

Goldendale School District No. 404
Board Agenda
May 18, 2020

Regular Meeting - 7:00 PM
On-line and call in only, 604 E. Brooks St, Goldendale, WA 98602

A. 6:30 Executive Session for Personnel: RCW 42.30.110.g

B. ZOOM Call-in

Join Zoom Meeting

<https://gsd404-org.zoom.us/j/97839043310>

Meeting ID: 978 3904 3310

One tap mobile

+12532158782,,97839043310# US (Tacoma)

C. **Call to Order**

D. **Flag Salute**

E. **Introduction of Visitors-Public Comments**

F. **Approval of Agenda**

1. Agenda - Additions and/or Deletions

G. **Consent Agenda**

1. Minutes

a. April 20, 2020 Regular Board Meeting Minutes

b. May 4, 2020 Worksession Minutes

2. Hiring

a. Angela Hedges - Primary School Principal

3. Resignations

a. Danielle Cooper - PS Playground Supervisor (1.75 hours/day)

b. Justin Walker - HS Health and Physical Education, and Assistant HS Wrestling Coach

c. Kyle Cairns - HS Assistant Football Coach

d. Jaime Raleigh - HS Counseling & Career Center Secretary (6.5 hrs/day)

e. Jennifer Holycross - HS Science Teacher and HS Head Track Coach

4. Bills

H. **Business Managers' Report**

1. Financial Report - Dean Schlenker

I. **Information and Discussion**

1. School Board Meetings and Worksessions Drafts for the 2020-2021 school year

a. **Draft 1** - School Board Meetings will be held on the **4th Monday of each month** (*unless otherwise noted*). School Board Worksessions will be held on the **2nd Monday of each month** (*unless otherwise noted*).

b. **Draft 2** - School Board Meetings will be held on the **4th Tuesday of each month** (*unless otherwise noted*). School Board Worksessions will be held on the **2nd Tuesday of each month** (*unless otherwise noted*).

J. **Comments / Reports**

1. Principal Reports

2. Student Representative(s) Report or Comments

3. Board Comments
4. Legislative Board Report
5. WIAA Board Report

K. Report of the Superintendent

1. Update on School Closure

L. Action Items

1. Board Resolution No. 19-20-04 - Emergency Waiver of Instructional Hours

M. Superintendent Summary

N. Next Meeting Dates

1. June 1, 2020 - Worksession Meeting at 6:30 pm via Zoom and call in only
2. June 15, 2020 Regular Board Meeting at 7:00 pm via Zoom and call in only

O. Adjournment

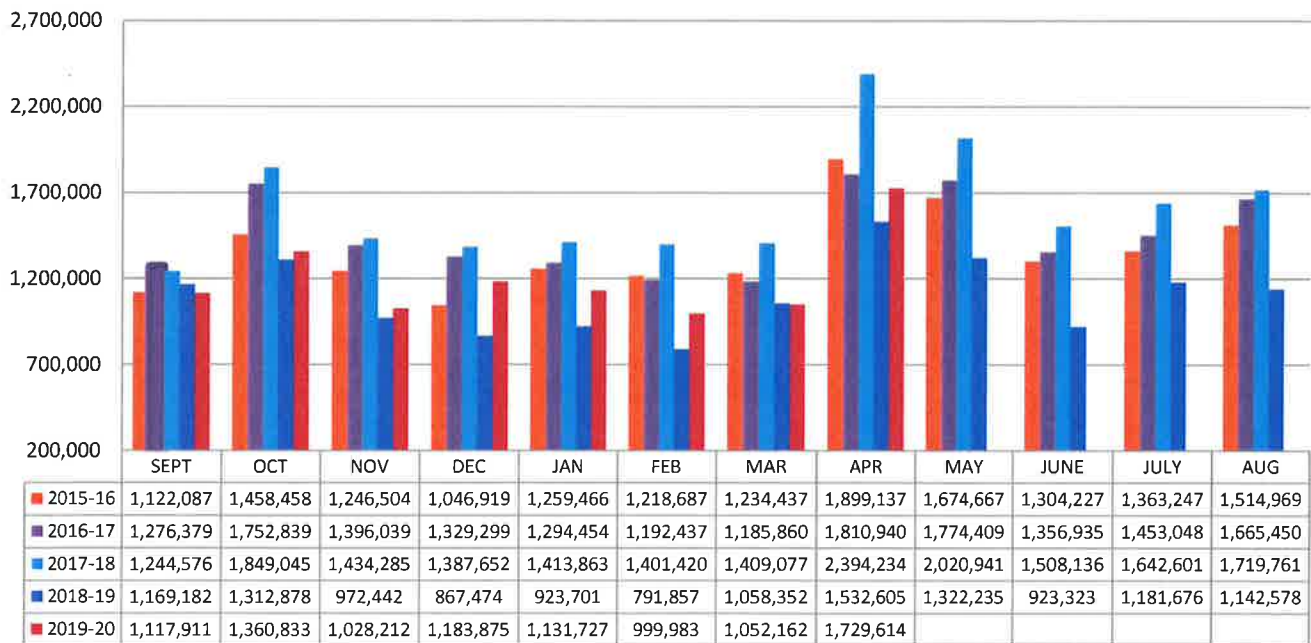
FUND BALANCE REPORT

April 30, 2020

BUDGET STATUS

	OPENING BALANCE	REVENUES	EXPENDITURES	ENDING BALANCE	PERCENT EXPENDED
General Fund	\$ 1,203,150	\$ 9,093,269	\$ 8,566,805	\$ 1,729,614	59%
Capital Projects Fund	\$ 516,996	\$ 5,918	\$ -	\$ 522,914	
Debt Service Fund	\$ 1,210	\$ 43,355	\$ 21,610	\$ 22,955	
ASB Fund	\$ 202,892	\$ 125,522	\$ 114,368	\$ 214,046	
Transportation Vehicle Fund	\$ 7,614	\$ 109	\$ -	\$ 7,723	
Scholarship Funds:					
Knosher Non-Expendable (\$30,000)	\$ 31,555	\$ 377	\$ -	\$ 31,932	
Johnson Non-Expendable (\$50,000)	\$ 52,819	\$ 607	\$ -	\$ 53,426	

GENERAL FUND FUND BALANCE COMPARISON



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

For the GOLDENDALE SCHOOL DISTRICT School District for the Month of April, 2020

	ANNUAL	ACTUAL	ACTUAL			
A. REVENUES/OTHER FIN. SOURCES	BUDGET	FOR MONTH	FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
1000 LOCAL TAXES	1,793,800	648,866.58	1,484,721.77		309,078.23	82.77
2000 LOCAL SUPPORT NONTAX	117,500	4,156.21	236,487.17		118,987.17	201.27
3000 STATE, GENERAL PURPOSE	7,793,410	669,983.28	5,133,707.12		2,659,702.88	65.87
4000 STATE, SPECIAL PURPOSE	2,721,794	101,280.69	1,254,545.35		1,467,248.65	46.09
5000 FEDERAL, GENERAL PURPOSE	45,000	.00	.00		45,000.00	0.00
6000 FEDERAL, SPECIAL PURPOSE	894,669	144,197.57	514,612.28		380,056.72	57.52
7000 REVENUES FR OTH SCH DIST	50,000	.00	18,662.57		31,337.43	37.33
8000 OTHER AGENCIES AND ASSOCIATES	740,000	72,846.28	450,532.35		289,467.65	60.88
9000 OTHER FINANCING SOURCES	0	.00	.00		.00	0.00
<u>Total REVENUES/OTHER FIN. SOURCES</u>	14,156,173	1,641,330.61	9,093,268.61		5,062,904.39	64.24
<u>B. EXPENDITURES</u>						
1000 Regular Instruction	7,292,862	537,831.69	4,482,038.96	1,874,422.81	936,400.23	87.16
2000 Federal Stimulus	0	.00	.00	0.00	.00	0.00
3000 Special Ed Instruction	1,302,154	.00	599,539.69	0.00	702,614.31	46.04
4000 Voc. Ed Instruction	846,132	63,458.68	532,768.47	251,971.35	61,392.18	92.74
5000 Skills Center Instruction	0	.00	.00	0.00	.00	0.00
6000+60 Compensatory Ed Instruct.	1,334,475	90,200.90	623,897.75	266,296.56	444,280.69	66.71
7000 Other Instructional Pgms	251,427	15,514.19	131,047.29	69,470.10	50,909.61	79.75
8000 Community Services	0	2,491.19	2,491.19	0.00	2,491.19	0.00
9000 Support Services	3,145,890	254,382.29	2,151,796.57	664,621.14	329,472.29	89.53
<u>Total EXPENDITURES</u>	14,172,940	963,878.94	8,523,579.92	3,126,781.96	2,522,578.12	82.20
<u>C. OTHER FIN. USES TRANS. OUT (GL 536)</u>	43,225	.00	43,225.00			
<u>D. OTHER FINANCING USES (GL 535)</u>	0	.00	.00			
<u>E. EXCESS OF REVENUES/OTHER FIN.SOURCES</u>						
<u>OVER(UNDER) EXP/OTH FIN USES (A-B-C-D)</u>	59,992-	677,451.67	526,463.69		586,455.69	977.56-
<u>F. TOTAL BEGINNING FUND BALANCE</u>	0		1,203,150.15			
<u>G. G/L 898 PRIOR YEAR ADJUSTMENTS(+OR-)</u>	XXXXXXXX		.00			
<u>H. TOTAL ENDING FUND BALANCE</u>	59,992-		1,729,613.84			
<u>(E+F + OR - G)</u>						

I. ENDING FUND BALANCE ACCOUNTS:			
G/L 810 Restricted For Other Items	0		.00
G/L 815 Restrictic Unequalized Deduct Rev	0		.00
G/L 821 Restricted For Carryover	0		.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		4,541.85
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		34,760.26
G/L 872 Committed to Econmc Stabllizatn	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	59,992-		1,690,311.73
G/L 891 Unassigned Min Fnd Bal Policy	0		.00
		59,992-	1,729,613.84

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

For the GOLDENDALE SCHOOL DISTRICT School District for the Month of April, 2020

	ANNUAL	ACTUAL	ACTUAL			
A. REVENUES/OTHER FIN. SOURCES	BUDGET	FOR MONTH	FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
1000 Local Taxes	0	.00	.00		.00	0.00
2000 Local Support Nontax	10,000	542.67	5,918.15		4,081.85	59.18
3000 State, General Purpose	0	.00	.00		.00	0.00
4000 State, Special Purpose	0	.00	.00		.00	0.00
5000 Federal, General Purpose	0	.00	.00		.00	0.00
6000 Federal, Special Purpose	0	.00	.00		.00	0.00
7000 Revenues Fr Oth Sch Dist	0	.00	.00		.00	0.00
8000 Other Agencies and Associates	0	.00	.00		.00	0.00
9000 Other Financing Sources	0	.00	.00		.00	0.00
<u>Total REVENUES/OTHER FIN. SOURCES</u>	10,000	542.67	5,918.15		4,081.85	59.18
<u>B. EXPENDITURES</u>						
10 Sites	0	.00	.00	0.00	.00	0.00
20 Buildings	0	.00	.00	0.00	.00	0.00
30 Equipment	0	.00	.00	0.00	.00	0.00
40 Energy	0	.00	.00	0.00	.00	0.00
50 Sales & Lease Expenditure	0	.00	.00	0.00	.00	0.00
60 Bond Issuance Expenditure	0	.00	.00	0.00	.00	0.00
90 Debt	0	.00	.00	0.00	.00	0.00
<u>Total EXPENDITURES</u>	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</u> <u>OVER (UNDER) EXP/OTH FIN USES (A-B-C-D)</u>	10,000	542.67	5,918.15		4,081.85-	40.82-
F. <u>TOTAL BEGINNING FUND BALANCE</u>	513,500		516,995.55			
G. <u>G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)</u>	XXXXXXXX		.00			
H. <u>TOTAL ENDING FUND BALANCE</u> <u>(E+F + OR - G)</u>	523,500		522,913.70			

I. ENDING FUND BALANCE ACCOUNTS:			
G/L 810 Restricted For Other Items	0		0.00
G/L 825 Restricted For Skills Center	0		0.00
G/L 830 Restricted For Debt Service	0		0.00
G/L 835 Restricted For Arbitrage Rebate	0		0.00
G/L 840 Nonspnd FB - Invent/Prepd Itms	0		0.00
G/L 850 Restricted For Uninsured Risks	0		0.00
G/L 861 Restricted From Bond Proceeds	0		0.00
G/L 862 Committed From Levy Proceeds	0		0.00
G/L 863 Restricted From State Proceeds	0		0.00
G/L 864 Restricted From Fed Proceeds	0		0.00
G/L 865 Restricted From Other Proceeds	0		0.00
G/L 866 Restricted From Impact Proceeds	0		0.00
G/L 867 Restricted From Mitigation Fees	0		0.00
G/L 869 Restricted fr Undistr Proceeds	0		0.00
G/L 870 Committed to Other Purposes	0		0.00
G/L 889 Assigned to Fund Purposes	523,500		522,913.70
G/L 890 Unassigned Fund Balance	0		0.00
TOTAL	523,500		522,913.70

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

For the GOLDENDALE SCHOOL DISTRICT School District for the Month of April, 2020

A. REVENUES/OTHER FIN. SOURCES	ANNUAL	ACTUAL		ENCUMBRANCES	BALANCE	PERCENT
	BUDGET	FOR MONTH	FOR YEAR			
1000 Local Taxes	0	.00	.00		.00	0.00
2000 Local Support Nontax	0	24.21	130.16		130.16-	0.00
3000 State, General Purpose	0	.00	.00		.00	0.00
5000 Federal, General Purpose	0	.00	.00		.00	0.00
9000 Other Financing Sources	43,225	.00	43,225.00		.00	100.00
<u>Total REVENUES/OTHER FIN. SOURCES</u>	43,225	24.21	43,355.16		130.16-	100.30
B. EXPENDITURES						
Matured Bond Expenditures	31,920	.00	15,820.16	0.00	16,099.84	49.56
Interest On Bonds	11,305	.00	5,789.91	0.00	5,515.09	51.22
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>	43,225	.00	21,610.07	0.00	21,614.93	49.99
<u>C. OTHER FIN. USES TRANS. OUT (GL 536)</u>	0	.00	.00			
<u>D. OTHER FINANCING USES (GL 535)</u>	0	.00	.00			
<u>E. EXCESS OF REVENUES/OTHER FIN.SOURCES OVER(UNDER) EXPENDITURES (A-B-C-D)</u>	0	24.21	21,745.09		21,745.09	0.00
<u>F. TOTAL BEGINNING FUND BALANCE</u>	850		1,210.23			
<u>G/L 898 PRIOR YEAR ADJUSTMENTS(+OR-)</u>	XXXXXXXX		.00			
<u>F. TOTAL ENDING FUND BALANCE (E+F + OR - G)</u>	850		22,955.32			
G. ENDING FUND BALANCE ACCOUNTS:						
/L 810 Restricted for Other Items	0		.00			
/L 830 Restricted for Debt Service	850		22,955.32			
/L 835 Restrictd For Arbitrage Rebate	0		.00			
/L 870 Committed to Other Purposes	0		.00			
/L 889 Assigned to Fund Purposes	0		.00			
/L 890 Unassigned Fund Balance	0		.00			
<u>TOTAL</u>	850		22,955.32			

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

For the GOLDENDALE SCHOOL DISTRICT School District for the Month of April, 2020

A. REVENUES	BUDGET	ACTUAL	ACTUAL	FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
	ANNUAL	FOR MONTH	FOR YEAR				
1000 GENERAL STUDENT BODY	69,735	235.52	36,637.65		33,097.35	52.54	
2000 ATHLETICS	89,095	175.00	40,595.17		48,499.83	45.56	
3000 CLASSES	22,863	.00	9,974.68		12,888.32	43.63	
4000 CLUBS	89,821	1,110.00	38,031.83		51,789.17	42.34	
6000 PRIVATE MONIES	7,125	.00	282.62		6,842.38	3.97	
Total REVENUES	278,639	1,520.52	125,521.95		153,117.05	45.05	
B. EXPENDITURES							
1000 GENERAL STUDENT BODY	50,670	134.78	41,702.51		8,967.49	82.30	
2000 ATHLETICS	79,731	1,168.06	31,911.32		47,819.68	40.02	
3000 classes	18,560	57.62	4,165.59		14,394.41	22.44	
4000 CLUBS	121,669	3,192.70	36,382.08		85,286.92	29.90	
6000 PRIVATE MONIES	10,625	.00	206.86		10,418.14	1.95	
Total EXPENDITURES	281,255	4,553.16	114,368.36		166,886.64	40.66	
C. EXCESS OF REVENUES							
(OVER (UNDER) EXPENDITURES	(A-B)						
2,616-	3,032.64-	11,153.59	13,769.59	526.36-			
D. TOTAL BEGINNING FUND BALANCE	202,191		202,891.94				
E. G/L 898 PRIOR YEAR ADJUSTMENTS(+OR-)	XXXXXXXXXX		.00				
F. TOTAL ENDING FUND BALANCE	199,575		214,045.53				
G. ENDING FUND BALANCE ACCOUNTS:							
G/L 810 Restricted for Other Items	0		.00				
G/L 819 Restricted for Fund Purposes	199,405		214,045.53				
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	170		.00				
G/L 890 Unassigned Fund Balance	0		.00				
TOTAL	199,575		214,045.53				

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

For the GOLDENDALE SCHOOL DISTRICT School District for the Month of April, 2020

<u>A. REVENUES/OTHER FIN. SOURCES</u>	<u>ANNUAL BUDGET</u>	<u>ACTUAL FOR MONTH</u>	<u>ACTUAL FOR YEAR</u>	<u>ENCUMBRANCES</u>	<u>BALANCE</u>	<u>PERCENT</u>
0000 Local Taxes	0	.00	.00		.00	0.00
0000 Local Nontax	250	8.36	108.70		141.30	43.48
0000 State, General Purpose	0	.00	.00		.00	0.00
0000 State, Special Purpose	80,000	.00	.00		80,000.00	0.00
0000 Federal, General Purpose	0	.00	.00		.00	0.00
0000 Federal, Special Purpose	0	.00	.00		.00	0.00
0000 Other Agencies and Associates	0	.00	.00		.00	0.00
0000 Other Financing Sources	0	.00	.00		.00	0.00
<u>A. TOTAL REV/OTHER FIN.SRCS(LESS TRANS)</u>	<u>80,250</u>	<u>8.36</u>	<u>108.70</u>		<u>80,141.30</u>	<u>0.14</u>
<u>B. 9900 TRANSFERS IN FROM GF</u>	<u>0</u>	<u>.00</u>	<u>.00</u>		<u>.00</u>	<u>0.00</u>
<u>C. Total REV./OTHER FIN. SOURCES</u>	<u>80,250</u>	<u>8.36</u>	<u>108.70</u>		<u>80,141.30</u>	<u>0.14</u>
<u>D. EXPENDITURES</u>						
Type 30 Equipment	0	.00	.00	0.00	.00	0.00
Type 60 Bond Levy Issuance	0	.00	.00	0.00	.00	0.00
Type 90 Debt	0	.00	.00	0.00	.00	0.00
<u>Total EXPENDITURES</u>	<u>0</u>	<u>.00</u>	<u>.00</u>	<u>0.00</u>	<u>.00</u>	<u>0.00</u>
<u>E. OTHER FIN. USES TRANS. OUT (GL 536)</u>	<u>0</u>	<u>.00</u>	<u>.00</u>			
<u>F. OTHER FINANCING USES (GL 535)</u>	<u>0</u>	<u>.00</u>	<u>.00</u>			
<u>G. EXCESS OF REVENUES/OTHER FIN SOURCES OVER (UNDER) EXP/OTH FIN USES (C-D-E-F)</u>	<u>80,250</u>	<u>8.36</u>	<u>108.70</u>		<u>80,141.30-</u>	<u>99.86-</u>
<u>H. TOTAL BEGINNING FUND BALANCE</u>	<u>11,053</u>		<u>7,614.20</u>			
<u>I. G/L 898 PRIOR YEAR ADJUSTMENTS(+OR-)</u>	<u>XXXXXXXX</u>		<u>.00</u>			
<u>J. TOTAL ENDING FUND BALANCE (G+H + OR - I)</u>	<u>91,303</u>		<u>7,722.90</u>			
<u>K. ENDING FUND BALANCE ACCOUNTS:</u>						
G/L 810 Restricted For Other Items	0		.00			
G/L 819 Restricted for Fund Purposes	91,303		7,722.90			
G/L 830 Restricted for Debt Service	0		.00			
G/L 835 Restrictd For Arbitrage Rebate	0		.00			
G/L 850 Restricted for Uninsured Risks	0		.00			
G/L 889 Assigned to Fund Purposes	0		.00			
G/L 890 Unassigned Fund Balance	0		.00			
<u>TOTAL</u>	<u>91,303</u>		<u>7,722.90</u>			

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

School Days & Instructional Hours Emergency Waivers & District Reporting Requirements: Frequently Asked Questions

Background & Introduction

Revised Code of Washington (RCW) 28A.150.220 provides the minimum requirements of the statewide instructional program of basic education that school districts must offer. Each school year must consist of a minimum of 180 school days (RCW 28A.150.220[5][a]). And school districts also must provide at least 1,000 annual instructional hours to kindergarteners through 8th graders, and at least 1,080 annual instructional hours to grades 9 through 12—or a district-wide average of at least 1,027 hours in grades 1–12. RCW 28A.150.220(2)(a)–(b).

Ordinarily, school districts receive state funding based on the number of students who are enrolled in the district for an average of 1,027 instructional hours over 180 school days. The Office of Superintendent of Public Instruction (OSPI), however, is authorized to waive the school day and average instructional hour requirements for districts in the event of unforeseen emergency events, including epidemics (RCW 28A.150.290[2]).

On April 29, 2020, OSPI adopted temporary emergency rules (Chapter 392-901 of the Washington Administrative Code [WAC]) establishing the terms and conditions that will govern school districts' entitlement to receive their state basic education apportionment allocations during the 2019–20 school year when the district was unable to fully meet its statutory school days and instructional hours requirements due to school closures caused by the novel coronavirus (COVID-19) pandemic and other unforeseen emergency events.

Districts that meet those terms and conditions will receive their full annual allocation of state basic education apportionment (WAC 392-901-025[2]). Districts will be required to submit an application to OSPI requesting the waiver of school days and instructional hours.

Below are answers to frequently asked questions regarding school days and instructional hours waivers and school district reporting requirements.

Q-1: What will school districts have to do to demonstrate their compliance with the statutory school days and instructional hours requirements in the 2019–20 school year?

Every school district must submit to OSPI either a school days and instructional hours emergency waiver application or, alternatively, documentation demonstrating that the district has fully met the 180 school days and 1,027 instructional hours requirements.



- Districts that will not meet the 1,027 average instructional hour and the 180 school days requirements due to the COVID-19 pandemic and other unforeseen emergency events must comply with the requirements identified below in Q-2. OSPI anticipates *most* districts will apply for this waiver because they provided time off immediately following the school facility closure for their employees as they created plans for continuous learning.
- Districts that will not offer 1,027 average instructional hours due to the COVID-19 pandemic and other unforeseen emergency events but will provide 180 school days must comply with the requirements identified below in Q-3. OSPI anticipates *some* districts will apply for this waiver because they immediately engaged both staff and students with continuous learning opportunities.
- Districts that will fully meet the 180 school days and 1,027 instructional hours requirements must comply with the requirements identified below in Q-4. OSPI anticipates very few, if any, districts will apply for this waiver. Districts must have maintained the school day and instructional hours requirements outside of a school facility immediately following school closure.

Q-2: What are the requirements for districts that will not offer 1,027 average instructional hours and will not provide 180 school days?

These districts will receive their full annual allocation of state apportionment if:

- The district implemented a continuous student learning plan;
- The district's school board adopts a resolution approving the continuous learning plan by May 29, 2020;
- The district extends the school year by an additional five school days (but is not required to extend beyond June 19, 2020);
- The district's school board supports the request for school days and instructional hours emergency waiver; and
- The district submits a waiver application on a form provided by OSPI. The application will consist of the elements in Q-7 below, including a copy of the continuous learning plan approved by the school board and the district's school year calendar.

Q-3: What are the requirements for districts that will not offer 1,027 average instructional hours but will provide 180 school days?

These districts will receive their full annual allocation of state apportionment if:

- The district made available continuous learning opportunities for all enrolled students immediately following the statewide closure of school facilities beginning March 17, 2020;
- The district's school board adopts a resolution approving the continuous learning plan by May 29, 2020;



- The district’s school board supports the request for the instructional hours emergency waiver; and
- The district submits a waiver application on a form provided by OSPI. The application will include the information identified in Q-7 below, including a copy of the continuous learning plan approved by the school board and the school district’s 180-day school calendar. The plan must demonstrate that continuous student learning commenced after March 17, 2020, and include evidence that students were provided an opportunity to engage in educational activities.

Q-4: What are the requirements for districts that will both offer 1,027 average instructional hours and provide 180 school days?

These districts will receive their full annual allocation of state apportionment if:

- The district implemented a continuous student learning plan;
- The district submits to OSPI a copy of the continuous learning plan approved by the school board; and
- The district’s continuous learning plan includes the district’s 180-day calendar and provides evidence that the district offered an average of 1,027 instructional hours to all enrolled students.

Q-5: OSPI’s new rules (WAC 392-901-025[1][c]) say nothing in the rules precludes school districts from scheduling the last five school days of the school calendar for noninstructional purposes, including, but not limited to, the observance of graduation and early release from school for students who are graduating from high school. Does this mean school districts are not required to offer instruction to all students over the last five days of school?

No. The rule simply re-affirms that school districts may schedule noninstructional activities for *graduating seniors* in the last five days of the school year under RCW 28A.150.220(5)(c).

Q-6: What elements must a continuous learning plan include?

“Continuous learning” means establishing and maintaining connections with students and their families to provide learning materials and supports using a variety of modalities (e.g., email, telephone, printed learning materials, or available online platforms) taking into account recommendations provided by the Office of Superintendent of Public Instruction in its published guidance.

A district’s approved continuous learning plan must:

- Offer educational engagement, planned by staff, as directed by the administration and governing board for all enrolled students;



- Include the district's school year calendar, including a weekly schedule of staff and student engagement following March 17, 2020;
- Provide a process for the district to determine which learning standards are most essential;
- Establish a district- or school-based system of collecting student engagement information. The record can be daily or weekly. Attendance information is not required for reporting enrollment under Chapter 392-121 WAC and districts must not file truancy petitions for absences occurring after March 17, 2020; and
- Award academic grading as specified in WAC 392-901-030(4) and OSPI's guidance on grading during the COVID-19 pandemic.

Q-7: What information will school districts need to provide in the waiver application?

The application will be primarily limited to the following elements:

- Districts must provide the name of district and district superintendent.
- Districts must affirm that:
 1. The school board has reviewed and supports the application for an emergency waiver of school days and instructional hours,
 2. The district has implemented a continuous learning plan for all students, and
 3. The continuous learning plan implemented by the district meets the minimum requirements outlined in Chapter 392-901 WAC.
- Districts must provide OSPI a copy of its approved continuous student learning plan.

The application will *not* require districts to submit the board resolution approving the continuous learning plan or the record of the board vote reviewing and supporting the application for emergency waiver of school days and instructional hours. School districts will need to retain this documentation consistent with state records retention requirements.

Q-8: When will school districts be able to apply for the waiver?

OSPI will make an electronic waiver application form available to school districts by May 15, 2020.



Chapter 392-901 WAC
SPECIAL RULES FOR EMERGENCY SCHOOL CLOSURES IN THE 2019-20 SCHOOL YEAR

NEW SECTION

WAC 392-901-005 Authority. (1) The authority for this chapter is RCW 28A.150.290(2), which authorizes the superintendent of public instruction to make rules establishing the terms and conditions for allowing a school district to receive state basic education moneys when, due to an emergency school closure, the district is unable to fulfill the following statutory requirements:

(a) One hundred eighty days of operation; or

(b) The total program hour offerings or teacher contact hours requirements imposed by law.

(2) This chapter is further authorized by RCW 28A.150.290(1), which provides that the superintendent has the power and duty to make such rules and regulations as are necessary for the proper administration of, among other things, chapter 28A.150 RCW and RCW 28A.300.170 not inconsistent with the provisions thereof, and in addition to require such reports as may be necessary to carry out the superintendent's duties under chapter 28A.150 RCW and RCW 28A.300.170.

(3) This chapter is further authorized by RCW 28A.230.100, which provides that the superintendent shall adopt rules to implement the course requirements set forth in RCW 28A.230.090. The rules shall include, as the superintendent deems necessary, granting equivalencies for and temporary exemptions from the course requirements in RCW 28A.230.090 and special alterations of the course requirements in RCW 28A.230.090.

(4) This chapter is further authorized by RCW 28A.230.125, which provides that the superintendent shall develop for use by all public school districts a standardized high school transcript.

(5) This chapter is further authorized under RCW 28A.710.040(5), which provides that public charter schools are subject to the supervision of the superintendent of public instruction to the same extent as other public schools.

NEW SECTION

WAC 392-901-010 Purpose. The purpose of this chapter is to establish the terms and conditions governing local education agencies' entitlement to receive state basic education apportionment allocations during the 2019-20 school year when the local education agencies could not offer the statutory minimum number of school days or annual average total instructional hour offerings due to emergency school closures caused by the COVID-19 epidemic and other unforeseen events.

NEW SECTION

WAC 392-901-015 Application. (1) Unless provided otherwise herein, this chapter supersedes chapter 392-129 WAC when chapter 392-129 WAC and this chapter are in conflict.

(2) This chapter applies to common school districts, charter public schools, and state-tribal education compact schools.

(3) This chapter shall be effective only for the 2019-20 school year.

NEW SECTION

WAC 392-901-020 Definitions. As used in this chapter, the term:

(1) "Continuous learning" means establishing and maintaining connections with students and families to provide learning materials and supports using a variety of modalities including, but not limited to, email, telephone, printed learning materials, or available online platforms, taking into account recommendations provided by the office of the superintendent of public instruction in its published guidance and as required under this chapter and applicable state and federal law.

(2) "Emergency school closure" means:

(a) An unforeseen natural event including, but not necessarily limited to, a fire, flood, explosion, storm, earthquake, epidemic, or volcanic eruption that has the direct or indirect effect of rendering one or more local education agency facilities unsafe, unhealthy, inaccessible, or inoperable; and

(b) An unforeseen mechanical failure or an unforeseen action or inaction by one or more persons, including negligence and threats, that:

(i) Is beyond the control of a local education agency; and

(ii) Has the direct or indirect effect of rendering one or more school facilities unsafe, unhealthy, inaccessible, or inoperable. Such actions, inactions or mechanical failures may include, but are not necessarily limited to, arson, vandalism, riots, insurrections, bomb threats, bombings, delays in the scheduled completion of construction projects, and the discontinuance or disruption of utilities such as heating, lighting and water.

An unforeseen action or inaction shall not include any labor dispute between a local education agency governing board and any of its employees.

(3) "Instructional hour" means the same as defined in RCW 28A.150.205.

(4) "Local education agency" means a common school district, charter school established under chapter 28A.710 RCW, or state-tribal education compact school operated according to the terms of a state-tribal education compact authorized under chapter 28A.715 RCW.

(5) "School day" means the same as defined in WAC 392-121-033.

(6) "School year" means the same as defined in WAC 392-121-031.

NEW SECTION

WAC 392-901-025 Emergency school closure waiver—Terms and conditions. (1) The superintendent of public instruction will waive the school days and instructional hours statutory requirements that a local education agency was unable to meet in the 2019-20 school year due to an emergency school closure if:

(a) The local education agency implemented a plan that meets the minimum standards for continuous learning for the 2019-20 school year as provided under WAC 392-901-030;

(b) The local education agency's governing board adopts a resolution approving the continuous learning plan no later than May 29, 2020;

(c) The local education agency extends the school year by a minimum of an additional five school days beyond the final regularly scheduled school day of the school calendar previously adopted by the local education agency for the 2019-20 school year. Provided, nothing herein requires a local education agency to extend its school year beyond June 19, 2020. Provided further, that, pursuant to RCW 28A.150.220 (5)(c), nothing herein precludes local educational agencies from scheduling the last five school days of the school calendar for noninstructional purposes including, but not limited to, the observance of graduation and early release from school for students who are graduating from high school;

(d) The local education agency's governing board supports the emergency waiver request; and

(e) The local education agency submits an application to the superintendent requesting an emergency waiver in accordance with WAC 392-901-035.

(2) If the superintendent waives the statutory school days and average annual instructional hour offerings requirements pursuant to this chapter, the local education agency shall receive its full annual allocation of state basic education apportionment.

NEW SECTION

WAC 392-901-030 Plan for continuous learning for all students—Minimum standards. (1) **Opportunity to learn.** A local education agency's plan for continuous learning must make available to all enrolled students the opportunity to engage in educational opportunities planned by and under the direction of local education agency staff, as directed by its administration and governing board.

(2) **Learning standards.**

(a) Under the local education agency's plan for continuous learning, administrators, principals, and teachers must determine which Washington state student learning standards, skills, and knowledge are most essential for success in students' next courses, content, grade level or post-secondary pursuit.

(b) In accordance with RCW 28A.150.240, teachers must continue to evaluate and communicate student educational growth and progress to families and school administrators on a periodic basis based on the learning standards that are taught in accordance with this subsection.

(3) **Record of student engagement.**

(a) The local education agency's plan for continuous learning must establish a district- or school-based system of collecting information regarding student engagement daily or weekly to determine if students are responding to district- or school-initiated communication and participating in continuous learning. Local education agencies are not required to collect student attendance information for the purpose of reporting student enrollment pursuant to chapter 392-121 WAC.

(b) Local education agencies must not file truancy petitions with the juvenile court under RCW 28A.225.030 for any absences occurring on or after March 17, 2020.

(4) **Academic grading.** When providing continuous learning to students, local education agencies shall award grades for assessment of student learning during school facilities closures after March 17, 2020. In awarding grades, local education agencies must meet the following standards:

(a) Local education agencies must continue using grades as a means of communicating student academic progress and determining high school credit in accordance with chapter 392-415 WAC, unless otherwise provided in this section.

(b) Local educational agencies shall not:

(i) Award a letter grade to a student that is less than the letter grade the student had earned in the course as of March 17, 2020; or

(ii) Award a numerical or nonnumerical fail or "F" grade to a student in any course completed after March 17, 2020.

(c) Local education agencies may award a nonnumerical grade of incomplete "I" to a student if:

(i) (A) The student was engaged in continuous learning after March 17, 2020, but did not meet learning standards expectations established by the teacher prior to the close of the 2019-20 school year;

(B) The local education agency was unable to establish reliable and ongoing contact with the student after March 17, 2020; or

(C) The student declined to engage in continuous learning opportunities made available by the teacher under subsection (2) of this section and RCW 28A.150.240 after March 17, 2020.

(ii) The local education agency has developed a plan for students who receive an incomplete "I" to complete the course or demonstrate proficiency against identified learning standards at a future time.

(d) Local education agencies must provide parents an opportunity to request an incomplete for students who could not engage in continuous learning after March 17, 2020.

(e) Local education agencies must provide students multiple opportunities to demonstrate their proficiency in order to earn a passing grade.

(f) (i) A grade of "I" shall be used to indicate an incomplete course.

(ii) An incomplete "I" grade shall not be included in the calculation of a student's grade point average.

(iii) High school transcripts issued for a grading term, semester, quarter, or trimester subject to this chapter must have a notation that the grading term, semester, quarter, or trimester occurred during a school facilities closure related to the COVID-19 epidemic.

(g) (i) Local education agencies that used nonnumerical passing grades in courses or programs that began prior to March 17, 2020, may continue to use nonnumerical passing grades in those courses or programs.

(ii) A local education agency that is a party to an agreement with an institution of higher education or statewide dropout reengagement program approved under RCW 28A.175.105 regarding the awarding of credits to students may follow the grading policies in those agreements.

(iii) Under no circumstances may a student be awarded a numerical or nonnumerical fail or "F" grade for courses under this subsection.

(h) For purposes of this section, "nonnumerical grades" are marks/grades earned by students in courses that are not factored into the student's grade point average as provided in WAC 392-415-050 and 392-415-055. "Numerical grades" are letter marks/grades earned by students in courses as provided in WAC 392-415-050.

(5) **All student groups.** The local education agency plan for continuous learning must identify the local education agency's strategies for providing learning opportunities for all students, including students of color, English language learners, students in foster care, students who are low-income, students who are mobile, students experiencing homelessness, students who are migratory, students with a military parent(s), students receiving Section 504 services, students with disabilities, and students who are highly capable.

NEW SECTION

WAC 392-901-035 Emergency school closure waiver—Application to superintendent. A local education agency applying for continuation of state apportionment under this section must submit the following information on a form provided by the office of the superintendent of public instruction:

- (1) The name of the local education agency;
- (2) The name of the lead administrator of the local education agency;
- (3) A statement that the governing board of the local education agency has reviewed the application and supports its submittal;
- (4) A statement that the local education agency has implemented a plan for continuous learning for all students;
- (5) A statement that the plan for continuous learning implemented by the local education agency meets the minimum standards for continuous learning as provided in this chapter; and
- (6) Any other information as prescribed in the application form.

NEW SECTION

WAC 392-901-040 Emergency school closure—Documentation and reporting requirements. Local education agencies must:

- (1) Retain any documentation required by this chapter, including the local education agency's continuous learning plan, in accordance with established records retention schedules; and
- (2) Timely submit all data, reports, and other information requested by the superintendent of public instruction regarding the local education agency's compliance with this chapter.