



**Board of Director's Regular Work Session Meeting
September 1, 2022 at 6:30 PM
District Office, 210 N Park**

1. Call meeting to order **REVISION 2**
2. Flag salute
3. Modifications to the agenda
4. Approval of the agenda
5. Consent agenda
 - A. Personnel
 1. Approval to hire Emily Smith as high school volleyball C squad coach, contingent upon confirmation of at least 28 players after 2 weeks of practice
 2. Approval to hire Caroline Kistenmacher as a paraeducator
 3. Approve revised extracurricular salary schedule (green)
 - 4. Approval to hire Joshua Kubik as Information Technology Specialist**
 - 5. Approve resignation of Ginger Burkey as a cook**
 - 6. Approval to post for a cook**
 - 7. Approval to post for a 0.2 FTE nurse**
6. Introduction of School Resource Officer (SRO) Alex Lever
- 7. Discuss City of Chewelah's request for use or ownership of N. 6th St. E**
8. WSSDA General Assembly positions
9. Safety procedures update
10. Policy review process
11. First reading Policy 1400 Meeting Conduct, Order of Business and Quorum (cherry)
12. First reading Policy 5020 Collective Bargaining (gray)
13. First reading Policy 5021 Applicability of Personnel Policies/Conflicts Between Policy and Bargaining Agreements (yellow)
14. First reading Policy 5241/WSSDA 5271 Reporting Improper Governmental Action (lavender)
15. First reading Policy 5231 Lawsuit Service on Employees (pumpkin)
16. First reading Policy 5270 Employee Identification (blue)
17. First reading Policy 1830 Participation in School Boards' Association (tan)
18. First reading Policy 1732 Board Member Insurance (pink)
19. First reading Policy 5213 Part-Time Staff (goldenrod)
20. Adjourn

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

Extra Curricular Wage Schedule 2022-2023

<i>Middle School</i>
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.
<i>High School</i>
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.
<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>

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.

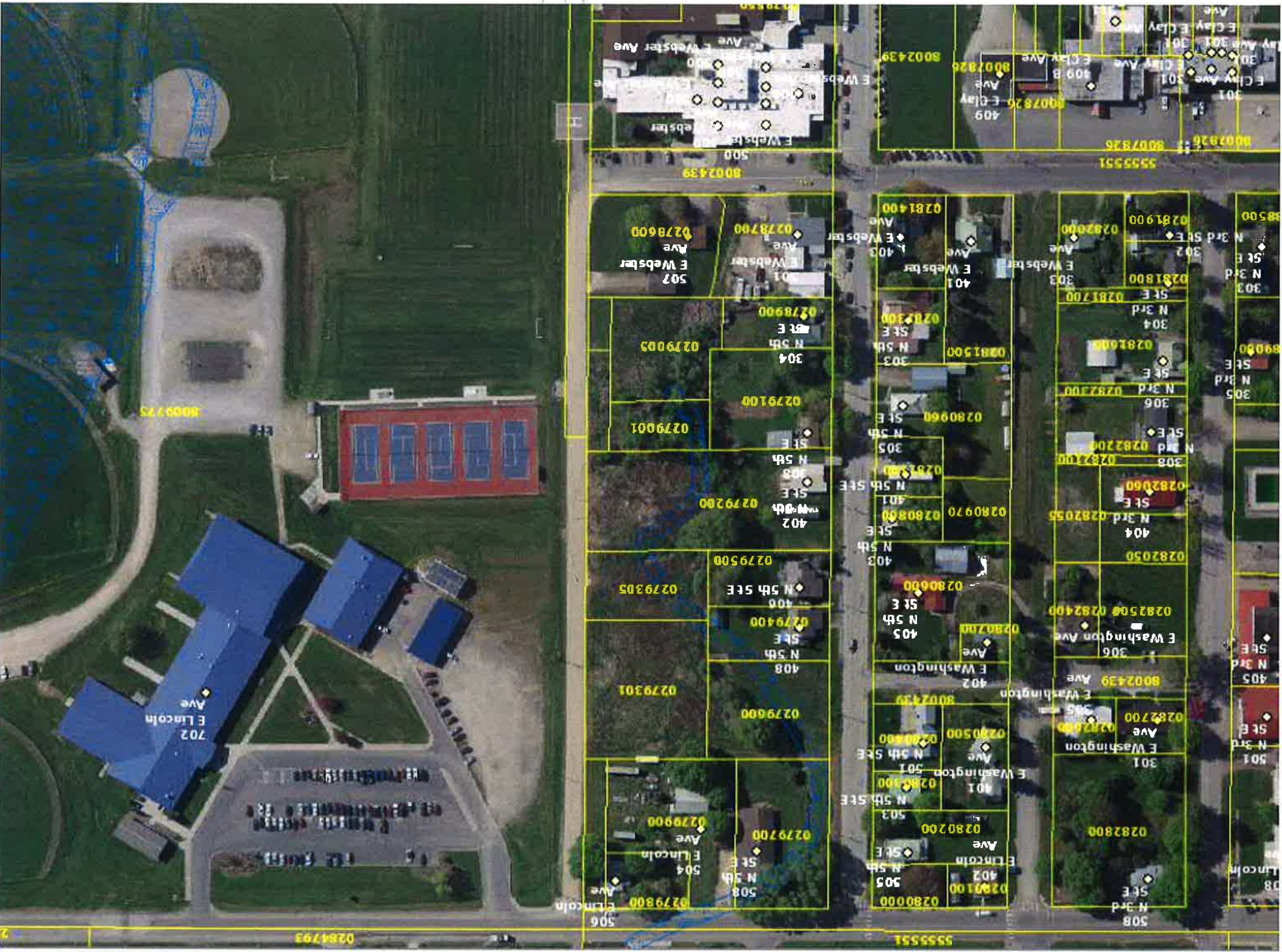
Base Index will be increased by 2% annually.

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:



MEETING CONDUCT, ORDER OF BUSINESS AND QUORUM

The board will schedule its meetings in compliance with the law, and as deemed by the board to be in the best interests of the district and community. The board will function through (1) regular meetings, (2) special meetings, and (3) emergency meetings.

Regular Meetings

Regular meetings are held at 6:30 PM on the date and location as indicated in the schedule listed or at other times and places as determined by the presiding officer or by majority vote of the board. An agenda of the business the board will transact must be posted on the district website not less than twenty-four (24) hours in advance of the published start time of the meeting, unless the district does not have a website or employs fewer than ten full-time equivalent employees.

If the board will hold regular meetings at places other than the district office boardroom, or if the board adjourns to times other than a regular meeting time, the board will provide notice of the meeting in the same manner as provided for special meetings. All regular meetings of the board will be held within the district boundaries. When a regular meeting date falls on a legal holiday, the meeting shall be held on the next business day.

The schedule for regular meetings shall be:

January	Work Session	6:30 pm	1 st Thursday	District Office
January	Business Meeting	6:30 pm	3 rd Wednesday	Gess
February	Work Session	6:30 pm	1 st Thursday	District Office
February	Business Meeting	6: 30 pm	3 rd Wednesday	Jenkins Jr./Sr. High
March	Work Session	6:30 pm	1 st Thursday	District Office
March	Business Meeting	6: 30 pm	3 rd Wednesday	Quartzite
April	Work Session	6:30 pm	1 st Thursday	District Office
April	Business Meeting	6: 30 pm	3 rd Wednesday	District Office
May	Work Session	6:30 pm	1 st Thursday	District Office
May	Business Meeting	6: 30 pm	3 rd Wednesday	District Office
June	Work Session	6:30 pm	1 st Thursday	District Office
June	Business Meeting	6: 30 pm	3 rd Wednesday	District Office
July	Work Session	6:30 pm	1 st Thursday	District Office
July	Business Meeting	6: 30 pm	3 rd Wednesday	District Office
August	Work Session	6:30 pm	1 st Thursday	District Office
August	Business Meeting	6: 30 pm	4 th Wednesday	District Office
September	Work Session	6:30 pm	1 st Thursday	District Office
September	Business Meeting	6:30 pm	3 rd Wednesday	District Office
October	Work Session	6:30 pm	1 st Thursday	District Office
October	Business Meeting	6: 30 pm	3 rd Wednesday	District Office
November	Work Session	6:30 pm	1 st Thursday	District Office

November	Business Meeting	6: 30 pm	3 rd Wednesday	District Office
<i>(Moved to Monday of fourth week in November if Thanksgiving is also in 3rd week.)</i>				
December	Work Session	6:30 pm	1st Thursday	District Office
December	Business Meeting	6: 30 pm	3 rd Wednesday	District Office

Special Meetings

Special meetings may be called by the *chair/president* or at the request of a majority of the board members. A written notice of a special meeting, stating the time and place of the special meeting and the business to be transacted will be delivered to each board member. Written notice will also be delivered to each newspaper and radio or television station that has filed a written request for such notices. Written notice may be delivered personally, by mail, facsimile, or electronic mail. The notice must be posted on the district's website unless the district 1) does not have a website, 2) employs fewer than ten full-time equivalent employees; or 3) does not have an employee whose job description or employment contract provides a duty to maintain or update the website.

The district must also prominently display the notice at the main entrance of the district's headquarters as well as at the location of the meeting if the meeting is held at a location other than the headquarters.

All required notices must be delivered or posted not less than twenty-four (24) hours prior to the meeting.

A board member waives the written notice requirement if he or she:

- Submits a written waiver of notice to the board secretary at or prior to the time the meeting convenes. The waiver may be given by telegram, fax, or electronic mail; or
- Is actually present at the time the meeting convenes.

The board will not take final disposition on any matter other than those items stated in the meeting notice.

Emergency Meetings

In the event of an emergency involving fire, flood, earthquake, possible personal injury, or property damage, the board may meet immediately and take official action without prior notification.

Public Notice

The board will give proper Public notice for any special meeting; whenever a regular meeting is adjourned to another time; or, when a regular meeting is to be held at a place other than the district office board room.

All meetings will be open to the public with the exception of executive or closed sessions

authorized by law. The board will take final action resulting from executive session discussions during a meeting open to the public as required by law.

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

During the interim between meetings, the office of the superintendent, as board secretary, will be the office of the board. The district's public records will be open for inspection in the manner provided by and subject to the limitation of the law.

Quorum and Voting

A quorum consists of the majority of all board members. For school boards with five members, three board members constitute a quorum. A quorum is required for the transaction of business, including voting. Board members are not required to be physically present to attend a board meeting. Any or all board members may attend a board meeting and vote via any communication platform that provides simultaneous aural communication with those in attendance.

Additionally, any meeting held via a communication platform must: 1) include proper notice with any required passwords or authorization codes; 2) be known and accessible to the public; and 3) accommodate any member of the public who wishes to participate.

The board will take no action by secret ballot at any meeting required to be open to the public. Generally, the board votes on motions and resolutions by "voice" vote, unless a board member requests to vote by oral roll call, in which case the board will do so. A motion passes when a majority of those board members present and voting vote in favor. However, a majority vote of all board members is required to elect or select a superintendent or board officer and the board must vote on these matters by an oral roll call the board will vote by an oral roll call whenever required by law.

Meeting Conduct and Order of Business

The board will conduct all board meetings in a civil, orderly, and business-like manner. The board uses *Roberts Rules of Order (Revised)* as a guide, except when board bylaws or policies supersede such rules. During board meetings, board members will refrain from communicating electronically (e.g., by e-mail, text, social media) with their fellow board members.

The board will use the agenda to establish its regular order of business. However, either the superintendent or a board member may request additions or changes to the prepared agenda, and the board may adopt a revised agenda or order of business by a majority vote of the board members present. At a special meeting, the board may take final action only on that business contained in the notice of the special meeting.

Public Attendance and Comment

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

The board recognizes the value of public comment on educational issues and the importance of involving members of the public in its meetings. In order to permit fair and orderly expression of public comment, the board will provide a period at the beginning of the meeting during which visitors may address the board on any topic within the scope of the board's responsibility. The board may structure the public comment period, including determining the total time allotted for public comment and equally apportioning the minutes for each speaker. The board is not obligated to provide additional public comment time to accommodate everyone in attendance who wishes to speak. Any structure the board imposes will be content neutral.

The board may require those who wish to speak (but not all attendees) to sign in so that the board has a tally of individuals who wish to speak and can call them forward. When called forward, individuals will identify themselves and proceed to make comments within the time limits established by the board.

The board is not obligated to respond to questions or challenges made during the public comment period and the board's silence will not signal agreement or endorsement of the speaker's remarks. The board may control the time, place, and manner of public comment. The chair/president may terminate an individual's statement when the allotted time has passed and may interrupt a speaker to require the same standard of civility that the board imposes on itself. Examples of uncivil comments include comments that:

- Are libelous or slanderous;
- Are an unwarranted invasion of privacy;
- Are obscene or indecent pursuant to the Federal Communications Act or any rule or regulation of the Federal Communications Commission;
- Violate school district policy or procedure related to harassment, intimidation, bullying, or discrimination;
- Incite an unlawful act on school premises or violate a lawful school regulation; or
- Create a material and substantial disruption of the orderly operation of the board meeting

The board as a whole has the final decision in determining the appropriateness of all such rulings and can maintain order by removing those who are disruptive. However, the board recognizes the distinction between uncivil discourse, which it will not tolerate, and comments about the board, district, and / or staff that are negative yet still civil in nature, and will exercise its authority to maintain order in a content neutral manner.

In addition to the public comment period at the beginning of the meeting, the board will identify the agenda items that require or would benefit from opportunity for public comment and provide those opportunities as part of the meeting agenda before taking final action. Individuals or groups who wish to present to the board on an agenda item are encouraged to request and schedule such presentations in advance. Opportunity for public comment—both oral and

written—is required before the board adopts or amends a policy that is not expressly or by implication authorized under state or federal law, but which will promote the education of K-12 students, or will promote the effective, efficient, or safe management and operation of the district. Additionally, the board will provide an opportunity for a representative of a firm eligible to bid on materials or services solicited by the board to present about his or her firm.

- Cross References: 1220 - Board Officers and Duties of Board Members
 1410 - Executive or Closed Sessions
 1420 - Proposed Agenda and Consent Agenda
- Legal References: RCW 28A.330.020 Certain board elections, manner and vote
 required - Selection of personnel, manner
 RCW 28A.320.040 Bylaws for board and school government
 RCW 28A.330.070 Office of board — Records available for
 public inspection
 RCW 28A.343.370 Vacancies
 RCW 28A.343.380 Meetings
 RCW 28A.343.390 Quorum — Failure to attend meetings
 RCW 42.30.030 Meetings declared open and public
 RCW 42.30.050 Interruptions - Procedure
 RCW 42.30.060 Ordinances, rules, resolutions, regulations, etc.,
 adopted at public meetings — Notice — Secret voting prohibited
 RCW 42.30.070 Times and places for meetings - Emergencies -
 Exception
 RCW 42.30.080 Special Meetings
 42 U.S.C. 12101-12213 Americans with Disabilities Act
- Management Resources: 2018 - August 2018 - August Policy Issue
 2014 - June Issue
 2013 - April Issue
 2012 - June Issue
 Policy News, June 2005 Special Meeting Notice Requirements

Adoption Date: 01.16.02

Chewelah School District #36

Revised: 02.04.00; 06.05, 01.21.09, 4.20.11, 4.20.16, 3.21.18, 2.19.20, 11.18.20

Classification: Essential

COLLECTIVE BARGAINING

The board encourages and promotes a good and fair working relationship among the staff. The board recognizes the right of ~~public~~-staff to join labor organizations of their own choosing and to be represented by such organizations in the negotiations of such matters and according to such procedures as may be required by law or agreement of the parties. The board ~~shall~~-will engage in collective bargaining with the properly designated bargaining units and ~~shall~~-will abide by collective bargaining agreements reached with such properly designated bargaining units.

The chief negotiator representing the district ~~shall~~-will be appointed by the board. The chief negotiator ~~shall~~-will advise and inform the board regarding negotiations' progress and ~~shall~~-will negotiate within parameters established by the board. Any agreements reached by the chief negotiator ~~shall~~-will not be binding upon the board until formally approved by the board.

Cross References: Board Policy 5021 Conflicts Between Policy and Bargaining Agreements

Legal References: RCW 41.56.060 Determination of bargaining unit--
 Bargaining representative
 41.59.070 Election to ascertain exclusive
 bargaining representative,
 when--Run off election--
 Decertification election

Adoption Date: 02.19.97

Chewelah School District #36

Revised Date:

Classification: ~~Optional~~ Discretionary

APPLICABILITY OF PERSONNEL POLICIES
CONFLICTS BETWEEN POLICY AND BARGAINING
AGREEMENTS

Except where expressly provided to the contrary, personnel policies apply to the staff of the district. However, where there is a conflict between the terms of a collective bargaining agreement and the district's policy, the law provides that the terms of the collective bargaining agreement ~~shall~~ will prevail in regard to the staff covered by that agreement.

When a matter is not specifically provided for in the appropriate negotiated contract, the district's policies ~~shall~~ will govern.

Cross References

Board Policy 5020

Collective Bargaining

Legal References:

RCW 41.59.910

Construction of ~~[public employment]~~ chapter--Effect on existing agreements-- Collective bargaining agreement prevails where conflict

Adoption Date: 02.19.97

Chewelah School District #36

Revised Date:

Classification: Optional

PERSONNELReporting Improper Governmental Action (Whistleblower Protection)

The district encourages the reporting, consistent with the district's procedures, of improper governmental actions by any district officers or employees and will protect employees against retaliatory employment actions for reporting improper governmental actions when the reports are made in compliance with this policy and related procedure.

District officers and employees are prohibited from taking retaliatory action against an employee because the employee has in good faith reported alleged improper governmental action in accordance with this policy and related procedure.

The superintendent/designee shall will establish procedures for receiving and acting on employee reports of improper governmental actions and responding to allegations of retaliation.

Legal References

Chapter 42.41 RCW
42.41.010 to 42.41.060Local Government
Whistleblower ProtectionManagement Resources2015 – October Policy Issue

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

Revised Date:Classification: Encouraged

PERSONNEL

Lawsuit Service on Employees

The district will accept delivery of lawsuit summonses, complaints and other papers for current district employees if the papers are delivered to the superintendent, assistant superintendents or their secretaries during regular business hours, and if the papers are mailed to the employee at the employee's work address.

Legal References

RCW 4.28.080

Civil procedure – personal
service of process – residence
of business place

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

PERSONNELEmployee 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 it is easily visible.

This requirement will be in effect beginning with the 2001 school year.

PARTICIPATION IN SCHOOL BOARDS' ASSOCIATION

As required by law, the board members are members of the Washington State School Directors' Association. Since the association establishes the rate of membership dues at its annual meeting, provides model policies and other services in response to members' needs and develops and implements a legislative program at the direction of its members, board members are encouraged to participate in the governance of the association.

Legal Reference: RCW 28A.345.020

Membership

Adoption Date: 01.19.97

Chewelah School District #36

Revised: 04.01.97, 01.21.09

Classification: Optional Encouraged

BOARD MEMBER INSURANCE

The district shall maintain sufficient insurance to protect the board and its individual members against liability arising from actions of the board or its individual members while each is acting on behalf of the district and within his/her authority as a board member.

An individual board member may participate at his/her own cost in any of the personal liability, life, health, health care, accident, disability, salary protection or other form of insurance made available to district staff if plan sponsors permit such participation.

Cross Reference:	Board Policy 6530	Liability Insurance
Legal References:	RCW 4.24.470	Liability of officials and members of governing body of public agency — Definitions
	RCW 4.96.010	Tortious conduct of political subdivision <u>local government entities</u> — Liability for damage
	RCW 28A.400.350	Liability, life, health, health care, accident, disability and salary insurance authorized — <u>Health savings accounts</u> — Premiums — <u>Noncompliance</u>
	RCW 28A.400.360	Liability insurance for officials and employees <u>authorized or agents of school districts and educational service districts</u> — Defense, costs, fees — <u>Payment of obligation</u>
	RCW 28A.320.060	Officers, employees or agents of school districts or educational service districts, insurance to protect and hold personally harmless

Adoption Date: 02.19.97

Chewelah School District #36

Revised: 04.01.97, 01.21.09

Classification: Optional Discretionary

PART-TIME STAFF

Depending upon the needs of the district, part-time staff shall be hired. The superintendent shall be responsible for recommending to the board the number of part-time positions required, if any, and nominees to fill such positions.

Wages and benefits, including but not limited to, sick leave and premiums paid by the district for medical and dental insurance, shall be pro-rated according to the percentage of the regular work week worked by each part-time staff member.

Part-time staff shall receive educational experience credits at the following rates:

<u>FTE</u>	<u>Years of service for one educational experience credit</u>
less than .33	5
.33 or more	3
.5 or more	2
.75 or more	1

If the part-time staff moves to a full-time position, the part-time service will be converted to full-time, full-year experience for salary schedule purposes. When the teaching experience is compiled, the total years of service shall be "rounded off" to the nearest year for determining placement on the salary schedule. Part-time staff shall be entitled to credit on the salary schedule for any educational increments earned.

Legal References: WAC392-121-125 Definition--District staff mix factor

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