



**BOARD OF DIRECTORS**  
**Regular Business Meeting - 5:30 PM**  
**November 15, 2022**  
**364 S Park St**  
**Walla Walla, WA 99362**

Watch Live: <https://wwps-org.zoom.us/j/91541724254>

Listen: Dial 1-253-215-8782 and enter the Webinar ID: 915 4172 4254

Spanish Agenda / Agenda Español: <https://www.wwps.org/district/information/school-board/board-meeting-schedule>

**I. CALL TO ORDER:** (5:30 p.m.) *Mrs. Ladderud*

**II. FLAG SALUTE:** *Ms. Kathy Mulkerin, Board of Directors*

**III. ROLL CALL:**

Mrs. Ruth Ladderud, President    Mr. Eric Rindal

Mrs. Terri Trick, Vice President    Mr. Derek Sarley

Ms. Kathy Mulkerin

**IV. APPROVAL OF AGENDA:** *Mrs. Ladderud*

**V. CONSENT AGENDA:** *Mrs. Ladderud*

- |  |    |
|--|----|
| 1. Personnel Report                                  | 3  |
| 2. Extracurricular Athletic Contracts                | 4  |
| 3. Non-Athletic Extra & Co-Curricular Contracts      | 5  |
| 4. November 15 Accounts Payable                      | 6  |
| 5. October Financial Report                          | 7  |
| 6. Regular Study Meeting Minutes of November 1, 2022 | 11 |

**VI. SPECIAL PROGRAMS/INTRODUCTIONS/ANNOUNCEMENTS:** (5:35 p.m.) *Mrs. Ladderud*

- |   |    |
|---|----|
| 1. American Education Week, November 13-19, 2022: <i>Dr. Wade Smith</i> | 13 |
|---|----|

**VII. STUDENT REPRESENTATIVE:** *Mrs. Ladderud*

**VIII. CITIZENS' COMMENTS:** (5:45 p.m.) *Mrs. Ladderud*    **14**

**IX. REPORTS:** (5:55 p.m.) *Mrs. Ladderud*

- |   |    |
|---|----|
| 1. Board of Directors Report: <i>Mrs. Ladderud</i>  |    |
| 2. Superintendent's Report: <i>Dr. Wade Smith</i>   |    |
| a. Monthly Enrollment Report  | 15 |
| 3. Schools Foundation Update: <i>Mrs. Elsa Watson and Mrs. Cindy Meyer</i>                                      | 17 |
| 4. Ending Fund Balance and Long Term Financial Planning Discussion: <i>Dr. Wade Smith and Mrs. Nancy Taylor</i> | 24 |
| 5. Superintendent Evaluation Process Review: <i>Dr. Wade Smith</i>  | 42 |
| 6. Policy First Reading: <i>Mr. Chris Gardea</i>  | 54 |
| 1400 Meeting Conduct, Order of Business and Quorum  |    |
| 3411 Accommodating Students with Seizure Disorders or Epilepsy  |    |
| 3432 Emergencies  |    |
| 4060 Distribution of Materials to Students/Families   |    |

4210 Regulation of Dangerous Weapons on School Premises

4218 Language Access

5001 Hiring of Retired School Employees

5011 Sexual Harassment of Staff Prohibited

6700 Nutrition, Health & Physical Education

X. **ACTION:** (7:35 p.m.) *Mrs. Ladderud*

XI. **ADJOURNMENT:** (7:35 p.m.) *Mrs. Ladderud*



**PERSONNEL REPORT**

November 15, 2022 – Board Meeting

Date: November 10, 2022

**EMPLOYMENT**

Administrative: Janette Jeffris, Director of Fiscal Services, District Office

Classified: Melanie Morrison, Health Room Assistant, Berney Elementary School  
Maria Plasencia, Head Start Assistant Teacher, WWCCF

**EXTRA-CURRICULAR ATHLETIC CONTRACTS 2022-2023**

<u>Name</u>	<u>School</u>	<u>Assignment</u>
Andraya Anderson	Green Park Elementary	Boys Basketball
Kevin Arizmendi	Pioneer Middle School	Boys Basketball 6th Grade
Benjamin Bentley	Pioneer Middle School	Assistant Boys Basketball 7th
Madeline Blackburn	Lincoln High School	Head Volleyball
Michael Braddock	Garrison Middle School	Assistant Boys Basketball
Reginald Byrd	Garrison Middle School	Boys Basketball 6th Grade
Amber Davin	Garrison Middle School	Assistant Boys Basketball
Ruben Garanzuay	Garrison Middle School	Boys Basketball 6th Grade
Jennifer Holbrook	Berney Elementary	Boys Basketball
Justin James	Pioneer Middle School	Boys Basketball 6th Grade
Amy Korslund	Walla Walla High School	Assistant Girls Wrestling
Maggie Nicholson	Walla Walla High School	Assistant Girls Basketball
Jason Schafer	Edison Elementary	Boys Basketball
Lindsay York	Sharpstein Elementary	Boys Basketball

NON-ATHLETIC EXTRA/CO-CURRICULAR CONTRACTS 2022-2023

<u>Name</u>	<u>School</u>	<u>Assignment</u>
Jeffrey Irland	PP	Technology Coordinator I
Sarah Villanueva	SH	Technology Coordinator I

## WARRANT SUMMARY

Vouchers 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 November 1, the Board, by a majority vote, does approve for payment those vouchers and electronic transfers included in the following list and described as follow:

Warrant Date	Warrant Number	Fund	Warrant Number	Amount
		<b>General Fund</b>		
11/15/2022	220785	Through	220920	\$ 533,261.51
11/15/2022	222300140	Wire Transfer	222300161	\$ 2,261.08

		<b>Capital Projects</b>		
11/15/2021	220054	Through	220060	\$ 47,999.07

		<b>ASB</b>		
11/15/22	220040	Through	220047	\$ 15,896.03
		Wire Transfer		

		<b>Transportation Vehicle</b>		
		Through		

		<b>Payroll</b>		
		Through		
		Wire Transfer		
	NA	Payroll Taxes	NA	

<b>TOTAL:</b>	<b>\$ 599,417.69</b>
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**SCHOOL BOARD PRESIDENT:**

**SECRETARY TO THE BOARD:**

\_\_\_\_\_  
Mrs. Ruth Ladderud

\_\_\_\_\_  
Dr. Wade Smith, Superintendent



TO: Dr. Wade Smith - Superintendent  
FROM: Nancy Taylor – Director of Fiscal Services   
DATE: November 10, 2022  
RE: October's Financial Report

Attached is the October financial report consisting of:

- Revenues, expenditures and fund balance for all five funds.
  - General Fund ending balance is 9.2% of expenditures
- General Fund trend charts
- Payroll trend chart

Please let me know if you have any questions.

Attachments

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# Walla Walla School District

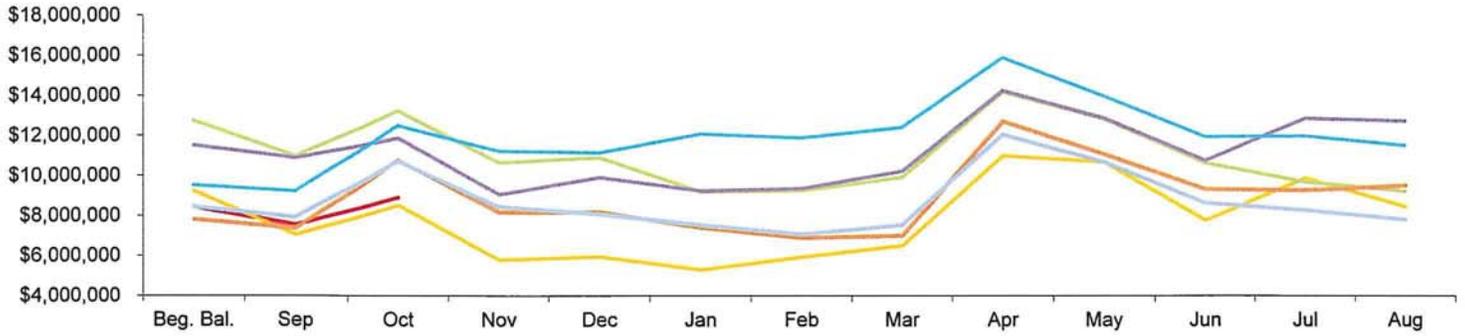
Monthly Financial Report

October 2022

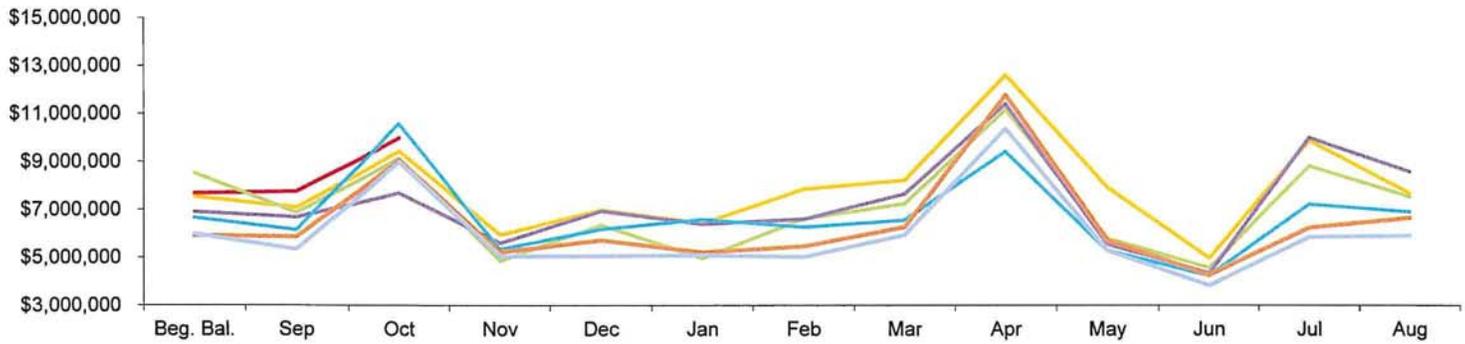
	<u>Adopted Budget</u>	<u>Working Budget</u>	<u>Year to Date</u>
<b><u>GENERAL FUND</u></b>			
Beginning Fund Balance	\$ 6,879,949	\$ 8,768,380	\$ 8,754,173
Revenues	\$ 95,098,347	\$ 95,098,347	\$ 16,110,886
Expenditures	\$ (93,468,217)	\$ (93,468,217)	\$ (16,234,467)
Transfers	\$ (800,000)	\$ (800,000)	\$ -
Ending Fund Balance	\$ 7,710,079	\$ 9,598,510	\$ 8,630,592 9.2%
<b><u>CAPITAL PROJECTS</u></b>			
Beginning Fund Balance	\$ 3,743,645	\$ 3,743,645	\$ 10,074,032
Revenues	\$ 15,405,004	\$ 15,405,004	\$ 48,708
Expenditures	\$ (15,300,000)	\$ (15,300,000)	\$ (47,963)
Transfers	\$ -	\$ -	\$ -
Ending Fund Balance	\$ 3,848,649	\$ 3,848,649	\$ 10,074,778
<b><u>DEBT SERVICE</u></b>			
Beginning Fund Balance	\$ 2,474,250	\$ 2,559,814	\$ 2,461,107
Revenues	\$ 4,737,399	\$ 4,737,399	\$ 1,586,798
Expenditures	\$ (4,553,325)	\$ (4,553,325)	\$ (300)
Ending Fund Balance	\$ 2,658,324	\$ 2,743,888	\$ 4,047,605
<b><u>ASB FUND</u></b>			
Beginning Fund Balance	\$ 536,300	\$ 515,855	\$ 515,855
Revenues	\$ 181,000	\$ 116,020	\$ 143,694
Expenditures	\$ (301,000)	\$ -	\$ (19,647)
Ending Fund Balance	\$ 416,300	\$ 631,875	\$ 639,902
<b><u>TRANSPORTATION VEHICLE</u></b>			
Beginning Fund Balance	\$ 284,905	\$ 284,739	\$ 284,739
Revenues	\$ 1,323,463	\$ 321	\$ 689
Expenditures	\$ (1,429,358)	\$ -	\$ -
Transfers			\$ -
Ending Fund Balance	\$ 179,010	\$ 285,060	\$ 285,428

# WALLA WALLA PUBLIC SCHOOLS GENERAL FUND

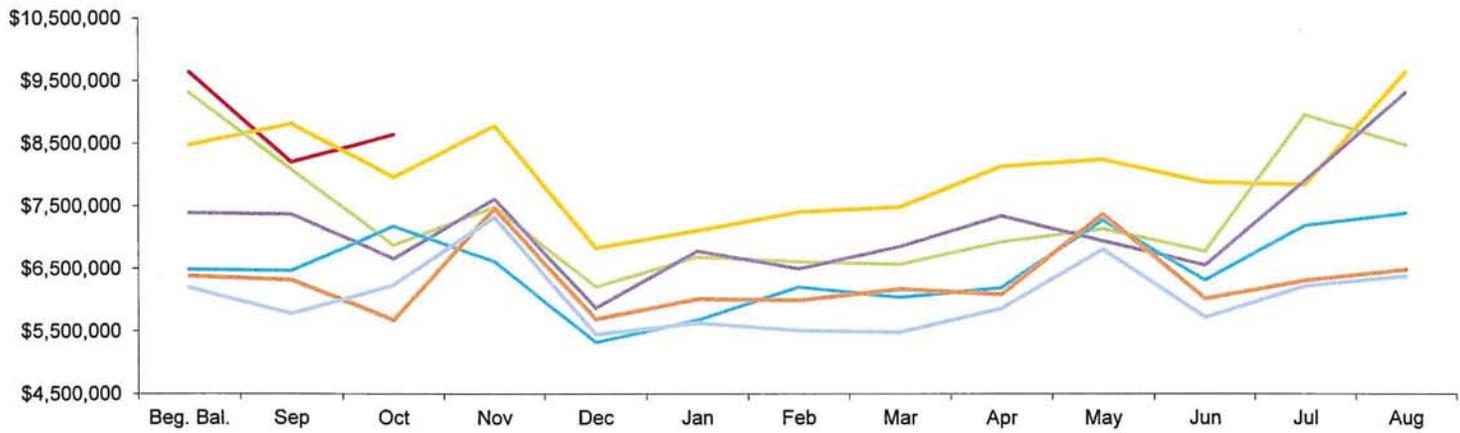
## NET CASH & INVESTMENTS



## RECEIPTS

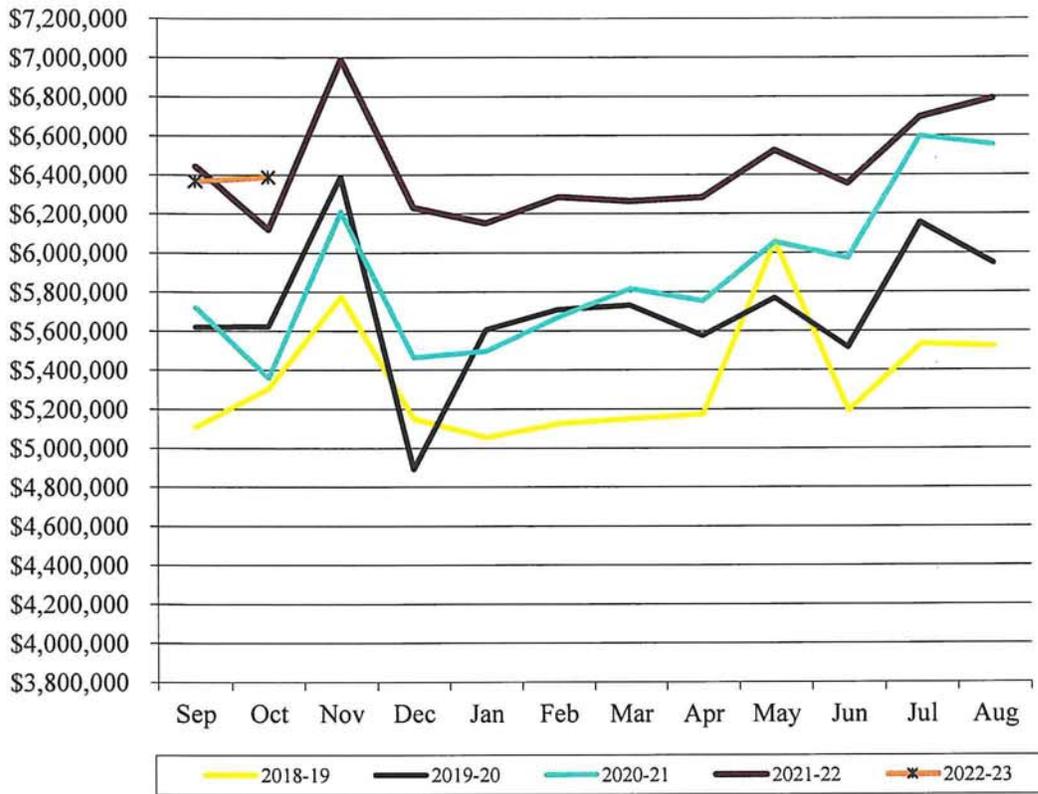


## EXPENDITURES



# WALLA WALLA PUBLIC SCHOOLS

## Monthly Payroll



**BOARD OF DIRECTORS**  
**Regular Study Meeting – 5:30 p.m.**  
**November 1, 2022**  
**WWPS Administration Building / 364 S. Park Street**

**PRESENT**

**BOARD OF DIRECTORS**

Mrs. Ruth Ladderud, President  
Mrs. Terri Trick, Vice President  
Ms. Kathy Mulkerin  
Mr. Eric Rindal  
Mr. Derek Sarley

**ADMINISTRATORS**

Dr. Wade Smith, Superintendent  
Mr. Chris Gardea, Assistant Superintendent  
Mrs. Christy Krutulis, Executive Director of Teaching & Learning

**AUDIENCE**

Including board members, administrators and guests, approximately 20 were in attendance.

**I. CALL TO ORDER**

The meeting was called to order in the administration building Anne Golden Boardroom at 5:30 p.m. by President Mrs. Ruth Ladderud.

**II. FLAG SALUTE**

The flag salute and pledge of allegiance was led by Mrs. Terri Trick, Board of Directors.

**III. ROLL CALL**

All board members were present.

**IV. APPROVAL OF AGENDA**

Mr. Rindal moved and Mr. Sarley seconded approval of the agenda as presented; the motion carried unanimously.

**V. CONSENT AGENDA**

Mrs. Trick moved and Mr. Rindal seconded approval of the consent agenda consisting of the following items: 1) personnel report; 2) extracurricular athletic contracts; 3) non-athletic extra & co-curricular contracts; 4) November 1 accounts payable and October payroll; 5) CTE Program Five Year Plan; and 6) regular business meeting minutes of October 18, 2022. The motion carried unanimously.

**VI. STUDY ITEMS**

**Strategic Plan Student Input:** Dr. Smith introduced 11 members of the Superintendent Student Advisory Council, who provided insight into the Student Voice “refinements” identified recently:

1) Students Long for a More Universal Experience Where All Staff and Peers Value and Respect Them as Individuals; 2) They Report a Desire for More Social Opportunities to Engage With Their Peers Throughout the Day; 3) At the Secondary Level, Students Wish for More Real-World Focused Choices; 4) Students Share a Common Concern About Needing More Support During Transition Years (e.g. elementary to middle school and middle school to high school); and 5) Students Wish to Build and Improve Upon Student Voice Opportunities Already Established.

**i-Ready Review:** Dr. Smith and Mr. Gardea provided an overview of Fall iReady diagnostic assessment data.

**VII. ADJOURNMENT**

President Ladderud declared the meeting adjourned at 7:55 p.m.

Minutes to be presented for board approval on November 15, 2022.

**APPROVED:**

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Dr. Wade Smith, Superintendent  
and Secretary of the Board  
*- Susie Golden, Recorder*

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Ruth Ladderud  
School Board President



In Recognition of

*~ American Education Week ~*  
*November 13-19, 2022*

WHEREAS, public schools are the backbone of our democracy, providing young people with the tools they need to maintain our nation's precious values of freedom, civility and equality; and

WHEREAS, by equipping young Americans with both practical skills and broader intellectual abilities, schools give them hope for, and access to, a productive future; and

WHEREAS, education employees--be they custodians or teachers, bus drivers or librarians--work tirelessly to serve our children and communities with care and professionalism; and

WHEREAS, schools are community linchpins, bringing together adults and children, educators and volunteers, business leaders, and elected officials in a common enterprise.

NOW, THEREFORE, we, the Board of Directors on behalf of Walla Walla Public Schools, do hereby proclaim November 13-19, 2022, as the observance of American Education Week.

**Board of Directors**  
**Walla Walla Public Schools**

Mrs. Ruth Ladderud, President

Mrs. Terri Trick, Vice President  
Mr. Eric Rindal, Director

Ms. Kathy Mulkerin, Director  
Mr. Derek Sarley, Director

Dr. Wade Smith, Superintendent

## ~ CITIZENS' COMMENTS ~

We welcome your comments and questions during the time set aside in regular business meetings for citizens' comments. Attendees sign up to provide public comment using the sign-in form in the boardroom prior to the start of the Citizens' Comments period of the meeting.

### Citizens' Comment Script:

This is the time in the meeting we welcome citizens to come forward and offer public comment, ask questions, or provide recommendations for educational improvement. Per Board policy we typically refrain from providing responses following public comments, and will ensure follow up is made if requested and necessary.

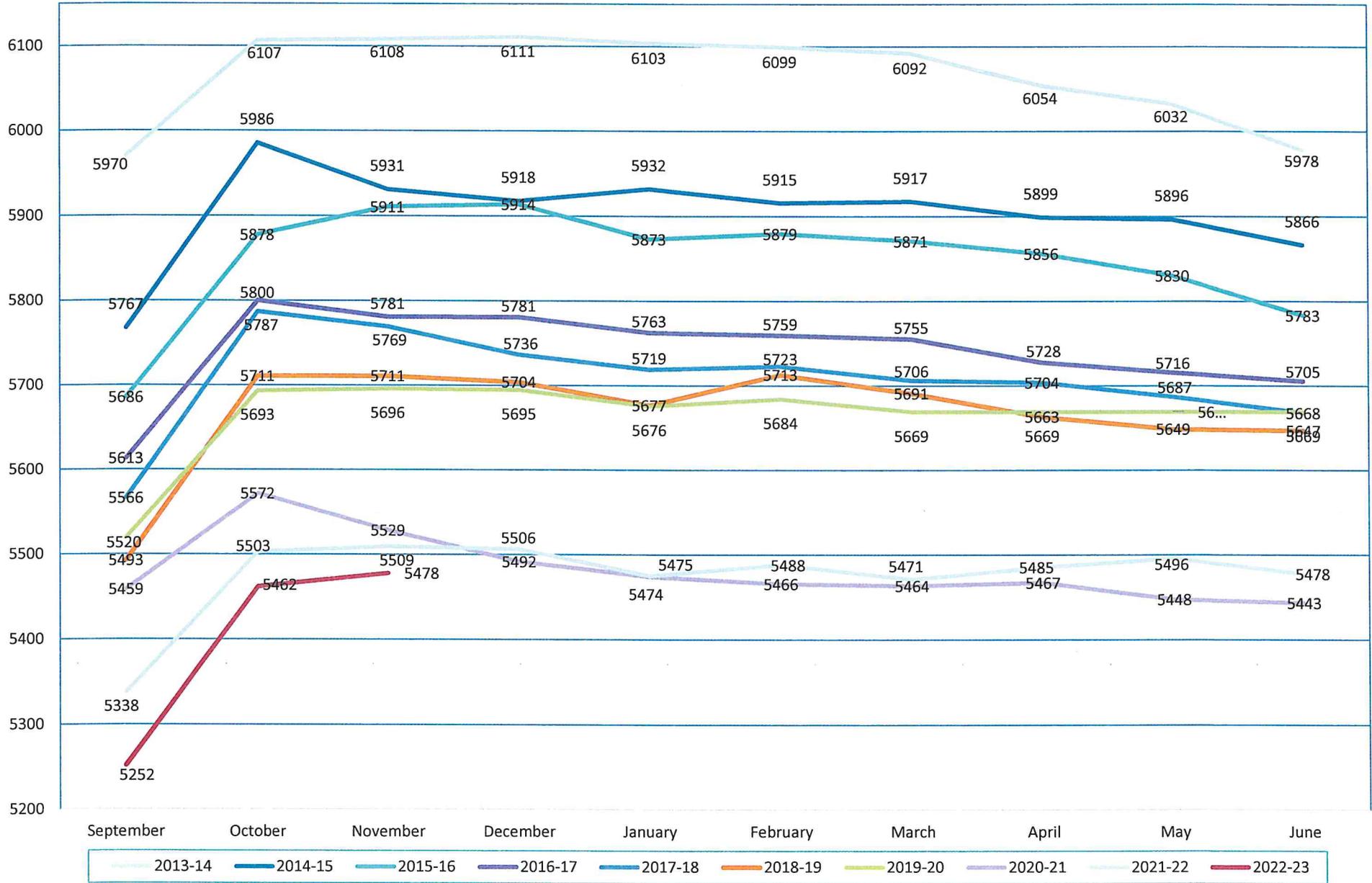
We also ask that you adhere to the following guidelines:

- State your name.
- Keep your comments brief and to the point, with a **three-minute time limit**.
- Do not reflect adversely on the political or economic view, ethnic background, character, or motives of any individual.
- If you have a specific complaint about an individual employee, it must be addressed through the Superintendent's office and not in this setting.

At this time, please come forward if you wish to address the board.

01/03/2022

WWPS Enrollment Trends: 2013 to Present Student FTE Counts



Target Avg Class Size	24 (18 for TK)		25		27		27		28		28		TOTALS
2022-2023	Kindergarten		First		Second		Third		Fourth		Fifth		
WWCCF	Priore, A Razo, E Thomas, L Allison, J	17 16 17 17											
SECTIONS	4	67		0		0		0		0		0	67
slots available	5												Ratio 17
Berney	Hubbard, K Brown, A	23 23	Fisbeck, J Diaz Madrigal, A Morrison, S	19 16 17	Holbrook, J Kearbey, K Parodi, D	22 22 22	Baker, T Gonzales, C Davin, M	24 26 26	Bona, A Ponti, R Tonn, S	29 28 28	Ambler, C Clearman, D James, I	26 23 24	
Behavior Prg K-5	Merrill, L	46	Merrill, L	52	Merrill, L	66	Merrill, L	76	Merrill, L	85	Merrill, L	73	398
SECTIONS	17	46	52	66	76	85	73						398
slots available	2	23	15	5	(1)	11							Ratio 23
Edison	Espinosa, M Helm, E Matson, E Valencia, A	18 19 18 18	Maycumber, Y Phillips, L Moreno, J Berumen, B	20 19 21 19	Hobbs, S Parsons, S Williams, N Saldivar, C	18 18 15 17	Aceves, J Lopez, J Estrada, A	24 26 25	Ledesma, M Reed, J Schafer, J	26 23 25	Ochoa, F Solis, C Solis Martinez, V	24 23 24	440
SECTIONS	21	73	79	68	75	74	71	440					440
slots available*	11	5	16	6	10	13							Ratio 21
Green Park	Bahena-Flores, R Lopez, M Lamanna, S Katsel, E	24 23 15 15	Garanzuay, P Garcia, A Holbrook, T Holgate, Melissa	22 23 22 20	Salazar, I Esquivel, T Reiter, L Real, D	13 13 24 23	Faba Lopez, J Contreras, A Boeckman, R Gregoire, L	20 22 24 25	Carroll, R Johnson, M Tobin, J	25 22 22	Maya, J Ambler, D Lux, J	22 28 28	
Lifeskills Program	Angotti, E Goble, E	1 77	Angotti, E Goble, E	4 87	Angotti, E Goble, E	73	Angotti, E Goble, E	91	Angotti, E Goble, E	69	Angotti, E Goble, E	78	475
SECTIONS	22	77	87	73	91	69	78	475					475
slots available	19	13	35	42	15	6							Ratio 22
Prospect Point	Ferraro, Amber Heinzman, A Rose, S Wilson, B	21 19 21 20	Hanson, K James, L McKiernan, M Pederson, R	21 20 19 19	Baldwin, W Hudec, H Paul, M Babbit, H	21 21 19 19	Grove, J Jausoro, D Kuhlmann, K Reese, N	18 19 21 19	Smyth, D Taylor, L Watson, K Prull, V	28 27 26 26	Mahan, L Parodi, D Parsons, J Pegel, G	22 21 22 23	512
SECTIONS	24	81	79	80	77	107	88	512					512
slots available*	15	21	28	31	5	24							Ratio 21
Sharpstein	Cantero, H Wilson, H McFetridge, M	18 17 18	Humphreys, S Locati, R Ruvalcaba, G	17 17 14	Berg, L Griffith, R Hill, J	18 18 19	Gillin, L Hutchinson, D Villanueva, S	20 20 21	Shirley, C Mendoza, L Woiblet, B	20 21 20	Keyes, K James, J VanDonge, B	21 22 22	
Developmental Prog Autism Program	Cochran, M Stimmel, M	6 1	Cochran, M Stimmel, M	2 3	Cochran, M Stimmel, M	1 4	Cochran, M Stimmel, M	1 55	Stimmel, M	4	Stimmel, M	1	343
SECTIONS	18	53	48	55	61	61	61	61	61	61	61	61	343
slots available	13	25	26	20	23	19							Ratio 19
Walla Walla Online		1	1	3	5	4	0						
slots available		1	1	3	5	4	0						14
TOT SLOTS AVAIL	65	87	120	104	52	73							
GRADE LVL TOTAL		397	345	342	380	396	375	2235					
GRADE LVL SECTNS	21	18	18	17	16	16							
AVERAGE LOADS		18.48	18.61	18.56	21.82	24.00	23.06						
TOTAL SC SPED		8	9	5	4	8	6	40					
TOTAL ENROLLED		406	355	350	389	408	381	2289					

Dual classes

WALLA  
WALLA  
PUBLIC

# SCHOOLS Foundation

17

**Elsa Watson and Cindy Meyer**

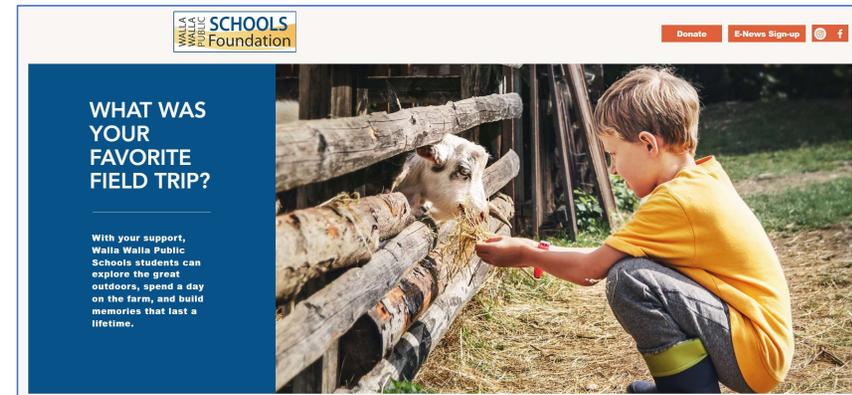
November 2022 WWPS School Board Update

**Mission:** to serve as a catalyst to raise funds through grants and philanthropic gifts that enrich and enhance the educational experiences of students in the Walla Walla Public School District.

**Goals:** to raise funds for projects that benefit WWPS students, ideally across a grade level.

## Accomplishments to Date

- Finalized Fund Agreement with BMCF
- Sought out and established Board of Advocates
- Continue community outreach, presence at key events, and financial planner awareness
- Met multiple times with Board and district staff/principals to outline foundation goals and focus areas
- Applied in partnership with WWPS for multiple funding grants to support the mission
- Developed website and social media presence ([wwpsfoundation.org](http://wwpsfoundation.org), [@wwpsfoundation](https://www.instagram.com/wwpsfoundation))



– WEBSITE LAUNCH –

Please pay us a visit  
at our new website!  
[wwpsfoundation.org](http://wwpsfoundation.org)



## **Board of Advocates**

Shauna Bogley

Liz Campeau

Roger Esparza

Ron Higgins

Jenny Lemma

Cindy Meyer

Yvette Selfa

Tamara Tinhof

Sam Wells

Andy Zahl

Wade Smith

Ruth Ladderud

Staff

Elsa Watson

## Projects in-the-works

A refresh of Big Blue Weekend for all Wa-Hi 9<sup>th</sup> graders: a September overnight to Camp Wooten

(Grant applied for: No Child Left Inside, funding for 2023 & 2024)

Funding for Lincoln HS's Leadership Academy: two nights at Camp Wooten for 10<sup>th</sup> and 11<sup>th</sup> graders

(Grants applied for: OSPI funding for spring 2023; No Child Left Inside, funding for fall 2023 & fall 2024)





## Farm Trip Experience

Made possible by a grant from the Sherwood Trust.

This spring, district 3<sup>rd</sup> graders will head to Welcome Table Farm for a 1.5-hour <sup>22</sup> excursion that includes planting, learning about pollinators, and tasting farm produce. The following fall, the 4<sup>th</sup> graders will return to the farm for a second learning experience and to harvest what they planted in the spring.

Questions?





# Ending Fund Balance & Long Term Financial Planning

24

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BOARD REVIEW AND DISCUSSION



**Walla Walla Public Schools**

Developing Washington's Most Sought-After Graduates

# Current Policy: 6022

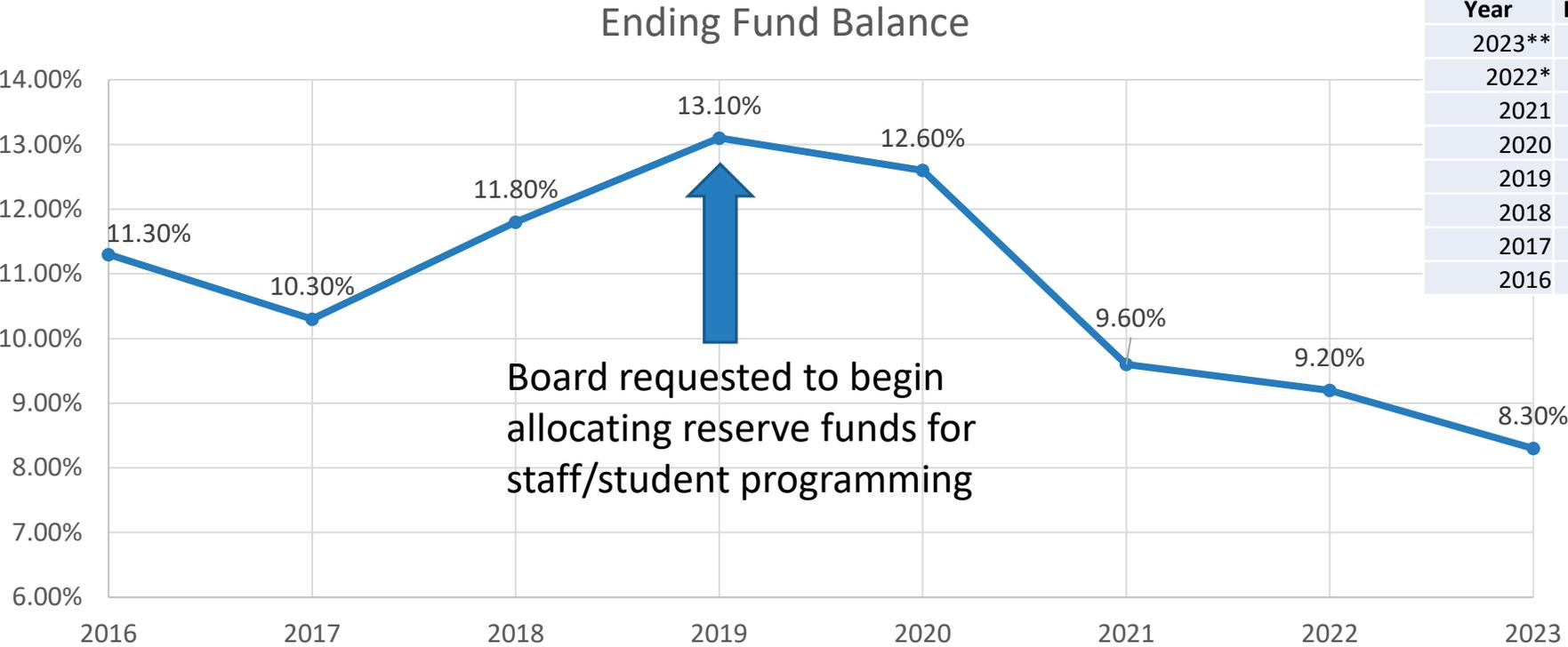
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- The Walla Walla School District Board of Directors recognizes the importance of maintaining a prudent fund balance in the general fund to ensure operational cash flow needs are met, to set aside resources for known obligations and to help protect against unforeseen circumstances. Accordingly, the district Board of Directors adopts this policy in regards to those portions of fund balance that are in spendable form but are not legally restricted as to their use from outside sources. **Annually, the superintendent or designee will present a general fund budget that includes a commitment of at least 6-8 percent of the current year's expenditures towards a minimum fund balance.**

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# Historical Ending Fund Balance



Year	Ending Fund Balance	Actual Amount
2023**	8.30%	\$7,710,079
2022*	9.20%	\$8,768,381
2021	9.60%	\$8,362,036
2020	12.60%	\$10,631,103
2019	13.10%	\$10,234,277
2018	11.80%	\$8,864,132
2017	10.30%	\$7,426,680
2016	11.30%	\$7,919,760



# 2022-23 Budget Dashboard Reports

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## MONTHLY REVENUE REPORT

MONTH	LOCAL TAXES	LOCAL NONTAX	STATE GEN PURP	FED GEN PURP	FED SPEC PURP	REV (SD)	REV (OTHER)	TOTAL PROJ.	TOTAL ACT.	VARIANCE	
SEP PROJECTED	\$ 233,596	\$ 49,582	\$ 5,621,056	\$ 5,777	\$ 259,900	\$ 32,845	\$ -	\$ 6,202,755		\$ -	0.00%
SEP ACTUAL	\$ 233,596	\$ 49,582	\$ 5,621,056	\$ 5,777	\$ 259,900	\$ 32,845			\$ 6,202,755	\$ -	YTD
OCT PROJECTED	\$ 3,470,341	\$ 44,457	\$ 5,356,255	\$ 5,783	\$ 887,573	\$ 10,500	\$ -	\$ 9,774,909			0.00%
OCT ACTUAL									\$ -	\$ -	YTD
NOV PROJECTED	\$ 650,111	\$ 97,090	\$ 4,210,183	\$ 5,783	\$ 646,255	\$ 4,695	\$ -	\$ 5,614,117			0.00%
NOV ACTUAL									\$ -	\$ -	YTD
DEC PROJECTED	\$ 64,780	\$ 36,660	\$ 5,941,119	\$ 5,783	\$ 1,145,635	\$ 9,978	\$ -	\$ 7,203,955			0.00%
DEC ACTUAL									\$ -	\$ -	YTD
JAN PROJECTED	\$ 27,762	\$ 31,594	\$ 5,571,970	\$ 5,783	\$ 960,651	\$ 3,320	\$ -	\$ 6,601,080			0.00%
JAN ACTUAL									\$ -	\$ -	YTD
FEB PROJECTED	\$ 38,174	\$ 21,440	\$ 5,892,502	\$ 5,783	\$ 1,214,575	\$ 6,084	\$ -	\$ 7,178,558			0.00%
FEB ACTUAL									\$ -	\$ -	YTD
MAR PROJECTED	\$ 1,272,458	\$ 386,680	\$ 5,885,752	\$ 5,783	\$ 1,023,851	\$ 1,660	\$ -	\$ 8,576,184			0.00%
MAR ACTUAL									\$ -	\$ -	YTD
APR PROJECTED	\$ 4,865,999	\$ 72,342	\$ 6,794,416	\$ 5,783	\$ 1,142,893	\$ 9,260	\$ -	\$ 12,890,693			0.00%
APR ACTUAL									\$ -	\$ -	YTD
MAY PROJECTED	\$ 636,229	\$ 34,528	\$ 4,014,262	\$ 5,783	\$ 1,796,619	\$ 4,150	\$ -	\$ 6,491,571			0.00%
MAY ACTUAL									\$ -	\$ -	YTD
JUN PROJECTED	\$ 38,174	\$ 59,144	\$ 4,423,624	\$ 5,783	\$ 948,011	\$ 2,573	\$ -	\$ 5,477,309			0.00%
JUN ACTUAL									\$ -	\$ -	YTD
JUL PROJECTED	\$ 35,861	\$ 138,992	\$ 8,937,187	\$ 5,783	\$ 1,049,132	\$ 3,320	\$ -	\$ 10,170,275			0.00%
JUL ACTUAL									\$ -	\$ -	YTD
AUG PROJECTED	\$ 100,640	\$ 77,672	\$ 6,939,832	\$ 2,888	\$ 1,516,817	\$ 5,810	\$ -	\$ 8,643,659			0.00%
AUG ACTUAL									\$ -	\$ -	YTD
<b>Total Projected</b>	<b>\$ 11,434,125</b>	<b>\$ 1,050,181</b>	<b>\$ 69,588,158</b>	<b>\$ 66,495</b>	<b>\$ 12,591,911</b>	<b>\$ 94,195</b>	<b>\$ -</b>	<b>\$ 94,825,065</b>			
<b>Adopted Budget</b>	<b>\$ 11,434,125</b>	<b>\$ 1,155,679</b>	<b>\$ 69,719,404</b>	<b>\$ 66,000</b>	<b>\$ 12,640,139</b>	<b>\$ 83,000</b>	<b>\$ -</b>	<b>\$ 95,098,347</b>			
<b>Variance</b>	<b>\$ (0)</b>	<b>\$ (105,498)</b>	<b>\$ (131,246)</b>	<b>\$ 495</b>	<b>\$ (48,228)</b>	<b>\$ 11,195</b>	<b>\$ -</b>	<b>\$ (273,282)</b>			
TOTAL ACTUAL	\$ 233,596	\$ 49,582	\$ 5,621,056	\$ 5,777	\$ 259,900	\$ 32,845	\$ -	\$ 6,202,755	<b>FORECAST ACTUAL</b>	<b>\$ 94,825,065</b>	
% collected to PRO	2.04%	4.72%	8.08%	8.69%	2.06%	34.87%	#DIV/0!	6.54%			
<b>NOTES:</b>											
<b>LEGEND</b>	Above or within 2.00% of projection				Between 2.01% & 5.00% below			Below 5.01% of projection			

MONTHLY EXPENDITURE REPORT								
MONTH	PROJ. P/R	ACTUAL P/R	PROJ. A/P	ACTUAL A/P	TOTAL		VARIANCE	
SEPTEMBER PROJECTED	\$ 6,126,524		\$ 2,586,688		\$ 8,713,212	MONTHLY	\$ -	0.00%
SEPTEMBER ACTUAL		\$ 6,126,524		\$ 2,586,688	\$ 8,713,212	YTD	\$ -	0.00%
OCTOBER PROJECTED	\$ 6,374,849		\$ 1,146,405		\$ 7,521,254	MONTHLY		0.00%
OCTOBER ACTUAL						YTD	\$ -	0.00%
NOVEMBER PROJECTED	\$ 6,551,785		\$ 1,645,525		\$ 8,197,310	MONTHLY		0.00%
NOVEMBER ACTUAL					\$ -	YTD	\$ -	0.00%
DECEMBER PROJECTED	\$ 5,730,537		\$ 863,071		\$ 6,593,608	MONTHLY		0.00%
DECEMBER ACTUAL					\$ -	YTD	\$ -	0.00%
JANUARY PROJECTED	\$ 5,660,537		\$ 1,116,453		\$ 6,776,990	MONTHLY		0.00%
JANUARY ACTUAL					\$ -	YTD	\$ -	0.00%
FEBRUARY PROJECTED	\$ 5,828,640		\$ 1,044,884		\$ 6,873,524	MONTHLY		0.00%
FEBRUARY ACTUAL					\$ -	YTD	\$ -	0.00%
MARCH PROJECTED	\$ 5,743,752		\$ 1,232,821		\$ 6,976,573	MONTHLY		0.00%
MARCH ACTUAL					\$ -	YTD	\$ -	0.00%
APRIL PROJECTED	\$ 5,763,000		\$ 1,842,293		\$ 7,605,293	MONTHLY		0.00%
APRIL ACTUAL					\$ -	YTD	\$ -	0.00%
MAY PROJECTED	\$ 6,056,274		\$ 1,722,632		\$ 7,778,906	MONTHLY		0.00%
MAY ACTUAL					\$ -	YTD	\$ -	0.00%
JUNE PROJECTED	\$ 5,931,636		\$ 1,546,142		\$ 7,477,778	MONTHLY		0.00%
JUNE ACTUAL					\$ -	YTD	\$ -	0.00%
JULY PROJECTED	\$ 6,430,016		\$ 2,133,370		\$ 8,563,386	MONTHLY		0.00%
JULY ACTUAL					\$ -	YTD	\$ -	0.00%
AUGUST PROJECTED	\$ 6,854,956		\$ 2,386,488		\$ 9,241,444	MONTHLY		0.00%
AUGUST ACTUAL					\$ -	YTD	\$ -	0.00%
TOTAL PROJECTED	\$ 73,052,506		\$ 19,266,772		\$ 92,319,278			
ADOPTED BUDGET	\$ 74,391,445		\$ 19,076,772		\$ 93,468,217			
VARIANCE	\$ 1,338,939		\$ (190,000)		\$ 1,148,939			
TOTAL ACTUAL		\$ 6,126,524		\$ 2,586,688	\$ 8,713,212	FORECAST ACT	\$ 92,319,278	
% spent to projected		8.39%		13.43%	9.44%			
Notes:								
LEGEND	Below or within 2.00%		Between 2.01% & 5.00% above			Above 5.01% of projection		

## MONTHLY ENDING FUND BALANCE REPORT

DATE		Revenue		Expenditure		Ending Fund Balance		Variance		EFB Monthly Projection for Year End
Beginning Fund Balance (Projected)						\$ 6,879,949				
Beginning Fund Balance (Actual)							\$ 8,768,380			
September	PROJECTED	\$ 6,202,755		\$ 8,713,212		\$ 4,369,492				
	ACTUAL		\$ 6,202,755		\$ 8,713,212		\$ 6,257,923	\$ 1,888,431	43.22%	12.06%
October	PROJECTED	\$ 9,774,909		\$ 7,521,254		\$ 6,623,147				
	ACTUAL		\$ -		\$ -				0.00%	
November	PROJECTED	\$ 5,614,117		\$ 8,197,310		\$ 4,039,954				
	ACTUAL		\$ -		\$ -		\$ -		0.00%	
December	PROJECTED	\$ 7,203,955		\$ 6,593,608		\$ 4,650,301				
	ACTUAL		\$ -		\$ -		\$ -		0.00%	
January	PROJECTED	\$ 6,601,080		\$ 6,776,990		\$ 4,474,391				
	ACTUAL		\$ -		\$ -		\$ -		0.00%	
February	PROJECTED	\$ 7,178,558		\$ 6,873,524		\$ 4,779,425				
	ACTUAL		\$ -		\$ -		\$ -		0.00%	
March	PROJECTED	\$ 8,576,184		\$ 6,976,573		\$ 6,379,036				
	ACTUAL		\$ -		\$ -		\$ -		0.00%	
April	PROJECTED	\$ 12,890,693		\$ 7,605,293		\$ 11,664,436				
	ACTUAL		\$ -		\$ -		\$ -		0.00%	
May	PROJECTED	\$ 6,491,571		\$ 7,778,906		\$ 10,377,101				
	ACTUAL		\$ -		\$ -		\$ -		0.00%	
June	PROJECTED	\$ 5,477,309		\$ 7,477,778		\$ 8,376,632				
	ACTUAL		\$ -		\$ -		\$ -		0.00%	
July	PROJECTED	\$ 10,170,275		\$ 8,563,386		\$ 9,983,520				
	ACTUAL		\$ -		\$ -				0.00%	
August	PROJECTED	\$ 8,643,659		\$ 9,241,444		\$ 9,385,735				
	ACTUAL		\$ -		\$ -		\$ -		0.00%	
<b>PRELIMINARY PROJECTED EFB</b>		<b>\$ 94,825,065</b>		<b>\$ 92,319,278</b>		<b>\$ 9,385,735</b>				<b>10.04%</b>
<b>ACTUALS TO DATE</b>			<b>\$ 6,202,755</b>		<b>\$ 8,713,212</b>					
<b>FORECASTED ACTUALS*</b>		<b>\$94,825,065</b>		<b>\$92,319,278</b>		<b>\$10,474,166</b>		<b>YEAR END PROJECTION</b>		<b>11.21%</b>
<b>Monthly Variance</b>	<b>Above or within 2.00% of projection</b>		<b>Between 2.01% &amp; 5.00% below projection</b>			<b>Below 5.01% of projection</b>				
<b>Yr End Projection</b>	<b>Above 8.00%</b>		<b>Between 6.00% to 7.99%</b>			<b>Below 6.00%</b>				
*Calculated using actuals through the current month and projected revenue and expenditures for future months. Includes August Maint Res Transfer of \$800K										

# Cash Reserve Professional Guidance

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- Neither GASB 54 or OSPI provide guidance and/or recommendations
- GFOA (Governmental Finance Office) and MRSC (Municipal Resource Center), both recommend a minimum of 60 days or two months of operating expenditures.
  - Monthly average expenses last year was  $\$7,923,220 \times 2 = \$15,864,440$ .
  - Based on total expenses of  $\$95.186\text{M}$ , that would necessitated an EFB of 16.7%

# Superintendent Professional Goals

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## Goal 2: Ensuring Long Term Financial Stability

Goal Statement: The Superintendent will provide the leadership and recommendations necessary to address financial solvency/stability challenges facing WWPS as a result of declining student enrollment and waning one-time funding.

### Deliverables:

- Develop a multi-year plan to ensure financial stability for WWPS that ensures revenues match expenditures no later than the 2024-25 fiscal year budget.
- Through an equity lens, make necessary staffing and resourcing decisions to address waning revenue resulting from declining student enrollment, increased labor costs and the sunset of one-time pandemic funding.
- Make ongoing reduction and resourcing recommendations to the School Board, supported by data and research when applicable, to ensure long term financial stability.

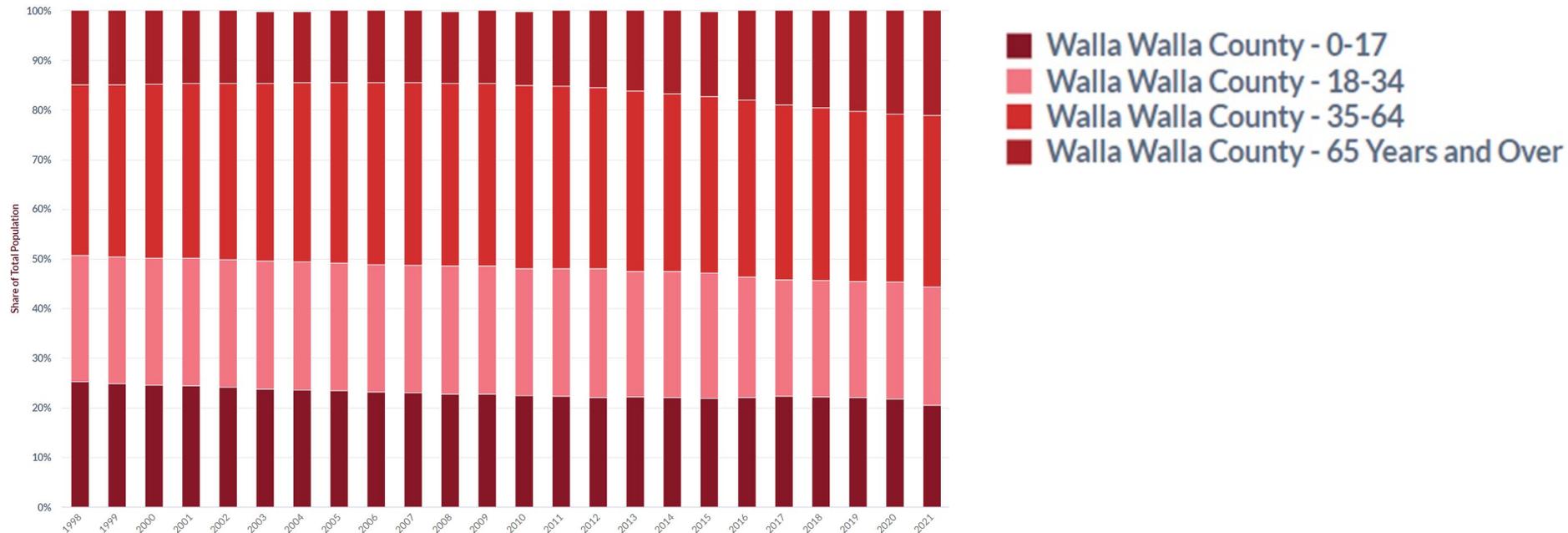
# Declining Student Enrollment: Significant Change in Demographics Over the Last Decade

How old is the population in Walla Walla County?

Among six age groups — 0 to 4, 5 to 19, 20 to 34, 35 to 49, 50 to 64, and 65 and older — the **65+** group was the fastest growing between **2012** and **2021** with its population **increasing 29.4%**. The **0 to 4** age group **declined the most dropping 10.4%** between **2012** and **2021**.

Source: [Census Bureau](#)

0.1.3 Share of Population by Age Groups



# ESSER Funding Overview

	21-22 FY		22-23 FY		23-24 FY	Aug-Sep 24
Funding Resource	21-22 School Yr	AS/SS	22-23 School Yr	AS/SS	23-24 School Yr	Sep 24 Deadline
ARP Grant (After School/ Summer School)	NA	\$768,000	NA	\$600,000	NA	
ESSER II	\$4,200,000	NA	NA: ESSER II Spent			
ESSER III	\$2,000,000	NA	\$3,500,000	NA	\$3,500,000	\$500,000
<b>Subtotal</b>	<b>\$6,200,000</b>	<b>\$768,000</b>	<b>\$3,500,000</b>	<b>\$600,000</b>	<b>\$3,500,000</b>	<b>\$500,000</b>
<b>Total</b>	<b>\$6,968,000</b>		<b>\$4,100,000</b>		<b>\$3,500,000</b>	<b>\$500,000</b>



# 2022-23 Forecasted Budget Overview

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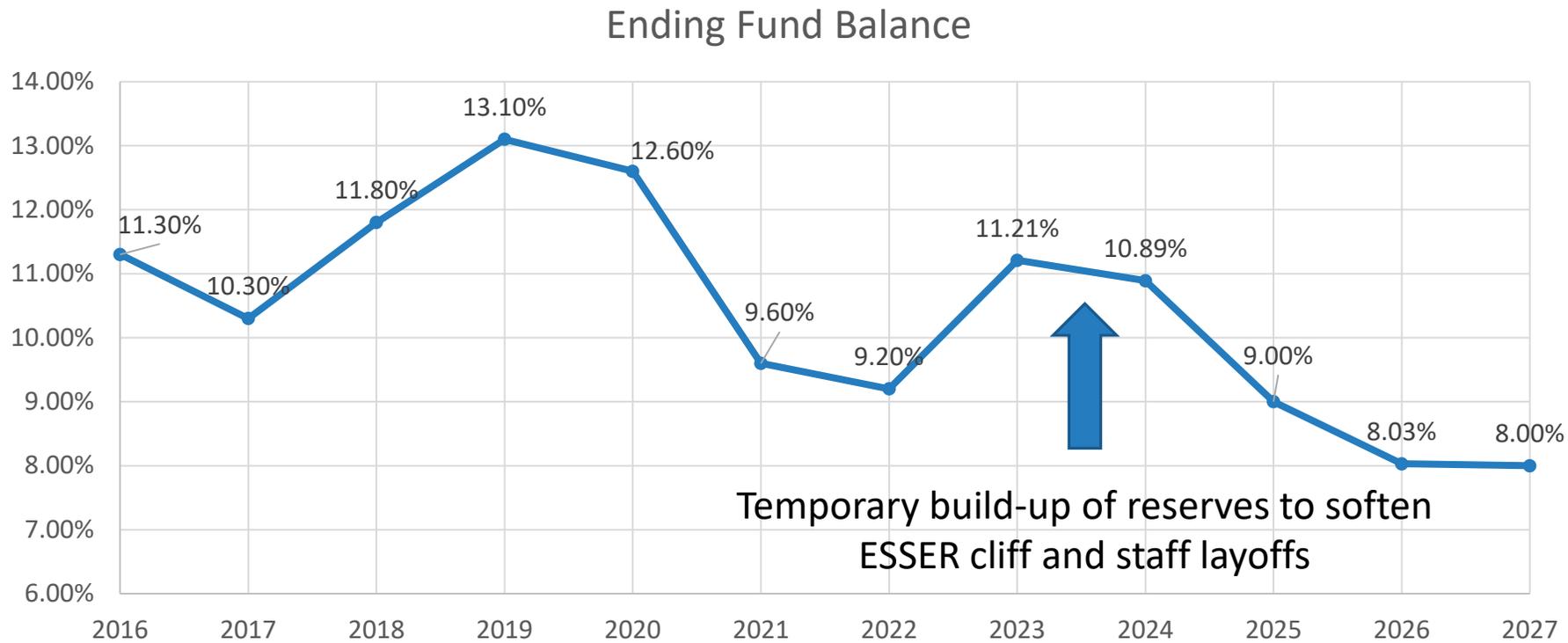
Forecasted Budget	
Beginning Fund Balance	\$8,768,380
Revenue	\$94,825,065
Expenditures	\$92,319,278
Ending Fund Balance	\$10,474,166
EFB %	11.21%



Necessary to prepare for  
ESSER cliff in 2024

Revenue Outlook								
Enrollment	5450 (Projected)		5400 (Projected)				5350 (Projected)	
	Projected 23-24		Projected 24-25				Projected 25-26	
Beginning FB	\$ 10,474,166		\$ 10,212,507				\$ 8,511,406	
Basic Ed*	\$ 69,820,374		\$ 70,952,001		<b>At \$2.50 Levy Rate</b>		\$ 72,371,041	
LEA**	\$ 2,298,257		\$ 2,150,972		\$ 2,150,972		\$ 2,083,038	
Levy**	\$ 11,719,978		\$ 12,063,796		\$ 13,008,516		\$ 14,267,083	
ESSER	\$ 3,500,000		\$ 500,000				\$ -	
Federal Grants	\$ 6,210,585		\$ 6,210,585				\$ 6,210,585	
<b>Total</b>	<b>\$ 104,023,360</b>		<b>\$ 102,089,861</b>		<b>\$ 103,034,581</b>		<b>\$ 103,443,153</b>	
Expense Outlook								
Projected PR***	\$ 75,244,081		\$ 75,956,403				\$ 76,690,096	
Projected AP	\$ 19,266,772		\$ 19,266,772				\$ 19,266,772	
Maint Reserve	\$ 800,000		\$ 800,000				\$ 800,000	
Staff Attrition/Reduction	\$ (1,500,000)		\$ (1,500,000)				\$ (1,000,000)	
<b>Total</b>	<b>\$ 93,810,853</b>		<b>\$ 94,523,175</b>				<b>\$ 95,756,868</b>	
		%		%		%		
<b>Projected EFB</b>	<b>\$ 10,212,507</b>	<b>10.89%</b>	<b>\$ 7,566,686</b>	<b>8.01%</b>	<b>\$ 8,511,406</b>	<b>9.00%</b>	<b>\$ 7,686,285</b>	<b>8.03%</b>
* OSPI Multi Year Tool w/ 3% assumed increase over preliminary								
** OSPI Levy/LEA Calculator. Assumes replacement levy at flat rate of \$2.17								
*** Includes 3% raises in 23-24 and 24-25								

# Historical & Forecasted Ending Fund Balance



Year	Actual Amount
2026	\$7,686,285
2025	\$8,511,406
2024	\$10,212,507
2023	\$10,474,166
2022	\$8,768,381
2021	\$8,362,036
2020	\$10,631,103
2019	\$10,234,277
2018	\$8,864,132
2017	\$7,426,030
2016	\$7,919,760

# Discussion

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### MONTHLY REVENUE REPORT

MONTH	LOCAL TAXES	LOCAL NONTAX	STATE GEN PURP	FED GEN PURP	FED SPEC PURP	REV (SD)	REV (OTHER)	TOTAL PROJ.	TOTAL ACT.	VARIANCE	
SEP PROJECTED	\$ 233,596	\$ 49,582	\$ 5,621,056	\$ 5,777	\$ 259,900	\$ 32,845	\$ -	\$ 6,202,755		\$ -	0.00%
SEP ACTUAL	\$ 233,596	\$ 49,582	\$ 5,621,056	\$ 5,777	\$ 259,900	\$ 32,845			\$ 6,202,755	\$ -	YTD
OCT PROJECTED	\$ 3,470,341	\$ 44,457	\$ 5,356,255	\$ 5,783	\$ 887,573	\$ 10,500	\$ -	\$ 9,774,909			0.00%
OCT ACTUAL									\$ -	\$ -	YTD
NOV PROJECTED	\$ 650,111	\$ 97,090	\$ 4,210,183	\$ 5,783	\$ 646,255	\$ 4,695	\$ -	\$ 5,614,117			0.00%
NOV ACTUAL									\$ -	\$ -	YTD
DEC PROJECTED	\$ 64,780	\$ 36,660	\$ 5,941,119	\$ 5,783	\$ 1,145,635	\$ 9,978	\$ -	\$ 7,203,955			0.00%
DEC ACTUAL									\$ -	\$ -	YTD
JAN PROJECTED	\$ 27,762	\$ 31,594	\$ 5,571,970	\$ 5,783	\$ 960,651	\$ 3,320	\$ -	\$ 6,601,080			0.00%
JAN ACTUAL									\$ -	\$ -	YTD
FEB PROJECTED	\$ 38,174	\$ 21,440	\$ 5,892,502	\$ 5,783	\$ 1,214,575	\$ 6,084	\$ -	\$ 7,178,558			0.00%
FEB ACTUAL									\$ -	\$ -	YTD
MAR PROJECTED	\$ 1,272,458	\$ 386,680	\$ 5,885,752	\$ 5,783	\$ 1,023,851	\$ 1,660	\$ -	\$ 8,576,184			0.00%
MAR ACTUAL									\$ -	\$ -	YTD
APR PROJECTED	\$ 4,865,999	\$ 72,342	\$ 6,794,416	\$ 5,783	\$ 1,142,893	\$ 9,260	\$ -	\$ 12,890,693			0.00%
APR ACTUAL									\$ -	\$ -	YTD
MAY PROJECTED	\$ 636,229	\$ 34,528	\$ 4,014,262	\$ 5,783	\$ 1,796,619	\$ 4,150	\$ -	\$ 6,491,571			0.00%
MAY ACTUAL									\$ -	\$ -	<del>3.0</del>
JUN PROJECTED	\$ 38,174	\$ 59,144	\$ 4,423,624	\$ 5,783	\$ 948,011	\$ 2,573	\$ -	\$ 5,477,309			0.00%
JUN ACTUAL									\$ -	\$ -	YTD
JUL PROJECTED	\$ 35,861	\$ 138,992	\$ 8,937,187	\$ 5,783	\$ 1,049,132	\$ 3,320	\$ -	\$ 10,170,275			0.00%
JUL ACTUAL									\$ -	\$ -	YTD
AUG PROJECTED	\$ 100,640	\$ 77,672	\$ 6,939,832	\$ 2,888	\$ 1,516,817	\$ 5,810	\$ -	\$ 8,643,659			0.00%
AUG ACTUAL									\$ -	\$ -	YTD
<b>Total Projected</b>	<b>\$ 11,434,125</b>	<b>\$ 1,050,181</b>	<b>\$ 69,588,158</b>	<b>\$ 66,495</b>	<b>\$ 12,591,911</b>	<b>\$ 94,195</b>	<b>\$ -</b>	<b>\$ 94,825,065</b>			
<b>Adopted Budget</b>	<b>\$ 11,434,125</b>	<b>\$ 1,155,679</b>	<b>\$ 69,719,404</b>	<b>\$ 66,000</b>	<b>\$ 12,640,139</b>	<b>\$ 83,000</b>	<b>\$ -</b>	<b>\$ 95,098,347</b>			
<b>Variance</b>	<b>\$ (0)</b>	<b>\$ (105,498)</b>	<b>\$ (131,246)</b>	<b>\$ 495</b>	<b>\$ (48,228)</b>	<b>\$ 11,195</b>	<b>\$ -</b>	<b>\$ (273,282)</b>			
TOTAL ACTUAL	\$ 233,596	\$ 49,582	\$ 5,621,056	\$ 5,777	\$ 259,900	\$ 32,845	\$ -	\$ 6,202,755	<b>FORECAST ACTUAL</b>	<b>\$ 94,825,065</b>	
% collected to PRO	2.04%	4.72%	8.08%	8.69%	2.06%	34.87%	#DIV/0!	6.54%			

**NOTES:**

<b>LEGEND</b>	Above or within 2.00% of projection	Between 2.01% & 5.00% below	Below 5.01% of projection
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## MONTHLY EXPENDITURE REPORT

MONTH	PROJ. P/R	ACTUAL P/R	PROJ. A/P	ACTUAL A/P	TOTAL	VARIANCE
SEPTEMBER PROJECTED	\$ 6,126,524		\$ 2,586,688		\$ 8,713,212 MONTHLY	\$ - 0.00%
SEPTEMBER ACTUAL		\$ 6,126,524		\$ 2,586,688	\$ 8,713,212 YTD	\$ - 0.00%
OCTOBER PROJECTED	\$ 6,374,849		\$ 1,146,405		\$ 7,521,254 MONTHLY	0.00%
OCTOBER ACTUAL					YTD	\$ - 0.00%
NOVEMBER PROJECTED	\$ 6,551,785		\$ 1,645,525		\$ 8,197,310 MONTHLY	0.00%
NOVEMBER ACTUAL					\$ - YTD	\$ - 0.00%
DECEMBER PROJECTED	\$ 5,730,537		\$ 863,071		\$ 6,593,608 MONTHLY	0.00%
DECEMBER ACTUAL					\$ - YTD	\$ - 0.00%
JANUARY PROJECTED	\$ 5,660,537		\$ 1,116,453		\$ 6,776,990 MONTHLY	0.00%
JANUARY ACTUAL					\$ - YTD	\$ - 0.00%
FEBRUARY PROJECTED	\$ 5,828,640		\$ 1,044,884		\$ 6,873,524 MONTHLY	0.00%
FEBRUARY ACTUAL					\$ - YTD	\$ - 0.00%
MARCH PROJECTED	\$ 5,743,752		\$ 1,232,821		\$ 6,976,573 MONTHLY	0.00%
MARCH ACTUAL					\$ - YTD	\$ - 0.00%
APRIL PROJECTED	\$ 5,763,000		\$ 1,842,293		\$ 7,605,293 MONTHLY	0.00%
APRIL ACTUAL					\$ - YTD	\$ - 0.00%
MAY PROJECTED	\$ 6,056,274		\$ 1,722,632		\$ 7,778,906 MONTHLY	0.00%
MAY ACTUAL					\$ - YTD	\$ - 0.00%
JUNE PROJECTED	\$ 5,931,636		\$ 1,546,142		\$ 7,477,778 MONTHLY	0.00%
JUNE ACTUAL					\$ - YTD	\$ - 0.00%
JULY PROJECTED	\$ 6,430,016		\$ 2,133,370		\$ 8,563,386 MONTHLY	0.00%
JULY ACTUAL					\$ - YTD	\$ - 0.00%
AUGUST PROJECTED	\$ 6,854,956		\$ 2,386,488		\$ 9,241,444 MONTHLY	0.00%
AUGUST ACTUAL					\$ - YTD	\$ - 0.00%
TOTAL PROJECTED	\$ 73,052,506		\$ 19,266,772		\$ 92,319,278	
ADOPTED BUDGET	\$ 74,391,445		\$ 19,076,772		\$ 93,468,217	
VARIANCE	\$ 1,338,939		\$ (190,000)		\$ 1,148,939	
TOTAL ACTUAL		\$ 6,126,524		\$ 2,586,688	\$ 8,713,212	<b>FORECAST ACT \$ 92,319,278</b>
% spent to projected		8.39%		13.43%	9.44%	
Notes:						
<b>LEGEND</b>	<b>Below or within 2.00%</b>	<b>Between 2.01% &amp; 5.00% above</b>			<b>Above 5.01% of projection</b>	

## MONTHLY ENDING FUND BALANCE REPORT

DATE		Revenue	Expenditure	Ending Fund Balance	Variance		EFB Monthly Projection for Year End
Beginning Fund Balance (Projected)				\$ 6,879,949			
Beginning Fund Balance (Actual)				\$ 8,768,380			
September	PROJECTED	\$ 6,202,755	\$ 8,713,212	\$ 4,369,492			
	ACTUAL	\$ 6,202,755	\$ 8,713,212	\$ 6,257,923	\$ 1,888,431	43.22%	12.06%
October	PROJECTED	\$ 9,774,909	\$ 7,521,254	\$ 6,623,147			
	ACTUAL	\$ -	\$ -			0.00%	
November	PROJECTED	\$ 5,614,117	\$ 8,197,310	\$ 4,039,954			
	ACTUAL	\$ -	\$ -	\$ -		0.00%	
December	PROJECTED	\$ 7,203,955	\$ 6,593,608	\$ 4,650,301			
	ACTUAL	\$ -	\$ -	\$ -		0.00%	
January	PROJECTED	\$ 6,601,080	\$ 6,776,990	\$ 4,474,391			
	ACTUAL	\$ -	\$ -	\$ -		0.00%	
February	PROJECTED	\$ 7,178,558	\$ 6,873,524	\$ 4,779,425			
	ACTUAL	\$ -	\$ -	\$ -		0.00%	
March	PROJECTED	\$ 8,576,184	\$ 6,976,573	\$ 6,379,036			
	ACTUAL	\$ -	\$ -	\$ -		0.00%	41
April	PROJECTED	\$ 12,890,693	\$ 7,605,293	\$ 11,664,436			
	ACTUAL	\$ -	\$ -	\$ -		0.00%	
May	PROJECTED	\$ 6,491,571	\$ 7,778,906	\$ 10,377,101			
	ACTUAL	\$ -	\$ -	\$ -		0.00%	
June	PROJECTED	\$ 5,477,309	\$ 7,477,778	\$ 8,376,632			
	ACTUAL	\$ -	\$ -	\$ -		0.00%	
July	PROJECTED	\$ 10,170,275	\$ 8,563,386	\$ 9,983,520			
	ACTUAL	\$ -	\$ -			0.00%	
August	PROJECTED	\$ 8,643,659	\$ 9,241,444	\$ 9,385,735			
	ACTUAL	\$ -	\$ -	\$ -		0.00%	
<b>PRELIMINARY PROJECTED EFB</b>		<b>\$ 94,825,065</b>	<b>\$ 92,319,278</b>	<b>\$ 9,385,735</b>			<b>10.04%</b>
<b>ACTUALS TO DATE</b>		<b>\$ 6,202,755</b>	<b>\$ 8,713,212</b>				
<b>FORECASTED ACTUALS*</b>		<b>\$94,825,065</b>	<b>\$92,319,278</b>	<b>\$10,474,166</b>	<b>YEAR END PROJECTION</b>		<b>11.21%</b>
<b>Monthly Variance</b>	<b>Above or within 2.00% of projection</b>		<b>Between 2.01% &amp; 5.00% below projection</b>		<b>Below 5.01% of projection</b>		
<b>Yr End Projection</b>	<b>Above 8.00%</b>		<b>Between 6.00% to 7.99%</b>		<b>Below 6.00%</b>		

\*Calculated using actuals through the current month and projected revenue and expenditures for future months. Includes August Maint Res Transfer of \$800K



# Superintendent Evaluation Process

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2022-23 BOARD REVIEW & PREPARATION



**Walla Walla Public Schools**

Developing Washington's Most Sought-After Graduates

# Three Essential Responsibilities of a School Board

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- Adopt the budget
- Set policy
- Hire and evaluate the superintendent

# Superintendent Evaluation Process

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“Selecting and evaluating the superintendent is one of the school board’s most important jobs. A high-quality superintendent evaluation process helps develop good board/superintendent relationships, clarifies roles, creates common understanding of the leadership being provided and provides a mechanism for public accountability” (NSBA).

# Multi-Part Evaluation Tool

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- Part #1: Performance Standards

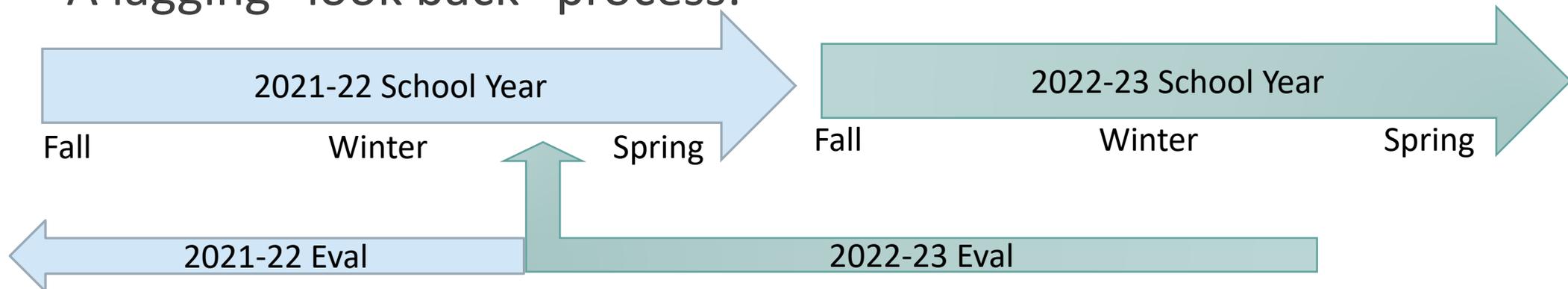
Based on professional standards for the superintendency established by the American Association of School Administrators (AASA) with NSBA.

- Part #2: Superintendent Goals

Measures the success of the superintendent's action plan towards attaining established performance goals.

# Can Be a Complex Process

- “The superintendent works for the board as a whole, not individual board members. Evaluation responses from individual board members can be confusing, particularly when they are in opposition to one another. Therefore, the board must make every effort to speak with a single voice in setting expectations and assessing success.”
- A lagging “look back” process:



# Part 1: Performance Standards

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- 7 Standards
  - Leadership and District Culture
  - Policy and Governance
  - Communications and Community Relations
  - Organization and Budget Management
  - Instructional Leadership
  - Human Resources and Labor Relations
  - Values and Ethics of Leadership

## 1. **Standard 1: LEADERSHIP AND DISTRICT CULTURE**

This standard stresses the superintendent's performance in leadership through empowering others, visioning, helping shape school culture and climate, and understanding multicultural and ethnic differences.

### **Performance Indicators:**

*(Do not rate individual indicators. These are listed only to help you think about the standard.)*

1.1 Facilitates a community process to develop and implement a shared vision that focuses on improving student achievement

1.2 Promotes academic rigor that focuses on learning and excellence for schools

1.3 Creates and supports a community of learners that empowers others to reach high levels of performance to achieve the school's vision

1.4 Models learning for staff and students

1.5 Promotes understanding and celebrating school/community cultures

1.6 Promotes and expects a school-based climate of tolerance, acceptance and civility

1.7 Develops, implements, promotes and monitors continuous improvement processes

**The superintendent's performance for this standard:**  0

UNACCEPTABLE	NEEDS IMPROVEMENT	SATISFACTORY	GOOD	OUTSTANDING
<input type="radio"/>				



**Comments:**

UNACCEPTABLE	NEEDS IMPROVEMENT	GOOD	EXCELLENT	OUTSTANDING
<input type="radio"/>				

# Part 1: Performance Standards (cont'd)

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- Step #1: Filled out individually by each board member via Survey Monkey
- Step #2: Board President/Survey Monkey compiles the results for board member discussion
- Step #3: Consensus reached (if there are discrepancies)
- Step #4: Narrative summary of results presented to superintendent using performance standards as the basis:

ex: Mr. Superintendent has done a good job in her leadership and district culture as demonstrated by ..... She has done an outstanding job at policy and governance. Mr. Superintendent needs improvement in communications and community relations in that she needs to .....

# Part 2: Superintendent Goals

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- Step #1: Superintendent presents goal accomplishment
- Step #2: Filled out individually by each board member via Survey Monkey
- Step #3: Board President/Survey Monkey compiles the results for board member discussion
- Step #4: Consensus reached (if there are discrepancies)
- Step #5: Narrative summary presented to superintendent using performance standards:

ex: Mr. Superintendent has done a good job in establishing and following his action plan on attaining Goal #1 as demonstrated by .....

# Part 2: Superintendent Goals (2022-23)

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## Goal 1: Leveraging Professional Learning Communities to Improve Student Outcomes

- The Superintendent will provide the training, leadership, and accountability necessary to ensure high-functioning school wide learning communities are achieved, where grade-level and course-alike collaborative teams develop a guaranteed and viable curriculum, ensure essential learning targets are met, and that interventions and extensions are implemented to address individual learning needs. Deliverables:
  - Professional learning is developed and delivered to building administration regarding “Beyond the Pandemic” learning needs and preparation (Spring/Summer 22).
  - Training is provided to building Guiding Coalition teams and administration necessary to support school PLC advancement (Summer 22).
  - Review and refinement of grade level/subject alike promise standards by Winter 22.
  - Staff feedback perception on EES survey regarding school leadership teams, collaborative culture and I/They gaps continued to exceed national performance and/or demonstrate improvement over prior year results.
  - K-8 students on fall to winter iReady reading and math growth results will demonstrate a:
    - 10% decrease in the number of students 2 or more grade levels behind; and,
    - 10% increase in the number of students early on grade or above.

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## Goal 2: Ensuring Long Term Financial Stability

- The Superintendent will provide the leadership and recommendations necessary to address financial solvency/stability challenges facing WWPS as a result of declining student enrollment and waning one-time funding. Deliverables:
  - Develop a multi-year plan to ensure financial stability for WWPS that ensures revenues match expenditures no later than the 2024-25 fiscal year budget.
  - Through an equity lens, make necessary staffing and resourcing decisions to address waning revenue resulting from declining student enrollment, increased labor costs and the sunset of one-time pandemic funding.
  - Make ongoing reduction and resourcing recommendations to the School Board, supported by data and research when applicable, to ensure long term financial stability.



# Final Process: Narrative evaluation which becomes public record

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## **Superintendent's Evaluation March 2, 2021**

The following summarizes the performance evaluation of Dr. Wade Smith, Superintendent of Walla Walla Public Schools, for the period of March 2020 through February 2021, as completed by the Board of Directors of Walla Walla Public Schools. Performance parameters comprised professional standards established by the American Association of School Administrators with the National School Board Administration.

Dr. Smith received outstanding ratings in the areas of Leadership and District Culture, Communications and Community Relations, Organizational Management, Instructional Leadership, Human Resources / Budget Management, Values and Ethics of Leadership, and Labor Relations. In the areas of Policy and Governance and Curriculum Planning / Development, we judge his work to be excellent.

This past year, Dr. Smith led the district in developing a distance learning model that has been very effective for those students with the in-home supports needed to access remote instruction. He was ahead of the curve in procuring technology-based curricular resources to support distance learning, realigned district resources to support students and staff, and successfully overcame numerous challenges to support new programs, student needs, and modified educational delivery methods.

Dr. Smith works tirelessly to involve stakeholders and community leaders in promoting goodwill between the district and the community. His efforts to diversify our workforce continue to yield results, and the Board is proud that we are becoming a district that better reflects the population we serve. The Board recognizes Dr. Smith's commitment to promoting a school-based climate of tolerance, acceptance, and civility, especially calling out for praise of his commitment toward a more representative curriculum.

The Board appreciates the new budget forecasting processes Dr. Smith has implemented, which have



# Timeline

November 15 Mtg (open)	Group reviews Superintendent eval process and identified priority standards
December 13 Mtg (exec)	Opportunity for preliminary performance feedback
<b>CEE and i-Ready Student Performance Data Available Mid February</b>	
February 21 (exec)	Superintendent shares self-evaluation summary for priority standards and performance goal data. Parts I(for priority standards)/II delivered to board members via Survey Monkey. Board completes survey by February 24.
February 28 (exec)	Board president presents individual work in a consolidated format. Board reaches collective consensus and finalizes draft evaluation.
March 2 (exec)	Board presents draft document to Superintendent. Possible input/refinement provided by Superintendent.
March 7 (open)	Board approves evaluation/takes action on Sup contract renewal

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## BOARD POLICY

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### 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: Business and Study Meetings

Annually, on or before August 31, the board will approve and advertise its regular meeting schedule for the upcoming school year. The schedule will identify the times, dates and locations for the board's regular business and study meetings. The board reserves the right to modify such meetings when necessary, provided public notification requirements are met. An agenda of the business that the board will transact will be posted on the district website not less than twenty-four (24) hours in advance of the published start time of the meeting.

If the board intends to hold regular meetings at places or times other than adopted, 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.

#### Special Meetings

Special meetings may be called by the 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 provided 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 email~~electronic mail~~. The notice must be posted on the district's 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. During a declared emergency that prevents a meeting from being held in-person with reasonable safety, the district may post notice of a remote meeting without a physical location on the district website, or the website hosted or shared by another agency.

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 that board member~~he or she~~:

1. 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 email~~electronic mail~~; or
2. 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. If the district calls a special meeting of the board to deal with an emergency involving injury or damage to persons or property or the likelihood of such injury or damage, when time requirements of such notice would make notice impractical and increase the likelihood of such injury or damage, or when the required notice cannot be posted or displayed with reasonable safety, including but not limited

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## BOARD POLICY

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to declared emergencies in which travel to physically post notice is barred or advised against, the board may meet immediately with no prior 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.~~

If the district determines, by reason of fire, flood, earthquake, or other emergency, that there is a need for expedited action by the board to meet the emergency, the president may provide for a meeting site other than the regular meeting site, for a remote meeting without a physical location, or for a meeting at which the physical attendance by some or all members of the public is limited due to a declared emergency. The president may provide for an emergency meeting without providing notice.

If, after the declaration of an emergency by a local or state government or agency, or by the federal government, the district determines that it cannot hold a board meeting with its members or with public attendance in person with reasonable safety because of the emergency, the district will either:

1. Hold a remote meeting without a physical location, or
2. Hold a meeting at which the physical attendance by some or all members of the public is limited due to the declared emergency.

Members of the board may appear at a remote meeting telephonically or by other electronic means that allows for real-time, remote communication.

For a remote meeting or a meeting at which the physical attendance by some or all members of the public is limited due to a declared emergency, the district must provide an option for the public to listen to the proceedings telephonically or by using a readily available alternative in real-time that does not require any additional cost to access the program.

The district will provide notice for remote meetings or meetings at which the physical attendance by some or all members of the public is limited due to a declared emergency according to this Policy. The notice for meetings pursuant to a declared emergency must include instructions on how the public may listen live to proceedings and how the public may access any other electronic means of remote access offered by the district.

The district will not take final disposition on any matter during a remote meeting or a meeting at which the physical attendance by some or all members of the public is limited due to a declared emergency unless the district has provided an option for the public to listen to the proceedings, except for an executive session, pursuant to this Policy.

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The board will give proper public notice for any special meeting; or whenever a regular meeting is adjourned to another time; ~~or when a regular meeting is to be held at a place other than formally approved.~~ The board may provide notice for an emergency meeting in accordance with this Policy.

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, and those who may have difficulty attending a meeting in person due to conditions such as physical mobility limitations, 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.

### Live Video Broadcasting and Recording

In an effort to maximize public viewership and transparency, the board intends to live video broadcast and record all regular business meetings for those interested in viewing remotely or at a later date. Additionally, if spectator capacity or other exigent circumstances warrant, the board may choose to broadcast and record study, special or emergency meetings. Information on how to access the live stream feature and recording, when available, will be included in the public notice.

### 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 real-time verbal ~~simultaneous aural~~ communication without being in the same physical location 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) reasonably 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. The board votes on motions and resolutions as outlined and allowed by Roberts Rules of Order (Revised), Art, VII. However, a majority vote of *all* board members is required to elect or select a superintendent or board officer, or fill a vacancy on the board, 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.

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### 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. After adoption, motions to amend the agenda require two-thirds or larger majorities to pass. At a special meeting, the board may take final action only on that business contained in the notice of the special meeting.

It is unlawful for any member of the public to knowingly carry onto, or to possess on, any area of a facility being used for official school board meetings, a dangerous weapon, including but not limited to a firearm, "nun-chu-ka sticks," "throwing stars," air gun or pistol, stun gun, or other dangerous weapon as listed in RCW 9.41.280. The board will ensure that signs providing notice of the restrictions on possession of firearms and other weapons are posted at facilities being used for official meetings of the board.

### Public Attendance and Comment

Any member of the public may attend board meetings. The board may ask, but 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, with the exception of emergency situations, the board will provide a period at or before every during regular business meetings at which final action is to take place for public comment. During public comment period, when visitors may address the board on any topic within the scope of the board's responsibility. Public comment may occur orally or through written comments submitted before the meeting. Written comments must adhere to the standards of civility discussed below and must be received by 12:00 noon the day of the board meeting. All written public comments timely submitted will be distributed to each board member.

The board may structure the oral 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 President may adjust time limits as needed to comply with the agenda. The board is not obligated to respond to questions or challenges made during the public comment period and the board's silence

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will not signal agreement or endorsement of the speaker's remarks. The board may control the time, place, and manner of public comment. The 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 under a legal standard;
- 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. The board, and will exercise its authority to maintain order in a content neutral manner.

In addition to the public comment period during at the beginning of the meeting, the board may identify the ~~The board will also allow individuals to express an opinion prior to board action on~~ agenda items that ~~the board determines~~ require or would will benefit from additional opportunity for public comment. ~~Normally this opportunity will occur during the public comment period, but the board may provide additional 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. Individuals wishing to be heard by the board will first be recognized by the Board President.

### Cross Reference:

Board Policy 1220	Board Officers and Duties of Board Members
Board Policy 1410	Executive or Closed Sessions
Board Policy 1420	Proposed Agenda and Consent Agenda

### Legal References:

RCW28A.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

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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
<u>RCW 9.41.280</u>	<u>Possessing dangerous weapons on school facilities — Penalty — Exceptions</u>
42 USC 12101-12213	Americans with Disabilities Act

**Adopted: July 16, 2002**

**Revised: February 19, 2019**

**Second Reading/Revision: April 19, 2022**

**First Reading/Revision: November 15, 2022**

## BOARD POLICY

Policy No. 3411

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### ACCOMMODATING STUDENTS WITH SEIZURE DISORDERS OR EPILEPSY

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

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

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

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

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

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

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

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## BOARD POLICY

Policy No. 3411

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

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

The district, its employees, agents, or parent-designated adults who act in good faith and in substantial compliance with a student's individual health care plan and the instructions of the student's health care provider will not be criminally or civilly liable for services provided under RCW 28A.210.355.

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### Cross References:

Board Policy 5630 - Volunteers

Board Policy 3416 - Medication at School

Board Policy 2162 - Education of Students With Disabilities Under Section 504 of the Rehabilitation Act of 1973

### Legal References:

42 U.S.C. §§ 12101 et seq. Americans with Disabilities Act

RCW 28A.210.350 – Students with diabetes or epilepsy or other seizure disorders

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### EMERGENCIES

The district is committed to having current safe school plans and procedures in place to maximize safety for all students and staff. A commitment to safety enables teaching and learning. The district and its schools shall develop comprehensive all-hazard emergency operations plans that address prevention, mitigation, preparedness, response, and recovery.

#### Drills

~~Each school in the district will conduct at least one safety-related drill per month, including summer months when school is in session with students. These drills will teach students the following three basic functional drill responses:~~ Drills are an essential component of safety planning. Drills teach students and staff basic functional responses to potential threats and hazards. The four functional responses are adaptable and can be applied to a variety of situations. Additionally, some threats or hazards may require the use of more than one basic functional response. Therefore, each school in the district will conduct at least one safety-related drill per month, including summer months when school is in session with students. Drill planning and implementation shall consider and accommodate the needs of all students.

#### Shelter-in-Place

Students will receive instruction so that in the case of a hazardous vapor release that doesn't allow time to evacuate the campus, they will be able to remain inside, and take the steps necessary to eliminate or minimize the health and safety hazard.

#### Lockdowns

Students will receive instruction so that in the event of the breach of security of a school building or campus; staff, students and visitors will be able to take positions in secure enclosures.

#### Evacuations

Students will receive instruction so that in the event the school or district needs to be evacuated, due to threats such as fires or oil train spills, they will be able to leave the building in the shortest time possible and take the safest route possible to another school or facility.

The above safety-related drills will incorporate the use of the school mapping information system in at least one of the drills.

These safety-related drills may also incorporate an earthquake drill using the state-approved earthquake safety technique "drop, cover, and hold."

The superintendent is directed to develop emergency evacuation procedures for each building.

#### Earthquakes

The board recognizes the importance of protecting staff, students and facilities in the event of an earthquake. Facilities shall be designed and maintained in a manner that recognizes the potential danger

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## BOARD POLICY

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from such an occurrence. Likewise, staff must be prepared to take necessary action to protect students and staff from harm.

The superintendent shall establish procedures should an earthquake occur while school is in session.

### **Bomb Threats**

The superintendent shall establish procedures for action in the event that any threat is received toward the school by telephone, letter, orally or by other means.

### **Emergency School Closure**

When weather conditions or other circumstances make it unsafe to operate schools, the superintendent shall determine whether schools should be started late, closed for the day or transportation provided only on emergency routes. Those decisions will be communicated through community media resources pursuant to a plan developed by the superintendent or designee.

### **Pandemic/Epidemic**

The board recognizes that a pandemic outbreak is a serious threat that could affect students, staff and the community. The superintendent or a designee will serve as a liaison between the school district and local health officials. The district liaison, in consultation with local health officials, will ensure that a pandemic/epidemic plan exists in the district and establish procedures to provide for staff and student safety during such an emergency.

When an emergency within a school or its surrounding area necessitates evacuation and/or total or partial closure of the schools within the district, staff will be responsible for aiding in the safe evacuation of the students within the endangered school or its surrounding area.

The superintendent will establish procedures for the emergency closure of a building or department.

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### Legal References:

Board Policy 4310 District Relationships with Law Enforcement and other Government Agencies  
RCW 28A.320.125 Safe school plans — Requirements — Duties of school districts, schools, and educational service districts — Reports — Drills — Rules  
RCW 19.27.110 International fire code — Administration and enforcement by counties, other political subdivisions and municipal corporations

**Adopted: July 16, 2002**

**Revised: November 20, 2018**

**First Reading/Revision: November 15, 2022**

# Walla Walla Public Schools

## BOARD POLICY

Policy No. 4060

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### DISTRIBUTION OF MATERIALS TO STUDENTS/FAMILIES

The board recognizes that local nonprofit organizations may want to distribute materials in the school district that are non-curricular but that have social, recreational or educational value for students.

Flyers, from local nonprofit organizations, distributed in Walla Walla Public Schools must be submitted through Peachjar, meet the district's E-Flyer Guidelines for Distribution and be approved by district staff. ~~Any nonprofit group wishing to distribute informational material must first submit, to the superintendent or a designee, a copy of the material and a completed request form. Generally, materials are approved to be posted in select areas of the campus at the discretion of the principal. Any materials and/or fliers approved to be disseminated individually to students are required to be translated, and copies made, at the expense of the requestor.~~

The primary purpose of the standards is to prevent the exploitation of students by individuals or groups.

It is the responsibility of the superintendent to draft procedures regarding this policy.

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Cross References:           3220 - Freedom of Expression  
                                  2340 - Religious-Related Activities and Practices

Revised: May 16, 2017

**First Reading/Revision: November 15, 2022**

# Walla Walla Public Schools

## BOARD POLICY

Policy No. 4210

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### REGULATION OF DANGEROUS WEAPONS ON SCHOOL PREMISES

Unless specifically authorized by this policy, it is a violation of district policy for any person to knowingly carry a firearm or dangerous weapon on district property or on school-provided transportation, areas of other facilities being used exclusively for school activities, or areas of facilities being used for official meetings of the school board. The term “school premises”, includes property, or portion(s) of property ~~This prohibition applies to any facility~~ owned, rented, or leased by the District, when the property, or portion(s) of property, is being used exclusively for district activities. ~~If the District leases or rents part of a property for District use, firearms and dangerous weapons are prohibited on any portion of the premises where the district has the right of exclusive use.~~

~~Carrying a dangerous weapon onto school premises, school-provided transportation, or areas of other facilities being used exclusively for school activities in violation of RCW 9.41.280 is also a criminal offense.~~ It is the policy of this District that the presence of firearms and other dangerous weapons in the workplace or educational environment is to be minimized as much as possible. As such, the following activities are prohibited by this policy regardless of whether such possession would violate state law, and regardless of whether the weapon is secured in a vehicle or possessed by a person with a concealed weapons permit:

1. No District employee may bring any firearm or dangerous weapon onto any District property without prior authorization of the Superintendent.
2. No person or entity renting, leasing, or otherwise being granted the right to temporary use of District-owned property may possess, or allow its guests to possess, firearms or dangerous weapons on District-owned property.

The superintendent is directed to see that all school facilities post "Gun-Free Zone" signs, and that all violations of this policy and RCW 9.41.280 are reported annually to the Superintendent of Public Instruction.

### Dangerous Weapons

The term “dangerous weapons” under state law includes:

- Any firearm;
- Any device commonly known as “nunchaku sticks,” consisting of two or more length of wood, metal, plastic, or similar substance connected with wire, rope, or other means;
- Any device, commonly known as “throwing stars,” which are multi-pointed, metal objects designed to embed upon impact from any aspect;
- Any air gun, including any air pistol or air rifle, designed to propel a BB, pellet, or other projectile by the discharge of compressed air, carbon dioxide, or other gas;
- Any portable device manufactured to function as a weapon and which is commonly known as a stun gun, including a projectile stun gun which projects wired probes that are attached to the

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device that emit an electrical charge designed to administer to a person or an animal an electric shock, charge, or impulse;

- Any device, object, or instrument that is used or intended to be used as a weapon with the intent to injure a person by an electric shock, charge, or impulse;
- The following instruments:
  - Any dirk or dagger;
  - Any knife with a blade longer than three inches;
  - Any knife with a blade that is automatically released by a spring mechanism or other mechanical device;
  - Any knife having a blade that opens, or falls or is ejected into position by the force of gravity, or by outward, downward, or centrifugal thrust or movement; and
  - Any razor with an unguarded blade;
- Any slung shot, sandbag, or sand club;
- Metal knuckles;
- A sling shot;
- Any metal pipe or bar used or intended to be used as a club;
- Any explosive;
- Any weapon containing poisonous or injurious gas;
- Any implement or instrument which has the capacity to inflict death and from the manner in which it is used, is likely to produce or may easily and readily produce death.

In addition, the District considers the following weapons in violation of this policy:

- Any knife or razor not listed above, except for instruments authorized or provided for specific school activities;
- Any object other than those listed above which is used in a manner to intimidate, threaten, or injure another person and is capable of easily and readily producing such injury.

### Reporting Dangerous Weapons

#### Students

If the District believes that a student has violated this policy, an appropriate school authority will promptly notify the student's parents or guardians and the appropriate law enforcement agency of known or suspected violations of this policy.

Students who have possessed a firearm on any school premises, school-provided transportation, or school-sponsored activities at any facility shall be expelled for not less than one year pursuant to RCW 28A.600.420. The superintendent may modify the one-year expulsion for a firearm on a case-by-case basis.

Further, the District may also suspend or expel a student for up to one year if the student acts with malice (as defined under RCW 9A.04.110) and displays a device that appears to be a firearm.

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All expulsion and/or suspension and all other discipline of students who violate this policy will be subject to District Policy 3241 – Student Discipline.

### Staff

If a District employee believes that another District employee has violated this policy, the employee will report his or her concerns to an appropriate school or District authority for further inquiry. Any disciplinary action of an employee who willfully violates this policy will be subject to District Policy 5281 – Disciplinary Action and Discharge.

### Exceptions

The following persons may carry firearms into school buildings, as necessary, although students engaged in these activities are restricted to the possession of rifles on school premises:

- A. Persons engaged in District-authorized military or law enforcement or School Resource Officer activities;
- B. Persons involved in a District Superintendent authorized convention, showing, demonstration, lecture or firearm safety course;
- C. Persons competing in District Superintendent authorized firearm or air gun competitions;
- D. Any federal, state or local law enforcement officer;
- E. Students/faculty participating in official JROTC training or events; and
- F. Students/faculty participating in official criminal justice training or events.

The following persons who are over eighteen years of age, not employed by the District, not renting or leasing District facilities, and not enrolled as students may possess firearms on school property under only the following limited circumstances:

- A. Persons with concealed weapons permits issued pursuant to RCW 9.41.070 who are picking up or dropping off students; and

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## BOARD POLICY

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- B. Persons conducting legitimate business at the school and in lawful possession of a firearm or dangerous weapon if the weapon is secured within an attended vehicle, is unloaded and secured in a vehicle, or is concealed from view in a locked, unattended vehicle. Pursuant to RCW 9.41.~~051~~050, no one may lawfully possess a loaded handgun in a vehicle unless the person has a valid concealed pistol permit.

Persons may bring dangerous weapons, other than firearms, onto school premises if the weapons are lawfully within the person's possession and are to be used in a school-authorized activity or class such as a martial arts class.

### Personal Protection Spray

Persons over eighteen years of age, and persons between fourteen and eighteen years with written parental or guardian permission, may possess personal protection spray devices on school property. No one eighteen or older may deliver a spray device to anyone under fourteen, or to anyone between fourteen and eighteen who does not have parental permission.

Personal protection spray devices may not be used other than in self-defense as defined by state law. Possession, transmission or use of personal protection spray devices under any other circumstances is a violation of district policy.

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#### Cross References:

Board Policy 3241 ~~Classroom~~ Student Discipline  
Board Policy 4260 Use of School Facilities  
Board Policy 5281 Disciplinary Action and Discharge  
Board Policy 6112 Rental or lease of District Real Property

#### Legal References:

RCW 9A.16.020 Use of force – when lawful  
9.41.250 Dangerous weapons - Penalty  
9.41.280 Dangerous weapons on facilities - Penalty - Exceptions  
9.91.160 Personal Protection Spray devices  
9.94A.~~82~~25 Deadly weapon special verdict - definition  
28A.600.420 Firearms on school premises, transportation, or facilities -- Penalty – Exemptions

Adopted: July 16, 2002

Revised: July 21, 2020

**First Reading/Revision: November 15, 2022**

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### LANGUAGE ACCESS ~~PLAN~~

The Board of Directors is committed to improving meaningful, two-way communication and promoting access to District programs, services and activities for students and their parents and families. The Board recognizes that students whose family members are multilingual English learners are assets to the community. It is crucial that the District seek to address language barriers and do so free of charge. ~~for students and parents who are English Language Learners (ELL).~~ To that end and as required by law, the Board of Directors requires the District will develop and adopt a plan for ~~to~~ implementing and maintaining a language access ~~plan~~ program that is culturally responsive, provides for systematic family engagement developed through meaningful stakeholder engagement, and is tailored to the District's current ~~ELL parent population~~ population of students and families who are considered multilingual English learners.

At a minimum, the District's plan for a language access ~~plan~~ program will adhere to the principles of an effective language access program for culturally responsive, systematic family engagement, which are:

- Accessibility and equity. This means that schools provide access to all; two-way communication is a priority and is woven into the design of all programs and services.
- Accountability and transparency. This means that the language access program and decision-making processes at all levels are: Open, accessible, and usable to families; readily available; continuously improved based on ongoing feedback from families and staff; and regulated by a clear and just complaint process.
- Responsive culture. This means that schools are safe, compassionate places where each family's opinions are heard, needs are met, and contributions are valued. School staff are humble and empathetic towards families.
- Focus on relationships. This means that schools seek to understand families without judgment on an individual level, building trust through respectful relationships that recognize the unique strengths that each family and student possesses.

~~incorporate the procedures that accompany this policy and address:~~

### **Parent Identification of Families Needing Language Access Services**

The District will accurately and in a timely manner identify ~~ELL~~ parents/family members of students who are multilingual English learners and provide them information in a language they can understand regarding the language service resources available within the District.

### **Oral Interpretation**

The District will take reasonable steps to provide ~~ELL~~ parents/family members who are considered multilingual English learners with competent oral interpretation of materials or information about any program, service, and activity provided to ~~non-ELL~~ parents who are multilingual English learners and

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## BOARD POLICY

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to facilitate any interaction with district staff significant to the student's education. The District will provide such services upon request ~~of the ELL parent(s)~~ and/or when it may be reasonably anticipated by District staff that such services will be necessary.

### Written Translation

The District will provide a written translation of vital documents for any group that constitutes at least 5 percent of the District's total parent population or 1000 persons, whichever is less. For purposes of this policy, "vital documents" include, but are not limited to, those related to:

- registration, application, and selection;
- academic standards and student performance;
- safety, discipline, and conduct expectations;
- special education and related services, Section 504 information, and McKinney-Vento services;
- policies and procedures related to school attendance;
- requests for parent permission in activities or programs;
- opportunities for students or families to access school activities, programs, and services;
- student/parent handbook;
- the District's Language Access Plan and Program related services or resources available;
- school closure information; and
- any other documents notifying parents of their rights under applicable state laws and/or containing information or forms related to consent or filing complaints under federal law, state law, or District policy.

If the District is unable to translate a vital document due to resource limitations or if a small number of families require the information in a language other than English such that document translation is unreasonable, the District will still provide the information to parents in a language they can understand through competent oral interpretation.

### Staff Guidance

The Superintendent will designate a staff member to serve as the Language Access Liaison/Coordinator, who will monitor and facilitate compliance with state and federal laws related to language access and family engagement. The Language Access Coordinator's name and contact information will be widely shared so parents, school staff, and community members may contact them to inquire about language access services.

All school administrators, particularly those who have the most interaction with the public such as registrars and enrollment staff, certificated staff and other appropriate staff as determined by the ~~superintendent~~ Language Access Liaison/Coordinator, will receive guidance on meaningful communication with ~~ELL-parents/family members~~ who are considered multilingual English learners, best practices for working with an interpreter, how to access an interpreter or translation services in a timely manner, language services available within the District and other information deemed necessary

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by the ~~superintendent~~ Language Access Coordinator/Liaison to effectuate the language access plan and program.

Appropriate district staff, as determined by the ~~superintendent~~ Language Access Coordinator/Liaison, will also receive guidance on the interaction between this policy and the District's policy on effective communication with students, families, and community members with disabilities.

The superintendent is authorized to establish procedures and practices for implementing this policy.

### Cross references:

Board Policy 3210  
Board Policy 4129  
Board Policy 4217

Nondiscrimination  
Family Involvement  
Effective Communication

### Legal references:

RCW28A.642  
RCW 49.60  
WAC 392-400  
WAC 392-400-215  
Title VI of the Civil Rights Act of 1964

Discrimination prohibition  
Discrimination - Human Rights Commission  
Discipline  
Student rights

**Adopted: October 18, 2016**

**Revised: November 21, 2017**

**First Reading/Revision: November 15, 2022**

# Walla Walla Public Schools

## BOARD POLICY

Policy No. 5001

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### HIRING OF RETIRED SCHOOL EMPLOYEES

The Walla Walla school District will recruit, select and employ the best-qualified individuals as employees. The district may employ persons retired from the Teachers' Retirement System (TRS), the School Employees' Retirement System (SERS) or the Public Employees' Retirement System (PERS). A retired employee will only be rehired pursuant to this district policy.

#### TRS Plan 1 Retirees

TRS Plan 1 retirees who reenter employment more than one calendar month after their accrual date may be employed in a non-administrative position for up to 867 hours in a school year without suspension of their pension benefits.

Until July 1, 2025, TRS Plan 1 retirees who enter reemployment more than one calendar month after their accrual date may work in a school district in a non-administrative position for up to 1,040 hours in a school year and continue to receive their pension payments.

#### TRS Plan 2 & Plan 3 Retirees

TRS Plan 2 and Plan 3 retirees who reenter employment more than one calendar year after their accrual date may be employed in an eligible position as defined in RCW 41.32.010, 41.35.010, or 41.40.010 for up to 867 hours in a calendar year without suspension of their pension benefits.

TRS Plan 2 and Plan 3 retirees who have retired under the alternate early retirement provisions of RCW 41.32.765(3)(b) or 41.32.875(3)(b) and who reenter employment more than one calendar month after their accrual date and after June 9, 2016, may be employed in a non-administrative capacity for up to 867 hours in a calendar year without suspension of their pension benefits.

Until July 1, 2025, TRS Plan 2 and Plan 3 retirees who enter reemployment more than one calendar month after their accrual date may work in a school district in a non-administrative position for up to 1,040 hours in a calendar year and continue to receive their pension payments.

#### SERS Plan 2 & 3 Retirees

SERS Plan 2 and Plan 3 retirees who reenter employment more than one calendar year after their accrual date may be employed in an eligible position as defined in RCW 41.32.010, 41.35.010, or 41.40.010 for up to 867 hours in a calendar year without suspension of their pension benefits.

SERS Plan 2 and Plan 3 retirees who have retired under the alternate early retirement provisions of RCW 41.35.420(3)(b) and who reenter employment more than one calendar month after their accrual date may be employed in a non-administrative capacity for up to 867 hours in a calendar year without suspension of their pension benefits.

Until July 1, 2025, SERS Plan 2 and Plan 3 retirees who enter reemployment more than one calendar month after their accrual date, including those who have retired under the alternate early retirement

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provisions of RCW 41.35.420(3)(b) or 41.35.680(3)(b), may work in a school district in a non-administrative position for up to 1,040 hours in a calendar year and continue to receive their pension payments.

### PERS Retirees

PERS retirees who reenter employment more than one calendar year after their accrual date may be employed in an eligible position as defined in RCW 41.32.010, 41.35.010, or 41.40.010 for up to 867 hours in a calendar year without suspension of their pension benefits.

Until July 1, 2025, PERS retirees who enter reemployment more than 100 days after their accrual date, including those who have retired under the alternate early retirement provisions of RCW 41.40.630(3)(b) or 41.40.820(3)(b), may work in a school district in a non-administrative position for up to 1,040 hours in a calendar year and continue to receive their pension payments. ~~Until August 1, 2020, the district may employ teachers in TRS Plan 2 or 3 who have retired under the alternate early retirement provisions of RCW 41.32.765(3)(b) or RCW 41.32.875(3)(b). Such employment is subject to the following conditions: 1) One calendar month must have elapsed since the retiree's accrual date; 2) the retiree must be employed exclusively as either a substitute teacher as defined in RCW 41.32.010(48)(a) or in an instructional capacity (as opposed to an administrative or supervisory capacity); and 3) the district must compensate its substitute teachers at a rate that is at least 85% of the full daily amount allocated by the state to the district for substitute teacher compensation.~~

~~All retirees of TRS, SERS or PERS may work an annual threshold of eight hundred sixty seven (867) hours per year while receiving retirement benefits. The annual threshold for TRS Plan 1 retirees is calculated per fiscal year. All other plans are calculated per calendar year. Qualified hours are determined by whether the retiree works in an eligible position as defined by RCW 41.32.010(48)(a) or by the Department of Retirement Systems (DRS).~~

### **District Responsibilities**

The district will abide by the following process when considering a retiree for employment:

1. The board of directors will approve a process for recruitment and selection of employees, including those vacancies for which a retiree applicant may be considered;
2. Applicant(s) will be evaluated and considered equally, selecting the candidate who best meets the needs of the district;
3. There will be no prearranged employment agreement or commitment to rehire an employee after retirement. Mere inquiries about post-retirement employment do not constitute an agreement;
4. Employment will be limited to a maximum of a one-year, non-continuing contract or appointment;

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## BOARD POLICY

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5. Subject to any applicable bargaining agreements, vacancies filled by retirees will be annually reviewed by the board to determine whether the retiree will be rehired for another year of employment;
6. The district will provide the retiree with the same terms and conditions of employment as other appointees or employees in comparable positions with the exception of sick-leave cash-out; and
7. The district will report the number of hours worked by the retiree to DRS.

### Retired Employee Responsibilities

The following conditions of employment will apply to retirees that are re-employed:

1. Retired applicants will disclose to the district whether they are retired from a Washington state retirement plan.
2. Employees must satisfy the DRS requirement for separation and retirement from service prior to accepting a retire/rehire position with the district.
3. Retirees are subject to the same collective bargaining membership as other one-year temporary employees.
4. Retirees are responsible for tracking service hours during post-retirement employment among multiple employers.

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### Cross References:

Board Policy 5610 - Substitute Employment

Board Policy 5050 – Contracts

### Legal References:

[RCW 28A.405.900 Certain certificated employees exempt from chapter provisions](#)

[Chapter 41.32 RCW Teachers' retirement](#)

[RCW 41.32.570 Post-retirement employment—Reduction or suspension of pension payments](#)

[RCW 41.32.802 Reduction of retirement allowance upon reemployment or if covered by plan under](#)

[RCW 28B.10.400—Reestablishment of membership](#)

[RCW 41.32.862 Reduction of retirement allowance upon reemployment or if covered by plan under](#)

[RCW 28B.10.400—Reestablishment of membership](#)

[Chapter 41.35 RCW Washington school employees' retirement system](#)

[RCW 41.35.060 Reduction of retirement allowance upon reemployment or if covered by plan under](#)

[RCW 28B.10.400—Reestablishment of membership](#)

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Chapter 41.40 RCW Washington public employees' retirement system

RCW 41.40.037 Service by retirees—Break in employment requirement—Reduction of retirement allowance upon reemployment—Reestablishment of membership

~~Legal References: RCW 41.32 Teachers' retirement~~

~~RCW 41.40 Washington public employees' retirement system~~

Adopted by the Board: September 4, 2007

Revised: October 18, 2016

**First Reading/Revision: November 15, 2022**

# Walla Walla Public Schools

## BOARD POLICY

Policy No. 5011

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### SEXUAL HARASSMENT OF STAFF PROHIBITED

The district is committed to a positive and productive education and 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 made a term or condition, either stated or implied, in obtaining a 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.

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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 time lines and delineate staff responsibilities under this policy.

Any school employee who witnesses sexual harassment or receives a 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 and Procedures 3205.

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.

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### 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 or designee will annually review ~~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, students, and volunteers and parents in the review process.~~

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### Cross References:

Board Policy 3205 - Sexual Harassment of Students Prohibited  
Board Policy 3207 - Prohibition of Harassment, Intimidation and Bullying  
Board Policy 3210 - Nondiscrimination – Students  
Board Policy 3211 - Transgender Students  
Board Policy 3240 - Student Conduct Expectations and Reasonable Sanctions  
Board Policy 3421 - Child Abuse, Neglect, and Exploitation Prevention  
Board Policy 5010 - Nondiscrimination and Affirmative Action

### Legal References:

RCW 28A.640.020 - Regulations, guidelines to eliminate discrimination – Scope – Sexual harassment policies.

WAC 392-190-056-058 - Sexual Harassment 20 U.S.C. 1681-1688

**Adopted: July 16, 2002**

**Revised: 10.07.03; 05.21.13; 08.15.17; December 14, 2021**

**First Reading/Revision: November 15, 2022**

## BOARD POLICY

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### NUTRITION, HEALTH, AND PHYSICAL EDUCATION

The board recognizes that a healthy school environment prepares students for college, careers, and successful futures. Students who eat well-balanced meals and engage in regular exercise are more likely to learn in the classroom. Good nutrition and physical fitness are essential for the lifelong health and wellbeing of our district's youth. The board supports the district's increased emphasis on nutrition, health, physical education, and physical activity at all grade levels to enhance the well-being of the district's students. Therefore, it is the policy of the Board of Directors to provide students with access to nutritious food, emphasize health education and physical education, and provide students with opportunities for physical activity. The board also recognizes the benefits of scheduling at least 20 minutes of seat time for lunch for every student and scheduling recess before lunch for elementary students. Therefore, to the extent appropriate and feasible, the Superintendent will strive to identify and remove barriers to these practices.

#### Wellness Policy

The district, through the School Health Advisory Committee (SHAC), will develop and implement a comprehensive wellness policy in compliance with state and federal requirements for districts participating in the National School Lunch Program, the School Breakfast Program and the United States Department of Agriculture (USDA) Smart Snacks in School nutrition standards.

#### Nutrition and Food Services Program

The Board of Directors supports the philosophy of the National School Lunch and School Breakfast Program and will provide wholesome and nutritious meals for children in the District's schools. The Board authorizes the Superintendent to administer the food services program, provided that any decision to enter into a contract with a food service management company will require the approval of the Board. Expenditures for food supplies shall not exceed the estimated revenues.

The Superintendent is responsible for:

- Annually distributing meal applications and determining eligibility for school meals;
- Protecting the identity of students eligible for free and reduced-price meals;
- Ensuring meals meet USDA meal pattern requirements;
- Ensuring meal periods are in compliance with USDA regulations;
- Establishing a Food Safety Plan;
- Determining meal prices annually;
- Using the full entitlement of USDA Foods;
- Maintaining a nonprofit school food service account;
- Ensuring all revenues are used solely for the school meal program;
- Establishing a meal charge policy; if not serving meals at no cost to students;
- Accommodating children with special dietary needs;
- Ensuring compliance with USDA nondiscrimination policies;
- Following proper procurement procedures; and
- Ensuring compliance with the Smart Snacks in School standards.

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### Health and Physical Education Program

The District's K-12 health and physical education programs will be aligned with the Washington State Health and Physical Education K-12 Learning Standards and will include, but not be limited to, the development of knowledge and skills to be physically active, eat nutritiously, to access reliable health information and services, communicate effectively, and set health-enhancing goals.

The District will ensure that the following requirements are met:

- All students in grades one through eight receive an average of one hundred instructional minutes per week of physical education per year.
- All high school students are required to complete a minimum of three semesters (1.5 credits) of physical education and one semester (.5 credit) of health education.
- Any student who is excused from participation on account of physical disability, employment, religious belief, participation in directed athletics or military science and tactics, or for other good cause will be required to demonstrate proficiency/competency in the knowledge portion of the fitness requirement, in accordance with District policy.
- The district will offer a one-credit course or its equivalent in physical education for each grade in the high school program (grades 9-12).
- All students have equal and equitable opportunities for health and physical education.
- All students, from kindergarten through grade 12, will have access to a quality, standards-based health and physical education program.
- OSPI- developed assessments or other strategies will be used in health and physical education, formerly known as classroom-based assessments (CBAs).

Additionally, school districts must conduct an annual review of their PE programs. The review must consist of numerous provisions, including:

- The number of individual students completing a PE class during the school year;
- The average number of minutes per week of PE received by students in grades 1 through 8, expressed in appropriate reporting ranges;
- The number of students granted waivers (excused from participation) from PE requirements;
- An indication of whether all PE classes are taught by instructors who possess a valid health and fitness endorsement;
- The PE class sizes, expressed in appropriate reporting ranges;
- An indication of whether, as a matter of policy or procedure, the district routinely modifies and adapts its PE curriculum for students with disabilities; and
- An indication of whether the district routinely excludes students from PE classes for disciplinary reasons.

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As a best practice and subject to available funding, the district will strive to ensure:

- Students will be moderately to vigorously active for at least 50% of class time during most or all physical education class sessions.
- All schools will have certificated physical education teachers providing instruction.
- All schools will have appropriate class sizes, facilities, equipment, and supplies needed to deliver quality health and physical education consistent with state standards.
- All physical education teachers will be encouraged to participate in professional development in physical education at least once a year.

### Physical Activity

Physical education class is not to be used or withheld as punishment for any reason. All schools, as a best practice and subject to available funding, will participate in a multi-component approach by which schools use all opportunities for students to be physically active, such as the Comprehensive School Physical Activity Program (CSPAP) recommended by the Centers for Disease Control and Prevention, and will provide the following:

- Quality physical education;
- Physical activity during the school day (brain boosters/energizers);
- Extracurricular opportunities;
- Recess (which, under most circumstances, will not be used or withheld as punishment-);
- Family and community engagement;
- Staff wellness and health promotion;
- Promotion of active transportation; and
- School district facilities.

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### Cross References:

Board Policy 2150 - Co-Curricular Program

Board Policy 2151 - Interscholastic Activities

Board Policy 2161 - Special Education and Related Services for Eligible Students

Board Policy 2162 - Education of Students With Disabilities Under Section 504 of the Rehabilitation Act of 1973

Board Policy 2410 - High School Graduation Requirements

Board Policy 3210 - Nondiscrimination

Board Policy 3422 - Student Sports – Concussion, Head Injury and Sudden Cardiac Arrest

Board Policy 4260 - Use of School Facilities

### Legal References:

RCW 28A.210.365 - Food choice, physical activity, childhood fitness — Minimum standards — District waiver or exemption policy.

RCW 28A.230.040 - Physical Education – Grades 1-8

RCW 28A.230.050 - Physical Education in High Schools

RCW 28A.230.095 - Essential academic learning requirements and assessments — Verification reports.

RCW 28A.235.120 - Meal Programs — Establishment and Operation — Personnel — Agreements

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## BOARD POLICY

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- RCW 28A.235.130 - Milk for children at school expense  
RCW 28A.235.140 - School breakfast programs  
RCW 28A.235.145 - School breakfast and lunch programs –Use of state funds  
RCW 28A.235.150 - School breakfast and lunch programs – Grants to increase participation – Increased state support  
RCW 28A.235.160 - Requirements to implement school breakfast, lunch and summer food service programs – Exemptions  
RCW 28A.235.170 - Washington grown fresh fruit and vegetable grant program  
RCW 28A.623.020 - Nonprofit program for elderly — Authorized — Restrictions  
RCW 69.04 - Intrastate Commerce in Food, Drugs and Cosmetics  
RCW 69.06.010 - Food and beverage service worker’s permit — Filing, duration — Minimum training requirements  
RCW 69.06.020 - Permit exclusive and valid throughout state — Fee  
RCW 69.06.030 - Diseased persons — May not work — Employer may not hire  
RCW 69.06.050 - Permit to be secured within fourteen days from time of employment.  
RCW 69.06.070 - Limited duty permit  
WAC 180-51-068 - State subject and credit requirements for high school graduation—Students entering the ninth grade on or after July 1, 2015.  
WAC 392-157-125 - Time for meals  
WAC 392-410-135 - Physical Education – Grade school and high school requirement.  
WAC 392-410-136 - Physical Education Requirement-Excuse  
2 CFR Part 200 - Procurement  
7 CFR, Parts 210 - and 220  
7 CFR, Part 245.5

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