19	\$897,701.70	Oct-20	\$1,397,150.63	Oct-21	\$1,468,123.60
Nov-19	\$690,564.88	Nov-20	\$1,247,908.17	Nov-21	\$1,281,033.93
Dec-19	\$825,477.61	Dec-20	\$1,280,897.48	Dec-21	\$1,119,975.26
Jan-20	\$696,923.14	Jan-21	\$1,262,436.43	Jan-22	\$1,211,725.08
Feb-20	\$711,933.16	Feb-21	\$1,327,993.02	Feb-22	\$1,243,922.79
Mar-20	\$830,200.17	Mar-21	\$1,335,511.99	Mar-22	\$1,331,851.46
Apr-20	\$1,271,000.43	Apr-21	\$1,737,993.21	Apr-22	\$1,745,961.23
May-20	\$1,156,011.59	May-21	\$1,596,745.55	May-22	\$1,766,334.68
Jun-20	\$847,502.15	Jun-21	\$1,277,412.71	Jun-22	\$1,392,533.42
Jul-20	\$1,265,319.49	Jul-21	\$1,549,087.60	Jul-22	\$1,712,306.54
Aug-20	\$1,305,233.44	Aug-21	\$1,600,211.65	Aug-22	\$1,790,000.00

Estimate

Treasurer's Ending Balance



**CHEWELAH SCHOOL DISTRICT #36**

**FINANCIAL REPORT**

**MONTHLY REVENUES OVER OR (UNDER) EXPENDITURES FOR LAST THREE YEARS**

MONTH	2019-2020	2020-2021	2021-2022		
	MONTHLY +/-	MONTHLY +/-	REVENUES	EXPENDITURES	MONTHLY +/-
SEPTEMBER	\$ (200,919)	\$ (51,463)	\$854,105	\$1,030,434	(\$176,329)
OCTOBER	\$ 168,080	\$ 143,380	\$1,053,277	\$1,009,036	\$44,241
NOVEMBER	\$ (207,137)	\$ (149,242)	\$808,298	\$995,388	(\$187,090)
DECEMBER	\$ 134,913	\$ 32,989	\$940,778	\$1,101,836	(\$161,059)
JANUARY	\$ (128,554)	\$ (18,461)	\$1,077,661	\$985,911	\$91,750
FEBRUARY	\$ 15,010	\$ 65,557	\$1,014,521	\$982,323	\$32,198
MARCH	\$ 118,267	\$ 7,519	\$1,150,578	\$1,062,649	\$87,929
APRIL	\$ 440,800	\$ 402,481	\$1,456,412	\$1,042,302	\$414,110
MAY	\$ (114,989)	\$ (141,248)	\$1,036,968	\$1,016,595	\$20,373
JUNE	\$ (308,509)	\$ (319,333)	\$794,247	\$1,168,048	(\$373,801)
JULY	\$ 417,817	\$ 271,675	\$1,373,990	\$1,054,217	\$319,773
AUGUST	\$ 39,914	\$ 51,124			\$0

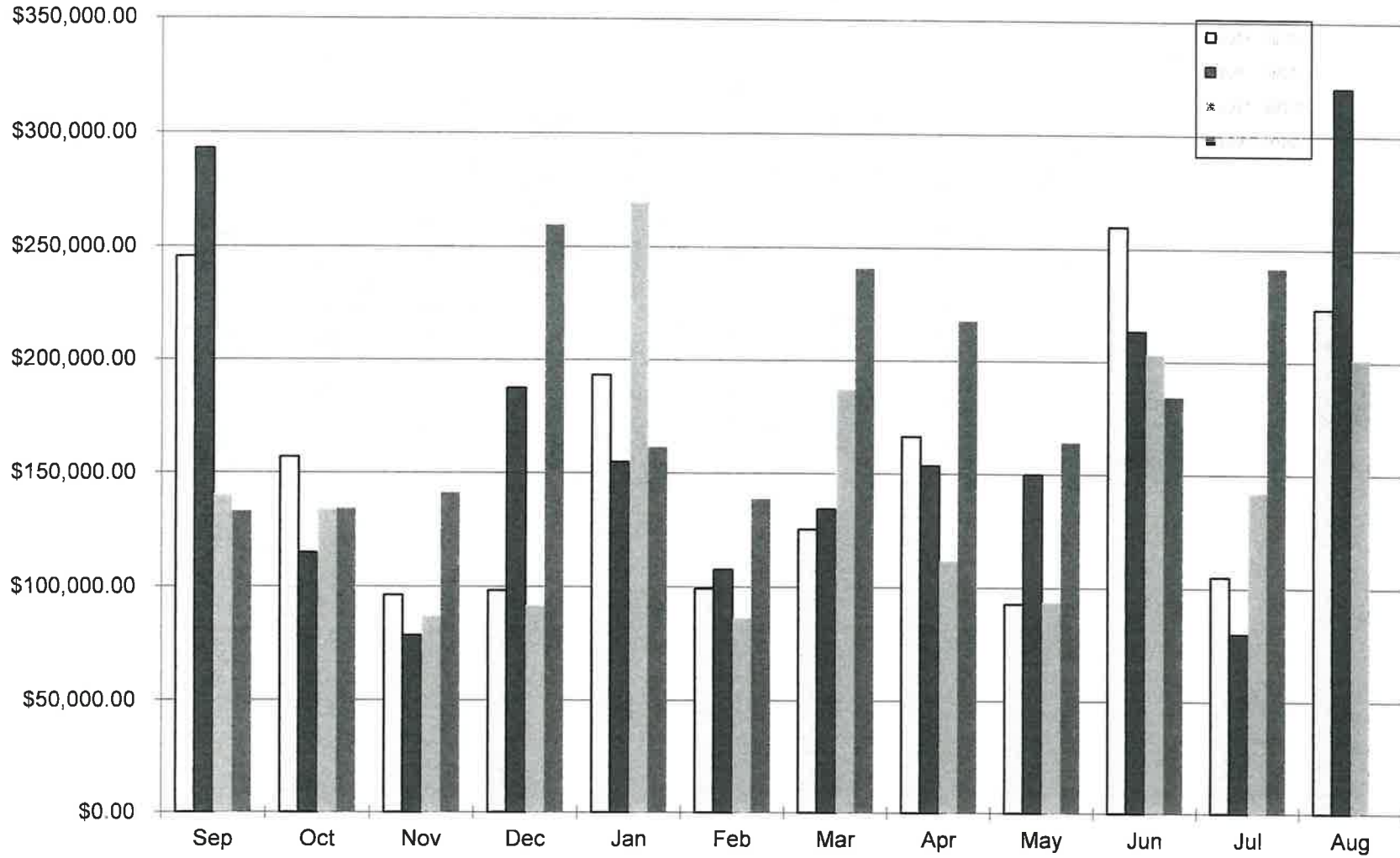


**CHEWELAH SCHOOL DISTRICT #36  
FINANCIAL REPORT**

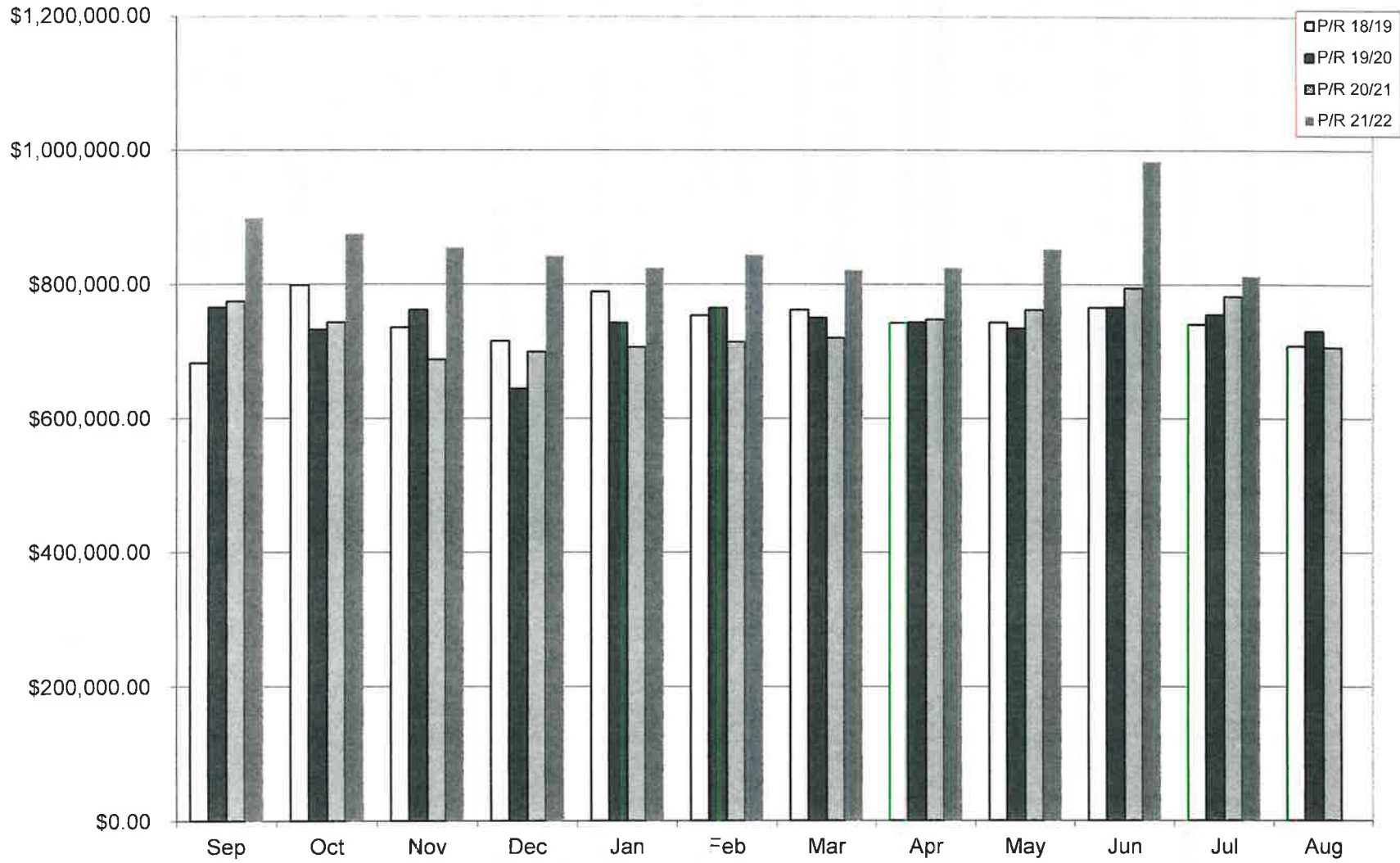
**MONTHLY ACCOUNTS PAYABLE AND PAYROLL AMOUNTS FOR FOUR YEARS**

MONTH/YR	A/P 18/19	P/R 18/19	MONTH/YR	A/P 19/20	P/R 19/20	MONTH/YR	A/P 20/21	P/R 20/21	MONTH/YR	A/P 21/22	P/R 21/22
SEPT	\$245,513.49	\$683,075.78	SEPT	\$293,016.35	\$765,848.80	SEPT	\$140,479.27	\$774,884.92	SEPT	\$132,930.98	\$897,502.71
OCT	\$156,987.80	\$798,777.74	OCT	\$114,812.95	\$732,874.54	OCT	\$134,196.31	\$743,594.95	OCT	\$134,188.70	\$874,847.47
NOV	\$96,363.06	\$736,380.75	NOV	\$78,601.39	\$762,509.47	NOV	\$87,306.10	\$688,425.04	NOV	\$141,097.00	\$854,290.92
DEC	\$98,432.20	\$715,981.04	DEC	\$187,560.31	\$644,412.71	DEC	\$91,955.56	\$699,636.54	DEC	\$259,811.46	\$842,024.92
JAN	\$193,374.15	\$789,184.43	JAN	\$154,814.32	\$742,961.22	JAN	\$269,975.36	\$706,445.88	JAN	\$161,435.63	\$824,475.53
FEB	\$99,311.85	\$753,617.85	FEB	\$107,557.53	\$764,946.65	FEB	\$86,537.03	\$714,337.74	FEB	\$138,619.72	\$843,703.74
MAR	\$125,292.34	\$762,456.45	MAR	\$134,285.19	\$750,446.00	MAR	\$187,475.59	\$720,296.39	MAR	\$240,814.54	\$821,834.74
APR	\$166,536.07	\$743,142.49	APR	\$153,673.34	\$743,588.27	APR	\$111,966.35	\$747,822.30	APR	\$217,697.15	\$824,604.98
MAY	\$93,000.79	\$743,564.69	MAY	\$149,870.79	\$734,914.65	MAY	\$93,966.78	\$762,271.69	MAY	\$164,111.49	\$852,483.42
JUNE	\$259,767.25	\$765,652.08	JUNE	\$213,271.98	\$766,136.85	JUNE	\$203,455.20	\$794,362.90	JUNE	\$184,453.38	\$983,594.88
JULY	\$104,966.63	\$740,888.00	JULY	\$79,853.83	\$755,548.19	JULY	\$142,173.44	\$782,335.75	JULY	\$241,636.51	\$812,580.42
AUG	\$223,413.08	\$708,928.75	AUG	\$320,943.66	\$730,841.26	AUG	\$201,480.50	\$706,027.73	AUG		
<b>TOTAL</b>	<b>\$1,862,958.71</b>	<b>\$8,941,650.05</b>	<b>TOTAL</b>	<b>\$1,988,261.64</b>	<b>\$8,895,028.61</b>	<b>TOTAL</b>	<b>\$1,750,969.29</b>	<b>\$8,840,441.83</b>	<b>TOTAL</b>	<b>\$2,016,796.56</b>	<b>\$9,431,943.73</b>

## CHEWELAH SCHOOL DISTRICT NO. 36 - ACCOUNT PAYABLE EXPENDITURES



### CHEWELAH SCHOOL DISTRICT NO.36 - PAYROLL EXPENDITURES

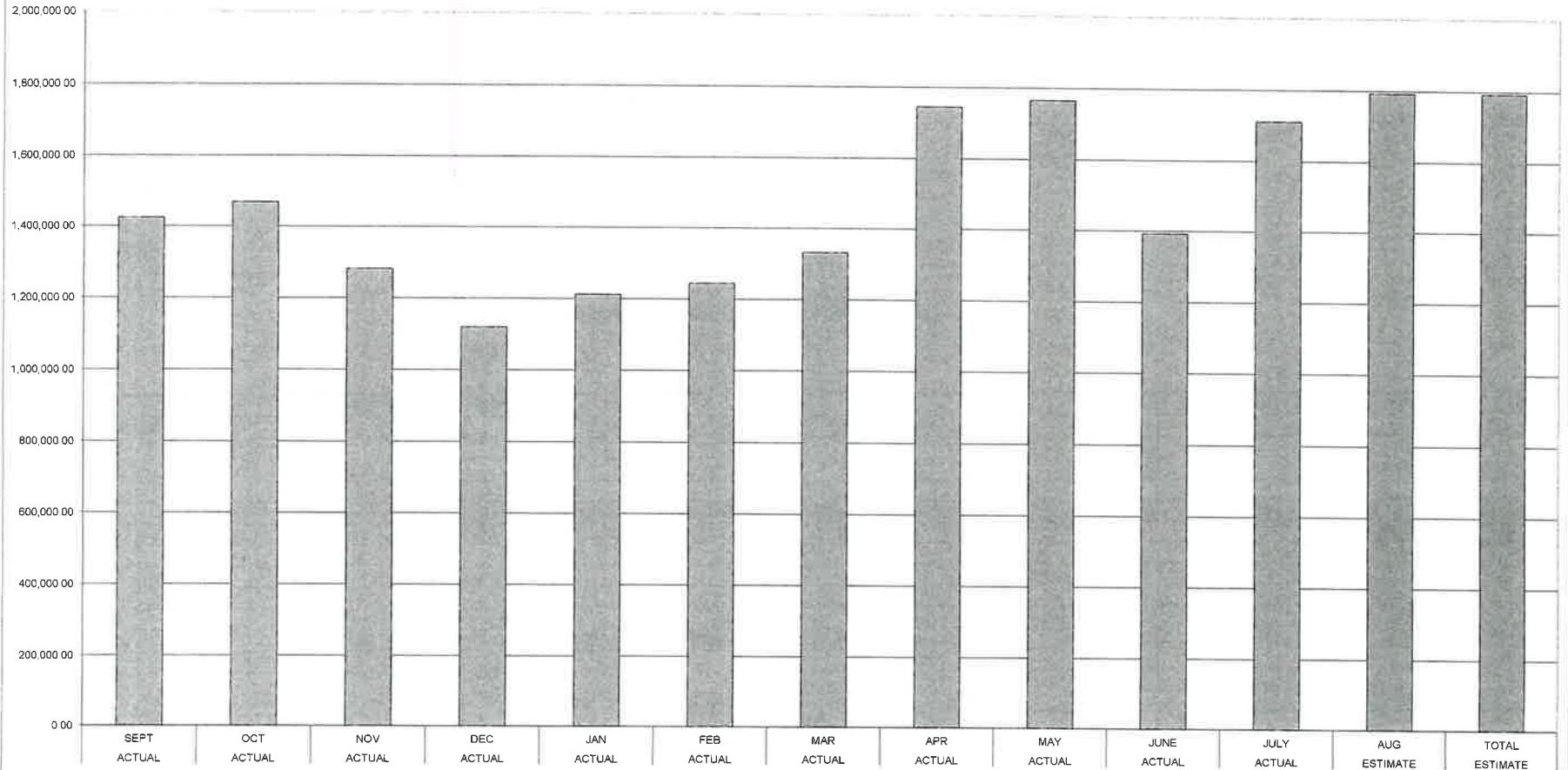


**CHEWELAH SCHOOL DISTRICT**

**CASH FLOW 2021-2022**

	ACTUAL SEPT	ACTUAL OCT	ACTUAL NOV	ACTUAL DEC	ACTUAL JAN	ACTUAL FEB	ACTUAL MAR	ACTUAL APR	ACTUAL MAY	ACTUAL JUNE	ACTUAL JULY	ESTIMATE AUG	ESTIMATE TOTAL
BEGINNING FUND BALANCE	1,600,211.65	1,423,882.95	1,468,123.60	1,281,033.93	1,119,975.26	1,211,725.08	1,243,922.79	1,331,851.46	1,745,961.23	1,766,334.68	1,392,533.42	1,712,306.39	1,600,211.65
REVENUE					FTE ADJUST								
	9%	8%	5%	9%	8.5%	9%	9%	9%	5%	6%	12.5%	10%	100%
APPORTIONMENT	785,902.66	814,672.36	744,611.30	928,569.66	1,045,987.98	971,484.40	967,291.85	1,087,661.36	933,287.73	766,881.75	1,351,265.95	1,120,000.00	11,517,617.00
PROPERTY TAXES	65,320.26	232,937.35	60,655.32	8,276.50	3,405.08	10,747.14	146,716.78	344,214.49	99,917.92	8,747.10	1,984.02	1,500.00	984,421.96
LOCAL RECEIPTS	2,777.08	5,564.65	2,942.90	3,843.83	28,188.47	19,238.04	36,359.06	2,843.33	2,869.28	17,257.95	18,958.28	7,500.00	148,342.87
OTHER	104.99	102.46	88.73	87.72	79.45	13,051.59	210.26	21,692.72	893.43	1,360.20	1,781.80	1,500.00	40,953.35
EXPENDITURES	854,104.99	1,055,276.82	808,298.25	940,777.71	1,077,660.98	1,014,521.17	1,150,577.95	1,456,411.90	1,036,968.36	794,247.00	1,373,990.05	1,130,500.00	12,691,335.18
A/P	132,930.98	134,188.70	141,097.00	259,811.46	161,435.63	138,619.72	240,814.54	217,697.15	164,111.49	184,453.38	241,636.66	250,000.00	2,266,796.71
PR	897,502.71	874,847.47	854,290.92	842,024.92	824,475.53	843,703.74	821,834.74	824,604.98	852,483.42	983,594.88	812,580.42	800,000.00	10,231,943.73
TRANSFER													0.00
ENDING FUND BALANCE	1,423,882.95	1,468,123.60	1,281,033.93	1,119,975.26	1,211,725.08	1,243,922.79	1,331,851.46	1,745,961.23	1,766,334.68	1,392,533.42	1,712,306.39	1,792,806.39	1,792,806.39

MONTHLY FUND BALANCE

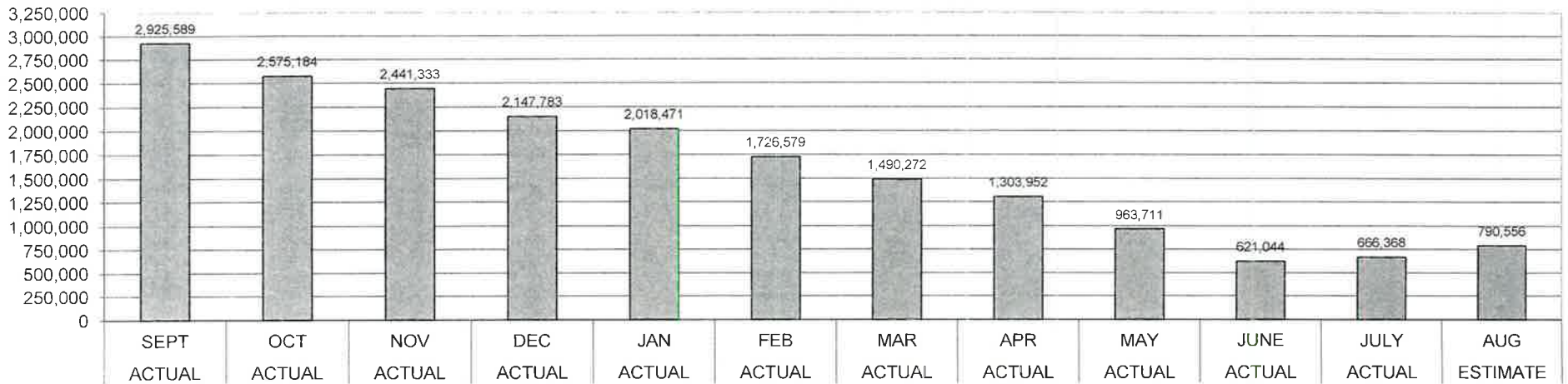


**CHEWELAH SCHOOL DISTRICT**

**BUDGET STATUS 2021-2022**

	ACTUAL SEPT	ACTUAL OCT	ACTUAL NOV	ACTUAL DEC	ACTUAL JAN	ACTUAL FEB	ACTUAL MAR	ACTUAL APR	ACTUAL MAY	ACTUAL JUNE	ACTUAL JULY	ESTIMATE AUG
<b>BUDGET</b>	13,357,086	13,357,086	13,357,086	13,357,086	13,357,086	13,357,086	13,357,086	13,357,086	13,357,086	13,357,086	13,357,086	13,357,086
<b>YTD EXPENDITURES</b>	1,148,749	2,156,810	3,151,822	4,257,095	5,243,052	6,222,663	7,285,283	8,329,031	9,346,839	10,515,942	11,516,530	12,566,530
<b>ENCUMBRANCES</b>	9,282,749	8,625,092	7,763,931	6,952,208	6,095,563	5,407,844	4,581,531	3,724,103	3,046,536	2,220,101	1,174,188	0
<b>BUDGET STATUS</b>	2,925,589	2,575,184	2,441,333	2,147,783	2,018,471	1,726,579	1,490,272	1,303,952	963,711	621,044	666,368	790,556
<b>PERCENTAGE OF BUDGET REMIANING</b>	22%	19%	18%	16%	15%	13%	11%	10%	7%	5%	5%	6%

**ESTIMATED BUDGET STATUS REPORT**



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

For the CHEWELAH SCHOOL DISTRICT School District for the Month of July, 2022

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
<b>A. REVENUES/OTHER FIN. SOURCES</b>						
1000 LOCAL TAXES	999,999	1,984.02	995,880.58		4,118.42	99.59
2000 LOCAL SUPPORT NONTAX	88,196	2,291.34	58,791.20		29,404.80	66.66
3000 STATE, GENERAL PURPOSE	6,829,424	855,819.34	6,308,250.77		521,173.23	92.37
4000 STATE, SPECIAL PURPOSE	1,992,907	301,344.10	1,897,415.77		95,491.23	95.21
5000 FEDERAL, GENERAL PURPOSE	17,000	.00	21,295.46		4,295.46-	125.27
6000 FEDERAL, SPECIAL PURPOSE	2,755,606	237,235.31	2,203,208.29		552,397.71	79.95
7000 REVENUES FR OTH SCH DIST	29,500	.00	22,903.20		6,596.80	77.64
8000 OTHER AGENCIES AND ASSOCIATES	0	.00	.00		.00	0.00
9000 OTHER FINANCING SOURCES	0	.00	.00		.00	0.00
<b>Total REVENUES/OTHER FIN. SOURCES</b>	<b>12,712,632</b>	<b>1,398,674.11</b>	<b>11,507,745.27</b>		<b>1,204,886.73</b>	<b>90.52</b>
<b>B. EXPENDITURES</b>						
00 Regular Instruction	6,254,000	442,267.38	5,176,434.33	566,521.42	511,044.25	91.83
10 Federal Stimulus	1,388,400	268,205.81	1,179,626.73	83,657.04	125,116.23	90.99
20 Special Ed Instruction	1,350,796	100,342.80	1,245,057.45	92,755.54	12,983.01	99.04
30 Voc. Ed Instruction	581,517	40,024.47	560,312.27	42,422.04	21,217.31-	103.65
40 Skills Center Instruction	0	.00	.00	0.00	.00	0.00
50+60 Compensatory Ed Instruct.	1,110,601	104,052.68	959,046.66	103,172.26	48,382.08	95.64
70 Other Instructional Pgms	31,794	1,734.35	37,995.02	1,741.01	7,942.03-	124.98
80 Community Services	17,000	.00	.00	0.00	17,000.00	0.00
90 Support Services	2,622,978	43,960.86	2,358,057.42	283,918.63	18,998.05-	100.72
<b>Total EXPENDITURES</b>	<b>13,357,086</b>	<b>1,000,588.35</b>	<b>11,516,529.88</b>	<b>1,174,187.94</b>	<b>666,368.18</b>	<b>95.01</b>
C. <u>OTHER FIN. USES TRANS. OUT (GL 536)</u>	0	.00	.00			
D. <u>OTHER FINANCING USES (GL 535)</u>	0	.00	.00			
E. <u>EXCESS OF REVENUES/OTHER FIN.SOURCES OVER (UNDER) EXP/OTH FIN USES (A-B-C-D)</u>	644,454-	398,085.76	8,784.61-		635,669.39	98.64-
F. <u>TOTAL BEGINNING FUND BALANCE</u>	1,400,000		1,804,642.37			
G. <u>G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)</u>	XXXXXXXXXX		.00			
H. <u>TOTAL ENDING FUND BALANCE</u> <u>(E+F + OR - G)</u>	755,546		1,795,857.76			

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 Restricted for Carryover	22,000	.00
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 Restricted For Arbitrage Rebate	0	.00
G/L 840 Nonspnd FB - Invent/Prepd Itms	0	.00
G/L 845 Restricted for Self-Insurance	0	.00
G/L 850 Restricted for Uninsured Risks	0	.00
G/L 870 Committed to Other Purposes	0	.00
G/L 872 Committed to Econmc Stabilizatr	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	733,546	1,795,857.76
G/L 891 Unassigned Min Fnd Bal Policy	0	.00
<u>TOTAL</u>	755,546	1,795,857.76

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

For the CHEWELAH SCHOOL DISTRICT School District for the Month of July, 2022

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
<b>A. REVENUES/OTHER FIN. SOURCES</b>						
1000 Local Taxes	130,290	894.30	405,961.67		275,671.67-	311.58
2000 Local Support Nontax	500	427.97	1,303.39		803.39-	260.68
3000 State, General Purpose	0	.00	.00		.00	0.00
4000 State, Special Purpose	3,533,000	30,512.75	32,459.83		3,500,540.17	0.92
5000 Federal, General Purpose	5,500	.00	5,442.23		57.77	98.95
6000 Federal, Special Purpose	30,000	32,803.56	98,500.49		68,500.49-	328.33
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
<b>Total REVENUES/OTHER FIN. SOURCES</b>	<b>3,699,290</b>	<b>64,638.58</b>	<b>543,667.61</b>		<b>3,155,622.39</b>	<b>14.70</b>
<b>B. EXPENDITURES</b>						
10 Sites	0	4,014.96	5,600.00	45,651.24	51,251.24-	0.00
20 Buildings	0	985.04	2,977.67	1,885.79	4,863.46-	0.00
30 Equipment	3,894,290	293,846.18	684,695.97	215,163.46	2,994,430.57	23.11
40 Energy	0	10,524.02	18,967.71	3,122.30	22,090.01-	0.00
50 Sales & Lease Expenditure	0	.00	11,096.30	1,728.00	12,824.30-	0.00
60 Bond Issuance Expenditure	0	.00	.00	0.00	.00	0.00
90 Debt	0	.00	.00	0.00	.00	0.00
<b>Total EXPENDITURES</b>	<b>3,894,290</b>	<b>309,370.20</b>	<b>723,337.65</b>	<b>267,550.79</b>	<b>2,903,401.56</b>	<b>25.44</b>
C. <u>OTHER FIN. USES TRANS. OUT (GL 536)</u>	0	.00	.00			
D. <u>OTHER FINANCING USES (GL 535)</u>	0	.00	.00			
E. <u>EXCESS OF REVENUES/OTHER FIN. SOURCES OVER (UNDER) EXP/OTH FIN USES (A-B-C-D)</u>	195,000-	244,731.62-	179,670.04-		15,329.96	7.86-
F. <u>TOTAL BEGINNING FUND BALANCE</u>	205,000		341,467.53			
G. <u>G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)</u>	XXXXXXXXX		.00			
H. <u>TOTAL ENDING FUND BALANCE (E+F + OR - G)</u>	10,000		161,797.49			



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 Restricted 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	0	.00
G/L 862 Committed from Levy Proceeds	4,500	326,805.12
G/L 863 Restricted from State Proceeds	0	162,859.92-
G/L 864 Restricted from Fed Proceeds	0	11,692.95-
G/L 865 Restricted from Other Proceeds	0	.00
G/L 866 Restricted 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	5,500	9,545.24
G/L 890 Unassigned Fund Balance	0	.00
<u>TOTAL</u>	<u>10,000</u>	<u>161,797.49</u>

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

For the CHEWELAH SCHOOL DISTRICT School District for the Month of July, 2022

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
<b>A. REVENUES/OTHER FIN. SOURCES</b>						
1000 Local Taxes	0	.00	.00		.00	0.00
2000 Local Support Nontax	250	29.72	81.96		168.04	32.78
3000 State, General Purpose	0	.00	.00		.00	0.00
5000 Federal, General Purpose	0	.00	.00		.00	0.00
9000 Other Financing Sources	0	.00	.00		.00	0.00
<u>Total REVENUES/OTHER FIN. SOURCES</u>	250	29.72	81.96		168.04	32.78
<b>B. EXPENDITURES</b>						
Matured Bond Expenditures	0	.00	.00	0.00	.00	0.00
Interest On Bonds	0	.00	.00	0.00	.00	0.00
Interfund Loan Interest	0	.00	.00	0.00	.00	0.00
Bond Transfer Fees	0	.00	.00	0.00	.00	0.00
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>	0	.00	.00	0.00	.00	0.00
C. <u>OTHER FIN. USES TRANS. OUT (GL 536)</u>	0	.00	.00			
D. <u>OTHER FINANCING USES (GL 535)</u>	0	.00	.00			
E. <u>EXCESS OF REVENUES/OTHER FIN. SOURCES OVER (UNDER) EXPENDITURES (A-B-C-D)</u>	250	29.72	81.96		168.04-	67.22-
F. <u>TOTAL BEGINNING FUND BALANCE</u>	23,000		22,799.50			
G. <u>G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)</u>	XXXXXXXXX		.00			
H. <u>TOTAL ENDING FUND BALANCE (E+F + OR - G)</u>	23,250		22,881.46			
<b>I. ENDING FUND BALANCE ACCOUNTS:</b>						
G/L 810 Restricted for Other Items	0		.00			
G/L 830 Restricted for Debt Service	23,250		22,881.46			
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>	23,250		22,881.46			

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

For the CHEWELAH SCHOOL DISTRICT School District for the Month of July, 2022

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
<b>A. REVENUES</b>						
1000 General Student Body	60,200	152.99	23,161.87		37,038.13	38.47
2000 Athletics	133,000	2,447.01	55,614.63		77,385.37	41.82
3000 Classes	11,500	.00	.00		11,500.00	0.00
4000 Clubs	35,150	.00	14,188.35		20,961.65	40.37
6000 Private Moneys	12,000	.00	5,910.59		6,089.41	49.25
<u>Total REVENUES</u>	251,850	2,600.00	98,875.44		152,974.56	39.26
<b>B. EXPENDITURES</b>						
1000 General Student Body	53,500	2,328.92	23,433.09	497.85	29,569.06	44.73
2000 Athletics	113,000	.00	46,547.34	15,823.20	50,629.46	55.20
3000 Classes	11,500	.00	160.46	100.00	11,239.54	2.26
4000 Clubs	36,350	124.18	14,072.56	0.00	22,277.44	38.71
6000 Private Moneys	14,000	83.00	6,472.16	88.25	7,439.59	46.86
<u>Total EXPENDITURES</u>	228,350	2,536.10	90,685.61	16,509.30	121,155.09	46.94
<b>C. EXCESS OF REVENUES OVER (UNDER) EXPENDITURES (A-B)</b>						
	23,500	63.90	8,189.83		15,310.17-	65.15-
<b>D. TOTAL BEGINNING FUND BALANCE</b>						
	80,000		78,855.84			
<b>E. G/L 898 PRIOR YEAR ADJUSTMENTS(+OR-)</b> XXXXXXXXX						
			.00			
<b>F. TOTAL ENDING FUND BALANCE (C+D + OR - E)</b>						
	103,500		87,045.67			
<b>G. ENDING FUND BALANCE ACCOUNTS:</b>						
G/L 810 Restricted for Other Items	0		.00			
G/L 819 Restricted for Fund Purposes	103,500		87,045.67			
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			
<u>TOTAL</u>	103,500		87,045.67			

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

For the CHEWELAH SCHOOL DISTRICT School District for the Month of July, 2022

	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	1,500	71.72	212.78		1,287.22	14.19
3000 State, General Purpose	0	.00	.00		.00	0.00
4000 State, Special Purpose	125,000	.00	.00		125,000.00	0.00
5000 Federal, General Purpose	0	.00	.00		.00	0.00
6000 Federal, Special Purpose	0	.00	.00		.00	0.00
8000 Other Agencies and Associates	0	.00	.00		.00	0.00
9000 Other Financing Sources	2,000	.00	3,200.00		1,200.00-	160.00
A. <u>TOTAL REV/OTHER FIN.SRCS(LESS TRANS)</u>	128,500	71.72	3,412.78		125,087.22	2.66
B. <u>9900 TRANSFERS IN FROM GF</u>	0	.00	.00		.00	0.00
C. <u>Total REV./OTHER FIN. SOURCES</u>	128,500	71.72	3,412.78		125,087.22	2.66
<u>D. EXPENDITURES</u>						
Type 30 Equipment	298,500	.00	119,606.33	124,556.20	54,337.47	81.80
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>	298,500	.00	119,606.33	124,556.20	54,337.47	81.80
E. <u>OTHER FIN. USES TRANS. OUT (GL 536)</u>	0	.00	.00			
F. <u>OTHER FINANCING USES (GL 535)</u>	0	.00	.00			
G. <u>EXCESS OF REVENUES/OTHER FIN SOURCES OVER(UNDER) EXP/OTH FIN USES (C-D-E-F)</u>	170,000-	71.72	116,193.55-		53,806.45	31.65-
H. <u>TOTAL BEGINNING FUND BALANCE</u>	170,000		171,421.01			
I. <u>G/L 898 PRIOR YEAR ADJUSTMENTS(+OR-)</u>	XXXXXXXXX		.00			
J. <u>TOTAL ENDING FUND BALANCE (G+H + OR - I)</u>	0		55,227.46			
<u>K. ENDING FUND BALANCE ACCOUNTS:</u>						
G/L 810 Restricted For Other Items	0		.00			
G/L 819 Restricted for Fund Purposes	0		55,227.46			
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>	0		55,227.46			



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 August 24, 2022, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$225,604.93. The payments are further identified in this document.

Total by Payment Type for Cash Account, County Treasurer Warrants:  
Warrant Numbers 121639 through 121679, totaling \$225,604.93

Secretary \_\_\_\_\_ Board Member \_\_\_\_\_  
Board Member \_\_\_\_\_ Board Member \_\_\_\_\_  
Board Member \_\_\_\_\_ Board Member \_\_\_\_\_

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
121639	ACHIEVE 3000	07/29/2022	58915	Virtual Professional Development \$895 Annual Site Set Up \$290 350 Student Licenses of Actively Learn's History \$3150	1000010465	4,664.46	4,664.46
10 E 530 0100 33 5650 4300 0000 0000 0				General Fund/EXPENDITURES/BASIC EDUCATION		3,701.44	
10 E 530 5290 31 7330 4300 0000 0000 0				General Fund/EXPENDITURES/TITLE II TEACHER PRINCIPL		963.02	
121640	AMAZON	07/29/2022	GESS-061522	library	1100007777	378.35	7,192.68
10 E 530 0100 22 5640 1100 0000 0000 0				General Fund/EXPENDITURES/BASIC EDUCATION		169.13	
10 E 530 0100 22 5640 1100 1740 0000 1				General Fund/EXPENDITURES/BASIC EDUCATION		209.22	
			GESS-061822	library books - donation - abebooks	1100007722	52.06	
10 E 530 0100 22 5640 1100 1740 0000 1				General Fund/EXPENDITURES/BASIC EDUCATION		52.06	
			GESS-062122	levy - school supplies	1100007771	56.17	
10 E 530 0100 27 5610 1100 0000 0000 1				General Fund/EXPENDITURES/BASIC EDUCATION		56.17	
			GESS-062122B	classroom supplies levy	1100007788	902.24	
10 E 530 0100 27 5610 1100 0000 0000 1				General Fund/EXPENDITURES/BASIC EDUCATION		902.24	
			GESS-062322	amazon - open PO	1100007719	46.74	
10 E 530 0100 27 5610 1100 0000 0000 0				General Fund/EXPENDITURES/BASIC EDUCATION		46.74	
			GESS-062722	TK new classroom	1100007797	325.89	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
10 E 530 0100 27 5610 1100 0000 0000 1				- code to levy please General Fund/EXPENDITURES/BASIC EDUCATION		325.89	
			CESS-062922	levy-earbuds, clock, bookcase	1100007802	333.14	
10 E 530 0100 27 5610 1100 0000 0000 1				General Fund/EXPENDITURES/BASIC EDUCATION		333.14	
			CESS-063022	levy- student microscopes	1100007799	752.46	
10 E 530 0100 27 5610 1100 0000 0000 1				General Fund/EXPENDITURES/BASIC EDUCATION		752.46	
			CESS-070822	levy funds - tk classroom	1100007803	1,301.69	
10 E 530 0100 27 5610 1100 0000 0000 1				General Fund/EXPENDITURES/BASIC EDUCATION		1,301.69	
			JJSHS-061822	hanging file folder tabs and folders	1300007680	72.53	
10 E 530 0100 24 5610 4300 0000 0000 0				General Fund/EXPENDITURES/BASIC EDUCATION		72.53	
			MAINT-062122	PTO Roofing, (JMS roof leak repair)	2300006487	1,488.00	
10 E 530 9700 64 5610 2200 0000 0000 0				General Fund/EXPENDITURES/GENERAL SUPPORTIVE SERV		1,488.00	
			MAINT-062422	FJHS Room 14 fan Motor.	2300006493	360.89	
10 E 530 9700 64 5610 4300 0000 0000 0				General Fund/EXPENDITURES/GENERAL SUPPORTIVE SERV		360.89	
			MAINT-070122	JHS Greenhouse Fan Motor	2300006500	436.64	
10 E 530 9700 64 5610 4300 0000 0000 0				General Fund/EXPENDITURES/GENERAL SUPPORTIVE SERV		436.64	
			QL-061122	REFUND FOR SUPPLIES	1400007817	-35.94	
10 E 530 0200 23 5610 5400 0000 0000 0				General Fund/EXPENDITURES/ALTERNATIVE BASIC ED		-35.94	
			QL-062122	QL CURRICULUM SUPPLIES	1400007825	121.88	
10 E 530 0200 33 5640 5400 0000 0000 0				General Fund/EXPENDITURES/ALTERNATIVE BASIC ED		121.88	
			QL-062122B	QL FURNATURE & SUPPLIES	1400007833	266.38	
10 E 530 0200 33 5640 5400 0000 0000 0				General Fund/EXPENDITURES/ALTERNATIVE BASIC ED		28.36	
10 E 530 0200 23 5610 5400 0000 0000 0				General Fund/EXPENDITURES/ALTERNATIVE BASIC ED		224.05	
10 E 530 0300 33 5610 6000 0000 0000 0				General Fund/EXPENDITURES/OPEN DOORS		13.97	
			SPED-062122	SPED ARNP - Bennetch speech sped supplies	2100006208	133.35	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
10 E 530 2300 27 5610 1100 0000 0000 0				General Fund/EXPENDITURES/SPED ARP IDEA		133.35	
			SPED-062322	SPED AR - Smith-Gregory-UTEN SILS, CHEW NECKLACE, SHARK TOOTH ETC	2100006209	81.91	
10 E 530 2300 27 5610 1100 0000 0000 0				General Fund/EXPENDITURES/SPED ARP IDEA		81.91	
			TECH-070222	Power extension cords for iPad charging carts	2600001590	118.30	
10 E 530 0200 32 5650 5400 0000 0000 0				General Fund/EXPENDITURES/ALTERNATIVE BASIC ED		118.30	
121641	AVISTA UTILITIES	07/29/2022	071122	UTILITIES	1000010211	891.98	891.98
10 E 530 9700 65 7621 0000 0000 0000 0				General Fund/EXPENDITURES/GENERAL SUPPORTIVE SERV		157.42	
10 E 530 9700 65 7621 1100 0000 0000 0				General Fund/EXPENDITURES/GENERAL SUPPORTIVE SERV		157.30	
10 E 530 9700 65 7621 2200 0000 0000 0				General Fund/EXPENDITURES/GENERAL SUPPORTIVE SERV		126.61	
10 E 530 9700 65 7621 4300 0000 0000 0				General Fund/EXPENDITURES/GENERAL SUPPORTIVE SERV		383.64	
10 E 530 9700 65 7621 5400 0000 0000 0				General Fund/EXPENDITURES/GENERAL SUPPORTIVE SERV		67.01	
121642	CANON FINANCIAL SERVICES	07/29/2022	28876349	Copier Lease Contract 05214/3091	1000010213	713.48	755.85
10 E 530 0100 23 7442 1100 0000 0000 0				General Fund/EXPENDITURES/BASIC EDUCATION		296.24	
10 E 530 0100 23 7442 4300 0000 0000 0				General Fund/EXPENDITURES/BASIC EDUCATION		266.88	
10 E 530 0200 23 7442 5400 0000 0000 0				General Fund/EXPENDITURES/ALTERNATIVE BASIC ED		41.93	
10 E 530 9700 13 7442 0000 0000 0000 0				General Fund/EXPENDITURES/GENERAL SUPPORTIVE SERV		108.43	
			28876350	Copier Lease Contract 05214/3091	1000010213	42.37	
10 E 530 0200 23 7442 5400 0000 0000 0				General Fund/EXPENDITURES/ALTERNATIVE BASIC ED		42.37	
121643	CENTURYLINK	07/29/2022	071522	PHONE CHARGES ACCT #300738678	1000010214	405.49	405.49
10 E 530 9700 65 7530 0000 0000 0000 0				General Fund/EXPENDITURES/GENERAL SUPPORTIVE SERV		405.49	
121644	CENTURYLINK	07/29/2022	071622	PHONE SERVICE ACCT #84728321	1000010215	57.92	57.92
10 E 530 9700 65 7530 0000 0000 0000 0				General Fund/EXPENDITURES/GENERAL SUPPORTIVE SERV		57.92	
121645	CHEWELAH AUTO PARTS	07/29/2022	052722	TRANSPORTATION SUPPLIES ACCT #68	1000010216	59.31	59.31
10 E 530 9700 75 5610 0000 1940 0000 0				General Fund/EXPENDITURES/GENERAL SUPPORTIVE SERV		59.31	
121646	CHEWELAH INDEPENDENT	07/29/2022	2860	AD TO SELL JENKINS MIDDLE SCHOOL	1000010488	164.00	164.00
10 E 530 9700 13 7540 0000 0000 0000 0				General Fund/EXPENDITURES/GENERAL SUPPORTIVE SERV		164.00	



Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
121647	CHEWELAH SCHOOL DISTRICT #36 I	07/29/2022	071522	REPLENISH IMPREST ACCOUNT-GREGORY ADVANCE & NAPA BILLING	0	992.58	992.58
10 L 610 0000 00 0000 0000 0000 0000				General Fund/PAYROLL DED & TAX PAYABLE		900.00	
10 E 530 9700 75 5610 0000 0000 0000 0				General Fund/EXPENDITURES/GENERAL SUPPORTIVE SERV		92.58	
121648	CHEWELAH SCHOOL DISTRICT #36	07/29/2022	063022	REPLENISH FOR JUNGBLOM & KROUSE ADVANCE MEALS	0	648.00	648.00
10 E 530 5290 31 8580 1100 0000 0000 0				General Fund/EXPENDITURES/TITLE II TEACHER PRINCIPL		648.00	
121649	CRYSTAL SPRINGS	07/29/2022	15901662 071622	WATER AND COOLER RENTAL	1400007650	26.34	91.09
10 E 530 0200 23 5610 5400 0000 0000 0				General Fund/EXPENDITURES/ALTERNATIVE BASIC ED		26.34	
			15902043 071622	WATER AND COOLER RENTAL	1000010220	64.75	
10 E 530 9700 13 5610 0000 0000 0000 0				General Fund/EXPENDITURES/GENERAL SUPPORTIVE SERV		64.75	
121650	DAKTRONICS	07/29/2022	6990396	Daktronics, Baseball scoreboard controller JHS-extracurricula r	2300006501	564.91	564.91
10 E 530 0100 28 5610 4300 0000 0000 1				General Fund/EXPENDITURES/BASIC EDUCATION		564.91	
121651	DOLLAR, SAM	07/29/2022	CHEW7122022	CHEWELAH SCHOOL DISTRICT BRAND PROJECT-LOGO DESIGN	1000010410	5,000.00	5,000.00
10 E 530 9700 12 7340 0000 0000 0000 0				General Fund/EXPENDITURES/GENERAL SUPPORTIVE SERV		5,000.00	
121652	GREGORY, SARAH B	07/29/2022	072022	REIMBURSE FOR MILEAGE & MEALS FOR NASEP PEAK-8 PRINCIPALS CONFERENCE IN LOUISVILLE KY JULY 13-18, 2022	0	317.38	317.38
10 E 530 5291 31 8580 1100 0000 0000 0				General Fund/EXPENDITURES/TITLE II CARES ACT CARRYOVER		317.38	
121653	HEALTH CARE AUTHORITY	07/29/2022	HCASBH0970	SCHOOL BASED HEALTHCARE SERVICES LOCAL MATCH	1000010224	1,102.02	1,102.02
10 E 530 2100 26 7340 0000 0000 0000 0				General Fund/EXPENDITURES/SPED STATE		1,102.02	
121654	JUNGBLOM, RENEE	07/29/2022	072022	REIMBURSE FOR	0	675.63	675.63

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
10 E 530 5290 31 8580 1100 0000 0000 0				MILEAGE TO INNOVATIVE SCHOOLS SUMMIT IN LAS VEGAS JULY 2 TO JULY 11, 2022			
			General Fund/EXPENDITURES/TITLE II TEACHER PRINCIPAL			675.63	
121655	JW PEPPER & SON INC	07/29/2022	364236011	Songs	1300007646	206.58	206.58
10 E 530 0100 27 5610 4300 1400 0000 0			General Fund/EXPENDITURES/BASIC EDUCATION			206.58	
121656	KAPLAN	07/29/2022	0006321960	TK CLASSROOM SUPPLIES & FURNITURE - LEVY	1100007793	2,866.63	2,866.63
10 L 630 0000 00 0000 0000 0000 0000			General Fund/DUE TO OTHER GOVERNMENT UNITS			-217.86	
10 E 530 0100 27 5610 1100 0000 0000 1			General Fund/EXPENDITURES/BASIC EDUCATION			3,084.49	
121657	LEARNING WITHOUT TEARS	07/29/2022	INV145193	SPED ARP BOOKS	2100006201	1,979.80	1,979.80
10 E 530 2300 27 5640 1100 0000 0000 0			General Fund/EXPENDITURES/SPED ARP IDEA			1,979.80	
121658	LITERACY RESOURCES, LLC	07/29/2022	209281	levy - new classroom needs	1100007778	131.76	131.76
10 L 630 0000 00 0000 0000 0000 0000			General Fund/DUE TO OTHER GOVERNMENT UNITS			-10.01	
10 E 530 0100 27 5610 1100 0000 0000 1			General Fund/EXPENDITURES/BASIC EDUCATION			141.77	
121659	MCCOY, CALEB J	07/29/2022	060622	REIMBURSE FOR FINGERPRINTS	0	55.25	55.25
10 E 530 9700 63 7810 0000 0000 0000 0			General Fund/EXPENDITURES/GENERAL SUPPORTIVE SERV			55.25	
121660	OFFICE DEPOT	07/29/2022	244197620001	Paper & Highlighters	1300007648	133.60	511.41
10 E 530 0100 23 5610 4300 0000 0000 1			General Fund/EXPENDITURES/BASIC EDUCATION			133.60	
			244198728001	Stapler	1300007648	30.21	
10 E 530 0100 23 5610 4300 0000 0000 1			General Fund/EXPENDITURES/BASIC EDUCATION			30.21	
			244312057001	Stereo Headset, (5)	1300007660	68.54	
10 E 530 2100 27 5610 4300 0000 0000 0			General Fund/EXPENDITURES/SPED STATE			68.54	
			251656842001	supplies - levy, please change code	1100007794	211.50	
10 E 530 0100 27 5610 1100 0000 0000 1			General Fund/EXPENDITURES/BASIC EDUCATION			211.50	
			252758492001	supplies - levy, please change code	1100007794	67.56	
10 E 530 0100 27 5610 1100 0000 0000 1			General Fund/EXPENDITURES/BASIC EDUCATION			67.56	
121661	ONE LESS THING	07/29/2022	210597	Curriculum for	1300007673	2,250.00	2,250.00

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				Agriculture-Perkins Grant			
10 L 630 0000 00 0000 0000 0000 0000				General Fund/DUE TO OTHER GOVERNMENT UNITS		-171.00	
10 F 530 3800 32 5650 4300 0000 0000 0				General Fund/EXPENDITURES/PERKINS		2,421.00	
121662	PEARSON SAVVAS LEARNING COMPAN	07/29/2022	7027970646	MYPERSPECTIVES 2022 STUDENT EDITION CONSUMABLE GRADE 7 - 12	1400007820	374.19	374.19
10 E 530 0200 33 5640 5400 0000 0000 0				General Fund/EXPENDITURES/ALTERNATIVE BASIC ED		374.19	
121663	PURCHASE POWER	07/29/2022	07172022	POSTAGE FOR METER ACCT #8000-9090-1050-45 90	1000010237	200.00	200.00
10 E 530 0100 23 5610 1100 0000 0000 0				General Fund/EXPENDITURES/BASIC EDUCATION		39.01	
10 E 530 0100 23 5610 4300 0000 0000 0				General Fund/EXPENDITURES/BASIC EDUCATION		2.66	
10 E 530 9700 13 5610 0000 0000 0000 0				General Fund/EXPENDITURES/GENERAL SUPPORTIVE SERV		158.33	
121664	RLR LEADERSHIP COUNSULTING	07/29/2022	02282022	FACILITATE & ASSIST IN IMPLEMENTING A STRAETEGIC PLAN	1000010322	567.20	1,701.60
10 E 530 9700 11 7340 0000 0000 0000 0				General Fund/EXPENDITURES/GENERAL SUPPORTIVE SERV		567.20	
			033122	FACILITATE & ASSIST IN IMPLEMENTING A STRAETEGIC PLAN	1000010322	1,134.40	
10 E 530 9700 11 7340 0000 0000 0000 0				General Fund/EXPENDITURES/GENERAL SUPPORTIVE SERV		1,134.40	
121665	STEVENS CLAY, P.S.	07/29/2022	14898	LEGAL FEES TO LEASE JMS-JUNE	1000010403	175.00	175.00
10 E 530 9700 11 7341 0000 0000 0000 0				General Fund/EXPENDITURES/GENERAL SUPPORTIVE SERV		175.00	
121666	VERIZON WIRELESS	07/29/2022	9910462824	CELL PHONE SERVICES ACCT #365401170-00001	1000010251	564.66	585.36
10 E 530 9700 65 7530 0000 0000 0000 0				General Fund/EXPENDITURES/GENERAL SUPPORTIVE SERV		564.66	
			9911192665	CELL PHONE SERVICES ACCT #264213436-00001	1000010251	20.70	
10 E 530 9700 65 7530 0000 0000 0000 0				General Fund/EXPENDITURES/GENERAL SUPPORTIVE SERV		20.70	
121667	WALTER E NELSON CO	07/29/2022	476163	Gess Affinity soap, Compact TT, Towels White, Liners	2300006510	1,043.86	1,043.86

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
10 E 530 9700 63 5610 1100 0000 0000 0				General Fund/EXPENDITURES/GENERAL SUPPORTIVE SERV		1,043.86	
121668	WENGER CORPORATION	07/29/2022	829179	CHAIRS-ENRICHMENT LEVY	1300007650	4,485.78	4,485.78
10 E 530 0100 27 5610 4300 0000 0000 1				General Fund/EXPENDITURES/BASIC EDUCATION		4,485.78	
121669	WSPA	07/29/2022	050322	SPRING PROFESSIONAL DEVELOPMENT FOR KATY GAFFNEY 5-3-2022	1000010436	50.00	50.00
10 E 530 9700 13 7330 0000 0000 0000 0				General Fund/EXPENDITURES/GENERAL SUPPORTIVE SERV		50.00	
121670	AMAZON	07/29/2022	JJSJS-070622	White Boards 2 (4x4), 3 (8x4), 2 sets Magnets, 6 sets Expo Markers (Smart screen install relocation) Tech Capital Levy	1300007725	531.24	531.24
20 E 530 2102 35 5000 2000 0000 0000 0				Capital Projects/EXPENDITURES/INSTRUCTIONAL TECHNOLOGY		531.24	
121671	CONSOLIDATED ELECTRICAL DISTRI	07/29/2022	8190-1066409	Gess Light Post and lights for walk way area, (Capital levy project)	2300006477	5,389.55	9,559.21
20 E 530 2203 42 5000 2000 0000 0000 0				Capital Projects/EXPENDITURES/ENERGY LIGHTING INITIATIV		5,389.55	
			8190-1073488	Gess Light Post and lights for walk way area, (Capital levy project)	2300006477	4,169.66	
20 E 530 2203 42 5000 2000 0000 0000 0				Capital Projects/EXPENDITURES/ENERGY LIGHTING INITIATIV		4,169.66	
121672	HARTILL SAW SHOP	07/29/2022	39688	Tractor Forks (Hartill's) Capital Levy-maintenance equipment	2300006457	860.80	860.80
20 E 530 2201 32 5000 2000 0000 0000 0				Capital Projects/EXPENDITURES/MAINT EQUIPMENT		860.80	
121673	INFINITY MASSAGE CHAIRS	07/29/2022	161486	1 INFINITY SMART CHAIR X3 ED/4D BLACK \$4499.00 1 5-5-5 EXTENDED WARR4ANTY \$599.00 DELIVERY DATE MAY	7100000828	5,098.00	5,098.00

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				31, 2022 ESSER III - HEALTH WELLNESS CENTER TO INCREASE THE MENTAL AND PHYSICAL HEALTH AND WELLNESS OF EMPLOYEES			
20 L 630 0000 00 0000 0000 0000 0000				Capital Projects/DUE TO OTHER GOVERNMENT UNITS		-387.45	
20 E 530 1300 32 5000 4000 0000 0000 0				Capital Projects/EXPENDITURES/ESSER III		5,485.45	
121674	MCKINSTRY ESSENTION, LLC	07/29/2022	053122	SERVICES ON SMALL SCHOOL MODERNIZATION JJSBS HVAC PROJECT	7100000834	142,244.84	162,859.92
20 E 530 0000 32 7000 3000 0000 0000 0				Capital Projects/EXPENDITURES/Unassigned		142,244.84	
			053122b	Construction bond for HVAC Small School Modernization project at JJSBS	7100000833	20,615.08	
20 E 530 0000 32 7000 3000 0000 0000 0				Capital Projects/EXPENDITURES/Unassigned		20,615.08	
121675	R & M STEEL COMPANY	07/29/2022	26248	Gess covered Playground engineered drawings & design plans-Capital project ESSER	2300006503	5,000.00	5,000.00
20 E 530 1300 12 7000 4000 0000 0000 0				Capital Projects/EXPENDITURES/ESSER III		5,000.00	
121676	AMAZON	07/29/2022	ASB-062022	pencils machine refill	8100006143	102.18	102.18
40 E 530 1001 00 0000 1100 0000 0000 0				Associated Student Body Fund/EXPENDITURES/GENERAL		102.18	
121677	CHALMERS, CHRISTINE M	07/29/2022	062122	REIMBURSE FOR READING CELEBRATION	0	744.78	744.78
40 E 530 1001 00 0000 1100 0000 0000 0				Associated Student Body Fund/EXPENDITURES/GENERAL		744.78	
121678	CHEWELAH CHAMBER OF COMMERCE	07/29/2022	042622	Home and Garden Show	8300006897	50.00	240.00
40 E 530 4310 00 0000 4300 0000 0000 0				Associated Student Body Fund/EXPENDITURES/FFA		50.00	
			052522	AR celebration	8100006138	30.00	
40 E 530 1001 00 0000 1100 0000 0000 0				Associated Student Body Fund/EXPENDITURES/GENERAL		30.00	
			052522B	AR celebration	8100006138	160.00	

Check Summary

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
40 E 530 1001 00 0000 1100 0000 0000 0				Associated Student Body Fund/EXPENDITURES/GENERAL		160.00	
121679	PATTISON'S NORTH SKATING	07/29/2022	00424	ar celebration -	8100006142	408.28	408.28
40 E 530 1060 00 0000 1100 0000 0000 0				Associated Student Body Fund/EXPENDITURES/FIELD TRIP		408.28	
				41 Computer	Check(s) For a Total of	225,604.93	

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	41	Computer	Checks For a Total of	225,604.93
Total For	41	Manual, Wire Tran, ACH & Computer	Checks	225,604.93
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	225,604.93

FUND SUMMARY

Fund	Description	Balance Sheet	Revenue	Expense	Total
10	General Fund	501.13	0.00	39,699.39	40,200.52
20	Capital Projects	-387.45	0.00	184,296.62	183,909.17
40	Associated Student Body Fund	0.00	0.00	1,495.24	1,495.24

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 August 24, 2022, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$13,739.23. The payments are further identified in this document.

Total by Payment Type for Cash Account, County Treasurer Warrants:

Warrant Numbers 121680 through 121685, totaling \$13,739.23

Secretary \_\_\_\_\_ Board Member \_\_\_\_\_  
 Board Member \_\_\_\_\_ Board Member \_\_\_\_\_  
 Board Member \_\_\_\_\_ Board Member \_\_\_\_\_

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
121680	ERNN	07/29/2022	14733-071422	ERNN 2022-2023 MEMBERSHIP	1000010505	330.00	330.00
10 E 530 9700 12 7810 0000 0000 0000 0			General Fund/EXPENDITURES/GENERAL SUPPORTIVE SERV			330.00	
121681	FOLLET CONTENT SOLUTIONS LLC	07/29/2022	2629931A	curriculum 22-23	1100007790	1,086.01	1,086.01
10 E 530 0100 33 5610 1100 0000 0000 0			General Fund/EXPENDITURES/BASIC EDUCATION			1,086.01	
121682	POWER DISTRIBUTORS	07/29/2022	INV59964822	SMALL ENGINES FOR NEW VOC CLASS	1000010502	7,306.39	7,306.39
10 E 530 3800 32 5650 4300 0000 0000 0			General Fund/EXPENDITURES/PERKINS			7,306.39	
121683	SIRS	07/29/2022	14733-071422	2022-2023 SIRS MEMBERSHIP RENEWAL	1000010506	405.00	405.00
10 E 530 9700 12 7810 0000 0000 0000 0			General Fund/EXPENDITURES/GENERAL SUPPORTIVE SERV			405.00	
121684	ULINE	07/29/2022	150895464	10 LAMINATE STORAGE CABINET-3 SHELF GREY FOR 2022-23	1000010501	3,561.83	3,561.83
10 E 530 3100 27 5610 4300 0000 0000 0			General Fund/EXPENDITURES/VOCATIONAL			3,561.83	
121685	WASA	07/29/2022	177845-071422	WASA 2022-2023 MEMBERSHIP DUES FOR JASON PERRINS	1000010507	1,050.00	1,050.00
10 E 530 9700 12 7810 0000 0000 0000 0			General Fund/EXPENDITURES/GENERAL SUPPORTIVE SERV			1,050.00	

6 Computer Check(s) For a Total of 13,739.23



	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	6	Computer	Checks For a Total of	13,739.23
Total For	6	Manual, Wire Tran, ACH & Computer Checks		13,739.23
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	13,739.23

FUND SUMMARY

Fund	Description	Balance Sheet	Revenue	Expense	Total
10	General Fund	0.00	0.00	13,739.23	13,739.23

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 August 24, 2022, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$58,878.33. The payments are further identified in this document.

Total by Payment Type for Cash Account, County Treasurer Warrants:  
Warrant Numbers 121687 through 121690, totaling \$58,878.33

Secretary \_\_\_\_\_ Board Member \_\_\_\_\_  
Board Member \_\_\_\_\_ Board Member \_\_\_\_\_  
Board Member \_\_\_\_\_ Board Member \_\_\_\_\_

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
121687	CURRICULUM ASSOCIATES LLC	08/15/2022	90182792	i-Ready for Gess and QL and professional development for program-2022-2023 school year	1000010503	21,430.35	21,430.35
10 E 530 5100 27 5650 1100 0000 0000 0				General Fund/EXPENDITURES/TITLE I		13,339.71	
10 E 530 5290 31 7330 1100 0000 0000 0				General Fund/EXPENDITURES/TITLE II TEACHER PRINCIPL		5,250.00	
10 E 530 5500 27 5650 5400 2020 0000 0				General Fund/EXPENDITURES/LAP		2,840.64	
121688	DISCOVERY EDUCATION	08/15/2022	CINV-060544	GESS DISCOVERY EDUCATION EXPERIENCE ANNUAL CURRICULUM SUBSCRIPTION FOR 2022-2023	1000010500	3,847.98	3,847.98
10 E 530 0100 33 5650 1100 0000 0000 0				General Fund/EXPENDITURES/BASIC EDUCATION		3,847.98	
121689	JENSEN LEARNING CORP	08/15/2022	082622	August 25-26, 2022 Social Emotional Learning PD for Certificated Staff	1000010424	26,000.00	26,000.00
10 E 530 0100 34 7330 1100 4100 0000 0				General Fund/EXPENDITURES/BASIC EDUCATION		11,700.00	
10 E 530 0100 34 7330 4300 4100 0000 0				General Fund/EXPENDITURES/BASIC EDUCATION		11,700.00	
10 E 530 0200 34 7330 5400 4100 0000 0				General Fund/EXPENDITURES/ALTERNATIVE BASIC ED		2,600.00	
121690	WASHINGTON OFFICIALS ASSOCIATI	08/15/2022	070522	OFFICIAL FEES FOOTBALL AND VOLLEYBALL TIER 2 FOR 2022-23 SCHOOL YEAR	1000010504	7,600.00	7,600.00

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
10 E 530 0100 28 7340 4300 0000 0000 1				General Fund/EXPENDITURES/BASIC EDUCATION		7,600.00	
				4 Computer	Check(s) For a Total of		58,878.33

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	4	Computer	Checks For a Total of	58,878.33
Total For	4	Manual, Wire Tran, ACH & Computer Checks		58,878.33
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	58,878.33

FUND SUMMARY

Fund	Description	Balance Sheet	Revenue	Expense	Total
10	General Fund	0.00	0.00	58,878.33	58,878.33

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 August 24, 2022, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$87,967.30. The payments are further identified in this document.

Total by Payment Type for Cash Account, County Treasurer Warrants:  
Warrant Numbers 121692 through 121731, totaling \$87,967.30

Secretary \_\_\_\_\_ Board Member \_\_\_\_\_  
Board Member \_\_\_\_\_ Board Member \_\_\_\_\_  
Board Member \_\_\_\_\_ Board Member \_\_\_\_\_

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
121692	A-L COMPRESSED GASES INC	08/15/2022	000300281	OPEN PO FOR SUPPLIES	1000010258	66.21	132.42
10 E 530 3100 27 5610 4300 2400 0000 0			General Fund/EXPENDITURES/VOCATIONAL			66.21	
			0003003553	OPEN PO FOR SUPPLIES	1000010258	66.21	
10 E 530 3100 27 5610 4300 2400 0000 0			General Fund/EXPENDITURES/VOCATIONAL			66.21	
121693	ALSCO	08/15/2022	LSPO2540603	coverall and rags	2200002106	30.43	121.72
10 E 530 9900 53 7420 0000 0000 0000 0			General Fund/EXPENDITURES/PUPIL TRANSPORTATION			30.43	
			LSPO2542748	coverall and rags	2200002106	30.43	
10 E 530 9900 53 7420 0000 0000 0000 0			General Fund/EXPENDITURES/PUPIL TRANSPORTATION			30.43	
			LSPO2544871	coverall and rags	2200002106	30.43	
10 E 530 9900 53 7420 0000 0000 0000 0			General Fund/EXPENDITURES/PUPIL TRANSPORTATION			30.43	
			LSPO2546988	coverall and rags	2200002106	30.43	
10 E 530 9900 53 7420 0000 0000 0000 0			General Fund/EXPENDITURES/PUPIL TRANSPORTATION			30.43	
121694	AT&T MOBILITY	08/15/2022	287301239699X072822	BACKUP INTERNET CONNECTION FOR PHONE SYSTEM	1000010210	43.23	43.23
10 E 530 9700 65 7530 0000 0000 0000 0			General Fund/EXPENDITURES/GENERAL SUPPORTIVE SERV			43.23	
121695	BOOKSHARK LLC	08/15/2022	BI0004810	HISTORY, TIMELINE, SCIENCE, READING ETC	1400007828	491.53	1,533.95
10 E 530 0200 33 5640 5400 0000 0000 0			General Fund/EXPENDITURES/ALTERNATIVE BASIC ED			491.53	
			BI0004876	HISTORY, TIMELINE,	1400007828	551.06	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				READING, SCIENCE ETC			
10 E 530 0200 33 5640 5400 0000 0000 0				General Fund/EXPENDITURES/ALTERNATIVE BASIC ED		551.06	
			BI0005012	HISTORY, TIMELINE, READING, SCIENCE ETC	1400007828	491.36	
10 E 530 0200 33 5640 5400 0000 0000 0				General Fund/EXPENDITURES/ALTERNATIVE BASIC ED		491.36	
121696	BYU INDEPENDENT STUDY	08/15/2022	DCE-00012065	BYU Classes	1400007677	50.00	50.00
10 E 530 0200 27 5650 5400 0000 0000 0				General Fund/EXPENDITURES/ALTERNATIVE BASIC ED		50.00	
121697	CARNEGIE LEARNING	08/15/2022	1031970	Math books student & teacher editions	1400007836	1,138.64	1,138.64
10 E 530 0200 33 5640 5400 0000 0000 0				General Fund/EXPENDITURES/ALTERNATIVE BASIC ED		1,138.64	
121698	CDW GOVERNMENT INC	08/15/2022	BJ55457	QL COMPUTER FOR COUNSELOR FOR 2022-23 SCHOOL YEAR	1400007838	297.50	297.50
10 E 530 0200 32 5650 5400 0000 0000 0				General Fund/EXPENDITURES/ALTERNATIVE BASIC ED		297.50	
121699	CENTER FOR EDUCATIONAL EFFECTI	08/15/2022	4991	EES STAFF FAMILY AND STUDENT SMALL DISTRICT BUNDLE-CUSTOM SURVEYS FOR 2021-2022 FOR ESSER LEARNING LOSS EVALUATION	1000010497	2,627.90	2,627.90
10 E 530 1400 27 7340 0000 1660 0000 0				General Fund/EXPENDITURES/Federal Stimulus - IDEA		2,627.90	
121700	CHEWELAH INDEPENDENT	08/15/2022	2868	Ad for hearing for proposed sale of real property NO 8977516 JUNE 23, 30, JULY 7, 2022	1000010493	252.00	294.00
10 E 530 9700 13 7540 0000 0000 0000 0				General Fund/EXPENDITURES/GENERAL SUPPORTIVE SERV		252.00	
			2873	2022-23 FISCAL BUDGET AD	1000010494	42.00	
10 E 530 9700 13 7540 0000 0000 0000 0				General Fund/EXPENDITURES/GENERAL SUPPORTIVE SERV		42.00	
121701	CITY OF CHEWELAH	08/15/2022	073122	UTILITIES FOR JULY	1000010218	11,861.26	11,861.26
10 E 530 9700 65 7410 0000 0000 0000 0				General Fund/EXPENDITURES/GENERAL SUPPORTIVE SERV		1,354.07	
10 E 530 9700 65 7420 0000 0000 0000 0				General Fund/EXPENDITURES/GENERAL SUPPORTIVE SERV		98.10	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
10 E 530 9700 65 7622 0000 0000 0000 0				General Fund/EXPENDITURES/GENERAL SUPPORTIVE SERV		497.79	
10 E 530 9700 65 7410 1100 0000 0000 0				General Fund/EXPENDITURES/GENERAL SUPPORTIVE SERV		306.73	
10 E 530 9700 65 7420 1100 0000 0000 0				General Fund/EXPENDITURES/GENERAL SUPPORTIVE SERV		1,180.45	
10 E 530 9700 65 7622 1100 0000 0000 0				General Fund/EXPENDITURES/GENERAL SUPPORTIVE SERV		2,720.24	
10 E 530 9700 65 7410 2200 0000 0000 0				General Fund/EXPENDITURES/GENERAL SUPPORTIVE SERV		103.12	
10 E 530 9700 65 7622 2200 0000 0000 0				General Fund/EXPENDITURES/GENERAL SUPPORTIVE SERV		518.05	
10 E 530 9700 65 7410 4300 0000 0000 0				General Fund/EXPENDITURES/GENERAL SUPPORTIVE SERV		313.57	
10 E 530 9700 65 7420 4300 0000 0000 0				General Fund/EXPENDITURES/GENERAL SUPPORTIVE SERV		1,064.25	
10 E 530 9700 65 7622 4300 0000 0000 0				General Fund/EXPENDITURES/GENERAL SUPPORTIVE SERV		3,226.87	
10 E 530 9700 65 7410 5400 0000 0000 0				General Fund/EXPENDITURES/GENERAL SUPPORTIVE SERV		112.93	
10 E 530 9700 65 7420 5400 0000 0000 0				General Fund/EXPENDITURES/GENERAL SUPPORTIVE SERV		181.95	
10 E 530 9700 65 7622 5400 0000 0000 0				General Fund/EXPENDITURES/GENERAL SUPPORTIVE SERV		183.14	
121702	COLVILLE SIGN COMPANY	08/15/2022	12181	BANNER FOR KINDERGARTEN ENROLLMENT/CAMP	1000010495	211.97	211.97
10 E 530 0100 27 5610 1100 0000 0000 0				General Fund/EXPENDITURES/BASIC EDUCATION		211.97	
121703	DEERE CREDIT INC	08/15/2022	2673284	LEASE 1600 COMMERCIAL WIDE AREA LAWN MOWER	1000010221	647.17	647.17
10 E 530 9700 84 7831 0000 0000 0000 0				General Fund/EXPENDITURES/GENERAL SUPPORTIVE SERV		647.17	
121704	DIRECT MAIL ENT INC	08/15/2022	042886	MAILING FOR COMMUNITY NEWSLETTER QUARTERLY-JULY	1000010295	799.48	799.48
10 E 530 9700 15 7340 0000 0000 0000 0				General Fund/EXPENDITURES/GENERAL SUPPORTIVE SERV		799.48	
121705	ELAN CARDMEMBER SERVICE	08/15/2022	GESS-071522	BREAKPOINT BOOKSTORE INSTRUCTIONAL MATERIALS	0	163.18	4,476.59
10 L 630 0000 00 0000 0000 0000 0000				General Fund/DUE TO OTHER GOVERNMENT UNITS		-12.40	
10 E 530 5290 31 5640 1100 0000 0000 0				General Fund/EXPENDITURES/TITLE II TEACHER PRINCIPL		175.58	
			JJSHS-062822	VAN GAS AND DIAMOND PARKING FOR AWSP CONFERENCE 6-27 & 6-27	0	70.00	
10 E 530 5290 31 8580 4300 0000 0000 0				General Fund/EXPENDITURES/TITLE II TEACHER PRINCIPL		20.00	
10 E 530 9700 75 5610 0000 0000 0000 0				General Fund/EXPENDITURES/GENERAL SUPPORTIVE SERV		50.00	
			JJSHS-062822B	PROFESSIONAL LEARNING BOOK - BUILDING BETTER ADULTS	0	29.43	
10 E 530 5290 31 5640 4300 0000 0000 0				General Fund/EXPENDITURES/TITLE II TEACHER PRINCIPL		29.43	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
			JJSHS-072122	Engrave perpetual plates for 2020, 2021, 2022	1000010487	117.72	
10 E 530 0100 23 5610 4300 0000 0000 0				General Fund/EXPENDITURES/BASIC EDUCATION		117.72	
			JP-062822	AWSP CONFERENCE - JASON PERRINS RUBY HOTEL FOR JUNE 27, 2022	1000010479	130.80	
10 E 530 5290 31 8580 0000 0000 0000 0				General Fund/EXPENDITURES/TITLE II TEACHER PRINCIPAL		130.80	
			JP-070722	CANVA-KINDERGARTEN REGISTRATION AND KINDERGARTEN CAMP BANNERS	1000010482	145.00	
10 L 630 0000 00 0000 0000 0000 0000				General Fund/DUE TO OTHER GOVERNMENT UNITS		-11.02	
10 E 530 0100 27 5610 1100 0000 0000 0				General Fund/EXPENDITURES/BASIC EDUCATION		156.02	
			JP-071022	LUNCH MEETINGS WITH BOARD MEMBERS BRYAN & JUDY	0	67.00	
10 E 530 9700 12 5610 0000 0000 0000 0				General Fund/EXPENDITURES/GENERAL SUPPORTIVE SERV		67.00	
			JP-072422	CANVA MONTHLY SUBSCRIPTION TO CREATE FLYERS & NEWSLETTERS	1000010308	12.99	
10 L 630 0000 00 0000 0000 0000 0000				General Fund/DUE TO OTHER GOVERNMENT UNITS		-0.99	
10 E 530 9700 12 5650 0000 0000 0000 0				General Fund/EXPENDITURES/GENERAL SUPPORTIVE SERV		13.98	
			JT-071322	Barbour Complex backflow rebuild kit	2300006506	451.12	
10 E 530 9700 64 5610 4300 0000 0000 0				General Fund/EXPENDITURES/GENERAL SUPPORTIVE SERV		451.12	
			MS-070122	Flight & Insurance for Jerome Shoemaker to CTE Briggs & Stratton small motors training in Milwaukee July 18-21, 2022	1000010492	1,187.27	
10 E 530 3100 31 8580 4300 0000 0000 0				General Fund/EXPENDITURES/VOCATIONAL		1,187.27	
			MS-071022	HOTEL REFUND - RENEE JUNGBLOM AND SHEILA KROUSE-2022	1000010472	-308.00	



Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
10 E 530 5290 31 8580 1100 0000 0000 0				INNOVATIVE SCHOOLS SUMMIT IN LAS VEGAS JULY 4-JULY 10, 2022 FLAMINGO HOTEL			
			General Fund/EXPENDITURES/TITLE II TEACHER PRINCIPL			-308.00	
			MS-071422	DEPOSIT TICKETS FOR ASB TRANSMITTAL & GF TRANSMITTAL ACCOUNTS	1000010485	147.70	
10 E 530 9700 13 5610 0000 0000 0000 0			General Fund/EXPENDITURES/GENERAL SUPPORTIVE SERV			147.70	
			MS-071822	HYATT REGENCY RESERVATION FOR SARAH GREGORY & JULIE PRICE-NAESP PRE K-8 PRINCIPALS CONFERENCE IN LOUISVILLE, KY JULY 13-18, 2022	1000010432	1,154.90	
10 E 530 5290 31 8580 1100 0000 0000 0			General Fund/EXPENDITURES/TITLE II TEACHER PRINCIPL			299.78	
10 E 530 5291 31 8580 1100 0000 0000 0			General Fund/EXPENDITURES/TITLE II CARES ACT CARRYOVER			855.12	
			MS-072022	CLEAN BROWSING-2022-2023 PROFESSIONAL ANTI VIRUS	1000010508	550.00	
10 L 630 0000 00 0000 0000 0000 0000			General Fund/DUE TO OTHER GOVERNMENT UNITS			-41.80	
10 E 530 0100 32 5650 0000 0000 0000 0			General Fund/EXPENDITURES/BASIC EDUCATION			591.80	
			ZL-071522	Macrium Reflect server and workstation backup renewal	2600001591	514.44	
10 E 530 0200 32 5650 5400 0000 0000 0			General Fund/EXPENDITURES/ALTERNATIVE BASIC ED			514.44	
			ZL-072122	MICROSOFT LICENSE	1000010222	43.04	
10 L 630 0000 00 0000 0000 0000 0000			General Fund/DUE TO OTHER GOVERNMENT UNITS			-3.27	
10 E 530 0100 32 7350 0000 0000 0000 0			General Fund/EXPENDITURES/BASIC EDUCATION			46.31	
121706	ETS EDUCATIONAL TESTING SERVIC	08/15/2022	OM20252233	PARA ASSESSMENT TEST FOR STEPHANEY LANE	1000010486	55.00	55.00
10 E 530 9700 14 7340 0000 0000 0000 0			General Fund/EXPENDITURES/GENERAL SUPPORTIVE SERV			55.00	
121707	H & H INC	08/15/2022	SP0168-080122	COPIER MONTHLY USAGE	1000010225	256.59	256.59

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
CHARGES-JULY							
10 E 530 0100 23 7340 1100 0000 0000 0				General Fund/EXPENDITURES/BASIC EDUCATION		64.22	
10 E 530 0100 23 7340 4300 0000 0000 0				General Fund/EXPENDITURES/BASIC EDUCATION		2.45	
10 E 530 9700 13 7340 0000 0000 0000 0				General Fund/EXPENDITURES/GENERAL SUPPORTIVE SERV		189.16	
10 E 530 0200 23 7340 5400 0000 0000 0				General Fund/EXPENDITURES/ALTERNATIVE BASIC ED		0.76	
121708	INTRIGUE COMMUNICATIONS INC	08/15/2022	5281	PHONE SERVICES ON ACCOUNT #100152	1000010226	232.68	232.68
10 E 530 9700 65 7530 0000 0000 0000 0				General Fund/EXPENDITURES/GENERAL SUPPORTIVE SERV		232.68	
121709	JMT PETROLEUM	08/15/2022	073122	FUEL ACCT - JULY	1000010229	1,719.74	1,719.74
10 E 530 9700 62 5626 0000 0000 0000 0				General Fund/EXPENDITURES/GENERAL SUPPORTIVE SERV		1,069.62	
10 E 530 9700 75 5626 0000 0000 0000 0				General Fund/EXPENDITURES/GENERAL SUPPORTIVE SERV		554.59	
10 E 530 9900 52 5626 0000 0000 0000 0				General Fund/EXPENDITURES/PUPIL TRANSPORTATION		95.53	
121710	KROUSE, SHEILA A	08/15/2022	080822	REIMBURSE FOR AIRFARE, PARKING & UBER	0	572.21	572.21
10 E 530 5290 31 0500 1100 0000 0000 0				General Fund/EXPENDITURES/TITLE II TEACHER PRINCIPAL		572.21	
121711	LITHOGRAPH REPRODUCTIONS, INC	08/15/2022	10877	NEWSLETTER PRINTING 4XYEAR-JULY	1000010300	1,301.46	1,301.46
10 E 530 9700 15 7550 0000 0000 0000 0				General Fund/EXPENDITURES/GENERAL SUPPORTIVE SERV		1,301.46	
121712	OFFICE DEPOT	08/15/2022	255961403001	DISTRICT OFFICE SUPPLIES	1000010490	181.57	193.52
10 E 530 9700 13 5610 0000 0000 0000 0				General Fund/EXPENDITURES/GENERAL SUPPORTIVE SERV		181.57	
			256238992001	DISTRICT OFFICE SUPPLIES	1000010490	11.95	
10 E 530 9700 13 5610 0000 0000 0000 0				General Fund/EXPENDITURES/GENERAL SUPPORTIVE SERV		11.95	
121713	OXARC INC	08/15/2022	61234443	Argon and Stargon gas	1000010236	14.27	14.27
10 E 530 3100 27 5610 4300 2400 0000 0				General Fund/EXPENDITURES/VOCATIONAL		14.27	
121714	PEARSON SAVVAS LEARNING COMPAN	08/15/2022	4026700060	TEACHING REFERENCE BOOKS FOR ELL-TBIP FUNDS	1000010483	41.25	649.51
10 E 530 6500 27 5610 0000 0000 0000 0				General Fund/EXPENDITURES/TRANS BILINGUAL, STATE		41.25	
			7028021297	TEACHING REFERENCE BOOKS FOR ELL-TBIP FUNDS	1000010483	608.26	
10 E 530 6500 27 5610 0000 0000 0000 0				General Fund/EXPENDITURES/TRANS BILINGUAL, STATE		608.26	
121715	PERRINS, JASON	08/15/2022	080822	REIMBURSE FOR	0	1,022.59	1,022.59

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				UHAUL MOVING EXPENSES-FINAL			
10 E 530 9700 12 8580 0000 0000 0000 0				General Fund/EXPENDITURES/GENERAL SUPPORTIVE SERV		1,022.59	
121716	POWER DISTRIBUTORS	08/15/2022	INV60664022	SMALL ENGINES FOR NEW VOC CLASS	1000010502	613.32	3,563.09
10 E 530 3800 32 5650 4300 0000 0000 0				General Fund/EXPENDITURES/PERKINS		98.00	
10 E 530 3100 32 5650 4300 0000 0000 0				General Fund/EXPENDITURES/VOCATIONAL		515.32	
			INV61109922	SMALL ENGINES FOR NEW VOC CLASS	1000010502	448.12	
10 E 530 3100 32 5650 4300 0000 0000 0				General Fund/EXPENDITURES/VOCATIONAL		448.12	
			INV61932422	SMALL ENGINES FOR NEW VOC CLASS	1000010502	2,501.65	
10 E 530 3100 32 5650 4300 0000 0000 0				General Fund/EXPENDITURES/VOCATIONAL		2,501.65	
121717	PRICE, JULIE F	08/15/2022	071822	TRAVEL REIMBURSEMENT FOR MEALS NAESP PRINCIPALS CONFERENCE 7-13 TO 7-18-22	0	283.00	283.00
10 E 530 5291 31 8580 1100 0000 0000 0				General Fund/EXPENDITURES/TITLE II CARES ACT CARRYOVER		283.00	
121718	ROCKIE HANSEN PLLC	08/15/2022	060822	LEGAL SERVICES MAY-JUNE	1000010241	534.60	534.60
10 E 530 9700 11 7341 0000 0000 0000 0				General Fund/EXPENDITURES/GENERAL SUPPORTIVE SERV		534.60	
121719	SCHNEIDER, MARA C	08/15/2022	080822	TRAVEL REIMBURSEMENT FOR MILEAGE & MEALS-BUSINESS MANAGERS CONFERNCE 8-1 TO 8-4-22	0	220.88	220.88
10 E 530 9700 13 8580 0000 0000 0000 0				General Fund/EXPENDITURES/GENERAL SUPPORTIVE SERV		220.88	
121720	SETYS ACE HARDWARE	08/15/2022	073122GF	PURCHASES OPEN PO ACCT #101365	1000010247	1,543.90	1,543.90
10 E 530 9700 62 5610 0000 0000 0000 0				General Fund/EXPENDITURES/GENERAL SUPPORTIVE SERV		181.91	
10 E 530 9700 63 5610 1100 0000 0000 0				General Fund/EXPENDITURES/GENERAL SUPPORTIVE SERV		261.80	
10 E 530 9700 63 5610 4300 0000 0000 0				General Fund/EXPENDITURES/GENERAL SUPPORTIVE SERV		330.49	
10 E 530 9700 64 5610 0000 0000 0000 0				General Fund/EXPENDITURES/GENERAL SUPPORTIVE SERV		716.88	
10 E 530 9900 53 5610 0000 0000 0000 0				General Fund/EXPENDITURES/PUPIL TRANSPORTATION		52.82	
121721	SHOEMAKER, JEROME C	08/15/2022	080822	REIMBURSE FOR MEALS & MILEAGE TO CTE TRAINING IN MILWAUKEE 7-17	0	192.56	192.56

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				TO 7-22-22			
10 E 530 3100 31 8580 4300 0000 0000 0				General Fund/EXPENDITURES/VOCATIONAL		192.56	
121722	TERRYS DAIRY	08/15/2022	062322	DAIRY FOR CUST #1513	1000010249	970.45	970.45
10 E 530 9800 42 5630 0000 0000 0000 0				General Fund/EXPENDITURES/FOOD SERVICES		617.65	
10 E 530 9801 42 5630 0000 0000 0000 0				General Fund/EXPENDITURES/SUMMER FOOD		352.80	
121723	USPS	08/15/2022	081522	ANNUAL PO BOX FEE FOR DO BOX 47	1000010496	312.00	312.00
10 E 530 9700 13 7810 0000 0000 0000 0				General Fund/EXPENDITURES/GENERAL SUPPORTIVE SERV		312.00	
121724	VERIZON WIRELESS	08/15/2022	9911495044	WIRELESS HOTSPOTS MONTHLY CHARGES FOR COVID CONNECTIVITY ACCT 342368558-00001-JU LY	1000010252	380.02	380.02
10 E 530 0100 32 7530 0000 1622 0000 1				General Fund/EXPENDITURES/DASIC EDUCATION		380.02	
121725	WALTER E NELSON CO	08/15/2022	477248	JJSHS custodial supplies	2300006512	1,692.47	1,692.47
10 E 530 9700 63 5610 4300 0000 0000 0				General Fund/EXPENDITURES/GENERAL SUPPORTIVE SERV		1,692.47	
121726	ARROW CONSTRUCTION	08/15/2022	21578	RESURFACE TENNIS COURTS	7100000823	43,529.90	43,529.90
20 L 601 0000 00 0000 0000 0000 0000				Capital Projects/ACCOUNTS PAYABLE		-2,121.34	
20 E 530 2202 12 7000 2000 0000 0000 0				Capital Projects/EXPENDITURES/TENNIS COURT RESURFACE		45,651.24	
121727	DAWSON TRUCKING INC	08/15/2022	49568	Dawson Concrete, Gess light pole Bases, Capital Project	2300006513	360.46	360.46
20 E 530 2203 42 5000 2000 0000 0000 0				Capital Projects/EXPENDITURES/ENERGY LIGHTING INITIATIV		360.46	
121728	ELAN CARDMEMBER SERVICE	08/15/2022	JT-071422	Builders Hardware, Lighting Parts, Capital Projects	2300006509	65.41	2,185.13
20 E 530 2203 42 5000 2000 0000 0000 0				Capital Projects/EXPENDITURES/ENERGY LIGHTING INITIATIV		65.41	
			JT-071522	Deer Mountain Equipment Rental, Genie lift, Light pole replacement, capital levy	2300006499	2,119.72	
20 E 530 2203 42 5000 2000 0000 0000 0				Capital Projects/EXPENDITURES/ENERGY LIGHTING INITIATIV		2,119.72	
121729	HANEY LUMBER & SUPPLY INC	08/15/2022	614284	Sono Tube 16" Gess light poles	2300006507	221.63	221.63

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				- Capital levy lighting initiative projects			
20 E 530 2203 42 5000 2000 0000 0000 0				Capital Projects/EXPENDITURES/ENERGY LIGHTING INITIATIV		221.63	
121730	NEWESD 101	08/15/2022	1222104326	MOUNTAIN LABORATORIES HVAC TESTS FOR JJSHS SMALL SCHOOL MODERNIZATION HVAC CONSTRUCTION PROJECT	7100000835	1,426.81	1,426.81
20 E 530 0000 32 7000 3000 0000 0000 0				Capital Projects/EXPENDITURES/Unassigned		1,426.81	
121731	SETYS ACE HARDWARE	08/15/2022	073122CP	Gess capital lighting project supplies	7100000836	297.00	297.00
20 E 530 2203 42 5000 2000 0000 0000 0				Capital Projects/EXPENDITURES/ENERGY LIGHTING INITIATIV		297.00	
			40	Computer	Check(s) For a Total of		87,967.30

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	40	Computer	Checks For a Total of	87,967.30
	<u>Total For</u>	<u>40</u>	<u>Manual, Wire Tran, ACH &amp; Computer Checks</u>	<u>87,967.30</u>
	Less	0	Voided	Checks For a Total of
			Net Amount	87,967.30

FUND SUMMARY

Fund	Description	Balance Sheet	Revenue	Expense	Total
10	General Fund	-69.48	0.00	40,015.85	39,946.37
20	Capital Projects	-2,121.34	0.00	50,142.27	48,020.93

## SCHOOL IMPROVEMENT PLANS

Each school will develop and adopt a school improvement plan or process, with annual review for progress and necessary changes. Each school will submit its plan to the board of directors by ~~June 30th~~ September 30th of each year for initial approval and annual review and approval.

Each school improvement plan or process will be data driven and will promote a positive impact on student learning. A positive impact on student learning means promoting the continuous achievement of the state learning goals and essential academic learning requirements, and the achievement of nonacademic growth in areas like public speaking, leadership, interpersonal relationship skills, teamwork, self-confidence and resiliency. The intent is, so that students can meet the goals of Washington's basic education system: to become responsible citizens, to contribute to their own economic well-being and that of their families and communities, and to enjoy productive and satisfying lives.

Each school improvement plan or process will be based on a building self-review that includes student learning data and the active participation and input of building staff, students, parents and community members.

Each school improvement plan or process will ~~may~~ address the following elements according to the annual goals proposed by staff and administration:

- A. Characteristics of effective schools as identified by the ~~e~~Office of the ~~s~~Superintendent of ~~p~~Public ~~i~~nstruction and the educational service district (a plan may focus on one or several of the characteristics for up to three years);
- B. Safe and supportive learning environments;
- C. ~~Educational equity factors including gender, race, ethnicity, culture, language and physical and mental ability;~~ Academic goals and activities focused on growth and/or achievement of all students.
- D. Use of ~~technology;~~ tools and/or resources according to availability, that support students in their learning such as but not limited to technology, health services, and food services.
- E. Parent and community involvement; and
- F. Other factors identified by the school community for inclusion in the plan or process.

Any school participation in a program of school improvement assistance through the state accountability system or the federal Elementary and Secondary Education Act will constitute sufficient compliance with this policy.

Legal References:           WAC 180-16-220           Supplemental basic education program approval requirements

Management Resources:    *Policy News*, October 2002    State Board Requires Annual School Plan

**Adoption Date: 03.18.09**  
**Chewelah School District #36**  
**Revised: 07.20.16**  
**Classification: Essential Required**



<b>nsba Standard</b>	<b>Goal</b>	<b>Measurement</b>	<b>Board Leadership</b>
<b>VISION</b>	<p>1. Lead, inspire and monitor progress of CSD Promise through leadership to achieve goals in District Improvement Plan (Goals developed from strategic plan created in 2021-22). <b>(See Attached Summary of Strategic Plan)</b></p> <p>2. Make decisions based on CSD Promise and the five values of commitment</p>	<p><b>See District Improvement Plan (DIP) (2022-23)</b></p> <ul style="list-style-type: none"> <li>◇ Provide Professional Development to staff and leadership team that targets District Vision</li> <li>◇ Achieve progress with goals on DIP</li> <li>◇ Participate adjustments when needed</li> </ul>	<ul style="list-style-type: none"> <li>◇ Serve on District Facility Committee</li> <li>◇ Serve on District Budget Committee</li> <li>◇ Support Staff through their work with Solution Tree, CMSi and District Assessment Plan</li> <li>◇ Promote District Vision (CSD Promise) by attending staff training and District sponsored meetings and events with the Chewelah community</li> </ul>
<b>ACCOUNTABILITY</b>	<p>1. Produce an Annual Report on student achievement.</p> <p>2. Clearly communicate our standards and achievement results to students, parents, teachers, and community from clearly defined performance goals outlined in District Assessment Plan</p> <p>3. Implement District wide Assessment Plan <b>(See Attached Plan)</b></p>	<p>1. One annual report will be created and published for the community.</p> <p>2. Scope and Sequence of viable curriculum; view and monitor student learning data retrieved from plan</p> <p>3. Participate in Self-Assessment in spring of 2023 on progress of student learning. Review progress and set new goals.</p>	<ul style="list-style-type: none"> <li>◇ Participate in CSD staff training/PD</li> <li>◇ Participate in District Curriculum Committees</li> <li>◇ Board of Directors Self-Assessment</li> <li>◇ Lead and participate in facility long term plan development</li> <li>◇ Promote expectations with employees and community when possible (i.e. School events &amp; board meetings)</li> </ul>

	<p>4. Monitor and support Principals and teachers with their SIPs.</p> <p>5. Progress monitor Capital projects in the district</p>	<p>4. Monitor progress with 2022-23 initiatives with employee accountability reports during board meetings (I.e. PLC reports curriculum updates, workshop and conference reports to Board)</p>	
<b>POLICY</b>	<p>1. Continually and systematically monitor board policies to ensure we are getting our intended results</p> <p>2. Practice (develop) policy review protocols that ensure that our policy manual is systematically reviewed to ensure it is updated and relevant</p> <p>3. Be more visible in the community to support board policies</p>	<p>The Board of Directors will review, revise, or retire all policies prior to 2011 that are deemed essential.</p> <p>The Superintendent will track and monitor policy adoption, progress and development.</p>	<ul style="list-style-type: none"> <li>◇ Share policy improvements with community through a variety of means. The Superintendent will use resources and opportunities to promote Board policy to educate and inform community.</li> </ul>
<b>COMMUNITY LEADERSHIP</b>	<p>1. Practice two-way communication that supports our schools.</p> <p>2. Be visible at school functions, training, meetings and events. Board of Director will improve their knowledge of budget, student achievement strategies to become active educational leaders.</p> <p>3. Help share and promote support for District initiatives to the</p>	<p>1. Board members will participate in community events and meetings such as but not limited to: Focus Groups, Curriculum Parent presentations, Student Showcase, Budget meetings, facility planning meetings. Board members will report their interactions and experiences at board meetings.</p> <p>3. Board members will provide a voice representing the CSD</p>	<ul style="list-style-type: none"> <li>◇ Participate in organizing and implementing community Focus Groups</li> <li>◇ Serve on Calendar committee</li> <li>◇ Serve on committees</li> <li>◇ Participate in organizing presentations to community groups or organizations to promote CSD (Legion, Lions, City, Clubs, churches)</li> <li>◇ Board members are encouraged to write articles in newspaper, on website</li> </ul>

	community through organized public forums and venues beyond board meetings.	through means such as but not limited to: The Independent, Radio, community meetings, Kiwanis, Lions, City of Chewelah, Chamber, Churches  4. Board Members will participate in PLC Cohort Meetings with Solution Tree.  5. Board members will support and help promote the CSMi audit in spring of 2023.	and/or in newsletters to promote CSD initiatives. <ul style="list-style-type: none"> <li>◇ Attend school functions, programs, ceremonies, and events.</li> <li>◇ Visit school buildings 2-3 times a year.</li> <li>◇ Attend and Participate in Solution Tree PLC Board Trainings on October 11 5-7pm &amp; January 11 5-7PM &amp; March 9 4-7PM</li> <li>◇ Be engaged and involved in CSMi audit in spring of 2023 accordingly</li> </ul>
<b>GOVERNANCE &amp; TEAM LEADERSHIP</b>	<p>1. Board members will participate in 4-5 professional development opportunities in 2022-23 year.</p> <p>2. Board will participate in self-evaluation provided by WSSDA in the spring of 2023.</p> <p>3. Board will evaluate Superintendent two times during the year 2022-23 (Dec &amp; May)</p> <p>4. The Board will seek opportunities to be engaged in statewide policy development (ie. WSSDA, state legislative process)</p>	<p>1. Attend WSSDA conference November 2022.</p> <p>3. Complete and review results of WSSDA board self-assessment in April 2023.</p> <p>4. Produce evaluation document for the Superintendent in May of 2023</p> <p>5. Demonstrate more involvement with by providing a voice in state policy and governance</p>	<ul style="list-style-type: none"> <li>◇ Attending WSSDA Conference November 2022 (Spokane)</li> <li>◇ Attend and Participate in Solution Tree PLC Board Trainings on October 11 5-7pm &amp; January 11 5-7PM &amp; March 9 4-7PM</li> <li>◇ Attending and participating in WSSDA trainings (I.e budget)</li> <li>◇ Progress monitor Capital projects in the district.</li> </ul>

### Chewelah Superintendent Goals 2022-23

GOAL	Plan/Evidence	Board Review (Check in)
<p style="text-align: center;"><b>Communication</b></p>	<p>Continue with current communication traditions established in 2021-22 School year.</p> <ul style="list-style-type: none"> <li>◆ SUP SCOOP</li> <li>◆ Radio</li> <li>◆ Newsletters</li> <li>◆ Monthly Union leadership check in meetings</li> <li>◆ Weekly Reports</li> <li>◆ Committees (Budget, Facilities)</li> <li>◆ Visibility in Schools</li> <li>◆ Letters to Editor</li> <li>◆ Text messaging to parents and community</li> </ul> <p>Communication additions for 2022-23</p> <ul style="list-style-type: none"> <li>◆ Community Outreach Presentations to community organizations to promote CSD initiatives, including district improvement plan</li> <li>◆ Focus Groups to include parents and voices of our community to strengthen the CSD.</li> <li>◆ Chewelah Academia newsletters to employees</li> <li>◆ Improve SUP SCOOP: More two-way communication and engagement</li> <li>◆ Transition the CSD and community to the promotion of the CSD commitment and promise statement.</li> <li>◆ Transition the CSD image using the newly developed logo and brand to promote the CSD promise and commitments</li> </ul> <p>Support and Monitor Principals implementation of Communication plans to staff, students and parents</p>	<p style="text-align: center;">December 2022</p>
	<ul style="list-style-type: none"> <li>◆ Implement District Assessment Plan</li> </ul>	

<p><b>Student Learning</b></p>	<ul style="list-style-type: none"> <li>◆ Implement PLC best practices among principals and teachers with the support of Solution Tree.</li> <li>◆ Oversee and support principals and teachers in writing Scope and Sequence for curriculum</li> <li>◆ Continuing with curriculum adoption process (Health and History). Begin curriculum adoption process for ELA</li> <li>◆ Support and lead Principals through SIP implementation</li> <li>◆ Facilitate and lead the CSD through the CMSi curriculum Audit</li> <li>◆ Implement and develop School Resource Officer (SRO) in the CSD for safety and security of all stakeholders.</li> <li>◆ Improve health and mental health services to students and staff</li> </ul>	<p>December 2022</p>
<p><b>Facilities Maintenance and Capital Projects (Levies and Grants)</b></p>	<ul style="list-style-type: none"> <li>◆ Lead and facilitate the sale of MS property</li> <li>◆ Develop 12-year facility plan with District Facility Committee</li> <li>◆ Communicate facility plans and progress to community on regular basis</li> <li>◆ Support Maintenance working on Capital Projects, and Small Modernization Grants</li> <li>◆ Continue to seek grants to improve facilities for the benefit of staff and students.</li> </ul>	<p>December 2022</p>
<p><b>Board of Directors Leadership</b></p>	<ul style="list-style-type: none"> <li>◆ Provide and create opportunities for the Board of Directors to lead the Chewelah Community</li> <li>◆ Engage and facilitate professional development opportunities (WSSDA and PLC work with Solution Tree)</li> <li>◆ Continue improving policies and promotion of policies to the community</li> <li>◆ Support and facilitate Board of Directors in their roles as they effectively communicate with the community and support staff and students in CSD initiatives</li> </ul>	<p>December 2022</p>

	<ul style="list-style-type: none"><li>◆ Work with Board of Directors to implement District Improvement Plan</li><li>◆ Review and evaluate progress of SIP and DIP. Provide additional support when necessary.</li><li>◆ Facilitate and lead the CSD through the CMSi curriculum Audit</li><li>◆ Facilitate work of Solution Tree to train and build leadership knowledge with Board Members.</li></ul>	
<b>Professional Growth</b>	<ul style="list-style-type: none"><li>◆ Continue Instructional Leadership Network learning with WASA</li><li>◆ Participate, facilitate and lead CSD through PLC Cohort 2 training and development. (Solution Tree)</li><li>◆ Attend National Conferences related to Superintendents and leadership needs of the CSD.</li><li>◆ **Lead and support school Principals to achieve their 2022-23 Focuses</li></ul>	December 2022

## Chewelah School District #36 Renewal Premium Indication

**Please note: The premium indicated below is the current anticipated renewal premium for this member and reflects any exposure changes that have been made throughout the expiring coverage term, as well as changes reported on the renewal application. If any additional coverage or deductible changes are selected or if additional exposure changes are requested, this premium will change. You will receive a final, formal invoice for payment prior to September 1.**

*Note: If applicable, the fee charged by your insurance broker will be in addition to the cost shown below.*

### Estimated Premium Detail:

Line of Coverage	Premium
Property	\$41,995.43
Auto Physical Damage	\$6,407.30
Equipment Breakdown	\$2,912.05
General Liability	\$44,724.74
Wrongful Acts	\$14,860.71
Auto Liability	\$24,889.90
Underinsured Motorist	\$2,650.96
Privacy, Security & Technology	\$5,223.77
Crime	\$807.24
Cat Med	\$1,212.46
<b>Total Premium:</b>	<b>\$145,684.56</b>

*Note: This is not a bill. Do Not Pay*

### Transportation Costs:

Bus Auto Liability	\$16,000.65
Bus APD	\$4,697.30
Bus UIM	\$2,012.28
<b>Total Bus Costs</b>	<b>\$22,710.23</b>
Non Bus Auto Liability	\$8,889.25
Non Bus APD	\$1,710.00
Non Bus UIM	\$638.68
<b>Total Non Bus Costs</b>	<b>\$11,237.93</b>

**Total Full-time Equivalent (FTE) Students: 781.00**

USIP Program Underwriter:  
Rob Hill  
800.407.2027  
[rhill@chooseclear.com](mailto:rhill@chooseclear.com)

**Barnards Building LLC**

**Estimate**

**Name/Address**

Gess Elementary  
 Chewelah School dist.36  
 PO Box 47  
 Chewelah, WA 99109

Date	Estimate No.
05/12/22	58

Project

Item	Description	Quantity	Cost	Total
Building Cost	Supply a Steel structure 100' wide 80' deep single slope Low eave hight 14' and High side 20' Clear span open Building, Roof is Galvanized, Trim can be a standard color . Includes all excavation for footings, concrete, steel and Labor for concrete foundation work and Building construction.	1	*****...	278,400.00T
	Sales Tax		7.60%	21,158.40

*Thank for the opportunity to quote your project*

**Total                    \$299,558.40**



The items in the Jenkins Jr/Sr High School Staff Handbook that are highlighted yellow are proposed new wording or items. The items that have a strike-through are proposed deletions from the handbook.

# **JENKINS JR/SR HIGH SCHOOL**

## **Staff Handbook**



**JENKINS JR/SR HIGH SCHOOL**  
**STAFF HANDBOOK**  
“Standing on Common Ground”

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## **ACCIDENTS**

When an accident occurs to a student or staff member, it must be reported to the office and other necessary authorities immediately.

### **Student Accidents**

A staff member in charge of an injured student at the time of an accident should assess the situation and notify the office immediately. If the staff member is not comfortable administering first aid at the scene, then office staff must be sent for to administer first aid. Injured students, who are able to ambulate to the office, may report there for first aid in some circumstances. ALL STUDENT ACCIDENTS require that the staff member in charge complete an accident report as soon as possible after the accident, but before 24 hours have passed. Accident reports are available in the office.

### **Staff Accidents**

Staff accidents must be reported to the principal or his designee immediately. Emergency treatment will be administered as necessary. An employee incident report must be completed and submitted to the principal as soon as possible.

If a staff member does not require medical treatment at the time of the accident, he/she must still complete the accident form. Staff members requiring medical treatment later must first contact the JJSBS office for instructions and procedures required by NEWESD 101.

## **ACTIVITIES (Co-curricular)**

Club and class advisors are to be sure that the secretary of their organization keeps an accurate set of minutes for each meeting. Club representatives should attend monthly ASB meetings. There must be a quorum for each meeting. All expenditures of money require a motion, a second, and a majority approval prior to presentation for approval from ASB using a purchase order prior approval form.

All meetings, performances, evening rehearsals, and social activities are to be scheduled through the building secretary and are reported onto the District Events Calendar which will be in a shared staff document. All student events require staff supervision. All gym facility requests are to be scheduled through the Athletic Director.

## **ADVISOR RESPONSIBILITIES**

Teachers, as well as parents, are encouraged to participate in school activities. To clarify the responsibilities of advisors/chaperones the following must be followed:

- Staff members who are club or class advisors are expected to coordinate or supervise the activities in which their club or activity is involved.

- Advisors are in charge of club activities.
- Follow instructions in the Jenkins Junior Senior High School ASB Procedures & Information for Advisors and Coaches.
- Advisors are to see that all students leave the school grounds after an event, and no one is left in the building. Secure all doors and windows before leaving.
- Staff should not allow students to leave a dance and return. Advisors/chaperones may escort students to their vehicle to get money, or personal items.

## **ANNOUNCEMENTS**

Approved announcements are made in the morning and throughout the day via the intercom by authorized personnel. Please have your students quiet during regular announcements. Daily announcements should be emailed to Cheryl Sawyer by a reasonable time to be included in that day's bulletin. **Daily bulletins will be emailed to students.**

## **ATTENDANCE**

~~Good attendance is essential for the maximum educational benefit and mastery of the programs provided for students. Continuity of instruction and student participation are principles which underlie and give purpose to the requirement of compulsory school attendance.~~

Students and their parents are responsible for complying with District policy and the compulsory attendance laws of Washington State. To that end, students are required to be in attendance and on time for their assigned classes when school is in session. In addition, students must check out with the office if they are leaving campus prior to the end of the school day. Students will not be granted permission to leave early without the approval of a parent/guardian by phone or verifiable note. Failure to follow proper checkout procedures will result in disciplinary action as associated with truancy/unexcused absences. Faculty and staff may not dismiss a student from school and shall direct students to the office to check out.

Teachers should take attendance in Skyward within the first 10 minutes of class. Please do not have students take attendance unless you have a TA. When you have a substitute, please have a hard copy of your attendance sheet ready for them in your sub folder. It is recommended that you provide a substitute with student photo seating charts for safety purposes. The sub should take attendance on the provided hard copy and send it to the office that period. The office will record the absence in Skyward.

**Excused Absence Procedures:** *See Appendix A.*

When a student has been absent from class, he/she is required to bring a note to the office, or the office should receive a phone call from his/her parent/guardian verifying the absence. It is the student's responsibility to fulfil this requirement. The note from the

parent should include the date(s) of the absence and the signature of the parent/guardian with the date the note was written. The note should also include the specific reason the student was absent. Notes with no reason for absence will be accepted as "parent note" (PN) and are considered unexcused. However, the student will avoid discipline if a parent note is provided.

Students have two (2) school days upon their return to school to bring a note to the office or have a parent call. After two (2) days, the absence will be considered unexcused.

Students who are eighteen and wish to write their own notes are required to bring a note from their parent/guardian giving the student the authority to excuse his or her absences.

### **Preapproved Absences**

When possible, the student should preapprove known dates of scheduled absences by submitting a written note from a parent or guardian describing the nature of the activity. Parents and students are strongly encouraged to review the school calendar and when at all possible, schedule activities such as family vacations, etc. on days that would not require missing school. When it is not possible to plan a family vacation or similar activity during these times, a one-week advance preapproved absence must be completed. The student must have the work completed when he/she returns or may make it up when he/she returns with teacher approval.

### **Tuancy/Unexcused Absences**

Tuancy (skipping school after entering on to school grounds) which is an unexcused absence is a violation of law and District rules and will result in disciplinary action and/or possible court actions. Some examples of truancy are:

- Skipping class (this includes attending a class you are not registered for or staying in the library without teacher approval).
- Being absent without parental and school permission.
- Failure to attend school assemblies.

~~Students may not be allowed credit for work missed on the day of truancy. Students may complete assignments or any other work to maintain progress in each class.~~

Although a student may be unexcused from school it is still in our best interest as a system to allow the student to make up the work that they missed. In some situations, an unexcused absence may result in missed work, projects, or presentations.

Students are expected to be in the classes that they are assigned. If a student is truant and the teacher is aware that the student was present earlier and not attending their class,

or the student skipped class after attendance, a Skyward Disciplinary Referral should immediately be completed by teacher.

### **TARDINESS (UNEXCUSED)**

Tardiness will be part of classroom discipline procedures as outlined in the Parent/Student Handbook. Tardiness occurs when a student is up to 10 minutes late, and should be directed to the office for a tardy slip. If a student is more than two minutes late, please sent them to the office for a Tardy Slip. This helps to minimize disruptions in your classroom and to increase student accountability. After 10 minutes, it is considered an absence and teachers should adjust their student Skyward attendance. Tardy disciplinary procedures are referenced in the Parent/Student Handbook.

~~Teachers should take attendance within the first 10 minutes of class and post this on the computer. Please do not have students take attendance. When you have a substitute, please have a hard copy of your attendance sheet ready for them in your sub folder. The sub should take attendance on the provided hard copy and send it to the office that period. The office will then input the absences from the class into the computer.~~

### **CAMPUS VIOLATIONS FOR QUARTZITE LEARNING CENTER**

Students from Quartzite Learning Center are welcome at Jenkins when they have blended classes between the two programs. They may, at times, use the library. It is important for their safety that they check in/out of the front office.

### **CLASSROOM POSTINGS**

The following items should be posted in all classrooms.

- Evacuation Map (above classroom door)
- Emergency and Crisis Management Flipchart (yellow)
- School District Calendar
- Bell Schedule

### **COMPUTER TECHNOLOGY**

All activities on school computers, school Internet lines, and school software are considered school property. This includes all e-mail. School property may be requested for review at any time and should never be considered private. Unethical, illegal, unprofessional, commercial (money making), or political use of school technology may result in disciplinary action. Teachers are expected to respond to all e-mail communications in a timely manner. You are encouraged to respond to parents within 24 hours. Personal cell phones used for educational purposes may be subject to public records requests. All staff should use discretion and not have students as friends on



social media. All staff should also be very careful communicating with parents, students, or groups on social media.

Each classroom has a computer for teachers to use for attendance and grade entry. Teachers must not share system or program passwords with students. Students must not have access to attendance or grading systems. Allowing students access to these records violates Federal law.

## **DISCIPLINE**

### **Removal From Class**

Students removed from a class ~~by the teacher~~ must be given specific "DIRECTIONS" to go directly to the office. If possible needed, have another student or classified staff, escort the student to the office and call the secretary so she knows to expect the student. The teacher will complete a Classroom Exclusion Form and if needed follow up with a Skyward Disciplinary Referral. In addition, the teacher will be expected to contact the parent of any student removed from class unless it is mutually decided that the principal or designee should be the point of contact for the teacher.

### **Disruptive Situations**

There are certain situations that are so disruptive that you will want to refer the student to the school administration. In most cases other classroom management strategies will have been attempted before the student is removed. IT IS IMPORTANT TO REMEMBER TO CONTROL YOUR TEMPER AND PATIENCE. Do not give the student the satisfaction of having created a big scene. Blowing up will only add to the problem. Send the student to the office and complete the Classroom Exclusion Form explaining the misbehavior or cause for disciplinary action. Call the office to inform office staff that a student is on the way. Teachers can request a meeting with the student and parent before the student is allowed back into the classroom. In some situations, it may be best practice to call the principal(s) to the classroom to assist with a disruptive student who is a risk to themselves or others.

### **Discipline Plan – School Wide**

We are using Skyward to document classroom and office disciplinary referrals. The Skyward system will allow us to document all levels of interventions within the system. The following steps are guidelines for progressive discipline based on the severity of the incident.

Step 1: Verbal Warning/conference with student. Classroom referral in Skyward for record keeping.

Step 2: Discipline level will be based on the severity of the incident per student handbook. Possible verbal warning, classroom referral in Skyward and documented parent contact for low-level disruptions. Possible Skyward Office Referral for other, more serious, disciplinary issues.

Step 3: Students who are continuing with disruptive behavior in the classroom will be referred to the office using a Skyward Disciplinary Referral. Discipline will be based on severity of offense and history in Skyward. When possible restorative justice practices in disciplinary actions will be strongly considered.

~~Students are expected to be in the classes that they are assigned. If a student is truant and the teacher is aware that the student was present earlier and not attending their class, or the student skipped class after attendance, a Skyward Disciplinary Referral should immediately be completed by teacher.~~

### **Discipline Tips**

- Know your students. Try to find out as much as possible about them as soon as possible. Try to show genuine understanding of them as individuals striving toward maturity. Show concern about their problems.
- As a teacher, learn not to take things personally when a teenager misbehaves. Instead concentrate on identifying the reason(s) behind the behavior.
- Remember to individualize your communication with a misbehaving student. Avoid public discipline. This leads to a win/lose situation that is undesirable for positive student/teacher relationships.
- Discipline needs to be fair. Consider how serious the offense is in relation to the specific standard.
- Make sure the student understands you accept them, but you cannot accept the behavior. Separate the person from the action.
- Good discipline comes slowly. Patience is the key to working for good discipline. Remember to restate expectations.

### **DRESS CODE**

Chewelah School District 36 policy #5347 states: "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 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."

### **EMERGENCY DRILLS**

#### **Evacuations**

(FIRE DRILLS – BOMB THREATS – AFTER EARTHQUAKE)

A phone system pre-recording of emergency evacuations, or the principal or designee, will denote a fire drill or other evacuation drills. DIRECTIONS FOR LEAVING THE BUILDING ARE TO BE POSTED ABOVE THE DOOR IN YOUR ROOM. Teachers should be the last one out of the room. Make sure the windows and doors are closed and the lights are out. ~~Leave the building in the proper procedure for the fire.~~ **Students are to be kept at least 50 feet away from the building.** All occupants of the building are required to exit. The principal or designee will announce when students and staff may re-enter the building.

Teachers will take their attendance record and emergency folders with them for all emergencies. You are responsible to account for all students in your classroom. If you are missing a student, they must be located by administration. The teacher will notify the administrator who is checking student attendance status with a "Red" or "Green" sign if a student is missing and the name of the student. If you have a student in your group who should be in a different classroom you will also communicate this information to the administrator as well.

### **Lock Down Drills**

In the case of an armed intruder, JJSHS will implement a lock down drill. A verbal command over the intercom will signal this drill. This will be followed by instructions for the emergency response. Staff and students will be instructed on lockdown procedures. It is essential that procedures are followed to maximize the safety of everyone in the school.

There are a variety of different scenarios that could happen in an active shooter situation. Every staff member will need to use all their senses in making quick decisions for the safety of their students and themselves. This could mean that you lockdown in the classroom and secure your classroom door(s). It could mean, depending on your location, that you must get students to a safer place away from where you believe the shooting is taking place. As a staff member you must be the leader in the classroom.

If there is an active shooter situation during a non classroom time such as lunch or during passing time, it is evident that there will be much confusion and there will be no perfect answer in how to respond. Staff will need to do their best, in a situation such as this, to minimize harm, whatever that may look like.

Beginning in the 2022/23 school year, there may be a School Resource Officer (SRO) on campus or in the district who will facilitate incident command and first order response to an active shooter

### **EVALUATIONS**

The format for teacher evaluations is as negotiated by the CEA and outlined in the agreement. Teachers should expect the principal or contributing evaluators to come into the classroom for the purposes of monitoring instruction (observations). Please note the difference between an observation and evaluation. The evaluation is the final assessment

of two or more observations. Observations are the periodic visits to observe teachers. Written reports will be completed for all formal observations and some informal observations. ~~Grade and plan books should be available for evaluation at all times.~~

- The general philosophy is that there will be no surprises in a teacher's annual performance evaluation. As the evaluator identifies a concern, a collaborative effort toward improvement will be attempted.
- Each employee shall have the opportunity for a minimum of two confidential conferences during each school year. One of these should be at the beginning of the year with the purpose of goal setting for the year.

## **EXCUSING STUDENTS FROM CLASS**

Students are not to be released from class for things that are unrelated to class instruction. Teachers need to remember they are legally liable for the student and must provide for proper supervision. **In no case will a teacher be allowed to excuse a student from leaving the school grounds.** Violation of this may result in staff discipline. Arrangements of this nature must be made with the principal or vice-principal. Any student leaving the school grounds must checkout through the office. Please do not allow students to miss another teacher's class for any reason. Do not allow students to make "deals" so they can complete work for another class or teacher – use of shop, PE area, library, and computer lab.

Teachers are not allowed to accept students as "drop-ins" in any class. The teacher should direct the student to the office or to their assigned class.

## **FIELD TRIPS** *See Appendix B*

Field trips have a place in the educational system and should be carefully planned and a Field Trip Packet completed as far in advance as possible but a minimum of 10 days. As a general policy, groups will travel by bus. If your group is small, special arrangements must be made in advance to use the school car or van. We do not allow students representing the school to go to or from any event without supervision. Participating students should ride the bus both ways. Each bus is to have a faculty chaperone. The teacher in charge will make arrangements for the chaperones. See Policy 2320 for more information.

Due to insurance restrictions faculty members will not transport students in their own vehicles unless they have permission from the principal. Group sponsors are to request bus transportation through a written request submitted to the Transportation Director. Requests must be made **at least 10 days in advance**, or they may not be approved. A list of students attending the field trip must be given to the school nurse and kitchen supervisor **at least 10 days in advance** so they can prepare for medications, care plans, and food allergies.

Permission slips must be signed by the parent and are to be filled out prior to leaving. A copy of the student's medical release form and permission slip will be with the faculty

advisor on the field trip. Medical release forms and permission slips must be turned in to the office after the trip is completed – unless they are duplicates.

Performance of school groups for community affairs or to other schools is encouraged but must be cleared through the principal. A field trip is an extension of the school day and, therefore, classroom conduct, and school rules will be followed. The advisor in charge is responsible for explaining expectations.

Teachers must provide high school or junior high staff with a list of all students who will be attending the trip, at least **24 hours in advance**, so that teachers can review the field trip list for attendance exceptions. Students may be pulled from the list or required to do work before leaving.

**FILM/VIDEO POLICY** See Appendix C

## **FLAG SALUTE**

Pursuant to RCW 28A.230.140 United States flag – Procurement, display, exercises – National anthem: “The board of directors of every school district shall cause a United States flag being in good condition to be displayed during school hours upon or near every public-school plant, excepting during inclement weather. They shall cause appropriate flag exercises to be held in each classroom at the beginning of the school day, and/or in every school at the opening of all school assemblies, at which exercises those pupils so desiring shall recite the salute to the flag... Students not reciting the pledge shall maintain a respectful silence.”

The flag salute will be given each day. We will start the school day with a flag salute. Our prime interest is to make the flag salute a meaningful activity that will develop a sense of patriotism and appreciation for our country in our students. Monitor that students are respectful to this activity. If the student chooses not to participate, they should be quiet and still during the flag salute.

## **GRADING AND LESSON PLANS**

Teachers are expected to use Skyward for recording and tracking student grades. Teachers are responsible for keeping the data current and up to date. Parent access is open, and teachers should take no more than two weeks to score and post assignments. Teachers must submit/post quarter grades in Skyward. A teacher may also keep a manual grade book.

The following grading scale will be used at Jenkins.

All teachers are responsible for organizing their work and keeping this record in their plan book in such a manner that a substitute teacher may carry on the education program by reading the plan book. Plan books are to be used and will be kept up to date. A lesson plan will be written for each class. The plan will include the learning objective, method of instruction, pages included in the lesson (if applicable), assignments to be made and checks for student understanding and materials needed. Keeping a usable lesson plan and grade book will be considered one of the elements of satisfactory teaching

~~performance. Teachers who are planning to be absent are asked to leave their lesson plan book, as well as the lessons for the purposed days of absence in their Subfolder in their mailbox, located in the staff room.~~

## **GRADING SCALE**

93-100 A	87-89 B	77-70 C+	60-66 D
90-92 A-	83-86 B	73-76 C	0-59 F
	80-82 B-	70-72 C-	67-69 D+

The following is from CSD Policy 3122P:

Each teacher will publish their grading scale with categories and percentages including their late work policy.

## **IDENTIFICATION**

All district full-time, part-time, and substitute employees are required to wear district issued photo identification. Identification may be worn on a district provided lanyard around a person's neck or clipped to an individual's shirt or jacket so that is easily visible.

## **THE MCKINNEY VENTO ACT**

The McKinney Vento Act addresses the issue of homeless children and youth and defines them as those who lack a fixed, regular, and adequate nighttime residence. This includes children and youth living in:

- Emergency or transitional shelters
- Motels, hotels, trailer parks, or camping grounds
- Shared housing due to loss of housing or economic hardship (doubled-up)
- Hospitals secondary to abandonment or awaiting foster care placement
- Cars, parks, public spaces, abandoned buildings, substandard housing, or similar situations
- Public or private places not ordinarily used as sleeping accommodations for human beings

The intent of this act is to ensure that homeless children and youth have equal access to the same free and appropriate public education as housed children. If you know of any student in the above situations, you should contact Vanessa Bigler in the counseling office at 685-6800 ext. 2011.

## POSITIVE PARENT CONTACTS

It is the goal of the district for each teacher to generate written positive parent communication using provided postcards or other forms of communication home such as email, texts, or phone calls.

## PROGRESS REPORTS

It is important to keep open lines of communication with the parents regarding student progress. Progress Reports are completed at quarter, which equates to forty-five days into the term. Posting due dates will be the week before these dates. These reports help to determine athletic eligibility as well as academic progress for parents. The progress notices should indicate as much information as possible.

Teachers will submit data via Skyward. The counseling office will then print and mail the notices.

It is mandatory that teachers meet the timelines and due dates for progress notices. The teacher will process any progress notices issued after these dates.

## PURCHASES

All purchases are to follow district or A.S.B. policy. A request for a purchase can be obtained from the office. Requests should be submitted to the ASB bookkeeper using the appropriate purchase order form. The purchase requests will go to the ASB for approval. If permission for purchase is granted you may then order your supplies, etc. Requests must be approved by the principal for district orders or by the athletic director for ASB sports equipment. Please do not expect purchase orders to be issued the same day you submit a request. If you have any questions about purchase procedures, please talk to the ASB bookkeeper and/or the principal. There may also be situations when you will need to talk to the ASB advisor.

~~ASB purchases follow procedures in orange "JSHS ASB Procedures & Information for Advisors & Coaches" booklet.~~

When orders are received you will secure the packing slip and you are responsible for checking off the items received from the list. Sign, date, and return the packing slip to the office immediately so a correction of merchandise received can be made if there is a discrepancy. **All merchandise purchased without prior approval or following the proper procedures will be the liability of the person who placed the order.**

## REPORT CARDS

Grades must be entered into the Skyward by the teacher. Grades from Canvas should be synchronized to Skyward on a weekly basis as determined by the principal and counseling office staff. Grades should be complete and accurate for each grading period. Each student earns a half-credit each term for a full-time, one-period course. Teachers, be sure each student is accounted for when processing grades. Ensure the accuracy of your grades.

## **REQUESTING USE OF PERSONAL DAY**

Each CEA employee shall have at least 3 days of personal leave per year. No reason must be given to the employee's supervisor, however, at least one workday's written notice in an e-mail must be given to the employee's supervisor prior to the effective day of the leave.

## **SEXUAL HARASSMENT PROCEDURES**– *See Appendix D Chewelah School District Policy #5011*

The district is committed to a positive and productive education and working environment free from discrimination, including sexual harassment. The district prohibits sexual harassment of students, employees, and others involved in school district activities. Sexual harassment should be reported to the office immediately. The policy and procedures are posted in the school and are available in the office.

## **SUB FOLDER – List of Contents**

Each teacher is encouraged to have a substitute folder for the purpose of emergency absences. The following is a suggested list of content. Please keep your sub folder accessible for substitutes.

- Backup or generic lesson plans that a sub can use in an emergency.
- Emergency Care Plan location and access.
- Current rosters for attendance.
- Pictured seating charts ~~REQUIRED so subs can take attendance.~~
- Discipline Forms
- Student Exclusion Form
- Special Instructions

## **SUPERVISION OF STUDENTS**

When possible, please assist in the hallways with student supervision in the mornings and after school. Please use a positive proactive approach in your supervision. Being visible outside your classroom during the passing time is essential in helping with hall problems and is identified as a practice of effective teachers. When you see a student misbehaving, correct their behavior. Report serious infractions to the office. Teachers should avoid leaving students unattended during class and should know where their students are, at all times.



## **TELEPHONE INFORMATION**

Each classroom has a telephone with an identifying extension number. Each teacher has a voicemail box for their use. Staff members are responsible for managing the voicemail by recording the appropriate name announcement and greeting. Teachers are expected to respond to all messages within 24 hours. Voice messages can be left on the phone or upon request to the tech department can be converted to an email message. To access your voicemail, on the phone, add a zero before your extension number.

## **USE OF SCHOOL FACILITIES AND EQUIPMENT**

### **Classrooms**

Each teacher is responsible for the appearance of their room. Be sure the bulletin boards are attractive and up to date. Check your student desks and do not allow them to mark desktops, etc. Teachers should implement procedures so students assist in keeping the room neat and orderly. When you leave for the day, adjust the shades, have loose paper and supplies picked up, turn off the lights and lock your windows and door.

### **Staff Room**

The staff room is to be used during preparation periods or lunch. This room is for your convenience. Please keep it clean by picking up after yourself.

### **Library/Media Center**

If you have a large group to take to the media center, make proper arrangements with the media center assistant in advance. ~~If you need to use library books in your class, ask the librarian to reserve these books.~~ Passes should be sent with students showing why they are being sent to the library-media center. If a student would like to check out a book that is not currently in the media center, they can talk to the media center assistant regarding how to access the book from the Chewelah City Library. It is strongly encouraged that all students sign up to receive a City Library Card through our English department.

### **Scheduling of Building**

It is the philosophy of this district to give first priority for facilities use to the activities that involve our students. However, the facilities need to be scheduled through the district facilities use calendar. The building secretary will assist in the scheduling of all building use, EXCEPT THE GYMNASIUM. The Athletic Director will schedule all gym use. A "Building Use Application" needs to be completed for all community use of the facilities

### **Check out of School Equipment**

Staff members wishing to personally checkout school equipment must fill out and turn in an Equipment Request Form to the JJSHS office. ~~If a student wishes to checkout equipment, they must complete the form and it must be signed by a parent before equipment is released to the student.~~

**WORKDAY**

The regular building hours for teachers shall be stated in the negotiated CEA contract.

## EXCUSED AND UNEXCUSED ABSENCES

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

### Excused Absences

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

A. The following are valid excuses for absences:

1. Participation in a district or school approved activity or instructional program;
2. Illness, health condition or medical appointment (including but not limited to medical, counseling, dental or optometry). With excessive absences, due to illness, the district has the right to request a doctor's note regarding the illness;
3. Family emergency, including but not limited to a death or illness in the family;
4. Religious or cultural purpose including observance of a religious or cultural holiday or participation in religious or cultural instruction;
5. Court, judicial proceeding or serving on a jury;
6. Post-secondary, technical school or apprenticeship program visitation, or scholarship interview;
7. State-recognized search and rescue activities consistent with RCW 28A.225.055;
8. Absence directly related to the student's homeless status;
9. Absence resulting from a disciplinary/corrective action. (e.g., short-term or long-term suspension, emergency expulsion); and
10. Principal (or designee) and parent, guardian, or emancipated youth mutually agreed upon approved activity.

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

- B. If an absence is excused, the student will be permitted to make up all missed assignments outside of class under reasonable conditions and time limits established by the appropriate teacher except that in participation-type classes a student's grade may be affected because of the student's inability to make up the activities conducted during a class period.
- C. An excused absence will be verified by a parent/guardian or an adult, emancipated or appropriately aged student, or school authority responsible for the absence. If attendance is

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

### **Unexcused Absences**

- A. Any absence from school for the majority of hours or periods in an average school day is unexcused unless it meets one of the criteria above for an excused absence.
- B. As a means of instilling values of responsibility and personal accountability, a student whose absence is not excused will experience the consequences of his/her absence. A student's grade may be affected if a graded activity or assignment occurs during the period of time when the student is absent.
- C. The school will notify a student's parent or guardian in writing or by telephone whenever the student has failed to attend school after one unexcused absence within any month during the current school year. The notification will include the potential consequences of additional unexcused absences.
- D. A conference with the parent or guardian will be held after three unexcused absences within any month during the current school year. A student may be suspended or expelled for habitual truancy. Prior to suspension or expulsion, the parent will be notified in writing in his/her primary language that the student has unexcused absences. A conference will be scheduled to determine what corrective measures should be taken to ameliorate the cause for the student's absences from school. If the parent does not attend the conference, the conference may be conducted with the student and a school official. However, parent will be notified of the steps the district has decided to take to eliminate or reduce the student's absences.
- E. 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.
- F. If such action is not successful, the district will file a petition and affidavit with the juvenile court alleging a violation of RCW 28A.225.010 by the parent, 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.
- G. All suspensions and/or expulsions will be reported in writing to the superintendent within 24 hours after imposition.

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

### **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.

Cross References:	Board Policy 3120 3230 3241	Enrollment Student Privacy Classroom Management, Corrective Actions or Punishment
Legal References:	RCW 13.34.300  28A.225  WAC-392-400-325	Relevance of failure to cause juvenile to attend school to neglect petition Compulsory school attendance and admission  Statewide definition of excused and unexcused daily absences

Management Resources:

2016 - July Issue  
2015 - June Issue  
2012 - December Issue  
2011 - December Issue  
Policy News, June 2001 More Tweaking of Becca Petitions

**Adoption Date: 02.19.97**  
**Chewelah School District**  
**Revised: 03.20.13, 06.21.17, 6.20.18**  
**Classification: Essential**

## **FIELD TRIPS, EXCURSIONS AND OUTDOOR EDUCATION**

The board recognizes that field trips when used as a device for teaching and learning integral to the curriculum are an educationally sound and important ingredient in the instructional program of the schools. Such trips can supplement and enrich classroom procedures by providing learning experiences in an environment beyond the classroom.

Field trips that take students out of the state or are planned to keep students out of the district overnight must be approved in advance by the board. Outdoor education resident school plans shall be presented to the board for annual approval. The superintendent has the authority to approve all other field trips.

The superintendent shall develop procedures for the operation of a field trip or an outdoor education activity which shall insure that the safety of the student shall be protected and that parent permission is obtained before the student leaves the school. Each field trip must be integrated with the curriculum and coordinated with classroom activities that enhance its usefulness. Private vehicles may be used to transport students if approval is obtained in advance from the principal.

No staff member may solicit students for any privately arranged field trip or excursion without board permission.

Cross References:	Board Policy 6625 Board Policy 3520	Private Vehicle Transportation Student Fees, Fines, Charges
Legal References:	RCW 28A.330.100(5) 67.20.020  WAC 181-87-090	Additional powers of board Parks, bathing beaches, public camps-- Contracts for cooperation  Improper remunerative conduct

**Adoption Date: 02.19.97**  
**Chewelah School District #36**  
**Revised Date: 05.20.09**  
**Classification: Priority**

## **FIELD TRIPS, EXCURSIONS, AND OUTDOOR EDUCATION**

Field trips are defined as travel away from school premises, under the supervision of a teacher, with an approved course of study, for the purpose of affording students a direct learning experience not available in the classroom. The transportation costs for all such field trips conducted during school hours shall be borne by the district. The following procedures shall apply:

### **Field Trips**

- A. Each school shall receive a field trip allocation.
- B. The staff member shall submit a completed field trip request form to the principal at least two weeks prior to the field trip.
  - 1. The staff member shall submit a roster of students to the school secretary, school nurse, and kitchen staff one week before the field trip.
  - 2. The staff member shall also supply the names of students needing school lunches to the school nurse, who in turn will check for allergies and then give the roster with allergies to the kitchen staff.
  - 3. If no lunches are needed, the roster shall be provided to the kitchen so the staff can adjust their count.
- C. The staff member shall contact the site to make specific arrangements for the field trip so that the desired activity can be coordinated with the classroom studies.
- D. The staff member shall be responsible for securing additional adult supervision for the trip (one adult to a maximum of ten students). All chaperones that are not school district employees must complete the volunteer background check.
- E. If private vehicles are used, field trip forms shall be completed which acknowledge the name of the driver of each vehicle to be used. The principal will contact the district office to determine if the district's liability insurance coverage will protect the driver.
- F. Each student participating in a field trip must first return a permission slip signed by his/her parent. Parents shall be informed if private vehicles are to be used for the field trip.
- G. A letter of appreciation should be sent to the site host upon completion of the field trip.

### **Outdoor Education**

- A. The outdoor education plans for the coming school year shall be presented to the board for approval at the May board meeting.
- B. All staff to be involved shall be notified of plans after board approval.

- C. The proposed curricula for the outdoor education school shall be presented to teachers at least one month prior to the session.
- D. Information to parents regarding fees and waivers or reductions if offered, special clothing, dates, supervising proposed activities, and other duties shall be sent to parents at least one month prior to the session. The parent must sign an approval form.
- E. If feasible, parents may opt to have their child participate in daytime activities only.
- F. Students who do not elect to attend shall engage in meaningful learning experiences at school.
- G. Students must purchase accident insurance or have family accident insurance.
- H. If the district can absorb the cost or has access to funds to cover waivers or reductions, students who are unable to pay the fee may be granted a waiver or reduction if they meet the USDA Child Nutrition Program guidelines.

### **Overnight Field Trips**

- A. The staff member must submit to the principal a written plan, including purpose, supervision, itinerary, cost, housing, and student costs (if any) at least two weeks prior to submission to the board.
- B. After approval by the principal, the proposal should be submitted to the superintendent at least one week prior to the board meeting.
- C. The staff member should attend the board meeting to answer any questions the board may have.
- D. After approval by the board, a written description of the overnight field trip shall be sent to the parent. All such field trips are optional. Parent permission is required.

### **International Travel**

Approval of international travel shall be subject to the United States Department of State travel warnings. Travel warnings are issued when the state department decides, based on all relevant information, to recommend that Americans avoid travel to a certain country. District travel to Canada and Mexico will be approved unless either country is identified through a travel warning. No district sponsored international travel will be approved to any other country as long as the worldwide caution is in effect.

The staff member must submit to the principal a written request for approval, including purpose, supervision, itinerary, cost, housing, and student costs six months before the date of the trip and before any fundraising begins or deposits are placed for the trip.



After approval by the principal, all requests for both single and multi-school trips shall be approved by the superintendent at least one week prior to the board meeting.

The staff member should attend the board meeting to answer any questions from the board.

After approval by the board, a written description of the international, overnight field trip shall be sent to the parent. All such international trips are optional. Parent permission is required.

All signed approval forms and trip records shall be kept on file at the school.

Staff members and sponsors shall obtain competitive pricing to assure maximum student participation at the lowest possible cost.

Adopted Date: 02.19.97  
Revised Date: 05.20.09, 5.17.17

## FILM/VIDEO VIEWING POLICY

Film or videos shown for educational purposes will be rated as follows:

G	Elementary
G or PG	Middle School
G or PG	High School

Non-rated or any other rating - Only with approval from a district instructional review committee.

1. School staff will clearly identify rating to students before showing.
2. Parents will be responsible for making it clear to their children which ratings they are allowed to view.
3. Students are expected to attend the rating approved by their parent(s).
4. Parents who do not want their child to see a G or PG movie will notify the school in writing.
5. Films for entertainment or reward purposes are only allowed for grade level and building wide activities with principal approval.

**Adoption Date: 4.19.00**  
**Chewelah School District #36**  
**Revised:**  
**Classification:**

## **SEXUAL HARASSMENT OF DISTRICT STAFF PROHIBITED**

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

### **Definitions**

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

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

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

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

### **Investigation and Response**

If the district knows, or reasonably should know, that sexual harassment has created a hostile environment, the district will promptly investigate to determine what occurred and will take appropriate steps to resolve the situation. If an investigation reveals that sexual harassment has created a hostile environment, the district will take prompt and effective steps reasonably calculated to end sexual harassment, eliminate the hostile environment, prevent its occurrence and, as appropriate, remedy its effects. The district will take prompt, equitable and remedial action within its authority every time a report, complaint and grievance alleging sexual harassment comes to the attention of the district, either formally or informally.

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

does not relieve the district of its independent obligation to investigate and resolve sexual harassment.

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

#### **Retaliation and False Allegations**

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

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

#### **Staff Responsibilities**

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

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

This policy applies to sexual harassment (including sexual violence) targeted at district employees carried out by a student, employee, or a third party involved in school district activities. A formal complaint filed by an employee or filed by or on behalf of a student complainant against an employee respondent will be investigated under the definitions, requirements, and procedures of Policy 3205 and Procedure 3205P.

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

#### **Notice and Training**

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

**Policy Review**

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

Cross References:	Board Policy	
	3205	Sexual Harassment of Students Prohibited
	3207	Prohibition of Harassment, Intimidation and Bullying
	3210	Nondiscrimination
	3211	Gender-Inclusive Schools
	3421	Child Abuse and Neglect
	5010	Nondiscrimination
Legal References:	RCW 28A.640.020	Regulations, guidelines to eliminate discrimination — Scope – Sexual harassment policies
	WAC 392-190-058	Sexual harassment
	20 U.S.C. §§ 1681-1688	
Management Resources:	2015 – July Policy Alert	
	2014 – December Issue	
	2010 – October Issue	
	2022 – June Issue	

**Adoption Date: 06.18.08**  
**Chewelah School District #36**  
**Revised: 05.21.14, 08.22.18, 07.20.22**  
**Classification: Essential**

# STAFF HANDBOOK

QUARTZITE LEARNING



2022-2023

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## Accidents

When an accident occurs to a student or staff member, it must be reported to the office and other necessary authorities immediately.

### Student Accidents

The staff member in charge of the injured student at the time of the accident should assess the situation and notify the office immediately. If the staff member is not comfortable administering first aid at the scene, then office staff must be sent for to administer first aid. Injured students, who are able to ambulate to the office, may report there for first aid in some circumstances. ALL STUDENT ACCIDENTS require that the staff member in charge complete an accident report as soon as possible after the accident, but before 24 hours have passed. Accident reports are available in the office.

### Staff Accidents

Staff accident must be reported to the principal or his designee immediately. Emergency treatment will be administered as necessary. An employee incident report must be completed and submitted to the principal as soon as possible.

If a staff member does not require medical treatment at the time of the accident, he/she must still complete the accident form. Staff members requiring medical treatment at a later date must first contact the Quartzite Learning office for instructions and procedures required by NEWESD 101.

## Attendance

Students and their parents are responsible for complying with District policy and the compulsory attendance laws of Washington State. Documentation of two-way weekly contact (see Weekly Contact section for more information) between the teacher and student serves as a student's attendance record in an ALE program in Washington State.

### Truancy in ALE (WAC 392-550-040)

- Teacher will inform the parent by notice through direct personal contact whenever the child has failed to make weekly contact without valid justification.
  - Notice must inform the parent of the potential consequences of additional missed weekly contacts.
- After the second consecutive (in a row) week of missed contact without valid justification or the third cumulative (total) week of missed contact without valid justification, the school will schedule a conference with the parent and child to discuss the missed contact, administer a screener, and develop a data-based intervention plan to reduce the child's missed contact.
  - The purpose of the conference is to understand the underlying reasons for the missed contact and to develop an intervention plan to address them.
  - Middle school and high school students will be administered the WARNS or other screener to identify barriers to attendance.
  - If the parent does not attend the conference, it may be conducted with the student and school official. The parent will then be notified of the steps to be taken to eliminate the child's missed weekly contact.
- If the above steps are not successful in substantially reducing the student's missed weekly contacts without valid justification, the school will file a truancy petition with the juvenile court system.



- The petition will be filed no later than the fifth consecutive or sixth cumulative missed weekly contact without valid justification. The petition may be filed earlier and may include previous history of unexcused absences.
- The truancy petition will be stayed and the student and parent will be referred to a community truancy board or other coordinated means of intervention.

## Buses

Many students ride the bus to and from school. Students are not to be released to catch the bus at the end of the day until 2:30. Students that ride the bus are not to come and go during the day other than students in grades 9-12 that have open campus privilege during lunch. Once students that ride the bus are at school they are expected to stay there until they leave for the day.

## Classroom Postings

The following items should be posted in all classrooms.

- Evacuation Map (above classroom door)
- Emergency and Crisis Management Flipchart (yellow)
- School District Calendar

## Closed Campus

Students in K-8 attending classes, a scheduled tutoring time, or working on-site, must be accompanied by a parent/guardian in order to leave the facility. Once the class is complete students in grades K-8 may leave campus with a parent or may walk if a parent has provided a note or phone call to staff stating that they give permission for their child to walk home. In the event that a friend of the family or a relative will be picking up the student, a note must be provided to staff granting permission. Students in grades 9-12 are permitted to leave campus after the class or work time has ended or to get lunch unless the parent/guardian requests differently. Students may not come and go as they please during the day and if they leave, they may not come back to ride the bus home. Once they are at school they are expected to stay there until they leave for the day.

## Computer Technology

All activities on school computers, school internet lines, and school software are considered school property. This includes all e-mail. School property may be requested for review at any time and should never be considered private. Unethical, illegal, unprofessional, commercial (money making), or political use of school technology may result in disciplinary action. Teachers are expected to respond to all e-mail communications in a timely manner. You are encouraged to respond to parents within 24 hours. Personal cell phones used for educational purposes may be subject to public records requests. All staff should use discretion and not have students as friends on social media. All staff should also be very careful communicating with parents, students, or groups on social media.

Each teacher has been issued a laptop for school use. Teachers must not share system or program passwords with students. Students must not have access to attendance or grading systems, or any other teacher access to a program. Allowing students access to these records violates Federal law.

## Discipline

Students are expected to behave in a safe and cooperative manner while participating in all program activities. Consequences for violations of these expectations will be consistent with school board policy 3214.

Students who are disruptive, defiant, unsafe, rude, or offensive at any time, will be brought to the attention of their parents. Teachers should be making contact home regarding student behavior. If disruptive behavior continues, the student will be referred to the Principal (using the to be developed referral process) and subject to school discipline. Behavior may cause the student to lose the privilege to attend Quartzite Learning.

### Discipline Tips

- Know your students. Try to find out as much as possible about them as soon as possible. Try to show genuine understanding of them as individuals striving toward maturity. Show concern about their problems.
- As a teacher, learn not to take things personally when a student misbehaves. Instead concentrate on identifying the reason(s) behind the behavior.
- Remember to individualize your communication with a misbehaving student. Avoid public discipline. This leads to a win/lose situation that is undesirable for positive student/teacher relationships.
- Discipline needs to be fair. Consider how serious the offense is in relation to the specific standard.
- Make sure the student understands you accept them but you cannot accept the behavior. Separate the person from the action.
- Good discipline comes slowly. Patience is the key in working for good discipline. Remember to restate expectations.

## Dress Code

Chewelah School District 36 policy #5347 states: "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 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."

## Emergency Drills

### Evacuation

(FIRE DRILLS – BOMB THREATS – AFTER EARTHQUAKE)

A system pre-recording of emergency evacuation will denote a fire drill or other evacuation drill. DIRECTIONS FOR LEAVING THE BUILDING ARE TO BE POSTED ABOVE THE DOOR IN YOUR ROOM. Teachers should be the last one out of the room. Make sure the windows and doors are closed and the lights are out. Leave the building in the proper procedure for the fire. Students are to be kept at least 50 feet away from the building. All occupants of the building are required to exit. Alarms off or a

system pre-recording of re-entry will signal when it is appropriate to re-enter the buildings. Please take your attendance record and emergency folder with you.

### Lock Down Drills

In case of an armed intruder, the buildings will implement a lock down drill. A verbal command over the intercom will signal this drill. This will be followed by instructions for the emergency. Staff and students will be instructed on lockdown procedures. It is essential that procedures are followed to ensure the safety of everyone in the school.

There are a variety of different scenarios that could happen in an active shooter situation. Every staff member will need to use all their senses in making quick decisions for the safety of their students and themselves. This could mean that you lockdown in the classroom and secure your classroom door(s). It could mean, depending on your location, that you must get students to a safer place away from where you believe the shooting is taking place. As a staff member you must be the leader in the classroom.

If there is an active shooter situation during a non-classroom time such as lunch or during passing time, it is evident that there will be much confusion and there will be no perfect answer in how to respond. Staff will need to do their best, in a situation such as this, to minimize harm, whatever that may look like.

Beginning in the 2022/23 school year, there may be a School Resource Officer (SRO) on campus or in the district who will facilitate incident command and first order response to an active shooter.

### Evaluations

The format for teacher evaluations is as negotiated by the CEA and outlined in the agreement. Teachers should expect the principal or contributing evaluators to come into the classroom for purposes of monitoring instruction (observations). Please note the difference between an observation and evaluation. The evaluation is the final assessment of two or more observations. Observations are the periodic visits to observe teachers. Written reports will be completed on all formal observations and some informal observations. Grade and plan books should be available for evaluation at all times.

- The general philosophy is that there will be no surprises on a teacher's annual performance evaluation. As the evaluator identifies a concern, a collaborative effort toward improvement will be attempted.
- Each employee shall have the opportunity for a minimum of two confidential conferences during each school year. One of these should be at the beginning of the year with the purpose of goal setting for the year.

### Field Trips

Field trips have a place in the educational system and should be carefully planned as far in advance as possible but a minimum of 10 days. As a general policy, groups will travel by bus. If your group is small, special arrangements must be made in advance to use the school car or van. We do not allow students representing the school to go to or from any event without supervision. Participating students should ride the bus both ways. Each bus is to have a faculty chaperone. The teacher in charge will make arrangements for the chaperones. See Policy 2320 for more information.

Due to insurance restrictions faculty members will not transport students in their own vehicles unless they have permission from the principal. Group sponsors are to request bus transportation through a written request submitted to the Transportation Director. Requests must be made at least 10 days in advance, or they may not be approved.

A list of students attending the field trip must be given to the school nurse and kitchen supervisor at least 10 days in advance so they can prepare for medications, care plans, and food allergies.

Permission slips must be signed by the parent and are to be filled out prior to leaving. A copy of the student's medical release form and permission slip will be with the faculty advisor on the field trip. Medical release forms and permission slips must be turned in to the office after the trip is completed – unless they are duplicates.

Performance of school groups for community affairs or to other schools is encouraged but must be cleared through the principal. A field trip is an extension of the school day and, therefore, classroom conduct, and school rules will be followed. The advisor in charge is responsible for explaining expectations.

## Mandatory Reporting

School staff are considered mandatory reporters if student neglect and/or physical and sexual abuse is suspected. Please report any concerns to the school counselor.

## McKinney Vento Act

The McKinney Vento Act addresses the issue of homeless children and youth and defines them as those who lack a fixed, regular, and adequate nighttime residence. This includes children and youth living in:

- Emergency or transitional shelters
- Motels, hotels, trailer parks, or camping grounds
- Shared housing due to loss of housing or economic hardship (doubled-up)
- Hospitals secondary to abandonment or awaiting foster care placement
- Cars, parks, public spaces, abandoned buildings, substandard housing, or similar situations
- Public or private places not ordinarily used as sleeping accommodations for human beings

The intent of this act is to ensure that homeless children and youth have equal access to the same free and appropriate public education as housed children. If you know of any student in the above situations you should contact the school counselor, Kellie Tanner.

## Monthly Progress Reviews

Monthly evaluation to determine satisfactory or unsatisfactory progress completed during the month being reviewed or by the 5th school day of the following month. The evaluation must:

- Be conducted by a certificated teacher.
- Be communicated to the student, and for grades K–8, also to the student's parent(s).
- Be based on the learning goals and performance objectives in the WSLP.
- Be consistent with the district student evaluation and grading procedures and based on teacher's judgment.

- Include direct personal contact unless the prior month's evaluation was satisfactory, or the evaluation is conducted in the final month of the year at which time it may be in the form of delivery of final grades.
- Include an intervention plan within 5 days if progress is determined to be unsatisfactory. This should be a plan for success, developed in collaboration with the student and family. An intervention plan must include:
  - Increased contact with a teacher or change in the method of contact,
  - Modification of the learning goals or performance objectives, and/or
  - Modification of the WSLP course or content.

All monthly progress reviews will be completed in the SchoolData ALE Management tool. Reviews then need to be printed and signed by the teacher, student, and parent. If not shared in person, the method of sharing the monthly progress review needs to be written on the signature line.

## Purchases

Purchases and ordering need to be coordinated with the office. If you are purchasing through Amazon, you may add it to the building account cart and then email the office with what it is and what it is for. Please email all purchase requests to the office for other vendors, providing as much detail as you need with what is needed. Orders will be placed on Fridays. When orders are received, they will be checked in through the office before they are delivered to the appropriate staff member.

## Sexual Harassment Procedures

The district is committed to a positive and productive education and working environment free from discrimination, including sexual harassment. The district prohibits sexual harassment of students, employees, and others involved in school district activities. Sexual harassment should be reported to the office immediately. The policy and procedures are posted in the school and are available in the office. See District Policy 5013.

## Staff Meetings

It is the responsibility of all staff members to attend staff meetings unless prior arrangements have been made with the principal. General staff meetings will be held as needed every two weeks and calendar invites will be sent ahead time with agenda items. Please contact the principal if you have suggestions for agenda items. Other meeting may be called as necessary.

## Substitutes and Staff Absences

All staff absences need to be entered by the staff member into Red Rover Absence Management system. If you are unable to schedule your absence or substitute on your own, please contact Toni in the office.

Staff who will be absent and have a substitute need to leave notes and plans for their substitute. This should include any lesson plans for classes they are teaching, roster of students in classes or working onsite, any notes for other students that might stop by, and any other special instructions.

## Supervision of Students

Students should not be left unattended in a classroom and teachers should know where their students are at all times. Please coordinate with other teachers if a student is asking to work in a different room and coordinate supervision of the student.

## Telephone Information

Each classroom has a telephone with an identifying extension number. Each teacher has a voicemail box for their use. Staff members are responsible for managing the voicemail by recording the appropriate name announcement and greeting. Teachers are expected to respond to all messages within 24 hours. Voice messages can be left on the phone or upon request to the tech department can be converted to an email message.

## Use of School Facilities and Equipment

### Classrooms

Each teacher is responsible for the appearance of their room. Be sure the bulletin boards are attractive and up to date. Check your student desks and do not allow them to mark desktops, etc. Teachers should implement procedures so students assist in keeping the room neat and orderly. When you leave for the day, adjust the shades, have loose paper and supplies picked up, turn off the lights and lock your windows and door.

### Check out of School Equipment and Materials

All materials and technology must be checked out to a student or staff member using our Follett library system. This is to ensure that accurate inventory is kept and all materials are accounted for.

## Weekly Contact

Weekly contact between the student and certificated teacher for the purpose of instruction, review of assignments, testing, evaluation of student progress, or other learning activities or requirements identified in the WSLP.

- For the first month, an ALE student must have evidence of participation on or before the count day.
- For the subsequent months, an ALE student must have:
  - Two-way weekly contact with a certificated teacher related to the instructional goals outlined in the WSLP. Contact can be:
    - Direct personal contact in person or by email, telephone, instant messaging, or interactive video.
    - In-person instructional contact may be accomplished in a group setting between the certificated teacher and multiple students.
    - Synchronous digital instruction contact may be accomplished in a group setting between the teacher and multiple students.

For students participating in regularly scheduled classes, including in-person classes or synchronous digital classes, evidence of weekly contact may include attendance records. For students who are not participating in regularly scheduled classes, evidence of contact must include the date of the contact, the certificated teacher who made the contact, the method of communication by which the contact was

accomplished, and documentation to support the subject of the communication. **All weekly contact needs to be documented in the SchoolData ALE Management tool on a weekly basis.** Weekly contact needs to be specific to the week and site-specific course work from the week and not be a general statement.

## Workday

Certificated staff workday hours will be from 8:00 – 3:30 daily with a half hour duty free lunch. Requests to modify working hours need to be discussed with the principal and have prior approval.

## Written Student Learning Plan (WSLP)

By state definition a WSLP must have the following:

- Beginning and end dates.
- Estimate of the student's weekly hours by a certificated teacher.
- For online and remote courses, a description on how weekly contact will be met.
- Description of the ALE course work and course type.
- Responsible certificated teacher for each course.
- Required instructional materials for each course.
- Description on how and when the monthly evaluation will be provided.
- Syllabus outlining whether the ALE course meets state academic learning requirements and other goals and objectives, including a course name and course code. This may be met through individual course syllabi or other similarly detailed descriptions of learning requirements. It should be easily accessible to all stakeholders (e.g., in student files, a centralized notebook, or online) and clearly identify the requirements a student must meet to successfully complete the course or coursework. State course codes are updated annually and can be found on the OSPI CEDARS website.
- Dated approval by a certificated teacher.

In addition to the state requirements, any textbook course for a student must also have a pacing guide or something similar for the student and parent to use to track their progress.

All written student learning plans will be created in the SchoolData ALE Management tool. After approval, the WSLP needs to be printed and signed by the teacher, student, and parent. Any adjustments to the student's schedule or instructional materials during the year must be updated on the WSLP.



# CESS STAFF HANDBOOK 2022-23

## Gess Office Personnel

Julie Price, Principal  
Tom Skok, Assistant Principal  
Renee Whitley, Secretary

## DISTRICT PERSONNEL

<b>District Office</b> .....	685-6800 ext. 1002
Superintendent	Jason Perrins
District Secretary	Katy Gaffney
Business Manager	Mara Schneider
Payroll Specialist	Reanna Durham
Maintenance & Repair	Jason Tapia
Transportation Supervisor	Wade Hanley

## Board of Director Information

Board Meetings are held on the 3rd Wednesday of every month and are open to the public. Board members are elected to four-year terms. Current Chewelah School District Board members are:

## Board members

- Judy Bean Board Member -Position 1 [jbean@chewelahk12.us](mailto:jbean@chewelahk12.us)
- Steve Phillips Board Member -Position 2 [sphillips@chewelahk12.us](mailto:sphillips@chewelahk12.us)
- Bryan Tidwell Board Member -Position 3 [btidwell@chewelahk12.us](mailto:btidwell@chewelahk12.us)
- Dan Krouse Board Member -At Large [dkrouse@chewelahk12.us](mailto:dkrouse@chewelahk12.us)
- Theolene Bakken Board Member -At Large [tbakken@chewelahk12.us](mailto:tbakken@chewelahk12.us)

## Board Documents

The Annual Board Calendar contains a meeting schedule with the date, location, and major agenda items for each meeting in the current year. Minutes from prior meetings are also available. These documents are in Adobe Acrobat PDF format; click on the title to open or download the document. Information may be found on the Chewelah School District website Chewelah School District Policies and Procedures. CSD website/District/School Board/Board Policies



**CHEWELAH SCHOOL DISTRICT**  
**Parent-Student-Teacher Compact**

The Gess Elementary School Mission: Together, the Gess Community fosters a joyful growth experience for all by modeling high expectations in a purposeful, secure environment.

**Chewelah School District and Gess Elementary are committed to:**

- Providing high quality curriculum and instruction in a supportive and effective learning environment.
- Ensuring regular two-way communication between family members and school staff, in a family's primary language, when possible.
- Offering Parent-Teacher Conferences at least annually.
- Providing reasonable access to staff.
- Providing opportunities for parents to volunteer and participate in their child's class and observe classroom activities (advance arrangement is appreciated).
- Focusing equally on providing developmental responsiveness and academic excellence for students because each child is unique.

**As a Gess Student, I will:**

- *Always try to complete my assigned work and display my best behavior.*
- *Believe that I can and will learn.*
- *Work cooperatively with my classmates.*
- *Show respect for myself, my classmates, my teacher, my school, and other people.*
- *Obey school and classroom rules.*
- *Take pride in my school.*
- *Come to school regularly and on time with my homework and my supplies.*
- *Engage in school by participating in clubs or extracurricular activities, when possible.*

**As my Child's Parent/Guardian I will:**

- *Show respect and support for my child, the staff, and the school.*
- *See that my child attends school regularly and arrives on time.*
- *Establish a time for homework and review homework regularly.*
- *Encourage my child by giving attention, showing interest, and participating in his/her learning process.*
- *Talk and read with my child and let him/her read to me.*
- *Communicate regularly with my child's teacher.*
- *Attend Parent-Teacher conferences when possible.*
- *Support the school in developing positive behaviors.*
- *Volunteer time at my child's school or school activities.*
- *Be involved and support my child in events such as Parent-Family Engagement Nights and the Science Fair.*

**As a Gess teacher, I will:**

- *Believe that each student can learn.*
- *Provide instructional supports for individual learning needs.*
- *Provide an environment that is conducive to learning.*
- *Identify a student's strengths and build on his/her successes.*
- *Provide meaningful and appropriate homework activities.*
- *Enforce school and classroom rules and expectations fairly and consistently.*
- *Show respect for each child and his/her family.*
- *Seek ways to involve parents in the school program.*
- *Communicate regularly with parents/guardian.*

## **Absences**

Staff: Substitute Teachers and paraprofessionals are requested through the Red Rover system. This platform can be accessed from the Chewelah School District homepage. Please make sure your profile and preferred sub list are up to date. Absences must be entered prior to 7am to plan accordingly for the day. Please contact Reanna Durham to help you as necessary – 509-685-6800 ext. 1003.

## Students:

Students are expected to arrive by 8:30 am. Students who are tardy should stop at the office for an entry slip and to record lunch information. Please do not change attendance or lunch counts for students arriving late to your classroom. The office will note the change.

## **Accidents**

All student accidents must be reported to the office. Accident forms are available in the office and should be completed by the staff member reporting or on duty at the time of the accident. If students are injured, they need to be seen in the health room.

All staff accidents must be reported to the office immediately (or no later than 24 hours after the accident). Report forms are available in the office. Upon completion the report is sent to our Business Office for insurance purposes. Failure to report an accident in a timely manner could void insurance coverage.

All volunteer accidents should also be reported to the office immediately to complete the necessary paperwork.

## **After-School Plans for Students**

Students going home after school with another student *must* provide two notes-one from the child's parents and another from the parent of the student he/she is going home with. If a child does not have these notes, he/she will follow regular after school plans. This must be taught to the students and communication regarding this procedure will also be shared with families.

Please continue to remind parents to contact the office prior to 2:15 with any plan changes.

## Calling Home (Students' Request):

- ask students to call from classroom phone when possible (i.e., backpack, instrument, PE shoes)
- students who call in the office will call with adult support.

## **After-School Programs**

Please be mindful of the afterschool Co-curricular expectations:

- Confirm dates for activity with Principal and add to the building calendar
- Provide list of students participating to Principal, Secretary and Nurse.
- Ensure, as a supervising staff member, you are med-trained to support participating students.
- During event, ensure supervision of participating students (Younger students may not stay after school with older siblings).
- At end of activity, ensure designated family member signs student out.

## **Appropriate Instructional Materials**

If there are any questions concerning the appropriateness of curriculum materials, please review them with the principal. School district policy (2350) allows the use of materials consistent with a G-rating regarding content.

## **ASB**

The ASB advisor also assists our students through the process of electing officers, monthly meetings, and philanthropic events.

## **Assemblies**

Staff is expected to attend assemblies and help with seating and supervision unless prior arrangement is made. If a student can't behave in an assembly, send them to the office. Seating during assemblies will vary; typically, the youngest students sit in front with an open aisle down the center of the gym. Keeping rows well-spaced will also help reduce talking and touching among students.

## **Attendance**

Attendance is taken daily and recorded on your computer using the Skyward program. The tab for attendance and lunch count is *Educator Access Plus*. The Skyward link is found on the Chewelah School District home page.

It is important attendance and lunch records are accurate. **Attendance should be recorded by 9:00 a.m.** Thank you in advance for making sure your attendance is correct. This will enable the attendance caller to make only necessary calls. Calls that are not necessary (because the student is here and has been marked absent) can be embarrassing to the attendance caller and/or alarming to parents.

Students arriving after 8:30 a.m. need to stop at the office to sign in and obtain a tardy pass. Students who have checked into the office should show you, their pass. Please keep tardy slips and enter tardy information on the report cards. Upon the 3<sup>rd</sup> tardy in a semester, please contact the parents. After the 5<sup>th</sup> tardy a conference will be scheduled with teacher, principal, student and parent.

State law requires that teachers work ½ hour before students arrive and after they leave. If you need to arrive late or leave early, please let the principal and secretary know in case you receive a phone call or have a visitor.

### Pre-arranged absences

If a family expresses their student will not be at school for a family trip, extra-curricular event, medical leave, bereavement, etc., please ensure you direct them to connect with Mrs. Whitley to follow the pre-arranged or doctor's note process. Mrs. Whitley has forms in the office.

## **Building Access/Security**

Using your access fob:  
School Hours: Hold fob up to the fob reader. The LED light will turn green, and you will have 10 seconds to open door and enter building.

Weekend: Enter at main doors only. When leaving the building **please make sure you push doors closed behind you.**

The building will be unlocked at 7 A.M. and closed at 4:00 P.M. If staff is in the building at other times, please lock the doors and make sure any windows are closed and locked when exiting the building. Staff is responsible for school keys, so please do not loan keys out. Please do not leave valuables (candy, money, anything important) unattended.

A video security system has been installed in the building. This system records activity in each of the 4 hallways on video tape simultaneously, 24 hours a day. This will help monitor and document questionable hallway activity.

\*\*Evenings there is a night custodian (Caleb McCoy) who is normally here until 10:00 pm. For safety reasons teachers need to be out of the building by then. Before school, teachers need to refrain from coming into the building before 6:00 a.m.

### **Buses**

Many students ride buses. Teachers of kindergarten, first grade, and new students need to escort students to the correct bus until these students know where to go. **It is critical that students are dismissed on time so they do not miss the bus.** Dismissal time is 2:45. If students are kept after school, their parents must be notified, and arrangements made to get the student home. Students are not allowed to ride a different bus unless they have written permission from a parent or the school. Please have students get a bus pass from the office so that the student may hand it to the bus driver.

### **Child Abuse**

As employees of the school district, staff are required by law to refer possible incidents of student neglect and/or physical and sexual abuse to the proper authorities. Legally, staff is required to make these referrals or cause them to be made. However, please make the principal aware of the situation. It may be difficult as a teacher to work with the student and their family if they believe you made the referral, so please know that the principal is willing to support staff in this area. To reduce legal liability, staff should not have students lift clothing or display body parts that may show evidence of abuse. Avoid asking leading questions. We are all mandated reporters, and all reports must be made within 24 hours.

### **Classroom Maintenance**

In best supporting our night custodians, please be intentional about requesting students to properly clean-up their learning community and learning spaces each day. This includes:

- Stack individual chairs on top of desks at the end of each day to ensure vacuuming can occur.
- Pick up objects, supplies, books, and food off the floor at the end of every day.
- Ensure all items are collected from the hooks and floor in the hallways
- Clean up art supplies and projects (when engaging students in painting, Paper Mache, and glitter projects please use butcher paper underneath projects as they are working, and projects are drying).
- Clean materials out of sink and off counter.
- Also, encourage students to pick up garbage/items off the floor in our common spaces.

## **Committees**

Gess Elementary staff have opportunity to lead through participation on different committees. Some committees are listed below with their meeting times.

Leadership Team – 4<sup>th</sup> Tuesday of month  
Early Childhood Leadership Team – 2<sup>nd</sup> Tuesday of month  
Special Services meetings – 1<sup>st</sup> and 3<sup>rd</sup> Monday of month  
Success Student Team – 2<sup>nd</sup> and 4<sup>th</sup> Monday of month

### **Fourth PLC of Month**

Literacy Action Team – 4<sup>th</sup> Monday morning of month  
Math/Science Action Team – 4<sup>th</sup> Monday of month  
Title/Lap Community Engagement Team 4<sup>th</sup> Monday of month  
Attendance/Behavior Committee - 4<sup>th</sup> Monday of month  
PBIS Team – Every other Thursday

## **Computers**

All activities on school computers, school internet lines, and school software are considered school property. Computers may be reviewed at any time and should never be considered private. Unethical, illegal, unprofessional, or commercial use of school technology may result in disciplinary action.

## **Confidentiality**

As a teacher, you may have knowledge of confidential information about Gess staff, students, and families. Please be careful in sharing confidential information only as necessary. When information must be conveyed, do so only with appropriate staff. It is imperative that we respect the families' right to privacy as protected by FERPA.

## **Copy Machines**

A copy machine and a backup machine are located in the staff work room/back walk through

Photocopying costs make up a large portion of the building budget. Please be responsible in the use of our copy machine and look for ways to reduce unnecessary copying. Students should not be printing materials without direct supervision.

Many of the repair calls are necessary because of improper use of the machines.

## **Curriculum**

Curriculum guides are reviewed and revised by both building and district committees.

## **Discipline**

Disciplining and supervising students can be a great teaching opportunity. It can also cause extreme grief and end a career if not done correctly. Employees of the district are required by the law to supervise students during school hours and to exercise initiative when confronted with a situation that is potentially dangerous.

Each teacher is expected to develop classroom rules and to teach these rules to students. General guidelines to follow include clearly stating acceptable and unacceptable behavior, informing students what happens if they do not follow these rules, and working closely with the parents of those

children who are not behaving appropriately. Having rewards posted for good behavior is also worth the effort and allows the “behaving” students to be recognized for positive behavior.

Administration is always willing to assist teachers and staff with students who are unsafe or disruptive. However, teachers are asked to contact parents before the problem becomes extreme or excessive. This establishes the teacher as the primary disciplinarian. If a student is involved in any serious misbehavior, the principal should be involved immediately.

### **PBIS TEAM is currently revising documents for matrix of discipline**

#### **Electronic Resources and Student Safety**

To help ensure student safety and citizenship in online activities, all students will be educated about appropriate behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response.

Ensure students are always in direct supervision while using electronics. Please monitor screens diligently. Report any concerns immediately to the Admin Team. Devices are not options during inside recess, and students should not have devices in the hallways without supervision.

To support students in keeping personal devices safe from theft during the school day ask them to keep devices at the bottom of the backpack until bell rings at the end of the school day.

#### **Email**

Important information is sent through email daily. It is important to routinely check and respond to email. Also, please use email as reference to many nuts-and-bolts items.

#### **Emergency Information**

Chewelah School District 509-685-6800

If school is delayed or closed due to weather conditions, a message will go out on School Messenger, School District Website, Facebook, and announcements will be made on local radio and TV stations. School closure information will also be available each morning on our school district website.

**See Also: School Delays and Closures**

#### **Equipment and Furniture**

Heavy equipment should be moved by an adult. Please do not lift equipment that is too heavy for you. Ask a custodian or complete a work order. Mrs. Whitley has work order forms at front office.

**Evaluation** All staff members will be formally observed and evaluated each year according to applicable association-negotiated agreements.

#### **Facilities and Property**

Please turn off lights when you are not in the classroom. Turn off the computers and Document Camera at the end of each day. **Please ensure you are logged off staff computers.** Please check outside doors and windows to ensure they are locked before leaving.

When you are in the building after hours or on weekends, make sure to turn off lights in areas you use upon leaving the building.

If you are last to leave the building, please be sure the front door is closed tightly behind you

As included in the Gess expectations, students are expected to show respect to our property and equipment. Please track books, computers, and other supplies assigned to students. Students will be expected to pay for lost or damaged items. School equipment should not be loaned or taken from Gess Elementary unless special arrangements are made with the Principal/Principal Designee or Special Education Director.

### **Facility Request**

All after school and week-end building use requests must be completed and submitted to Mrs. Whitley, Secretary at Gess Elementary). **This includes school related functions. Gess sponsored events and activities are prioritized within the schedule but must be calendared in advance.**

### **Field Trips**

All planning for field trips must take place in advance and go through the office for approval. District forms (Field Trip Authorization Request and Bus Trip Ticket) must be submitted **two weeks in advance**. In addition, our kitchen needs **two weeks advance** notice if sack lunches are needed or if no lunches will be needed that day. Please notify all specialists and special education teachers affected by the trip. Please work with our Nurse Kassi Breiter regarding medication needs **at least two weeks in advance**.

Volunteer Clearance must be on file for all chaperones. This process must be done at least **two weeks in advance**. When on a field trip teachers/chaperones have the same legal obligation regarding supervision of pupils. All necessary precautions to ensure child safety must be taken. Please remind students they are representing Gess Elementary when on field trips.

The value of educational field trips is well recognized, and they should be encouraged within the limitations set forth:

- 1) Each trip should be carefully planned in advance and relate to current curriculum subjects. A written request to the principal is required which states how the trip will enhance student learning.
- 2) Students and parents should be informed about the field trip once it has been approved. Students are required to have written permission from their parent or guardian (see appendix).
- 3) Students are to be always supervised, so plan on taking an adequate number of chaperones. All chaperones must complete a Washington State Patrol background check each year. This typically takes at least 2 school days to complete. Chaperones may not bring other siblings.
- 4) If an emergency arises while on the trip, please inform the district as soon as possible

### **Gum, Candy, Drinks**

These items have the potential to make a mess of our building and are only allowed with the teacher's permission. Please do not allow candy, gum, or soda in the halls or on the playground. Currently, staff voted to be a no gum school. Water bottles are allowed in the classroom, but they may not have juice or other liquids that cause stains. Even water, if spilled and left unattended, will spot the carpet. If a spill occurs, please notify the custodian as soon as possible so that the liquid can be extracted. Staff is encouraged to keep water bottles near the sink since there is linoleum in this area.

### **Harassment/Intimidation/Bullying**

Gess Elementary endeavors to provide an environment for students, parents, volunteers, and employees free from harassment, intimidation and bullying as outlined in the School Board Policies and Procedures: Harassment, intimidation and bullying are any intentional electronic, written, verbal or physical act, including, but not limited to, one shown to be motivated by any characteristic in RCW 9A.36.080 (race, color, religion, ancestry, national origin, gender, sexual orientation including gender identity, or mental or physical disability) or other distinguishing characteristics when the act physically harms a student or damages their property, substantially interferes with a student's education, creates an intimidating or threatening educational environment, or substantially disrupts the orderly operation of the school. Complaints regarding discrimination, harassment, intimidation, or bullying are addressed through Policy and Procedure No. 3207. Individuals who believe there has been a violation of nondiscrimination, harassment, or bullying and intimidation laws may contact their school administrator or counselor. Complaint forms are available at each school site, and the administrator or counselor will forward the complaint to the District Compliance Officer for investigation.

In *Safe Schools*, bullying is defined as behavior that is unfair and one-sided. It happens when a person keeps hurting, frightening, threatening, or leaving someone out on purpose. **All** complaints will be promptly and fully investigated as appropriate to the situation, and corrective action will be taken when necessary.

Chewelah School District endeavors to provide an environment for students, parents, volunteers, and employees free from discrimination as outlined by School Board Policies and Procedures. All complaints will be promptly and fully investigated as appropriate to the situation and corrective action will be taken when necessary.

**HAZARDOUS MATERIAL** The Material Safety Data manual is a white and yellow binder located in the office. It contains information on all hazardous materials on the Gess campus.

## **Health/Nurse Information**

### **Accidents, Illness**

Students will get hurt, be sick, and have other serious and imaginary illnesses and injuries. Should you have such a patient, please send or escort the student to the office for treatment and complete an accident report form. Students should not be sent home unless parents or the legal guardian have been informed. For emergency assistance, Kassi Breiter, the school nurse, is usually in her office or available in the district. Please contact the office for assistance.

### **Guide for sending students to the School Nurse / Main Office**

Please send students to the School Nurse with a Nurse/ Office Pass (or handwritten note) that includes the following:

- Last name and first name
- Date/Time



- Teacher
- *Brief* description of reason for visit

### The “10 Minute Rule”

Students with non-urgent symptoms should not see the School Nurse during the first 10 minutes after any passing time. The only exception is if the School Nurse specifically requests a student.

<u><i>Non-urgent concerns “10 Minute Rule”</i></u>	<u><i>Do Not Delay Visit to Health Center</i></u>	<u><i>Call Nurse to Student (via main office and/ or x 4015)</i></u>
Reports vague symptoms of illness	Asthma symptoms, breathing difficulties (send with a buddy)	Fainting (lay on floor and elevate feet 10 inches if no head or neck injury suspected)
Abdominal discomfort (cramps, nausea, vague pain)	Prescribed medication needed; scheduled visit to the health room; or sent by staff for nurse to evaluate	Injuries that may be a sprain or fracture or involve the head /neck
Mild headache	Known health concern may be cause of symptoms (e.g. diabetic, migraine)	Seizures
Cold/flu symptoms and student requested to go home.  <b>(The School Nurse has no meds to give out unless written orders are on file and meds have been brought in by family)</b>	Possible allergic reaction or exposure to allergen; insect bite, human bite, animal bite (send with buddy)  Emotional crisis, abuse, suicidal thoughts (adult escort)	Emergency first aid needs OR if moving student may do more harm
Minor cuts (if unable to bandage in class) (Ask whenever you need more Band-Aids for your classroom!)	Any serious illness, injury, or bleeding. Burns. Dirty wound. Vomiting. Nose bleeds.	Breathing emergencies/Chest pain
Skin problems	Injury to head, limbs or body sustained on campus (send with buddy)	Unconscious or altered level of consciousness

Old injuries To request ICE	Injury to eyes, ears, mouth, or any object lodged in a body part (send with buddy/ adult escort)	Uncontrolled Bleeding / Shock
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**\* Please continue to encourage students with non-urgent concerns to see the School Nurse/ Main Office during breaks and/or lunch. Thanks! - Nurse Kassi**

### **Health and Safety Inspections**

Please remember that Clorox or other cleaning wipes, plug-in air fresheners, and essential oils are not approved to be on site. Students may not have essential oils in their possession unless they have a doctor's note/care plan.

### **Highly Capable Program**

Chewelah School District welcomes nomination from parents, students, teachers and community members for the Highly Capable Program. Each year students new to the district and students currently enrolled may be nominated for the program. The process for selection is facilitated by Ms. Smith our Music/Beyond teacher.

### **Homework**

Homework refers to tasks that students are assigned to do on their own time, after school hours, and as an extension of classroom work. Types of homework include:

Practice: the most common and simple type of assignment that is given to help students master specific skills. Practice exercises should be limited to material previously presented in class

Preview: prepares students to gain maximum benefit from subsequent lessons.

Extension: assignments are given to determine if the student can transfer a skill or concept to a new situation.

Creative: assignments require students to integrate many new skills and concepts in the process of producing a response. They usually take more time to complete, and include things like book reports, research, and art projects.

Research shows that quality homework can significantly improve students learning and help develop initiative, self-discipline, responsibility, and independence. It is also an excellent way for educators to involve parents in the school and its curriculum.

Teachers may give homework three nights out of five according to the following times:

*Kindergarten 5-10 minutes*

*First Grade – 10-15 minutes*

*Second Grade – 15-20 minutes*

*Third Grade – 20-30 minutes*

*Fourth Grade – 30-40 minutes*

*Fifth & Sixth Grades – 40-50 minutes*

## **Keys and Badges**

### **Keep keys on self at all times.**

Do not loan fobs/keys to parents or students and report lost fobs right away. Lost fobs/keys need to be reported missing within 24 hours and replacement fees will be assessed accordingly. If you forget your keys at home, please ensure you ask Mrs. Whitley for a fob/apple key to have on you in case of emergency. Badges must be always worn.

## **Library**

Teachers may use the library from 8 A.M. until 3:30 P.M. for their preparation period if it is not in use. Library is a preparation period for teachers after the librarian has taken responsibility for their students. At the conclusion of the library time, the classroom teacher will need to meet their class at the library and escort them back to the classroom.

## **Lounge and Workroom**

The staff lounge is available for all school employees including substitutes. However, Gess, junior high and high school students, as well as children of staff and volunteers are not to be in the lounge. This area is intended as a place for adults to relax and not be responsible for students and children. Students and children of volunteers are welcome in the work room; however, please ensure that young children are supervised. Please keep these areas organized.

## **Lesson Plans**

Well-developed lesson plans are an essential component in effective teaching. Please keep lesson plans current and robust. Lesson plans should include clear detailed information to identify learning goals and resources needed to effectively teach the lessons planned. Lesson plans should be available on your desk. Please include your schedule for the week, an accurate seating chart or name tags on student desks, and substitute information not included in your substitute folder. It is important that learning continues, and routines are maintained for students in your absence and staff can quickly transition your subs into the school and classroom.

## **See also: Substitute Teachers**

## **Lunchroom Procedures**

Currently being revised...

For the next four years Chewelah School District will provide free breakfast and free lunch to all students. The CSD met the Community Eligibility Standard created by the state legislature.

## **Mailboxes**

Please check your mailbox periodically through the day.

## **Non-Discrimination**

The Chewelah School District complies with all federal and state rules and regulations and does not discriminate on the basis of race, creed, religion, color, national origin, age, economic status, gender, sexual orientation including gender expression or identity, pregnancy, familial status, marital status, the presence of any sensory, mental or physical disability, or the use of a trained guide dog or service animal by a person with a disability. This holds true for all students who are interested in participating in educational programs and/or extracurricular school activities and district employment opportunities.

Inquiries regarding compliance and/or grievance procedures may be directed to the school district's Title IX/ADA officer (Shirley Baker, Athletic Director, Chewelah School District, PO Box 47., Chewelah, WA 99109, Phone: 559-5407); or inquiries may be directed to the Director of the Office of Civil Rights, Department of HEW, Washington, D.D.

### **Notes Home**

Most notes home will be sent on Friday. Exceptions may occur; however, this should help both students and parents get used to looking for notes on this day. Teachers are encouraged to have the office or a colleague proof the note for spelling and grammar errors before they are sent home.

### **PTSA**

Gess Elementary is currently helping the PTSA to reorganize and reactivate. More information will be forthcoming. Staff are invited to attend meetings and join the organization.

### **Outside Duties**

All staff will have the opportunity to observe students in a fresh-air setting during assigned duties. Every effort will be made to keep duty to a minimum, and still provide adequate supervision for students. It is critical that staff members are at their assigned duty area at their scheduled time and are actively supervising.

### **Para-Professional Meetings/Trainings**

On the first and third Tuesday of the month, from 3:00 – 3:30 pm, support staff will meet for training and discuss issues relevant to their assignments.

### **Parent-Teacher Conferences and Report Cards**

Parent-Teacher Conferences are conducted in November and March with end of year reports sent home on the last day of school. Conference schedules should reflect at least a 20-minute opportunity to conference. Please refer to the district calendar for our parent-Teacher Conference dates.

### **PLCs (Professional Learning Communities)**

The purpose of PLC time is for the improvement of student achievement. PLC time is: 1. Aligned with classroom, school, District, and state goals. 2. Developed by teachers and administrators working with a guiding coalition (In process of building). 3. An opportunity for certified staff to work on shared goals in groups arranged by grade level, department, or other configurations to meet the needs of the building. PLC time is scheduled during the one-hour late start on Mondays per District adopted calendar.

### **Principal**

When in the building, the secretary will generally know the principal's location. When the principal is out of the district and an emergency occurs, contact the Gess office. The superintendent or another district administrator should be contacted if the situation warrants.

### **Programs**

Dramatic learning activities are an excellent means of developing student academic and social skills. Teachers are encouraged to use this method of instruction. Please avoid drama activities that require expensive costumes or that may be inappropriate for our community. Practice times will need to be scheduled with the PE teacher and the principal if the gym is going to be used.

## **Purchasing Supplies and Materials**

Budget allocations to classrooms may be accessed using a district purchase order or, if you are buying from a vendor that will not accept a purchase order, you may purchase the item and submit a receipt for reimbursement. To purchase at Safeway, you must check out a charge card from the Gess Office. Amounts charged will be deducted from your budget allocation. To meet accounting and auditing requirements, please follow these procedures:

- 1) Receipts for charges or reimbursement must be itemized. That is, they must have the date, vendor's name, a list of items purchased, and a per item cost. Handwritten or non-itemized receipts are not accepted.
- 2) Teachers going over their budgeted amount are responsible for those amounts and will not be reimbursed.
- 3) Receipts must be turned in within 1 month of the purchase for reimbursement.
- 4) A requisition forms for PO's is available at the Gess office. The staff member is responsible to complete the form to include the vendor, date, who requested the order, quantity, item description, unit price, and total price information. The requisition form must then be given to the principal to be signed and coded BEFORE any items are purchased.
- 5) Once items have been received, the contents must be checked against the packing slip and any discrepancies noted. The packing slip should then be returned to the Gess office.
- 6) Classroom budgets are available until May 1; after that the amount not used will be returned to the general budget.

## Curriculum Materials

Instructional materials (adopted curriculum) are ordered in the spring prior to the new school year.

## **Recesses**

Students must go outside unless they have a note from the doctor or are being supervised directly by a staff member. Students are not to be brought to the office to miss their recess unless an intervention has been arranged with the Admin Team.

If you are going to take your students outside for extra recess, please notify the office and have a radio to contact you in case of early parent pick up or an emergency. Do not send students to pick up a radio from the office. You must always have direct supervision of the students and ensure students follow our established recess expectations.

All teachers should walk their class to the playground and be ready to pick their students up at the designated space prior to the end of recess.

## Recess Flags

Yellow flags will be put up to indicate an inside recess. These days can be difficult, and staff needs to work together to make them as painless as possible. All available instructional assistants are to help supervise students so that teachers get a chance to have a break. Once teachers are back in their rooms, other staff members may take their break or eat lunch. Please do not allow students to play in the halls during inside days.

Green flags designate that students will be playing in the parking area. Please do not park in the lot

on these days.

### **Report Cards**

Gess Report Cards will be sent home at the end of each quarter on the Wednesday following the early release day for teacher grading. Conferences will be held for all students in the fall and for selected students in the spring.

### **Restraining Orders/Custody Papers**

The principals, secretary, or counselor will notify you if there are any court papers that accompany one of your students. This paperwork will be reviewed, highlighted, and then filed in the counselor's office/front office and noted in Skyward. Renee Jungblom will invite you to review information at the beginning of the year. It is crucial that this information be kept confidential and that accommodations to keep a child safe are made.

### **Safety Drills**

Gess will have both scheduled and unscheduled drills throughout the year. Please post an Emergency Information envelope near the door that includes a current list of students and family phone numbers. In an emergency that requires staff to leave the building, please take this packet. Following are some the scenarios staff should be aware of:

- 1) **Directed Response** – specific instructions will be given by the office using the intercom.
- 2) **Room Clear** – please plan with a close teacher who will accept your class should the room need to be cleared. This might be necessary in the case of an angry parent or out-of-control student. If another teacher's students come to your classroom, please notify the office immediately so that assistance may be provided.
- 3) **Working Lockdown - Secure the Room** – used to isolate students and staff inside the school from potential dangers outside the school.
  - Proceed to door, sweep hallway for students and secure door/pull shades.
  - Amber M, Brian H, and Krisan L will check that the outside door is locked. Janitor will do a final sweep of outside doors.
  - Staff will email special URL: [Gess911@chewelabk12.us](mailto:Gess911@chewelabk12.us)
    - Initial information - Green/Red (refers to students- green all students in room, red student missing) - i.e. Room # Green & list adults in room or Room # red, list missing students as well as adults in room
    - Additional information will be relayed through email to/from staff
  - Continue with normal activity inside the classroom until notified, please stay off the classroom phone.
  - Please remain calm, cool, and collected as you inform students of the situation (this will come from email).
  - Protocol will be adjusted due to level of perceived threat.
  - Wait for official information or notification of ALL CLEAR.
- 4) **Lockdown** - The primary objective of a lockdown is to quickly ensure all school staff, students, and visitors are secured in the rooms away from immediate danger.
  - Proceed to door, sweep hallway for students and secure door/pull shades, turn off lights

- Amber M, Brian H, and Krisan L will check that outside door is locked. Janitor will do a final sweep of outside doors.
- Move students out of sight -- away from doors & windows, instruct students to sit/lie down on the floor, be very still & quiet.
- Staff will email special URL: [Gess911@chewelakh12.us](mailto:Gess911@chewelakh12.us).
  - Initial information - Green/Red (refers to students- green all students in room, red student missing) - i.e. Room # Green & list adults in room or Room # red, list missing students as well as adults in room.
  - Additional information will be relayed through email to/from staff.
- Do not let anyone leave the room, please stay off classroom phone.
- Please remain calm, cool, and collected as you inform students of the situation (this will come from email).
- No one should confront a trespasser during an emergency.
- Protocol will be adjusted due to level of threat.
- Wait for official information or notification of ALL CLEAR.

**5) Direct Evacuation** – Please take the emergency folder with students names and phone numbers if the building is evacuated for any reason. Occasionally, a door or area of the building may be blocked. Staff will be directed to take an alternate route if this should occur. Teachers will be given instructions concerning the release of students. Rumor control will be a high concern, so please refrain from discussing any incident.

**6) Earthquake Drill** - The primary thing to remember is to have the students drop, cover, and hold. Students should be instructed to get under a desk or sturdy table, and away from windows, bookcases, file cabinets, or other objects that could fall. If students can't get under cover, instruct them to protect their head with their arms. Face away from windows. If a child is in a wheelchair, have that child stay in it and move the chair to cover and lock the wheels. (such as a doorway)

**7) Fire drill** - Gess staff will need to evacuate students in a quick, quiet, and orderly manner. Instruct students not to yell or talk while exiting the classroom or building. Students will need to be able to hear instructions. Never allow students to precede the teacher or supervisor outside. Students should line up and follow the teacher/supervisor. This allows the teacher to make critical decisions concerning the route taken. If time permits, close all windows and doors upon exit. The lights may be left on. Generally, students will not take time to get coats, packs or other clothing. However, the student may have keys that they will need, so be flexible. Evacuate using the nearest exit unless it is blocked. Once outside, escort class well away from the building. If you are working with another teacher's students, please escort them outside and then to their respective teachers. Teachers should do a student count as soon as possible to ensure everyone is out of the building. Inform the office or other emergency personnel of any missing students. Remain outside until instructed to re-enter the building or go to another building.

### **Safe Schools**

Mandatory training for all employees that must be completed by Oct. 15th. For certificated staff, this training is part of your professional responsibilities. For classified staff, additional hourly pay will be issued for completing this training by Oct. 15th.

### **School Delays and Closures**

Delays and closures will be announced through email and school messenger to staff. In event of a 2-hour delay: The site team (Mrs. Price and Mrs. Whitley) will arrive at school as normal or arrive as

soon as possible given driving conditions. All employees will report as soon as possible, but no later than the beginning of school. Safety is our top priority- we want everyone to arrive at school safely. Please connect with Mrs. Price or Mrs. Whitley if needed regarding your arrival and unexpected delays you may face.

### **School Equipment and Facilities**

Equipment purchased by the district should remain at the school and not be taken off the premises without the approval of the principal. School facilities are available to staff members and the community according to current district policy. Please note that after hour use of Gess for classroom activities requires pre-approval and the staff member to be present.

**Room Conditions** – It is each teacher’s responsibility to maintain their classroom in a clean and orderly condition. Please **DO NOT** place tape on the carpet. It is very difficult to remove the adhesive. Students should be taught to pick papers up off the floor, put up chairs at the end of the day, and assist the teacher in keeping the room neat.

**Property Damage** – If school property is damaged, either accidentally or maliciously, every effort should be made to determine the person responsible and to bring that person to the attention of the principal.

**Decorations and Publicity Material** – No public posters are to be displayed on school property without permission of the principal or designee.

### **Special Services**

Gess offers a comprehensive program for meeting special needs. Physical and occupational therapy, speech, and hearing, Title I, LAP, resource room, and summer school are currently available. Special Services meetings are held the 1<sup>st</sup> and 3<sup>rd</sup> Monday starting at 2:55 pm. Student Success Team meetings will be held the 2<sup>nd</sup> and 4<sup>th</sup> Monday starting at 2:55 pm.

### **Student Records**

Gess complies with the 1974 Family Educational Rights and Privacy Act. This act states that parents and eligible students have the right to: “inspect and review their student’s education records; request the amendment of the student’s education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student’s privacy or other rights; consent to disclosure of personally identifiable information contained in the student’s education records, except to the extent that the Family Education Rights and Privacy Act and regulations authorize disclosure without consent; file with the U.S. Department of Education a complaint concerning alleged failures by the school district to comply with the requirements of the act and this part; obtain a copy of the district’s policy regarding implementation of the Family Education Rights and Privacy Act of 1974 at the Administration Office.”

The following student information may be released by the district unless restricted in writing by the parent: name, address, telephone number, date and place of birth, participation in activities, date of attendance, the most recent school attended by the student, and photographs or similar information.

#### Cumulative File

Cumulative Files (brown) will be kept in the office. Each teacher is responsible for keeping accurate files. Do not include the following information in these files: health information, special education information, written communication from health care providers, mental health care providers, treatment centers, special education staff, and counseling staff. These files contain:



Enrollment forms  
Attendance information and any legal attendance order  
Pupil Progress Reports  
SBA Reports  
Retention forms  
Discipline referrals  
504 Plan

### Health File

Health Files (yellow) are maintained by our District Nurse. They are placed in the cumulative file prior to records being transferred. They may not contain reports by outside practitioners. This file contains:

Vision screening results  
Hearing screening results  
Scoliosis screening results  
Immunization forms  
Health related emergency information

### Special Education Files

Special education IEPs must be kept in a locked file cabinet. These files contain paperwork related to identification, assessment, and placement of students referred for special services. Procedures consistent with current regulations are followed for these records and files.

### Confidential Files

Confidential files (red) are kept in the office and staff are informed of their contents on an 'as needed' basis. (Restraining orders, parenting plans)

### Student Success Team

Working on formalizing the systems and processes utilized for a student success team meeting.

### **Staff Communication**

*PHONE:* Please ensure your classroom voicemail is established and checked daily. We ask that any parent communication is returned within 24 hours.

*EMAIL:* *The amount of district and building communication via email continues to increase.* Please check your email at least once a day as this is an important communication tool. Always ensure student privacy. Please be aware your email is never private and is public record. Be cautious and mindful with what you say and how you say it.

**CALENDAR:** Please always check our building calendars prior to scheduling events/meetings and to keep up to date. Please connect with Mrs. Whitley to add to our building calendar.

Staff Hours

8:00am – 3:30 pm

### **Staff Meetings**

It is the responsibility of all staff members to attend staff meetings unless prior arrangements have been made with the principal. General staff meetings will be held as needed on the second and fourth

Wednesdays of each month at 2:55 PM. Other meetings will be called as necessary. Staff members who wish to suggest items for the agenda are asked to discuss them with the principal or submit them in writing before the meeting.

### **Substitutes**

Please use the Red Rover system to schedule your substitute. The secretary and principal will check the system each morning. If staff is unable to schedule a substitute, please contact the secretary. Substitute teachers (or staff covering for an absence) will receive a Substitute folder with general guidelines for the day and a message about confidentiality. Your **detailed** lesson plans make learning possible while you are out of the classroom. Students should be taught expectations, procedures, and routines, in preparation for your absences.

**See Also: Absences**

### **Supervision**

The positive energy of staff in the halls is the best way to ensure students enter the building ready to learn. In the mornings, classroom teachers, please stand at your classroom door to meet and greet your students as they arrive. Specialists and paraeducators, please be in the hallways in strategic locations to greet students.

Students go to and from recess from their outside classroom door unless weather or safety factors prohibit this. If students walk through the main hallway to go to and from recess their classroom teacher and others who are monitoring the hallway ensure that students demonstrate a quiet, safe line. Please meet your students at your outside door or the playground when recess is over. Please escort students to and from Music, PE, and Library classes unless the students go directly to a specialist after recess. In those cases, the specialist meets the students and escorts them to their class.

At the end of each day classroom teachers walk their students out of the building.

### **Supply Room**

Supplies are available to meet student and teacher needs throughout the year. Supplies located in the teacher workroom adjacent to the staff lunchroom.

### **Teacher Absences**

If you are absent, please follow the Red Rover procedures for requesting a substitute. If the absence is pre-planned, request your substitute as early as possible. It is important to maintain a preferred substitute list on your Red Rover page as well as a 'block' for those substitutes you do not want to work in your classroom. However, if you feel the need to 'block' a sub, Mrs. Price and Mr. Skok need to be informed.

When requesting a substitute through Red Rover, please be certain to note the reason code in the comment section. It is very important this information be correct for budget purposes.

**See also: Absences**

### **Technology and Audiovisual Equipment**

Remember to care for our technology. Ensure the Computer carts are put back together and plugged in daily. Having students keep computers in their desks risks damage to them. If equipment becomes inoperable, please complete a Technology Work Order. Mrs. Whitley will have a hard copy.

During the use of technology, please ensure students have direct supervision. Students should not be left unattended with a device and screens should not be out of viewpoint.

Lan School is the program you can use to monitor students when using the laptops. Sometimes students choose to search topics that are not part of the instructional learning planned. Depending on the search, teachers may be asked to deal with the situation. Searches regarding terms that related to concerns of self-harm, weapons, etc. will be dealt with immediately by administration or our school counselor.

Please preview all films, videos, DVDs, or other media prior to showing them to the students. Media is not intended to simply entertain. It must be utilized in a learning situation where it correlates with a subject or learning expericnce being taught. All media shown must be age appropriate.

All movies shown must have a 'G' rating. PG movies need parent permission slips. Movies must also be on the library/media district approval list to be shown. School district policy (2350) allows the use of materials consistent with a G-rating regarding content.

### **Telephone Use**

Students are not allowed to use the phone except in an emergency or with the permission of their teacher. Please check your voicemail and return calls to parents in a timely manner.

### **Visitors & Volunteers**

Volunteers are always welcome at Gess. At this time, parents and other visitors who are spending time in the classroom **must have a visitor's pass** and sign in at the office. If you have a visitor in your classroom, please make sure he/she has checked in at the office. We do not host student visitors in our classrooms. ANYTIME adults are working with students they must have a volunteer clearance form on file.

Chewelah School District policy requires that volunteers who work without the direct supervision of a school employee must undergo a Washington State Criminal check every year. This requires the individual to go through a background check with the Washington State Patrol. Forms may be picked up from the office. Volunteers will need to be following DOH and CDC guidelines.

### **Washington State Observances**

Constitution day

Veteran's Day

Temperance and Good Citizenship Day

Martin Luther King Jr. Day

### **Website**

The Chewelah School District web page is a point of contact and a source of information for our patrons. All staff must login to the website to ensure they are listed in the staff directory. If you have a web page, please make sure it is updated. If you have information, you feel should be on the Gess web page, please run it past administration and our Webmaster Mr. Kersey will upload information.

## **MAINTAINING PROFESSIONAL STAFF/STUDENT BOUNDARIES**

The purpose of this policy is to provide all staff, students, volunteers, and community members with information to increase their awareness of their role in protecting children from inappropriate conduct by adults.

The Chewelah School District board of directors expects all staff members to maintain the highest professional, moral and ethical standards in their interaction with students. Staff members are required to maintain an atmosphere conducive to learning, through consistently and fairly applied discipline and established and maintained professional boundaries.

The interactions and relationships between staff members and students should be based upon mutual respect and trust, an understanding of the appropriate boundaries between adults and students in and outside of the educational setting, and consistency with the educational mission of the schools.

Staff members will not intrude on a student's physical and emotional boundaries unless the intrusion is necessary to serve an educational or physical, mental and/or emotional health purpose. An educational purpose is one that relates to the staff member's duties in the district. Additionally, staff members are expected to be sensitive to the appearance of impropriety in their own conduct and the conduct of other staff when interacting with students. Staff members will discuss issues with their building administrator or supervisor whenever they suspect or are unsure whether conduct is inappropriate or constitutes a violation of this policy.

The Chewelah School District board of directors supports the use of technology to communicate for educational purposes. However, district employees are prohibited from inappropriate online socializing or from engaging in any conduct on social networking Web sites that violates the law, district policies or other generally recognized professional standards. Employees whose conduct violates this policy may face discipline and/or termination, consistent with the district's policies, acceptable use agreement and collective bargaining agreements, as applicable.

The superintendent or designee will develop staff protocols for reporting and investigating allegations and develop procedures and training to accompany this policy.

### Legal References:

RCW 28A.400	Crimes against children
RCW 28A.405.470	Crimes against children - Mandatory termination of certificated employees - Appeal - Recovery of salary or compensation by district.
RCW 28A.405.475	Termination of certificated employee based on guilty plea or conviction of certain felonies - Notice to superintendent of public instruction - Record of notices.
RCW 28A.410.090	Revocation or suspension of certificate or permit to teach - Criminal basis - Complaints - Investigation - Process.
RCW 28A.410.095	Violation or noncompliance - Investigatory powers of superintendent of public instruction - Requirements for investigation of alleged sexual misconduct towards a child - Court orders - Contempt - Written findings required.
RCW 28A.410.100	Revocation of authority to teach - Hearings.
WAC 181-87	Professional Certification - Acts of Unprofessional Conduct

**NONDISCRIMINATION FOR SCHOOL PUBLICATIONS  
AND PUBLIC ANNOUNCEMENTS**

The Chewelah School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups.

The Chewelah School District offers classes in many career and technical education program areas under its open admissions policy. For more information about particular course offerings, contact the admissions office at (509) 685-6800, extension 2011. Lack of English language proficiency will not be a barrier to admission and participation in career and technical education programs. The following people have been designated to handle inquiries regarding the nondiscrimination policies:

**Title IX Coordinator**

Shirley Baker  
PO Box 47  
Chewelah, WA 99109  
509-685-6800, Ext. 2003  
[sbaker@chewelahk12.us](mailto:sbaker@chewelahk12.us)

**Section 504/ADA Coordinator**

Sarah Gregory  
PO Box 47  
Chewelah, WA 99109  
509-685-6800, Ext. 4002  
[sgregory@chewelahk12.us](mailto:sgregory@chewelahk12.us)

**Compliance Coordinator for State Law (RCW 28A.640/28A.642)**

Jason Perrins  
PO Box 47  
Chewelah, WA 99109  
509-685-6800, Ext. 2002  
[jperrins@chewelahk12.us](mailto:jperrins@chewelahk12.us)

The Chewelah School District will also take steps to assure that national origin persons who lack English language skills can participate in all education programs, services and activities. For information regarding translation services or transitional bilingual education programs, contact Jason Perrins.

<p><b>Before School</b></p> <ul style="list-style-type: none"> <li>• Teacher supervision begins at 8 am</li> <li>• Student will walk clockwise through building to classroom</li> <li>• Coats, backpacks will be hung in assigned location</li> <li>• Students will gel in</li> <li>•</li> </ul>	<p><b>Recess</b></p> <ul style="list-style-type: none"> <li>• Scheduled 15 minutes</li> <li>• Walking clockwise- social distanced</li> <li>• Teacher (specialist) will pick them up from outside</li> <li>• Classes will release as has been done in the past so that students will enter building in social distancing manner</li> </ul>	<p><b>Student Lunch Time</b></p> <ul style="list-style-type: none"> <li>• <b>Information coming</b></li> </ul>	<p><b>Cleaning Desk - Students</b></p> <p>Teacher - Fill bucket with warm water to start the day and a squirt of soap</p> <ul style="list-style-type: none"> <li>• Using soapy water, student cleans desk</li> </ul>
<p><b>Washing Hands</b></p> <ul style="list-style-type: none"> <li>• Socially distanced</li> <li>• Student takes a pump of soap</li> <li>• Rubbing soap into hands, goes to the end of the line to wait, social distanced</li> <li>• Rinse hands off at sink</li> </ul>		<p><b>Bathroom</b></p> <ul style="list-style-type: none"> <li>• Student signs out, using own pencil, puts pencil back on their desk</li> <li>• Takes sticky note to the bathroom</li> <li>• Only 3 allowed in bathroom at a time, sticky note is put on the sign as going in</li> <li>• If 3 notes on sign, wait socially distanced outside</li> <li>• When leaving bathroom, take sticky note off sign</li> </ul> <p>Throw note away in classroom</p>	<p><b>New Students</b></p> <ul style="list-style-type: none"> <li>• Registration is accepted into the office</li> <li>• Student assigned to teacher</li> <li>• Appointment scheduled for teacher to meet with student and family for onboarding, typically 3 pm the day following registration</li> </ul> <p>Office will advise teacher of new student and scheduled appointment</p>

# Extra Curricular Wage Schedule 2022-2023

Base Index

2022-23 Rate

82,603

Experience increment increase equals:

1.025

Original Years of Experience	* CEA Members	Class Advisor Gess After School Clubs	Senior Class Advisor Science Olympiad Jr. High Yearbook Advisor	Jr. High Asst. Coach National Honor Society Advisor	Knowledge Bowl Advisor Jr. High ASB Advisor	Jr. High Head Coach High School Yearbook Advisor Bldg. Webmaster	High School Asst. Coach CCREW Advisor Asst. Cheer Advisor Band Director Drama Directors	High School ASB Advisor	Other Head High School Coach Head Cheer Advisor	Head HS Football, Volleyball, Basketball, Wrestling, Baseball, Softball
		0.006500	0.008500	0.017000	0.027115	0.031900	0.042430	0.056700	0.064400	0.072000
0		\$537	\$702	\$1,404	\$2,240	\$2,635	\$3,505	\$4,684	\$5,320	\$5,947
1		\$550	\$720	\$1,439	\$2,296	\$2,701	\$3,592	\$4,801	\$5,453	\$6,096
2		\$564	\$738	\$1,475	\$2,353	\$2,768	\$3,682	\$4,921	\$5,589	\$6,249
3		\$578	\$756	\$1,512	\$2,412	\$2,838	\$3,774	\$5,044	\$5,729	\$6,405
4		\$593	\$775	\$1,550	\$2,472	\$2,909	\$3,869	\$5,170	\$5,872	\$6,565
5		\$607	\$794	\$1,589	\$2,534	\$2,981	\$3,965	\$5,299	\$6,019	\$6,729

Placement on wage schedule will reflect a person's experience as of July of each year. Paid coaching experience counts towards placement on the salary schedule at 1 for 1.

C - Squad coaches may be requested to work extra days beyond the regular season at the head coach & AD's request.

Middle School coaches will hold practices or competitions 5 days per week.

Base Index will be increased by 2% annually.

Post-Season pay will be at a rate of 1% of stipend per day upon the commencement of post-season training and play.

This includes all head and paid assistant coaches.

**Coach Information is on the back of this document.**

Board Approved:

## Extra Curricular Wage Schedule 2022-2023

Middle School Basketball: 1 head coach (per gender), 1 assistant if over 14 students after two weeks (per gender). Minimum of 7 students to have a team.
Middle School Football: 1 head coach + 1 assistant if over 13 students after two weeks. Minimum of 13 students to have a team.
Middle School Baseball: 1 head coach + 1 assistant if over 20 students. Minimum of 11 students to have a team.
Middle School Softball: 1 head coach + 1 assistant if over 20 students. Minimum of 10 students to have a team.
Middle School Co-Ed Track: 1 head coach + 1 assistant. Additional assistant if over 30 students after two weeks. Minimum of 10 students to have a team.
Middle School Volleyball: 1 head coach + 1 assistant if over 16 students after two weeks. Minimum of 8 students to have a team.
Middle School Wrestling: 1 head coach + 1 assistant if over 16 students after two weeks. Minimum of 8 students to have a team.
<b><i>High School</i></b>
High School: Baseball: 1 head coach + 1 assistant. 1 additional assistant if over 30 students after two weeks. Minimum of 11 students to have a team
High School: Basketball: 1 head coach + 1 assistant if over 14 students. 1 additional assistant if over 21 students after two weeks. Minimum of 7 students to have a team
High/Middle School Co-Ed Cross Country: 1 head coach + 1 assistant coach. Minimum of 7 students to have a team.
High School: Football: 1 head coach and 3 assistants. 1 additional assistant if a c-squad is offered based on participation numbers
High School Co-Ed Golf: 1 head coach + 1 assistant coach if over 21 students. Minimum of 10 students to have a team.
High School: Softball: 1 head coach + 1 assistant. 1 additional assistant if over 30 students after two weeks. Minimum of 11 students to have a team.
High School Co-Ed Tennis: 1 head coach + 1 assistant if over 21 students after two weeks. Minimum of 10 students to have a team.
High School Co-ed Track: 1 head coach + 1 assistant. 1 additional assistant if over 30 students after two weeks. - Minimum of 10 students to have a team.
High School: Volleyball: 1 head coach + 1 assistant if over 16 students. 1 additional assistant if over 28 students after two weeks. Minimum of 8 students to have a team.
High School: Wrestling: 1 head coach + 1 assistant if over 10 students. Minimum of 7 students to have a team.
High School Girls Wrestling: 1 head coach + 1 assistant if over 13 students. Minimum of 1 student to have a team.
<b><u>If it is determined that a C squad coaching position is necessitated by participation numbers, the Superintendent in consultation with the Athletic Director will determine if position will be an Assistant Coach or a C Squad Coach based on duties.</u></b>



**Extra Curricular Contracts  
2022-23**

<b>First Name</b>	<b>Last Name</b>	<b>Bldg</b>	<b>Activity</b>	<b>Salary</b>
Shirley	Baker	Sr. High	Track, Assistant Coach	\$3,965
Whit	Baker	Sr. High	Track, Head Coach	\$6,019
Chelsi	Boswell	Sr. High	ASB Advisor	\$4,684
Chelsi	Boswell	Sr. High	Senior Class Advisor	\$702
Chelsi	Boswell	Jr./Sr. High	Webmaster	\$2,635
Chelsi	Boswell	Sr. High	Yearbook	\$2,635
Morgan	Brashler	Sr. High	Cheer, Assistant Coach	\$3,505
Austin	Burgess	Sr. High	Wrestling, Head Coach	\$6,405
Paige	Campbell	Sr. High	Senior Class Advisor	\$702
Melissa	Church	Sr. High	Volleyball, Head Coach	\$6,729
Melissa	Church	Sr. High	Softball, Assistant Coach	\$3,682
Shawn	Crockett	Jr./Sr. High	Cross Country, Assistant Coach	\$6,592
Jim	Fisk	Sr. High	Football, Head Coach	\$6,729
Ryan	Forsberg	Jr. High	Science Olympiad	\$702
Kirsten	French	Sr. High	CCREW Advisor	\$3,505
Conner	Gotham	Sr. High	Basketball, Boys Asst. Coach	\$3,592
Brian	Harting	Sr. High	Golf Head Coach	\$6,019
Scott	Hoberg	Sr. High	Football, Assistant Coach	\$3,965
Mark	Hopkins	Sr. High	Football, Assistant Coach	\$3,869
Amanda	Katzer	Sr. High	Cheerleading	\$5,589
Jeff	Kersey	Gess	Webmaster	\$2,981
Sheila	Krouse	Jr. High	Softball, Assistant Coach	\$1,439
Mike	McMillin	Sr. High	Basketball, Boys Head Coach	\$6,729
Dakota	McQuain	Sr. High	Basketball, Boys 'C' Team Coach	\$3,774
Will	Peters	Jr. High	Wrestling, Head Coach	\$2,981
Tom	Skok	Jr. High	Basketball, Boys Head Coach	\$2,981
Tom	Skok	Sr. High	Baseball, Head Coach	\$6,729
Denise M.	Smith	Sr. High	Tennis - Head Coach	\$6,019
Denise R.	Smith	Sr. High	Softball, Head Coach	\$6,729
Emily	Smith	Jr. High	Softball, Head Coach	\$2,768
LaVonne	Smith	Jr. High	Junior High Yearbook Advisor	\$702
Kindra	Tapia	Jr./Sr. High	Cross-Country, Head Coach	\$5,872
Kindra	Tapia	Jr. High	Track, Head Coach	\$2,909
Don	Teegarden	Sr. High	Basketball, Girls Head Coach	\$6,729
Andrea	Trudeau	Sr. High	Volleyball, JV Team Coach	\$3,682
Joe	Trudeau	Sr. High	Band Teacher	\$3,965
Dave	Tupek	Jr. High	Football, Head Coach	\$2,981
Jennifer	Watts	Sr. High	National Honor Society Advisor	\$1,404
Jennifer	Watts	Sr. High	Senior Class Advisor	\$702
Pete	Whitekiend	Sr. High	Baseball, Asst. Coach	\$3,965
Not filling		Jr. High	Athletic Coordinator	
<b>ADVISORS</b>		Elem	AfterSchool Club Advisor	\$537
		Jr. High	Junior High ASB Advisor	\$2,240
		Sr. High	Class Advisors	\$537
		Sr. High	Drama Director	\$3,505
		Sr. High	Knowledge Bowl Advisor	\$2,240
<b>COACHES</b>		Jr. High	Baseball, Head Coach	\$2,635
		Jr. High	Baseball, Assistant Coach	\$1,404
		Jr. High	Basketball, Boys Asst. Coach	
		Jr. High	Basketball, Girls Head Coach	\$2,635
		Jr. High	Basketball, Girls Assistant Coach	\$1,404
		Sr. High	Basketball, Girls JV	\$3,505
		Sr. High	Basketball, Girls 'C' Team Coach	\$3,505
		Jr. High	Football, Asst. Coach	\$1,404
		Sr. High	Football, Assistant Coach	\$3,505
		Sr. High	Football, Assistant Coach	\$3,505
		Jr. High	Tennis, Assistant Coach	\$3,505
		Jr. High	Track, Assistant Coach	\$1,404
		Jr. High	Volleyball, Head Coach	\$2,635
		Jr. High	Volleyball, Assistant Coach	\$1,404
		Jr. High	Volleyball, Assistant Coach	\$1,404
		Sr. High	Volleyball, C Squad	\$3,505
		Jr. High	Wrestling, Assistant Coach	\$1,404
		Sr. High	Wrestling, Asst. Coach	\$3,505
			Position contingent upon participation numbers	
<b>Grant-funded position</b>				
Vanessa	Bigler	Sr. High	WSU Health Careers Activity Coordinator	