

BOARD OF DIRECTORS
Regular Business Meeting - 5:30 PM
November 21, 2023
364 S Park St
Walla Walla, WA 99362

Watch Live: <https://wwps-org.zoom.us/j/97244633025>

Listen: Dial 1-253-215-8782 and enter the Webinar ID: 972 4463 3025

Individuals with disabilities and those individuals who may have difficulty attending a board meeting due to issues such as mobility limitations may contact the superintendent’s office at 509-526-6715 no later than three days before a regular meeting and as soon as possible in advance of a special meeting so the district can arrange for them to participate.

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

I. CALL TO ORDER: (5:30 p.m.) *Derek Sarley*

II. FLAG SALUTE: *Terri Trick*

III. ROLL CALL:

- Derek Sarley, President
- Kathy Mulkerin, Vice President
- Ruth Ladderud
- Eric Rindal
- Terri Trick
- Hailey Thrall, Student Board Representative

IV. APPROVAL OF AGENDA: *Derek Sarley*

V. CONSENT AGENDA: *Derek Sarley*

- | | |
|--|----|
| 1. Personnel Report | 3 |
| 2. Non-Athletic Extra & Co-Curricular Contracts | 4 |
| 3. November 21 Accounts Payable | 5 |
| 4. September Financial Report | 6 |
| 5. October Financial Report | 10 |
| 6. Special Meeting Minutes of November 7, 2023 | 14 |
| 7. Regular Study Meeting Minutes of November 7, 2023 | 15 |
| 8. Special Meeting Minutes of November 9, 2023 | 17 |

VI. SPECIAL PROGRAMS/INTRODUCTIONS/ANNOUNCEMENTS: (5:35 p.m.) *Derek Sarley*

1. Building Belonging Recognition: *Dr. Julie Perron*
 - Garrison Middle School - Social Emotional Learning Team and Principal Advisory Council
 - Aline Raber - Walla Walla Center for Children & Families
2. Recognition of State Champions: *Dr. Wade Smith*
 - Wa-Hi Slow Pitch Softball - 3rd Place

VII. ASSOCIATED STUDENT BODY STUDENT REPRESENTATIVE REPORT: *Finley Reed*

VIII. CITIZENS' COMMENTS: (6:00 p.m.) *Derek Sarley*

IX. REPORTS: (6:15 p.m.) *Derek Sarley*

1. Board of Directors Report: *Derek Sarley*
2. Superintendent's Report: *Dr. Wade Smith*
 - a. Monthly Enrollment Report 19
3. Monthly Financial Dashboard Report: *Janette Jeffris* 21
4. Student Representative Appointment: *Kathy Mulkerin*
5. Superintendent Evaluation Process Review: *Dr. Wade Smith* 24
6. Announce "For" and "Against" Committees pursuant to RCW 29A.32.280: *Derek Sarley*
7. Policies First Reading: *Dr. Wade Smith* 36
 - 1400 Meeting Conduct, Order of Business, and Quorum
 - 1610 Conflicts of Interest
 - 2190 Highly Capable Programs
 - 2230 Transition to Kindergarten Program
 - 6215 Expense Claim Certification and Approval
 - 6217 Electronic Funds Transfer
 - 6530 Insurance
 - 6550 Capitalization Threshold for Leases and Subscription-Based Information Technology Arrangements (SBITAs)
 - 6700 Nutrition, Health, and Physical Education

X. ACTION: (7:10 p.m.) *Derek Sarley*

1. Student Representative Appointment

XI. ADJOURNMENT: (7:25 p.m.) *Derek Sarley*



PERSONNEL REPORT

November 21, 2023 – Board Meeting

Date: November 16, 2023

RESIGNATION/RETIREMENT/SEPARATION OF EMPLOYMENT

Certificated: Krystal Ceron, Special Education Teacher, Walla Walla High School, 5 years

Classified: Gabriela Amezcua, Kitchen Assistant, Garrison Middle School, 1.5 years
Maribel De La Cruz, Bilingual Assistant Secretary, Walla Walla High School, 2.5 years
Katie Henry, Intervention Specialist, Garrison Middle School, 7.5 years
Claudia Martinez, Bilingual Assistant Secretary / Receptionist, Walla Walla High School, 1 month
Norma Rivas, Para-Educator, Green Park Elementary School, 25 years

NON-ATHLETIC EXTRA/CO-CURRICULAR CONTRACTS 2023-2024

<u>Name</u>	<u>School</u>	<u>Assignment</u>
Jennifer Hein	W	AVID Advisor
Zoe White	W	Debate Advisor
Theresa York	PI	Guiding Coalition Team

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 21st, 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
		General Fund		
11/21/2023	230895	Through	231042	\$ 628,730.90
11/21/2023	232400155	Wire Transfer	232400190	\$ 4,226.04

		Capital Projects		
11/21/2023	230023	Through	230023	\$ 4,573.80
		Wire Transfer		

		ASB		
11/21/2023	230049	Through	230056	\$ 18,551.31
		Wire Transfer		

		Transportation Vehicle		
		Through		
		Wire Transfer		

		Payroll		
		Through		
		Wire Transfer		
	NA	Payroll Taxes	NA	

TOTAL:	\$	656,082.05
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SCHOOL BOARD PRESIDENT:

SECRETARY OF THE BOARD:

Derek Sarley

Dr. Wade Smith, Superintendent



TO: Dr. Wade Smith - Superintendent
FROM: Janette Jeffris – Director of Fiscal Services
DATE: November 16, 2023
RE: September's Financial Report

Attached is the September financial report consisting of:

6

- Revenues, expenditures and fund balance for all five funds.
 - General Fund ending balance is 9% of expenditures
- General Fund trend charts
- Payroll trend chart

Attachments

JJ

Walla Walla School District

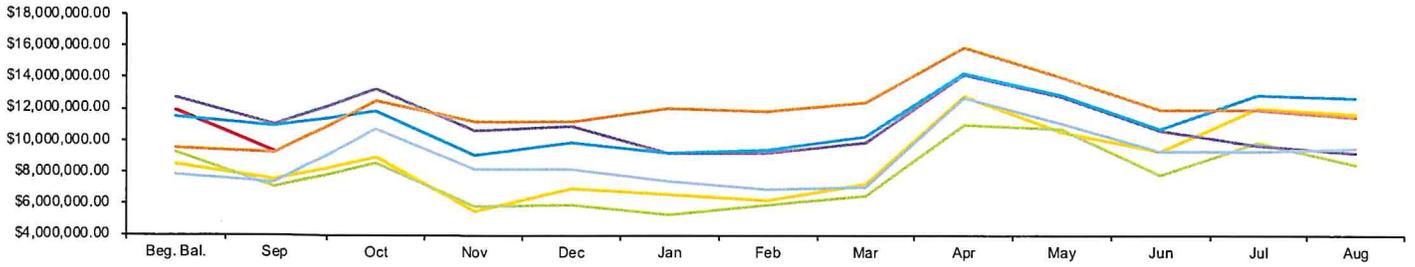
Monthly Financial Report

September 2023

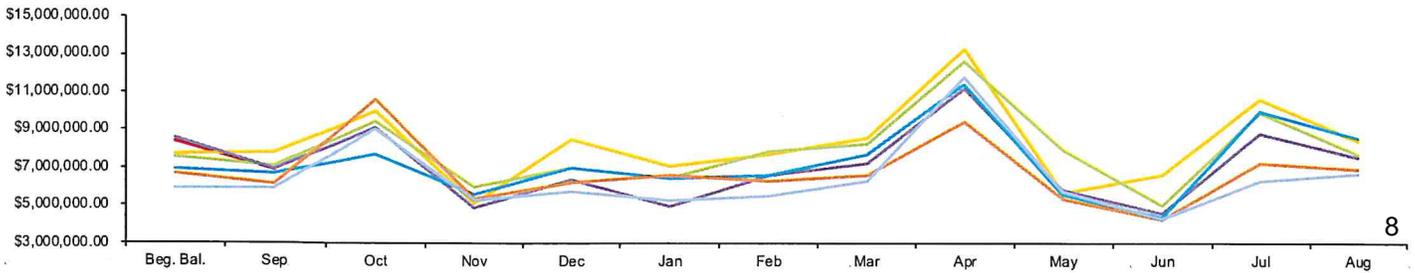
	<u>Adopted Budget</u>	<u>Working Budget</u>	<u>Year to Date</u>	
<u>GENERAL FUND</u>				
Beginning Fund Balance	\$ 9,300,000	\$ 10,644,524	\$ 10,644,524	
Revenues	\$ 101,079,336	\$ 101,079,336	\$ 6,886,256	
Expenditures	\$ (101,087,466)	\$ (101,087,466)	\$ (8,478,403)	
Transfers	\$ (800,000)	\$ (800,000)		
Ending Fund Balance	\$ 8,491,870	\$ 9,836,394	\$ 9,052,378	9.0%
<u>CAPITAL PROJECTS</u>				
Beginning Fund Balance	\$ 5,000,000	\$ 8,241,172	\$ 8,241,172	
Revenues	\$ 865,000	\$ 865,000	\$ 34,547	
Expenditures	\$ (4,680,000)	\$ (4,680,000)	\$ (1,944)	
Transfers	\$ (320,000)	\$ (320,000)	\$ -	
Ending Fund Balance	\$ 865,000	\$ 4,106,172	\$ 8,273,776	7
<u>DEBT SERVICE</u>				
Beginning Fund Balance	\$ 2,550,000	\$ 2,645,962	\$ 2,645,962	
Revenues	\$ 5,151,111	\$ 5,151,111	\$ 79,025	
Expenditures	\$ (4,639,200)	\$ (4,639,200)	\$ -	
Ending Fund Balance	\$ 3,061,911	\$ 3,157,873	\$ 2,724,987	
<u>ASB FUND</u>				
Beginning Fund Balance	\$ 540,000	\$ 469,216	\$ 469,216	
Revenues	\$ 431,512	\$ 431,512	\$ 74,506	
Expenditures	\$ (509,742)	\$ (509,742)	\$ (3,248)	
Ending Fund Balance	\$ 461,770	\$ 390,986	\$ 540,474	
<u>TRANSPORTATION VEHICLE</u>				
Beginning Fund Balance	\$ 300,000	\$ 437,184	\$ 437,184	
Revenues	\$ 455,000	\$ 455,000	\$ 1,928	
Expenditures	\$ (750,000)	\$ (750,000)	\$ -	
Transfers			\$ -	
Ending Fund Balance	\$ 5,000	\$ 142,184	\$ 439,113	

WALLA WALLA PUBLIC SCHOOLS GENERAL FUND

NET CASH & INVESTMENTS

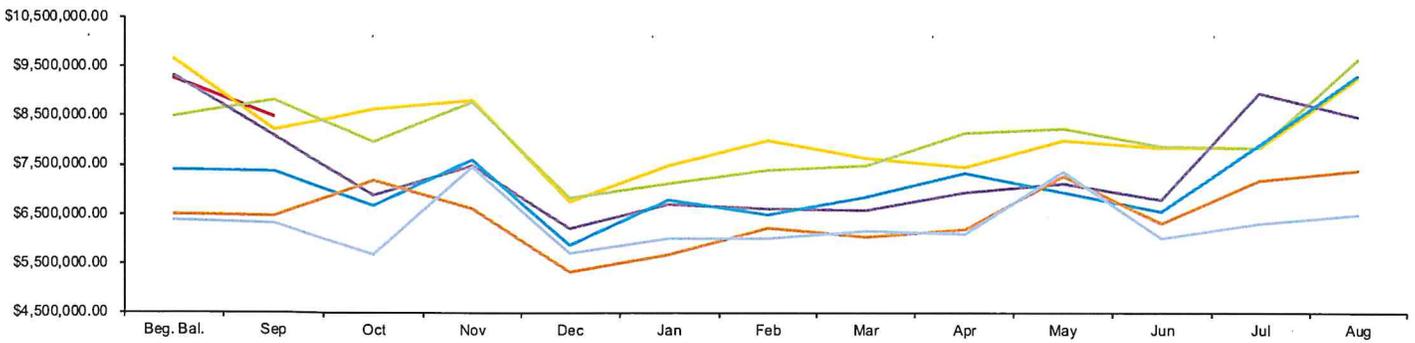


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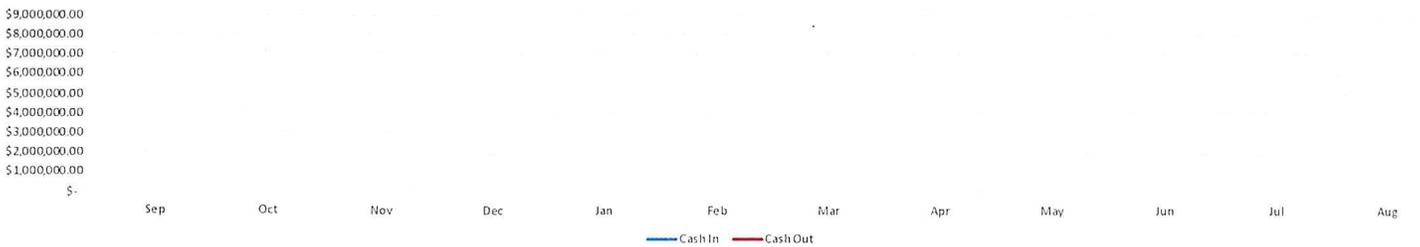
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EXPENDITURES

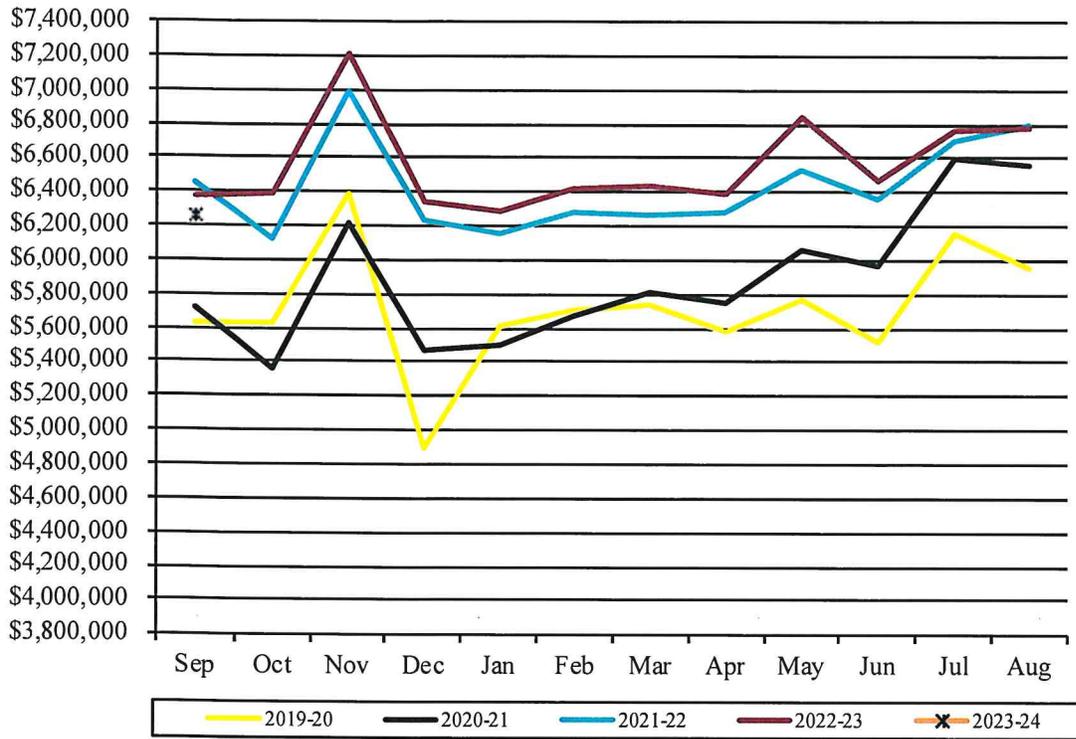


— 23-24
 — 22-23
 — 21-22
 — 20-21
 — 19-20
 — 18-19
 — 17-18

2023-24 Cash In/out



WALLA WALLA PUBLIC SCHOOLS Monthly Payroll





TO: Dr. Wade Smith - Superintendent
FROM: Janette Jeffris – Director of Fiscal Services
DATE: November 16, 2023
RE: October's Financial Report

Attached is the October financial report consisting of:

10

- Revenues, expenditures and fund balance for all five funds.
 - General Fund ending balance is 11.4% of expenditures
- General Fund trend charts
- Payroll trend chart

Attachments

JJ

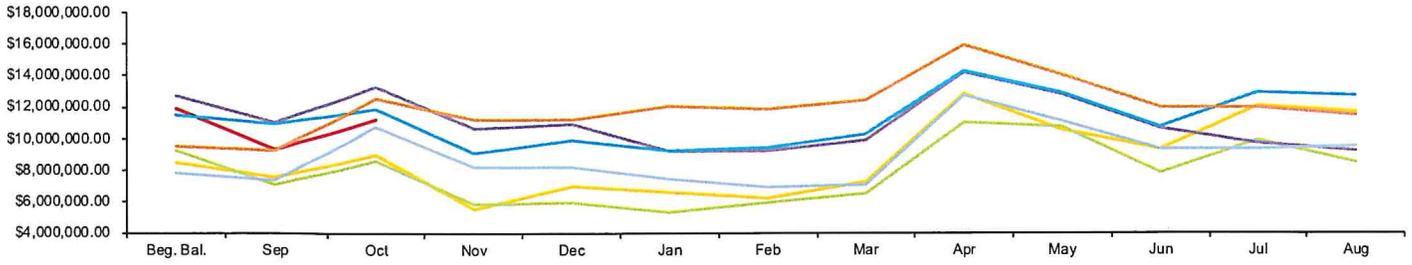
Walla Walla School District

Monthly Financial Report
October 2023

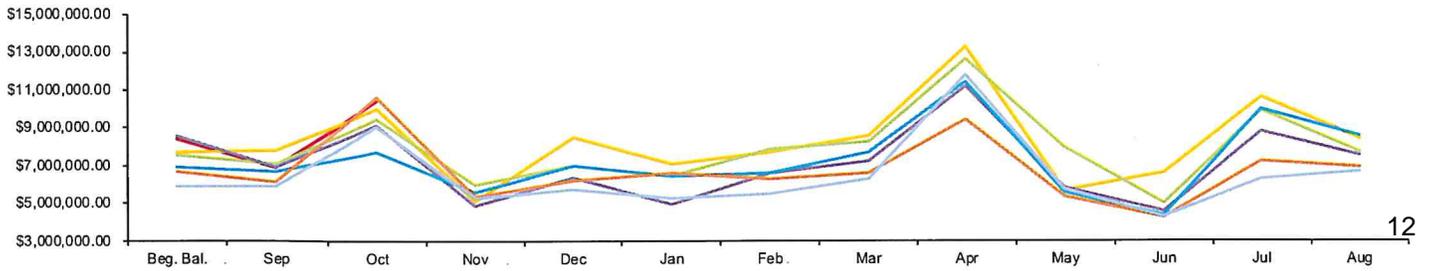
	<u>Adopted Budget</u>	<u>Working Budget</u>	<u>Year to Date</u>	
<u>GENERAL FUND</u>				
Beginning Fund Balance	\$ 9,300,000	\$ 10,644,524	\$ 10,644,524	
Revenues	\$ 101,079,336	\$ 101,079,336	\$ 17,318,037	
Expenditures	\$ (101,087,466)	\$ (101,087,466)	\$ (16,465,651)	
Transfers	\$ (800,000)	\$ (800,000)		
Ending Fund Balance	\$ 8,491,870	\$ 9,836,394	\$ 11,496,911	11.4%
<u>CAPITAL PROJECTS</u>				
Beginning Fund Balance	\$ 5,000,000	\$ 8,241,172	\$ 8,241,172	
Revenues	\$ 865,000	\$ 865,000	\$ 56,440	
Expenditures	\$ (4,680,000)	\$ (4,680,000)	\$ (216,034)	
Transfers	\$ (320,000)	\$ (320,000)	\$ -	
Ending Fund Balance	\$ 865,000	\$ 4,106,172	\$ 8,081,579	11
<u>DEBT SERVICE</u>				
Beginning Fund Balance	\$ 2,550,000	\$ 2,645,962	\$ 2,645,962	
Revenues	\$ 5,151,111	\$ 5,151,111	\$ 1,707,526	
Expenditures	\$ (4,639,200)	\$ (4,639,200)	\$ -	
Ending Fund Balance	\$ 3,061,911	\$ 3,157,873	\$ 4,353,488	
<u>ASB FUND</u>				
Beginning Fund Balance	\$ 540,000	\$ 469,216	\$ 469,216	
Revenues	\$ 431,512	\$ 431,512	\$ 93,345	
Expenditures	\$ (509,742)	\$ (509,742)	\$ (23,155)	
Ending Fund Balance	\$ 461,770	\$ 390,986	\$ 539,406	
<u>TRANSPORTATION VEHICLE</u>				
Beginning Fund Balance	\$ 300,000	\$ 437,184	\$ 437,184	
Revenues	\$ 455,000	\$ 455,000	\$ 3,104	
Expenditures	\$ (750,000)	\$ (750,000)	\$ -	
Transfers			\$ -	
Ending Fund Balance	\$ 5,000	\$ 142,184	\$ 440,288	

WALLA WALLA PUBLIC SCHOOLS GENERAL FUND

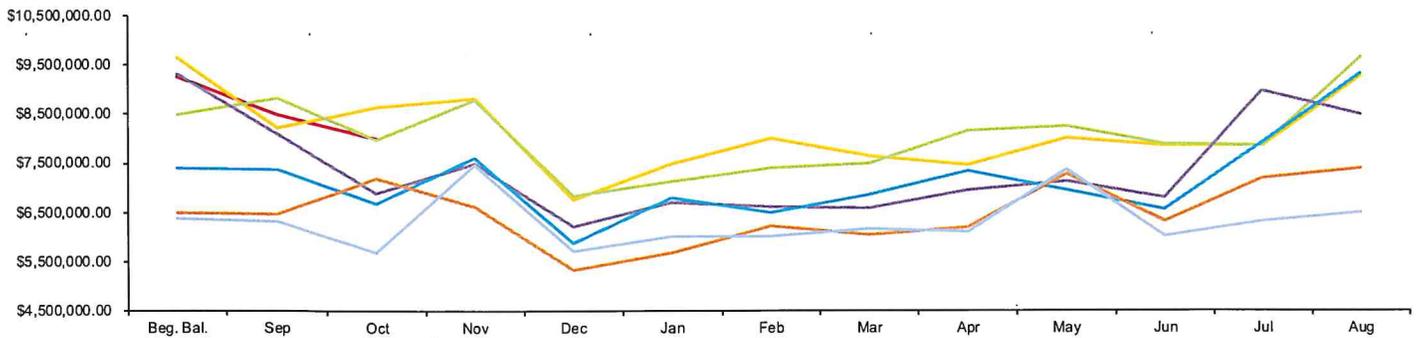
NET CASH & INVESTMENTS



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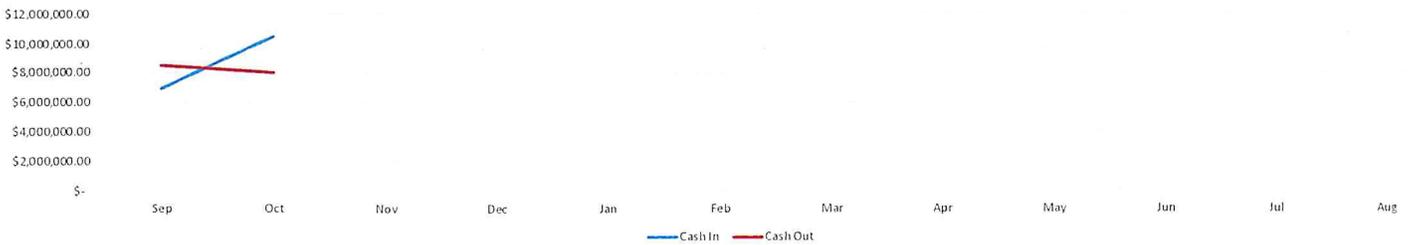


EXPENDITURES



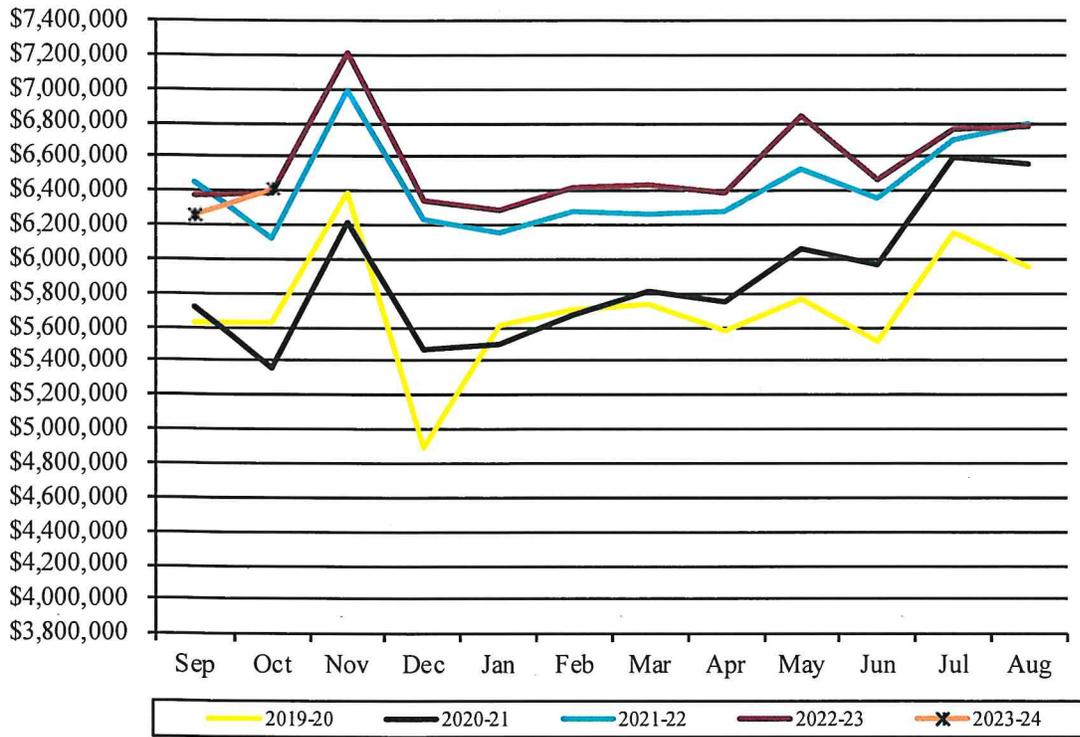
— 23-24
 — 22-23
 — 21-22
 — 20-21
 — 19-20
 — 18-19
 — 17-18

2023-24 Cash In/out



WALLA WALLA PUBLIC SCHOOLS

Monthly Payroll



**BOARD OF DIRECTORS
Special Meeting – 4:30 p.m.
November 7, 2023
WWPS Administration Building / 364 S. Park Street**

I. CALL TO ORDER

The special meeting was called to order in the administration building Anne Golden Boardroom at 4:30 p.m. by President Derek Sarley.

II. RECOMMENDATION FOR CLASSIFIED EMPLOYEE TERMINATION

III. RECESS TO EXECUTIVE SESSION

At 4:31 p.m., President Sarley announced the board of directors would be recessing to executive session for approximately 30 minutes to review the performance of a public employee. All board members were present. The executive session concluded at 5:01 p.m. and was not open to the public.

IV. RECONVENE SPECIAL MEETING

At 5:01 p.m. President Sarley reconvened the special meeting.

V. ACTION ON RECOMMENDATION FOR CLASSIFIED EMPLOYEE TERMINATION

Motion made and seconded to terminate the employment of Yvonne Huff for the reasons provided by the district. President Sarley took a roll call vote with the motion passing unanimously.

VI. ADJOURNMENT

President Sarley declared the meeting adjourned at 5:03 p.m.

Minutes to be presented for board approval on November 21, 2023.

APPROVED:

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

Derek Sarley
School Board President

BOARD OF DIRECTORS
Regular Study Meeting – 5:30 p.m.
November 7, 2023
WWPS Administration Building / 364 S. Park Street

PRESENT

BOARD OF DIRECTORS

Derek Sarley, President
Kathy Mulkerin, Vice President
Ruth Ladderud
Eric Rindal
Terri Trick

ADMINISTRATORS

Dr. Wade Smith, Superintendent
Chris Gardea, Assistant Superintendent
Christy Krutulis, Executive Director of Teaching & Learning
Jerry Maher, Director of SEATech Skills Center & Career & Technical Education

AUDIENCE

Including board members, administrators and guests, approximately 16 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 Derek Sarley.

II. FLAG SALUTE

The flag salute and pledge of allegiance was led by Director Ruth Ladderud.

III. ROLL CALL

All elected board members were present. Student Board Representative Hailey Thrall was absent.

IV. APPROVAL OF AGENDA

Motion by Eric Rindal and seconded by Ruth Ladderud to approve the agenda as presented; the motion carried unanimously.

V. CONSENT AGENDA

President Sarley asked if there were any objections to the proposed five item consent agenda consisting of the following items: 1) personnel report; 2) extracurricular athletic contracts; 3) November 7 accounts payable and October payroll; 4) CTE Program Five-Year plan and 5) regular business meeting minutes of October 24, 2023. Approved, as there were no objections.

President Sarley recognized Director Eric Rindal for his years of service as a Walla Walla Public Schools Board of Director by presenting him with a Golden Apple and relating anecdotes of Director Rindal's contributions during his school board tenure.

VI. STUDY ITEMS

Career and Technical Education Program Update: SEATech Skills Center & Career & Technical Education Director Jerry Maher provided school board members with an update on the district's Career & Technical Education program and SEATech Skills Center. The CTE mission is preparing students, through relevant instruction and hands-on learning, to excel in technical careers, to engage in their communities, and to be lifelong learners. Wa-Hi offers 49 CTE courses and SEATech has five programs for juniors and seniors.

Fall i-Ready Data Review and Winter Growth Goal Targets: Assistant Superintendent Chris Gardea and Executive Director of Teaching and Learning Christy Krutulis provided school board members an update on the Fall i-Ready data and progress in math and reading towards winter growth targets. Elementary and middle school students completed their fall assessments earlier this year school and will complete another round of testing later this winter. Ambitious performance goals are in place this school year for i-Ready results.

VII. ADJOURNMENT

President Sarley declared the meeting adjourned at 6:40 p.m.

Minutes to be presented for board approval on November 21, 2023.

APPROVED:

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

Derek Sarley
School Board President

BOARD OF DIRECTORS
Special Meeting – 2:30 p.m.
November 9, 2023
800 Abbott Rd / Walla Walla, WA 99362

I. CALL TO ORDER

The meeting was called to order in the Walla Walla High School Administration Building, office conference room A at 2:30 p.m. by President Derek Sarley.

II. ROLL CALL

All board members were present.

III. APPROVAL OF AGENDA

Motion made and seconded to approve the agenda as presented; the motion carried unanimously.

IV. INTERVIEW CANDIDATES FOR STUDENT BOARD REPRESENTATIVE

Board members reviewed applications and interviewed six candidates for the position of student board representative.

V. ADJOURNMENT

President Sarley declared the meeting adjourned at 5:00 p.m.

Minutes to be presented for board approval on November 21, 2023.

APPROVED:

Derek Sarley
School Board President
- Susie Golden, Recorder

~ 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.

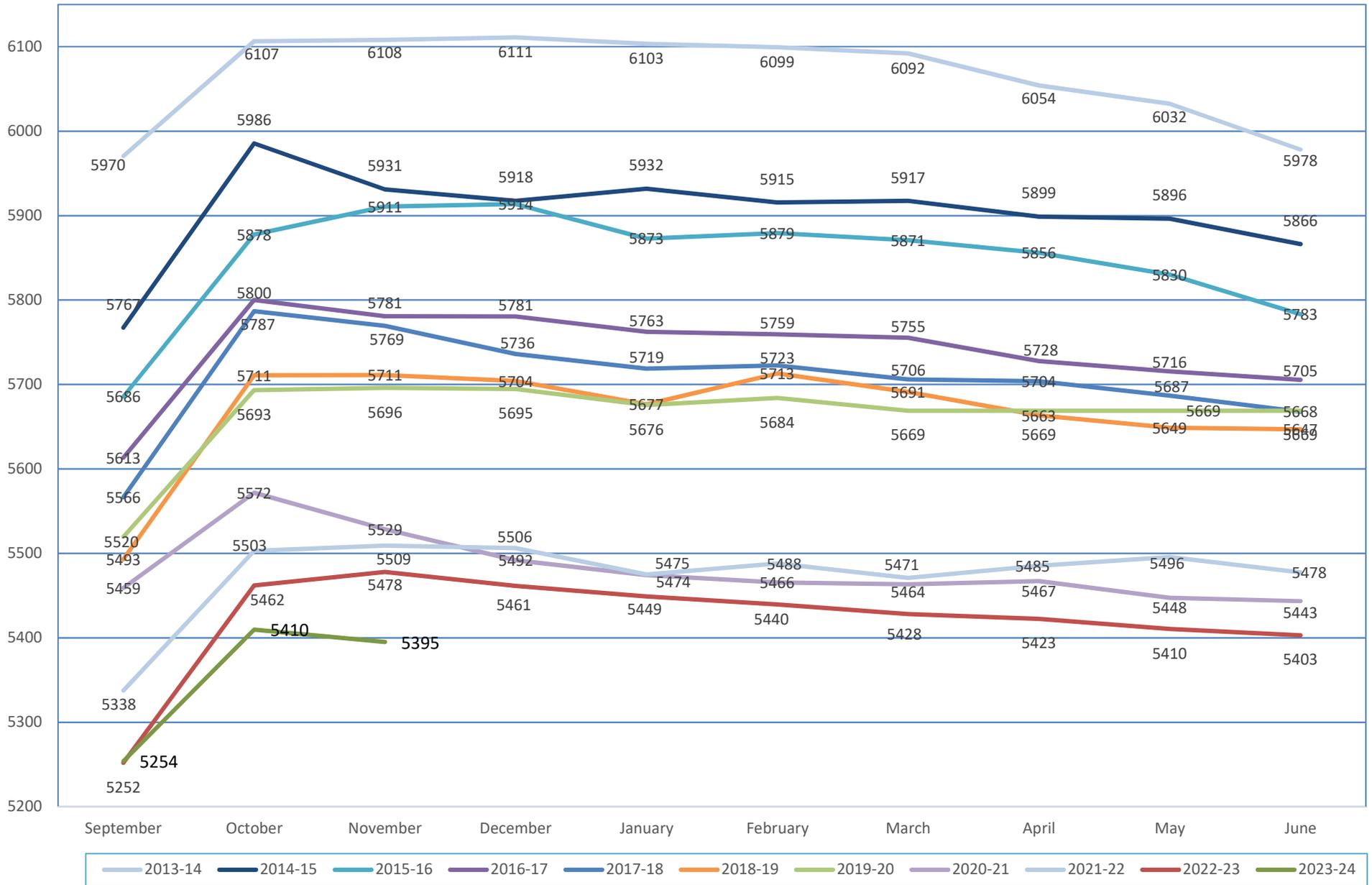
We also ask that you adhere to the following guidelines:

- 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

2023-2024	24		25		27		27		28		28		TOTALS
	Kindergarten		First		Second		Third		Fourth		Fifth		
Berney	Hubbard, K Brown, A Davenport, K	16 19 18	Fisbeck, J Morrison, S	24 24	Kearbey, K Parodi, D	27 26	Baker, T Gonzales, C Davin, M	21 21 22	Bona, A Diaz Madrigal, A Hartelius, S	23 23 25	Holbrook, J Clearman, D James, I	25 25 25	
Behavior Prg K-5	Merrill, L		Merrill, L	1	Merrill, L		Merrill, L	1	Merrill, L	1	Merrill, L	2	
SECTIONS	16	53	48	48	53	64	71	71	75	364			
slots available	19	2	1	17	13	9	Ratio	23					
Edison	Espinosa, M Helm, E Matson, E Valencia, A	22 21 21 20	Maycumber, Y Phillips, L Moreno, J Berumen, B	17 18 19 18	Hobbs, S Parsons, S Williams, N Saldivar, C	20 19 21 21	Aceves, J Lopez, J Estrada, A	22 24 24	Ledesma, M Reed, J Schafer, J	25 25 26	Ochoa, F Solis, C Solis Martinez, V	23 26 26	
SECTIONS	21	84	72	81	70	76	75	458					
slots available*	0	12	3	11	8	9	Ratio	22					
Green Park	Bahena-Flores, R Lopez, M Lamanna, S Katsel, E	25 24 23 20	Garanzuay, P Garcia, A Collins, A Holgate, M	23 23 20 20	Salazar, I Chavez, R Shuler, A Real, D	22 22 22 21	Contreras, A Boeckman, R Gregoire, L	25 27 25	Esquivel, T Mora, G Johnson, M Tobin, J	19 18 26 27	Maya, J Ambler, D Lux, J	24 26 26	
Lifeskills Program	Angotti, E Goble, E	2	Angotti, E Goble, E	6	Angotti, E Goble, E	6	Angotti, E Goble, E	2	Angotti, E Goble, E	2	Angotti, E Goble, E	2	
SECTIONS	22	92	86	87	77	90	76	508					
slots available	4	14	21	4	22	8	Ratio	23					
Prospect Point	Ferraro, Amber Heinzman, A Kaup Rose, S Wilson, B	15 15 15 15	Hanson, K James, L Humphreys, S Pederson, R	21 19 19 19	Baldwin, W Hudec, H Paul, M Babbitt, H	18 16 17 19	McPettridge, M Jausoro, D Kuhlmann, K Reese, N	19 19 20 20	Taylor, L Watson, K Prull, V	26 24 23	Mahan, L Parodi, D Ambler, C Pegel, G	27 27 27 26	
SECTIONS	23	60	78	70	78	73	107	466					
slots available*	36	22	38	30	11	5	Ratio	20					
Sharpstein	Cantero, H Wilson, H Pekar, K	17 16 16	Russell, J Locati, R Ruvalcaba, G	15 18 19	Griffith, R Berg, L	25 26	Gillin, L Hutchinson, D Villanueva, S	18 19 16	Shirley, C Mendoza, L Woiblet, B	21 21 21	Keyes, K James, J VanDonge, B	21 20 19	
Developmental Prog Autism Program	Stimmel, M Osterhout, L	3 1	Stimmel, M Osterhout, L	5 1	Stimmel, M Osterhout, L	3	Stimmel, M Osterhout, L	6	Osterhout, L	63	Osterhout, L	2	
SECTIONS	17	49	52	51	53	63	60	328					
slots available	20	18	3	28	21	24	Ratio	19					
WW Online/Homelink		5	5	4	11	4	11	4	11	40			
slots available		5	5	4	11	4	11	4	11	40			
TOT SLOTS AVAIL	79	68	66	90	75	55							
GRADE LVL TOTAL		338	336	342	342	373	393	2124					
GRADE LVL SECTNS	18	17	16	16	16	16							
AVERAGE LOADS		18.17	19.06	20.56	20.25	22.88	23.50						
TOTAL SC SPED		6	7	9	7	3	6	38					
TOTAL ENROLLED		349	348	355	360	380	410	2202					

Dual classes

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	\$ 239,300	\$ 61,362	\$ 6,233,067	\$ 6,378	\$ 190,047	\$ 11,416	\$ -	\$ 6,741,570		\$ 144,687	2.15%
SEP ACTUAL	\$ 174,438	\$ 65,619	\$ 6,152,523	\$ 3,137	\$ 483,835	\$ 6,704			\$ 6,886,256	\$ 144,687	YTD
OCT PROJECTED	\$ 3,725,622	\$ 69,056	\$ 5,827,709	\$ 6,378	\$ 390,047	\$ 11,416	\$ -	\$ 10,030,228			0.00%
OCT ACTUAL									\$ -	\$ 144,687	YTD
NOV PROJECTED	\$ 579,594	\$ 215,200	\$ 4,132,593	\$ 6,378	\$ 1,580,606	\$ 11,416	\$ -	\$ 6,525,787			0.00%
NOV ACTUAL									\$ -	\$ 144,687	YTD
DEC PROJECTED	\$ 46,522	\$ 53,137	\$ 6,526,531	\$ 6,378	\$ 1,169,330	\$ 11,416	\$ -	\$ 7,813,314			0.00%
DEC ACTUAL									\$ -	\$ 144,687	YTD
JAN PROJECTED	\$ 23,222	\$ 51,928	\$ 6,068,997	\$ 6,378	\$ 1,159,764	\$ 11,416	\$ -	\$ 7,321,705			0.00%
JAN ACTUAL									\$ -	\$ 144,687	YTD
FEB PROJECTED	\$ 192,266	\$ 45,473	\$ 6,415,279	\$ 6,569	\$ 1,108,764	\$ 11,416	\$ -	\$ 7,779,767			0.00%
FEB ACTUAL									\$ -	\$ 144,687	YTD
MAR PROJECTED	\$ 1,257,520	\$ 120,000	\$ 6,354,279	\$ 6,569	\$ 1,060,764	\$ 11,416	\$ -	\$ 8,810,548			0.00%
MAR ACTUAL									\$ -	\$ 144,687	YTD
APR PROJECTED	\$ 4,533,955	\$ 20,000	\$ 7,027,333	\$ 6,569	\$ 1,107,598	\$ 11,416	\$ -	\$ 12,706,871			0.00%
APR ACTUAL									\$ -	\$ 144,687	YTD
MAY PROJECTED	\$ 905,357	\$ 46,000	\$ 4,099,922	\$ 6,569	\$ 1,165,764	\$ 11,416	\$ -	\$ 6,235,028			0.00%
MAY ACTUAL									\$ -	\$ 144,687	YTD
JUN PROJECTED	\$ 55,257	\$ 98,520	\$ 4,321,492	\$ 6,569	\$ 1,154,764	\$ 11,416	\$ -	\$ 5,648,018			0.00%
JUN ACTUAL									\$ -	\$ 144,687	YTD
JUL PROJECTED	\$ 40,591	\$ 167,532	\$ 9,128,250	\$ 6,569	\$ 1,060,951	\$ 11,416	\$ -	\$ 10,415,309			0.00%
JUL ACTUAL									\$ -	\$ 144,687	20.00% YTD
AUG PROJECTED	\$ 105,768	\$ 334,792	\$ 7,306,979	\$ 3,285	\$ 1,915,544	\$ 11,416	\$ -	\$ 9,677,784			0.00%
AUG ACTUAL									\$ -	\$ 144,687	YTD
Total Projected	\$ 11,704,974	\$ 1,283,000	\$ 73,442,431	\$ 74,586	\$ 13,063,943	\$ 136,992	\$ -	\$ 99,705,926			
Adopted Budget	\$ 11,719,978	\$ 1,283,000	\$ 74,002,436	\$ 66,000	\$ 13,870,922	\$ 137,000	\$ -	\$ 101,079,336			
Variance	\$ (15,004)	\$ -	\$ (560,005)	\$ 8,586	\$ (806,979)	\$ (8)	\$ -	\$ (1,373,410)			
TOTAL ACTUAL	\$ 174,438	\$ 65,619	\$ 6,152,523	\$ 3,137	\$ 483,835	\$ 6,704	\$ -	\$ 6,886,256	FORECAST ACTUAL	\$	99,850,613
% collected to PRO	1.49%	5.11%	8.38%	4.21%	3.70%	4.89%	#DIV/0!	6.91%			

NOTES:

LEGEND	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	\$ 6,310,008		\$ 2,605,100		\$ 8,915,108 MONTHLY	\$ (436,705) -4.90%
SEPTEMBER ACTUAL		\$ 6,259,132		\$ 2,219,270	\$ 8,478,403 YTD	\$ (436,705) -4.90%
OCTOBER PROJECTED	\$ 6,504,543		\$ 1,487,525		\$ 7,992,068 MONTHLY	
OCTOBER ACTUAL					\$ - YTD	\$ (436,705) -2.58%
NOVEMBER PROJECTED	\$ 7,339,544		\$ 1,315,841		\$ 8,655,384 MONTHLY	
NOVEMBER ACTUAL					\$ - YTD	\$ (436,705) -1.71%
DECEMBER PROJECTED	\$ 6,499,974		\$ 1,586,515		\$ 8,086,489 MONTHLY	
DECEMBER ACTUAL					\$ - YTD	\$ (436,705) -1.30%
JANUARY PROJECTED	\$ 6,462,273		\$ 1,253,297		\$ 7,715,569 MONTHLY	
JANUARY ACTUAL					\$ - YTD	\$ (436,705) -1.06%
FEBRUARY PROJECTED	\$ 6,590,874		\$ 1,656,436		\$ 8,247,310 MONTHLY	
FEBRUARY ACTUAL					\$ - YTD	\$ (436,705) -0.88%
MARCH PROJECTED	\$ 6,608,501		\$ 1,227,966		\$ 7,836,466 MONTHLY	
MARCH ACTUAL					\$ - YTD	\$ (436,705) -0.76%
APRIL PROJECTED	\$ 6,382,579		\$ 1,309,550		\$ 7,692,129 MONTHLY	
APRIL ACTUAL					\$ - YTD	\$ (436,705) -0.67%
MAY PROJECTED	\$ 7,042,214		\$ 1,213,766		\$ 8,255,980 MONTHLY	
MAY ACTUAL					\$ - YTD	\$ (436,705) -0.59%
JUNE PROJECTED	\$ 6,659,554		\$ 1,449,827		\$ 8,109,381 MONTHLY	
JUNE ACTUAL					\$ - YTD	\$ (436,705) -0.54%
JULY PROJECTED	\$ 6,966,442		\$ 1,142,256		\$ 8,108,698 MONTHLY	
JULY ACTUAL					\$ - YTD	\$ (436,705) -0.49%
AUGUST PROJECTED	\$ 6,754,740		\$ 3,118,380		\$ 9,873,120 MONTHLY	
AUGUST ACTUAL					\$ - YTD	\$ (436,705) -0.44%
TOTAL PROJECTED	\$ 80,121,244		\$ 19,366,458		\$ 99,487,702	
ADOPTED BUDGET	\$ 80,229,529		\$ 20,855,645		\$ 101,085,174	
VARIANCE	\$ 108,285		\$ 1,489,187		\$ 1,597,472	
TOTAL ACTUAL		\$ 6,259,132		\$ 2,219,270	\$ 8,478,403	FORECAST ACT \$ 99,050,997
% spent to projected		7.81%		11.46%	8.52%	
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)				\$ 9,300,000			
Beginning Fund Balance (Actual)				\$ 10,644,524			
September	PROJECTED	\$ 6,741,570	\$ 8,915,108	\$ 7,126,462			11.50%
	ACTUAL	\$ 6,886,256	\$ 8,478,403	\$ 9,052,378	\$ 1,925,916	27.02%	
October	PROJECTED	\$ 10,030,228	\$ 7,992,068	\$ 9,164,622			
	ACTUAL	\$ -	\$ -	\$ 9,052,378			
November	PROJECTED	\$ 6,525,787	\$ 8,655,384	\$ 7,035,024			
	ACTUAL	\$ -	\$ -	\$ 9,052,378			
December	PROJECTED	\$ 7,813,314	\$ 8,086,489	\$ 6,761,849			
	ACTUAL	\$ -	\$ -	\$ 9,052,378			
January	PROJECTED	\$ 7,321,705	\$ 7,715,569	\$ 6,367,984			
	ACTUAL	\$ -	\$ -	\$ 9,052,378			
February	PROJECTED	\$ 7,779,767	\$ 8,247,310	\$ 5,900,441			
	ACTUAL	\$ -	\$ -	\$ 9,052,378			
March	PROJECTED	\$ 8,810,548	\$ 7,836,466	\$ 6,874,523			23
	ACTUAL	\$ -	\$ -	\$ 9,052,378			
April	PROJECTED	\$ 12,706,871	\$ 7,692,129	\$ 11,889,265			
	ACTUAL	\$ -	\$ -	\$ 9,052,378			
May	PROJECTED	\$ 6,235,028	\$ 8,255,980	\$ 9,868,313			
	ACTUAL	\$ -	\$ -	\$ 9,052,378			
June	PROJECTED	\$ 5,648,018	\$ 8,109,381	\$ 7,406,950			
	ACTUAL	\$ -	\$ -	\$ 9,052,378			
July	PROJECTED	\$ 10,415,309	\$ 8,108,698	\$ 9,713,560			
	ACTUAL	\$ -	\$ -	\$ 9,052,378			
August	PROJECTED	\$ 9,677,784	\$ 9,873,120	\$ 9,518,224			
	ACTUAL	\$ -	\$ -	\$ 9,052,378			
PRELIMINARY PROJECTED EFB		\$ 99,705,926	\$ 99,487,702	\$ 9,518,224			9.49%
ACTUALS TO DATE		\$ 6,886,256	\$ 8,478,403				
FORECASTED ACTUALS*		\$99,850,613	\$99,050,997	\$10,644,140	YEAR END PROJECTION		10.75%
Monthly Variance	Above or within 2.00% of projection		Between 2.01% & 5.00% below projection		Below 5.01% of projection		
Yr End Projection	Above 8.00%		Between 6.00% to 7.99%		Below 6.00%		

*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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2023-24 BOARD REVIEW & PREPARATION



Walla Walla Public Schools

Developing Washington's Most Sought-After Graduates

Three Essential Responsibilities of a School Board

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

Superintendent Evaluation Process

“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

- Part #1: Performance Standards

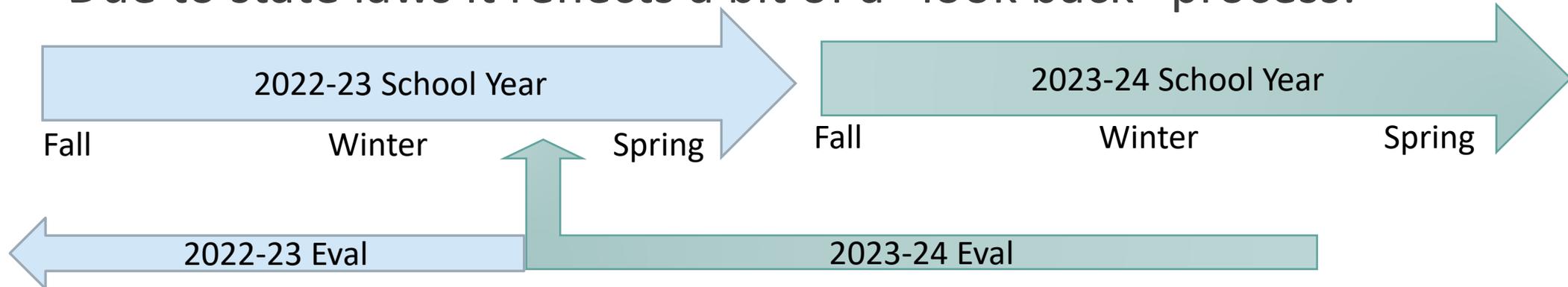
Based on professional standards for the superintendency established by the American Association of School Administrators (AASA) and NSBA.

- 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.”
- Due to state laws it reflects a bit of a “look back” process:



Part 1: Performance Standards

- 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:

Part 1: Performance Standards (cont'd)

- Step #1: Filled out individually by each board member via Survey Monkey
- Step #2: Board President 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./Mrs. Superintendent has done a good job in her leadership and district culture as demonstrated by They have done an outstanding job at policy and governance. The superintendent needs improvement in communications and community relations in that they need to

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Part 2: Superintendent Goals

- Step #1: Superintendent presents goal accomplishment
- Step #2: Filled out individually by each board member via Survey Monkey
- Step #3: Board President 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./Mrs. Superintendent has done a good job in establishing and following their action plan on attaining Goal #1 as demonstrated by

Part 2: Superintendent Goals (2023-24)

Goal 1: Finalization and Implementation of Vision 2030

The superintendent will oversee the finalization and Year 1 implementation of Vision 2030, the district's next strategic plan. To that end, the superintendent will:

- Ensure strategic plan strategies are finalized and presented to the school board for review and feedback.
- Work collaboratively with the Board to develop an accountability tool and schedule to monitor Vision 2030 outcomes and progress on an annual basis.
- Procure and/or align resources in support of Vision 2030 objectives. When applicable, present the Board with investment requests and/or options for consideration.
- Develop necessary systems and supports to implement Year 1 Strategic Plan Strategy priorities for all eleven goal areas.

Goal 2: Demonstration of Student Learning Growth

Ensuring that high levels of learning is accomplished for all students is a Superintendent's core mission. To that end, the Board has established high expectations for increased student performance. The Superintendent will provide the leadership and support necessary to ensure students are achieving at a higher level in both reading and math as demonstrated by growth on the iReady diagnostic.

- K-8 students on fall to winter iReady reading and math 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.

Goal 3: Levy Planning, Coordination and Outreach

In partnership with the board, the Superintendent will provide the leadership, oversight and outreach related to the district's EP and O renewal and capital levy proposals. Deliverables:

- Develop and implement a comprehensive levy plan and timeline
- Oversee all fact-based technical aspects of levy development, including;
 - Coordination with counsel regarding levy ballot titles and descriptions
 - Coordination with county assessor, underwriter and counsel regarding tax collection estimates and projections for board review and consideration
 - Development of community fact sheets and presentation materials
 - Participation and leadership in community outreach and information campaigns
 - Ensuring compliance with all local and state rules and regulations (e.g. filing dates and information, legal notifications)

Final Process: Narrative evaluation which becomes public record

Superintendent's Evaluation

March 7, 2023

The following summarizes the performance evaluation of Dr. Wade Smith, Superintendent of Walla Walla Public Schools, for the period of March 2022 through February 2023. The evaluation was completed by the Board of Directors of Walla Walla Public Schools using performance standards for the superintendency established by the American Association of School Administrators (AASA) in partnership with the National School Boards Association (NSBA).

The board rated Dr. Smith at the highest level – outstanding – for leadership and district culture, policy and governance, communications and community relations, organization and budget management, and the values and ethics of leadership. Dr. Smith received the second-highest rating for his work in human resources / labor relations and instructional leadership. The board also recognizes that Dr. Smith exceeded his two performance goals, as evaluated during this annual timeframe, for increased student learning and planning to ensure long-term financial stability for the district.

In its evaluation, the board puts emphasis on Dr. Smith's work to promote a district-wide culture of belonging and civility during a time of deep social divisions. The board remains committed to working in partnership with Dr. Smith to ensure this district-wide commitment is felt by students, staff, and parents in all their interactions with the district.

Timeline

November 21 Mtg (open)	Group reviews Superintendent eval process and identified priority standards
December 12 Mtg (exec)	Opportunity for preliminary performance feedback
CEE and i-Ready Student Performance Data Available Mid February	
February 20 (exec)	Superintendent shares self-evaluation summary for priority standards and performance goal data. Board completes survey by February 23.
Week of February 26 (exec)	Board president presents individual work in a consolidated format. Board reaches collective consensus and finalizes draft evaluation.
March 4 (exec)	Board presents draft document to Superintendent. Possible input/refinement.
March 5 (open)	Board approves evaluation/takes action on Sup contract renewal

Walla Walla Public Schools

BOARD POLICY

Policy No. 1400

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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.

The district will hold remote or physical attendance limited meetings only in cases of emergency declared by federal, state or local government, or in cases of local emergency, fire, flood, earthquake or other emergency, and at such meetings will provide real-time telephonic, electronic, internet or other readily available means of remote access that do not require an additional cost to access the meeting.

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. 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:

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; or
2. Is actually present at the time the meeting convenes.

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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 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

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.

Walla Walla Public Schools

BOARD POLICY

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Public Notice

The board will give proper public notice for any special meeting or whenever a regular meeting is adjourned to another time. 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.

Effective June 30, 2024, all regular and special meetings of the board at which a final action is taken or formal public testimony is accepted, except executive sessions or emergency meetings, will be audio recorded. Such recordings will be maintained for at least one year. The recording will include the comments of the directors and the comments of members of the public if formal public testimony is accepted at the meeting.

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 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.

Walla Walla Public Schools

BOARD POLICY

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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.

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 regular business meeting at which final action is to take place for public comment. During the public comment period, 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.

BOARD POLICY

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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 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, or bullying, of students, or policy or procedure related to nondiscrimination;
- 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 will exercise its authority to maintain order in a content neutral manner.

In addition to the public comment period during the meeting, the board may identify the agenda items that require or would benefit from additional opportunity for public comment. 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.

Walla Walla Public Schools

BOARD POLICY

Policy No. 1400

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Cross Reference:

Board Policy 1220

Board Policy 1410

Board Policy 1420

Board Officers and Duties of Board Members

Executive or Closed Sessions

Proposed Agenda and Consent Agenda

Legal References:

RCW28A.330.020

RCW 28A.320.040

RCW 28A.330.070

RCW 28A.343.370

RCW 28A.343.380

RCW 28A.343.390

RCW 42.30.030

RCW 42.30.050

RCW 42.30.060

RCW 42.30.070

RCW 42.30.080

RCW 9.41.280

42 USC 12101-12213

Certain board elections, manner and vote required – Selection of personnel, manner

Bylaws for board and school government

Office of board - Records available for public inspection

Vacancies

Meetings

Quorum - Failure to attend meetings

Meetings declared open and public

Interruptions - Procedure

Ordinances, rules, resolutions, regulations, etc., adopted at public meetings –

Notice – Secret voting prohibited

Times and places for meetings – Emergencies - Exception

Special Meetings

Possessing dangerous weapons on school facilities — Penalty — Exceptions

Americans with Disabilities Act

Adopted: July 16, 2002

Revised: 02.19.2019; 04.19.2022

Revised: December 13, 2022

First Reading/Revision: November 21, 2023

Walla Walla Public Schools

BOARD POLICY

Policy No. 1610

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CONFLICTS OF INTEREST

Neither a school director nor a district officer (such as the superintendent, assistant superintendent and finance director) may benefit, directly or indirectly, in any contract made by, through, or under the director's or officer's supervision, except as permitted below:

- A. A director or officer may enter into a contract with the district to offer goods or services (except legal services) if the director or officer does not receive more than ~~\$3,000~~\$1,500 in any calendar month under the contract. The district will maintain a list of all contracts covered under this paragraph, and the list will be available for the public to inspect and copy.
- B. The spouse of a director or officer may be employed as a substitute teacher on the same terms and at the same compensation as other substitute teachers in the district. For a director's or officer's spouse to be employed as a substitute teacher, the superintendent must find that the number of qualified substitute teachers in the district is insufficient to meet the district's anticipated needs, and the superintendent must ensure that substitute teachers are fairly and impartially assigned to available positions.
- C. If a director's or officer's spouse was employed by the district as a classified or certificated employee before the director or officer took office, the spouse's employment contract can be renewed. The terms of the contract must be commensurate with the pay plan or collective bargaining agreement operating in the district for that position.
- D. A director or officer may have a remote interest in a contract. The interest, though, must be disclosed prior to board action and must be recorded in the official minutes. Examples of a remote interest include: they are a nonsalaried officer of a nonprofit corporation, they are an employee or agent of a contracting party where the compensation of such employee or agent consists entirely of fixed wages or salary, they are a landlord or tenant of a contracting party, or they are a holder of less than one percent of the shares of a corporation or cooperative which is a contracting party.

A director may not vote on the authorization, approval, or ratification of a contract in which ~~they are~~he ~~or she is~~ beneficially interested and to which one of the exemptions described above applies. Before the board approves a contract in which a director is beneficially interested, the director must disclose ~~their~~his ~~or her~~ interest to the board, and the director's interest must be noted in the official minutes.

Before the board approves the employment of a director or a director's or an officer's spouse, the superintendent or designee will inform the board of other individuals who are qualified for and interested in the position(s) to be filled. The district will not discriminate in any way against any applicant for a position or employee based on a family relationship with a director or officer. All employment decisions will be made by choosing the applicant that furthers the best interests of the school district.

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Whenever a director or ~~their~~~~his or her~~ spouse is employed by the district, the director will refrain from participating in or attempting to influence any board action affecting the employment status of the director or ~~their~~~~his or her~~ spouse. Actions affecting employment status include, but are not limited to, hiring, establishing compensation and fringe benefits, setting working conditions, conducting performance evaluations, and considering or imposing discipline and termination.

The superintendent will maintain a log of any contract subject to this policy and will annually, or when a new director assumes office, inform the board of the existence of those contracts.

Cross References:

Board Policy 6230 – Relations with Vendors

Legal References:

RCW 28A.330.240 – Employment contracts

RCW 28A.405.250 - Certificated employees, applicants for certificated position, not to be discriminated against – Right to inspect personnel file

RCW 28A.635.050 - Certain corrupt practices of school officials - Penalty

RCW 42.23.030 - Interest in contracts prohibited--Exceptions

RCW 42.23.040 - Remote interests

Adopted by the Board: July 16, 2002

Revised: November 5, 2013

Revised: April 18, 2023

First Reading/Revision: November 21, 2023

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HIGHLY CAPABLE PROGRAMS

~~In order to develop the abilities of each Highly Capable Program student, the district will offer a highly capable program which that provides kindergarten through twelfth grade students, who qualify are selected for the program, with access to basic education programming that accelerates learning and enhances instruction.~~ In order to develop the abilities of highly capable identified students, the district will offer programming that provides qualifying kindergarten through twelfth grade students with access to basic education programming that accelerates learning and enhances instruction. The framework for such programs shall encompass, but not be limited to, the following objectives:

- A. Expansion of academic attainments and intellectual skills;
- B. Stimulation of intellectual curiosity, independence and responsibility;
- C. Development of a positive attitude toward self and others; and
- D. Development of originality and creativity.

The board will annually approve the district's highly capable plan, including: the number of students the district expects to serve by grade level; the district's plan to ~~identify universally screen all~~ students; a description of the highly capable program goals; a description of the services the program will offer; an instructional program description; a description of ongoing professional development for highly capable program and general education staff; program evaluation and fiscal report; and assurances that the district is legally compliant.

The superintendent will establish procedures consistent with state guidelines for implementing universal referral, screening, assessment, identification and placement of highly capable students. ~~and selection of children of demonstrated achievement or potential ability in terms of general intellectual ability, academic aptitude, and creative or productive thinking.~~ The procedures will include universal screening for identification and placement decisions; These include prioritizing equitable identification of low-income students; use of multiple objective criteria and multiple pathways for identification; use of local norms, unless more restrictive than national norms; ~~use of subjective measures only to support identification;~~ and use of screening and assessment in the student's native language (if available) or nonverbal assessment.

Legal References:

RCW 28A.185.030

WAC 392 170

Programs--Authority of local school districts--Selection of students

Special services program--Highly capable students

Adopted: July 16, 2002

Revised: January 21, 2014

Revised: November 20, 2018

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First Reading/Revision: November 21, 2023

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Policy No. 2230

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TRANSITION TO KINDERGARTEN PROGRAM

~~If the~~ Walla Walla Public Schools operates a transition to kindergarten program, ~~it~~ will ensure that the program serves eligible students of all abilities who need additional preparation to be successful in kindergarten and who lack access to other early learning group settings.

The district will consider the best practices pertaining to a transition to kindergarten program as developed in collaboration between the Office of Superintendent of Public Instruction and the Department of Children, Youth, and Families. The district may blend or co-locate a transition to kindergarten program with other early learning programs.

Eligibility, Recruitment, and Enrollment

The term “screening process and tools” means using one or more instruments or methods of assessing and measuring the ability and need of an individual student. The screening process and tools should be widely used norm-reference screening instruments or tools that demonstrate reliability and validity. The process and tools will be culturally and linguistically relevant.

Children will be eligible to participate in the district’s transition to kindergarten program as follows:

- 1) Based on a screening process and tool as defined above, the district has determined that the child would benefit from additional preparation for kindergarten; and
- 2) The child’s age is at least 4 years old by August 31 of the school year in which they enroll in a transition to kindergarten program.

In determining eligibility and admitting students to a transition to kindergarten program, the district will:

- 1) Give priority to children most in need of additional preparation to be successful in kindergarten, as demonstrated through a screening process and tool.
- 2) Give priority to children with the lowest family income, not otherwise participating in another local program.
- 3) Not exclude or establish a policy to prohibit participation of an eligible child due only to the presence of a disability.
- 4) Not charge tuition or other fees from state-funded eligible students for enrollment in a transition to kindergarten program.

Cross References:

Board Policy 3110 – Qualification of Attendance and Placement

Legal References:

Chapter 28A.300 RCW

WAC 392-425-010

First Reading/New Policy: November 21, 2023

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~~VOUCHER~~ EXPENSE CLAIM CERTIFICATION AND APPROVAL

~~Expenditures shall be processed on district voucher forms.~~ Before ~~vouchers~~ expense claims are submitted to the board for payment, they shall be audited and certified by the district's appointed auditing officer for accuracy and proof that the goods or services have been received and are satisfactory and that previous payment has not been made. The certification must be signed and dated by the auditing officer or ~~his/her~~ their designee. Expense claims ~~Vouchers~~ shall be approved by a recorded affirmative vote of a majority of the board.

The board authorizes advance payment of claims in months in which only one regular board meeting is scheduled. The board shall review and approve all such advance payments at its next regularly scheduled public meeting. ~~Advance payment of vouchers will occur in months in which only one regular board meeting is scheduled.~~ The board will be emailed the advance payment expense claims vouchers for review the week prior to the check date. ~~or when bond-related pay applications require advanced payment. The board authorizes advance payment of vouchers, not to exceed \$100,000 per invoice. Bond related, Walla Walla Community College AEP, and Running Start program vouchers are excluded from the \$100,000 limit. The Superintendent or designee will forward voucher registers to the board prior to mailing any advance payments in excess of \$100,000. For any advance payments in excess of \$100,000, A ~~any~~ board member may notify the Superintendent or Chief Financial Officer if such payment should not be mailed by Tuesday of the following week, and that payment will be held over to the next board meeting.~~

~~The board shall review and approve all such advance payments at its next regularly scheduled public meeting.~~ In the event the claim is disapproved, the auditing officer and superintendent shall cause the claims to be recognized as receivables and pursue collection diligently until the funds are collected or until the board approves the payment of those claims.

The auditing officer and the superintendent shall each furnish an official bond, for not less than \$50,000, for the faithful discharge of such duties. The school district shall purchase and pay for the surety bonds.

Cross Reference:
Board Policy 6500 Risk Management

Legal References:
RCW 28A.330.080 Payment of claims – Signing of warrants
RCW 28A.330.090 Auditing committee and expenditures
RCW 42.24.080 Municipal corporations and political subdivisions - Claims against for contractual purposes - Auditing and payment--Authentication and certification
RCW 42.24.180 Taxing District--Issuance of warrants or checks before approval by legislative body--Conditions

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State Auditor's Voucher certification and approval Bulletin #301-III(F)

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Adopted: July 16, 2002

Revised: February 19, 2019

First Reading/Revision: November 21, 2023

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ELECTRONIC FUNDS TRANSFER

Reimbursement for Goods and Services: Electronic Payments

The board authorizes the use of Electronic Funds Transfer (EFT) or Automated Clearing House transfer (ACH) transactions for payments to employees or vendors.

Prior to utilization of electronic payment options, the superintendent or designee will confirm with the county treasurer that the district may use electronic payments for vendor purchases. The district will maintain a separate bank account dedicated solely to EFT transactions.

The district will prepare electronic payments and record them in a format similar to warrants for the board of directors. Prior to submission to the board of directors, all electronic payments shall be reviewed by the district's auditing officer in accordance with the district's procedure for electronic payments. No electronic payment shall be made until approved by a majority of the members of the board.

The district will develop and maintain procedures for electronic payments to safeguard district assets and to minimize fraud. The district will ensure that its procedures and practices are in line with guidelines published by the National Automated Clearinghouse Association (NACHA). Any requirements from the district's bank or county treasurer regarding file submission or formatting shall also be followed.

The district will implement this policy according to the accompanying procedures.

Cross References:

6500 - Risk Management

Legal References:

RCW 28A.330.080 Payment of claims—Signing of warrants

RCW 28A.330.090 Auditing committee and expenditures

RCW 42.24.080 Municipal corporations and political subdivisions — Claims against for contractual purposes — Auditing and payment — Forms— Authentication and certification

RCW 42.24.180 Taxing District — Issuance of warrants or checks before approval by legislative body — Conditions

First Reading/New Policy: November 21, 2023

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INSURANCE

All insurance programs of the district shall be managed as part of the district's risk management program.

Liability Insurance

The district shall maintain sufficient liability insurance to protect it against claims for the negligent or wrongful acts of its staff or agents. The amount and terms of such insurance protection shall be reviewed annually as part of the district's risk management program.

The board shall hold individual board members, administrators, staff or agents of the district harmless and defend them from any financial loss, including reasonable attorneys' fees, arising out of any act or failure to act, provided that at the time of the act or omission the individual so indemnified was acting within the scope of his/her responsibilities or employment and in compliance with the policies and procedures of the district.

The district shall provide its staff with insurance protection while they are engaged in the maintenance of order and discipline and in the protection of students, other staff and property. Such insurance protection must include liability insurance covering injury to persons and property and insurance protecting staff from loss or damage of their personal property incurred while so engaged.

A member of the board of directors or the superintendent is immune from civil liability for damages for any discretionary decision or failure to make a discretionary decision within his or her official capacity, but liability shall remain on the district for the tortious conduct of the board members and superintendent. The superintendent shall obtain errors and omissions insurance in the amounts deemed necessary by the board.

Property Damage Insurance

The district shall maintain a comprehensive insurance program which shall provide adequate coverage, as determined by the board, in the event of loss or damage to school buildings and/or equipment, including motor vehicles.

Staff Insurance

The district shall develop and maintain an effective program of insurance for its staff. Such programs may include, but are not limited to, unemployment compensation, industrial accident and/or injury insurance, liability and medical insurance.

The district may make available liability, life, ~~health, health care~~, accident, disability ~~and/or~~ salary protection or insurance, direct agreements as defined in chapter 48.150 RCW, or any one of, or a

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combination of these types of insurance and may contribute all or part of the cost of such insurance to the extent permitted by law.

Unemployment Insurance

The district shall participate in the program lawfully available for fulfilling its unemployment insurance obligation that is most financially and administratively efficient. The unemployment compensation program shall be reviewed annually by the superintendent or designee.

Staff eligible under the terms of the unemployment compensation pool agreement with the educational service district shall be provided with the unemployment benefits to which they are entitled. The district shall maintain the records required by the state employment security department and retain them for not less than four years.

Workers' Compensation

Workers' compensation is an insurance program which covers job-related injuries and occupational diseases. School staff members are covered by a self-insured program which has been approved by the Washington State Department of Labor and Industries. The staff member is protected in two ways:

1. Medical costs resulting from job injuries are paid
2. Injured employees are paid a partial wage while off work because of a job injury or illness due to on-the-job causes.

When a staff member is injured on the job with a time loss, the district will grant full sick leave for the first three (3) days provided the staff member has accumulated sick leave to cover. For each day covered by workers' compensation the employee may use accumulated sick leave to make up the difference between the workers' compensation payments and the employee's regular salary. In such instances, total pay shall not exceed the staff member's regular pay.

The district will deal fairly with employees and give equal consideration to their interests regarding industrial insurance benefits.

Medical Insurance

Per state law, the district will offer eligible employees all benefits offered by the School Employees Benefits Board (SEBB), administered by the Washington State Health Care Authority (HCA). The district will pay the employer contributions to the HCA for SEBB insurance coverage for all eligible employees and their dependents as mandated by state laws and the rules promulgated by the HCA. ~~Medical plans are offered in the district on a payroll deduction plan. Staff may select from among those plans which are made available by the district's approval. The district shall make a contribution toward~~

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~~approved insurance premiums for each full-time staff member each month in an amount which is determined and provided by the State of Washington each year. The district may provide prorated contributions toward premiums for less than full-time staff. In the event of any fully-funded legislative changes for payment of insurance premiums, such funds shall be provided automatically as additional contributions.~~

When a staff member is on leave and the staff member's accumulated paid leave has been exhausted, the district shall notify the staff member that the medical insurance benefits are exhausted and the premium is due. The district shall accept the premium from the staff member and remit it to the carrier each month during the term of an approved leave of absence.

In compliance with COBRA (Consolidated Omnibus Budget Reconciliation Act), the district will offer continuing health care coverage on a self-pay basis to staff members and their dependents following termination (for reasons other than gross misconduct), a reduction in hours, retirement, death, or loss of coverage eligibility to the dependent. These health benefits will be identical to the coverage offered to full-time staff members. For terminated or reduced-hour staff members, the coverage may last up to 18 months or until they become eligible for other health insurance, whichever is earlier. In the event of the staff member's retirement, divorce, separation or death, or loss of dependent eligibility the coverage may last up to 36 months for the staff member and/or qualified beneficiary.

Cross References:

Board Policy 2151 Interscholastic Activities

[Board Policy 5401 Sick Leave](#)

Board Policy 6535 Student Insurance

Board Policy 6540 School District's Responsibility for Privately Owned Property

Board Policy 6500 Risk Management

Legal References:

[RCW 4.24.470 Liability of officials and members of governing body of public agency](#)

[RCW 4.96.010 Tortious conduct of political sub-division--Liability for damages](#)

[RCW 28A.320.060 Officers, employees or agents of school districts or educational service districts, insurance to protect and hold personally harmless](#)

RCW 28A.320.100 Actions against officers, employees or agents of school districts and educational service districts-- Defense, costs, fees--Payment of obligation

~~[RCW 28A.320.060 Officers, employees or agents of school districts or educational service districts, insurance to protect and hold personally harmless](#)~~

RCW 28A.335.010 School buildings, maintenance, furnishing and insuring

RCW 28A.400.350 Liability, life, health, health care, accident, disability and salary insurance authorized--Premiums

RCW 28A.400.370 Mandatory insurance protection for employees

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RCW 41.50.160 Restoration of withdrawn contributions by annual installment

RCW 50.20.050 Disqualification for leaving work voluntarily without good cause

~~RCW 50.44.030(3) Insurance pools~~

RCW 50.44.030(3) Political subdivisions, instrumentalities of this state and other state

RCW 50.44.050 Benefits payable, terms and conditions

Chapter 51.14 RCW Self-Insurers

RCW 51.32.090 Temporary total disability

~~RCW 50.20.050 Disqualification for leaving work voluntarily without good cause~~

~~RCW 4.24.470 Liability of officials and members of governing body of public agency~~

~~RCW 4.96.010 Tortious conduct of political sub-division—Liability for damages~~

RCW 29 U.S.C. A §§ 1161-1168 Consolidated Omnibus Budget Reconciliation Act

WAC 296-15 Workman's compensation self-insurance

WAC 182-30 WAC Procedures

WAC 182-31 WAC Eligible school employees

First Reading: February 19, 2002

Adopted by the Board: July 16, 2002

First Reading/Revision: November 21, 2023

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Policy No. 6550~~6035~~

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LEASE CAPITALIZATION THRESHOLD FOR LEASES AND SUBSCRIPTION-BASED INFORMATION TECHNOLOGY ARRANGEMENTS (SBITAs)

The Walla Walla School Board acknowledges that the Governmental Accounting Standards Board (GASB) has issued Statements 87 and 96, covering Leases and Subscription-Based Information Technology Arrangements (SBITAs). Within the guidelines of these Statements, the district may establish a liability threshold for reporting either a lease or a SBITA that are considered to be *de minimis* when compared to the district's financial capacity. These leases or SBITAs must have a maximum possible term of greater than one year to be included.

For the purposes of this policy, the following definition are used, in accordance with the Statement referenced above:

- ~~In accordance with GASB 87, a lease is defined as~~ a contract that conveys control of the right to use another entity's nonfinancial asset (the underlying asset) as specified in the contract for a period of time in an exchange or exchange-like transaction. Examples of nonfinancial assets include buildings, land, vehicles and equipment. ~~Any contract that meets this definition should be accounted for under the GSAB Lease Guidance, unless specifically excluded in this Statement.~~

A subscription-based information technology arrangement (SBITA) is a contract that conveys control of the right to use another entity's software, alone or in combination with tangible capital assets (the underlying IT asset) as specified in the contract for a period of time in an exchange or exchange-like transaction. Software that is insignificant to the cost of the underlying asset is excluded. Examples of underlying IT assets include printers, devices, and equipment.

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~~School Districts may establish a lease liability threshold for leases that are deemed de minimis when compared to the district's financial capacity. This threshold defines the dollar amount at which a lease with a maximum possible term of more than one year will be classified as a lease liability~~The value of leases or SBITAs under this policy will be determined using the methodology outlined in the original Statements and current accepted industry practice. Each lease or SBITA will be considered individually.

Based on the above guidelinesFor capitalization purposes, ~~the district has determined an individual~~those leases ~~liability threshold to be \$250,000 of annual expenditures for each individual lease~~or SBITAs with a current year expenditure value that equals or exceeds .25% of prior year expenditures. ~~This individual capitalization threshold applies to all leases with~~ and have a maximum possible term of more than one year ~~will be capitalized and records as a liability on the district's financial statements. Equipment leases of similar type will be aggregated together (e.g. copiers) and will have a group lease liability threshold of \$750,000 annual expenditures.~~

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Legal References:

GASB 87 — Leases, Issued 06/17-~~Accounting for Leases~~

GASB 96- Subscription-Based Information Technology Arrangements, Issued 05/20

Note: This update replaces:

Policy 6035 - Lease Capitalization Threshold

Policy 6036 - Capitalization Threshold for Subscription-Based Information Technology Arrangements (SBITA)

Adopted: September 20, 2022

Revised: August 15, 2023

First Reading/Revision: November 21, 2023

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BOARD POLICY

Policy No. 6700

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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~~ board 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~~ Consequently, to the extent appropriate and feasible, the sSuperintendent or designee 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~~ board supports the philosophy of the National School Lunch and School Breakfast Programs and will provide wholesome and nutritious meals for children in the dDistrict's schools. The bBoard authorizes the sSuperintendent or designee 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 bBoard. Expenditures for food supplies shall not exceed the estimated revenues.

The sSuperintendent or designee 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 nutrition standards.

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Health and Physical Education Program

The ~~d~~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 ~~d~~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~~mastery of 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 physical education (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 that the following occur:

- 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 (e.g. brain boosters/energizers);
- Extracurricular opportunities;
- Recess that aims to be safe, inclusive, and high quality (which, under most circumstances, will not be used or withheld as punishment-);
- Family and community engagement;
- Staff wellness and health promotion;
- ~~Promotion of~~ Opportunities for active transportation to school; and
- Access to School district facilities for physical activity, fitness, sports, and recreation programs.

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

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- RCW 28A.230.095 - Essential academic learning requirements and assessments — Verification reports.
- RCW 28A.235.120 - Meal Programs — Establishment and Operation — Personnel — Agreements
- 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

Adopted: July 19, 2005

Revised: 07.21.20; 08.16.2022

Revised: December 13, 2022

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