



Sequim School District
Monday October 16, 2017
SSD Board of Directors Regular MINUTES

SEQUIM SCHOOL DISTRICT 503 N Sequim Ave
Sequim, WA 98382

Present: President Short, Vice President Kuh, Director Henrikson, Director Stoffer,
Superintendent Neal, Ann Renker, Paul Wieneke, Damon Little

Absent: Tea' Gauthun, Director Howe

Location/Time

District Office, 503 N Sequim Ave, Regular Meeting 6:00 p.m.

Opening Items

President Short called the meeting to order at 6:00pm

President Short lead the Pledge of Allegiance and read the safety protocol.

Approval of Minutes

Motion by Director Stoffer, approve 10/2/17 regular meeting minutes, second Director Henrikson,
vote taken; motion carried.

Agenda Discussion

Motion to approve as presented by Director Henrikson, second by Director Stoffer, vote taken;
motion carried.

Consent Agenda

Motion to remove SEA bargaining agreement to Board Business by Vice President Kuh,
second by Director Stoffer, vote taken; motion carried.

Vouchers	GF 1	ASB 1	ASB 2	ASB 3	Capital Projects
	GF2				
Payroll	N/A				
Donations	Accept donation of two projectors in good condition from Marc McDonald, \$1,100.00 value.				
	Accept donation from First Federal for summer reading books \$11,000.00				

Classified

Offer Rebecca Chen Library Para educator at SHS, Janelle Kelly, Bus Driver, Natallia Merriken,
Para educator at Haller, Paula Rainey, Par educator at Haller, Shelley Smith, Bus Driver,
George Stuber, Bus Washer, Robin Sullivan Para educator at Haller, Michelle Tiller,
Para educator at Haller

Accept resignation from Cherie Myers, Health room Para educator at SHS, Nikki Stevenson,
ASB Secretary at SMS

Offer Golf Coach to Gary Kettel at SHS

Certificated

Accept resignation from Ann Renker, Assistant Superintendent as of 10/31/17

Staff Travel N/A

Student Travel N/A

Contracts	Sequim Education Association Collective Bargaining Agreement	Moved to Board Business
	Supplemental Contracts as presented (see attachment A)	

Special Presentation

Michelle Mahitka presented Sequim Options School information

SEA President Diana Piersoll and Superintendent Gary Neal answered questions regarding the SEA

Questions included: What specific lessons were learned during negotiation that can be
applied in the future? How can the board help to improve in the future? How can the board
demonstrate appreciation for teachers?

Answers: Be open, be visible at school events and in schools, listen like you have at the
board meetings during this process, seek other board counsel.

Public Comments

Nola Judd conveyed her appreciation for the negotiations and offered a candidate for the Operetta.

Carol Harms thanked Ann Renker, nos it the time to be open for change and restructuring.

Joan Ritchie distributed information regarding Mel Gablers' Educational Research Newsletter about incorrect text book information.

Student Board Representative Communication & Student Recognitions

Damon Little Tea is sick today, so I will read her report. The big news of the week is that Greywolf had a very special visitor this! US Senator Patty Murray visited GWE on Wednesday. She was particularly interested in their ability to sustain improvement for more than six years, their Tier Two supports, CLT building, Kids at Hope, and overcrowding and lack of classroom space. She was extremely impressed with their staff and students! Greywolf is happy to report that the PTA raised over 10,000 dollars from their Jog A Thon! This helps fund several fun student/parent/guardian activities throughout the school year. They appreciate all the support from the Greywolf staff and families in making the Jog-a-Thon a successful event! Also, during the month of October they are going to be celebrating their student successes with their monthly Recognition Assembly. Also, they are happy to report that they have received two full time educators to address the overcrowding at both first and third grade! They want to thank Shawn Langston and Vince Riccobene for their support. They know that the great benefit that comes to Greywolf Elementary does so at a cost to both of their buildings, and the ability to add to their first and third grade program reduces each of their building programs. They will continue to try to come up with creative ways to offer planning to the two new staff members and specialists. They plan to take part in the state Great Shake Out earthquake drill on October nineteenth at 10:19 Helen Haller PTO sponsored art classes with Carrie Rodlend beginning this week. Over the school year, Carrie will teach three art lessons in each of the 29 classrooms. Port Angeles Symphony visited and held a concert titled: A Brief History of Jazz for two assemblies. It was a great performance! PTO is gearing up for the popular annual poinsettia sale as well as a Restaurant Night at Westside Pizza on Tuesday, October seventeenth, from five to seven pm. They would love to see you there. Linda Dolan oversaw the initial start of a larger plan for Haller and the High School to start several raised beds where both ornamental and edible plants will be grown, starting with Living skills students receiving mentoring by the AG science students and other staff members teaching gardening skills. The idea started when Dolan attended a couple of trainings last spring and summer at GRUB Institute and the American Horticulture Society's Youth and Children Gardening Conference. When school started the Occupational Therapy department got on board. The project has been possible thanks to donations of four galvanized troughs from Coastal Farm Supply, four yards of gardening soil from Cascade Soil and Bark, 25 pansy starts from Grocery Outlet, four sets of gardening tools from WSU extension service, and a cash donation from a personal friend. Several other sites are planned for the project-one out by the East Portables and one by the High School Living skills fenced yard.

This Friday, October 20, 2017, OPA will be having their Annual Autumn Festival. They will have crafts, a potluck, bake sale and what everyone is looking forward to, cider pressing! Please join them and bring a container to take cider home. Also, one of the **For Tea's** reports I will start with the Middle School. They had their United Way Fundraiser Kick off presentation on Monday and they are having drawings every day this week for coffee cards, chocolates and class period coverage by an administrator! They are also having their Harvest Festival this Friday from three to five o'clock. Sequim High's Homecoming was last Saturday and there were 444 tickets sold. Their is a choir concert on Thursday October 26 at seven pm. Haunted Hallways is Saturday, October 28 from one to four pm and finally, girls bowling starts Monday, October 13th.

Board Communication and Other Items

Director Stoffer attended the Healthy Family event regarding at risk kids, Homecoming festivities and the FFA drive through dinner that was very popular.

Vice President Kuh toured Peninsula College

President Heather Short reminded people to look for the Community Needs Assessment that will be coming out in early November, enter input in the OneNote. The board is looking into moving meetings with large crowds.

Director Henrikson is concerned about adding questions to the C.N.A without being vetted.

Reports to the Board

Dr. Ann Renker reported Student Test Results for 2016 2017

Superintendent Report

Shared and distributed the updated Crisis Response Flip charts and information regarding the Community Truancy Board position that is currently posted.

Board Business (Old/New)

At first reading Policy 3122 Excused and Unexcused absences, no motion needed at this time, Policy introduction only

Motion to approve the Sequim Education Association Collective Bargaining agreement made by Director Stoffer, second Vice President Kuh, vote taken; motion carried.

For the Good of The Order

None at this time

Informational Items

Board Meetings

October 16, 2017 Regular Board Meeting

November 6, 2017 Regular Meeting

November 20, 2017 Regular Board Meeting

December 4, 2017 Regular Board Meeting

January 2, 2018 Regular Board Meeting

Other Items

October 14, WSSDA Regional Meeting in Port Angeles

November 7, 2017 School Board Election

November 16-18, WSSDA Annual Conference Bellevue WA

Adjournment

Motion to adjourn by Director Henrikson, second Director Stoffer, vote taken meeting adjourned at 7:45pm.

President Short

Superintendent Neal

The following vouchers, as audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, are approved for payment. Those payments have been recorded on this listing which has been made available to the board.

As of October 16, 2017, the board, by a _____ vote, approves payments, totaling \$254,743.30. The payments are further identified in this document.

Total by Payment Type for Cash Account, General Fund AP Warrants:
Warrant Numbers 189092 through 189188, totaling \$254,743.30

Secretary _____	Board Member _____
Board Member _____	Board Member _____
Board Member _____	Board Member _____

Check Nbr	Vendor Name	Check Date	Check Amount
189092	A-1 Auto Parts Inc	10/16/2017	261.37
189093	A1 Auto Parts	10/16/2017	125.58
189094	Agile Mind, Inc	10/16/2017	1,016.35
189095	Amazon Capital Service	10/16/2017	67.67
189096	Apex Learning	10/16/2017	2,717.50
189097	Baxter Auto Parts	10/16/2017	317.38
189098	Brisk Printing & Stationery	10/16/2017	255.45
189099	Bryson Sales & Service Of Wash	10/16/2017	749.33
189100	BSN SPORTS	10/16/2017	815.22
189101	C-Comm	10/16/2017	233.75
189102	Canon Financial Services	10/16/2017	217.48
189103	Capital One Commercial	10/16/2017	1,118.54
189104	Chatters, Krista D	10/16/2017	161.28
189105	Clallam County PUD	10/16/2017	60.96
189106	Clallam Co Fire Dist 3	10/16/2017	3,348.44
189107	Clallam Co Health & Human Svc	10/16/2017	60.00
189108	CO-OP Farm and Garden	10/16/2017	264.06

Check Nbr	Vendor Name	Check Date	Check Amount
189109	Dell Marketing L.P.	10/16/2017	37,450.32
189110	Delta Education	10/16/2017	20.59
189111	Dept Of Licensing	10/16/2017	26.00
189112	Destination Imagination, Inc	10/16/2017	105.00
189113	Discount Owl Pellets	10/16/2017	5.95
189114	DM Disposal Co Inc	10/16/2017	5,633.73
189115	Duchow, Matthew W	10/16/2017	40.48
189116	DWF Sea/Tac	10/16/2017	855.92
189117	Encore Data Products, Inc.	10/16/2017	825.90
189118	ESD 112	10/16/2017	220.00
189119	First Bankcard 1865	10/16/2017	396.00
189120	First Bankcard 4057	10/16/2017	214.80
189121	First Bankcard 3167	10/16/2017	324.87
189122	Fitness Finders, inc.	10/16/2017	105.49
189123	Flinn Scientific Inc.	10/16/2017	208.12
189124	Follett School Solutions	10/16/2017	740.55
189125	Gale/Cengage Learning	10/16/2017	54.35
189126	Grainger	10/16/2017	4,176.49
189127	Heritage Food Service Equipmen	10/16/2017	115.07
189128	Home Depot Credit Services	10/16/2017	105.61
189129	Houghton Mifflin Harcourt	10/16/2017	204.94
189130	Hudson, Donna L	10/16/2017	67.50
189131	IBS, Inc.	10/16/2017	37.98
189132	Interstate Battery Systems of	10/16/2017	1,182.44
189133	J.W. Pepper	10/16/2017	3,675.94

Check Nbr	Vendor Name	Check Date	Check Amount
189134	Kidd, Joanne F	10/16/2017	29.98
189135	King County Directors' Assoc	10/16/2017	2,853.44
189136	LEARN BY DOING INC	10/16/2017	650.00
189137	Lemay Mobile Shredding	10/16/2017	47.96
189138	Mahitka, Steven E	10/16/2017	68.24
189139	McAliley, Cheryl K	10/16/2017	33.50
189140	Microk12.Com	10/16/2017	3,584.93
189141	Mishko, Kelli Jo	10/16/2017	49.76
189142	NAPA	10/16/2017	48.23
189143	NCS Pearson Incorporated	10/16/2017	3,478.40
189144	Neofunds By Neopost	10/16/2017	1,000.00
189145	Niagra Woodwork & Design	10/16/2017	3,760.50
189146	Northwest Plastics	10/16/2017	124.66
189147	Office Depot	10/16/2017	1,478.11
189148	Olympic College	10/16/2017	665.00
189149	Olympic ESD 114	10/16/2017	11,146.13
189150	Olympic Laundry & Dry Cleaners	10/16/2017	77.31
189151	Olympic Springs Inc	10/16/2017	233.89
189152	Olympic Peninsula YMCA	10/16/2017	3,700.00
189153	Olypen	10/16/2017	394.00
189154	OMWBE	10/16/2017	100.00
189155	Pacific Office Equipment Inc.	10/16/2017	514.41
189156	Part Works, Inc	10/16/2017	106.80
189157	The Partners Group	10/16/2017	500.00
189158	Platt Electric Supply	10/16/2017	40.00

Check Nbr	Vendor Name	Check Date	Check Amount
189159	Port Angeles School District	10/16/2017	375.00
189160	Praxair Distribution Inc.	10/16/2017	1,121.46
189161	Princeton Health Press	10/16/2017	3,866.50
189162	Project Lead the Way	10/16/2017	6,947.29
189163	Radio Shack	10/16/2017	16.29
189164	Read Naturally, Inc	10/16/2017	2,492.20
189165	Reed, Sean	10/16/2017	102.00
189166	Rhode Island Novelty	10/16/2017	80.25
189167	Riccobene, Vincent J	10/16/2017	63.13
189168	Rodda Paint	10/16/2017	257.98
189169	Ruddell Auto Mall	10/16/2017	470.19
189170	RWC Group	10/16/2017	46.99
189171	Safeway Inc - Seattle Division	10/16/2017	201.34
189172	Sallyport Commercial Finance,	10/16/2017	1,025.89
189173	Scholastic Magazines	10/16/2017	421.98
189174	School Data Solutions	10/16/2017	10,607.98
189175	Scirra	10/16/2017	1,079.97
189176	Seattle Times	10/16/2017	227.14
189177	Sequim Gazette	10/16/2017	108.00
189178	Sequim High School A.S.B.	10/16/2017	317.00
189179	Sequim School's Food Service	10/16/2017	275.00
189180	Social Thinking	10/16/2017	41.87
189181	Sodexo, Inc. & Affiliates	10/16/2017	119,242.26
189182	Stratton, Tricia D	10/16/2017	62.85
189183	Sunset Do It Best Hardware	10/16/2017	71.48

Check Nbr	Vendor Name	Check Date	Check Amount
189184	SupplyWorks	10/16/2017	95.48
189185	Updike Jr, David C	10/16/2017	133.49
189186	Verizon Wireless	10/16/2017	1,001.66
189187	WAETAG	10/16/2017	445.00
189188	Walmart Community/GECRB	10/16/2017	275.98
97	Computer	Check(s) For a Total of	254,743.30

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	97	Computer	Checks For a Total of	254,743.30
Total For	97	Manual, Wire Tran, ACH & Computer	Checks	254,743.30
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	254,743.30

F U N D S U M M A R Y

Fund	Description	Balance Sheet	Revenue	Expense	Total
10	General Fund	2,444.87	106.00	252,192.43	254,743.30

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As of October 16, 2017, the board, by a _____ vote, approves payments, totaling \$113,004.59. The payments are further identified in this document.

Total by Payment Type for Cash Account, General Fund AP Warrants:
Warrant Numbers 189041 through 189091, totaling \$113,004.59

Secretary _____	Board Member _____
Board Member _____	Board Member _____
Board Member _____	Board Member _____

Check Nbr	Vendor Name	Check Date	Check Amount
189041	A-1 Auto Parts Inc	10/06/2017	115.90
189042	Amazon Capital Service	10/06/2017	2,172.06
189043	APP Inc	10/06/2017	9,069.69
189044	AT & T Mobility	10/06/2017	134.86
189045	ATS Automation	10/06/2017	12,000.48
189046	Brisk Printing & Stationery	10/06/2017	703.29
189047	Capital One Commercial	10/06/2017	1,901.51
189048	Carson, Kymmy K Wyatt	10/06/2017	4,515.00
189049	CenturyLink	10/06/2017	1,084.86
189050	Chevron	10/06/2017	1,360.62
189051	City Of Sequim	10/06/2017	7,738.09
189052	Clallam County PUD	10/06/2017	34,229.11
189053	Clallam Co-OP Farm and Garden	10/06/2017	182.91
189054	Cummins Northwest, LLC	10/06/2017	417.04
189055	Dept Of Natural Resources	10/06/2017	17.40
189056	First Bankcard 1272	10/06/2017	180.00
189057	Gale/Cengage Learning	10/06/2017	3,624.94

Check Nbr	Vendor Name	Check Date	Check Amount
189058	Garrett, Marcia Eileen	10/06/2017	120.05
189059	Germano, Maria Jean	10/06/2017	100.85
189060	Happy Valley Physical Therapy	10/06/2017	8,758.00
189061	Hastings, Allison	10/06/2017	90.87
189062	Hornor, Hillary Anne	10/06/2017	367.32
189063	In Graphic Detail	10/06/2017	119.57
189064	K-D-L Hardware Supply, Inc.	10/06/2017	470.17
189065	Kids at Hope	10/06/2017	90.00
189066	King County Directors' Assoc	10/06/2017	2,263.63
189067	Kromm, Rhonda K	10/06/2017	242.95
189068	Landoni, Joseph A	10/06/2017	138.00
189069	Lee, Anna	10/06/2017	432.00
189070	Meckley, Brad E	10/06/2017	56.52
189071	Miko, Richard O	10/06/2017	417.91
189072	Miller Signs	10/06/2017	284.79
189073	Morgan, Mary H	10/06/2017	2,646.00
189074	OETC	10/06/2017	326.10
189075	Office Depot	10/06/2017	35.45
189076	Olympic Printer Resources, Inc	10/06/2017	102.18
189077	Reamer, Melissa	10/06/2017	1,687.50
189078	Reed, OTR/L, Melinda	10/06/2017	2,784.00
189079	Sanders, Amanda	10/06/2017	850.00
189080	Schmadeke, Kathryn	10/06/2017	2,204.00
189081	School Datebooks, Inc.	10/06/2017	1,942.50
189082	Schubert, Vanessa G.D.	10/06/2017	3,834.00

Check Nbr	Vendor Name	Check Date	Check Amount
189083	Seidl, Anthony J	10/06/2017	42.18
189084	Sequim High School A.S.B.	10/06/2017	495.23
189085	Sequim School's Food Service	10/06/2017	522.50
189086	Washington State Ferries	10/06/2017	341.40
189087	WAVE BROADBAND	10/06/2017	112.00
189088	West Interactive Services Corp	10/06/2017	1,259.29
189089	West Safety Services Inc.	10/06/2017	79.89
189090	WSPA	10/06/2017	300.00
189091	Zarelli, Philip John	10/06/2017	39.98
51	Computer	Check(s) For a Total of	113,004.59

0	Manual	Checks For a Total of	0.00
0	Wire Transfer	Checks For a Total of	0.00
0	ACH	Checks For a Total of	0.00
51	Computer	Checks For a Total of	113,004.59
Total For 51	Manual, Wire Tran, ACH & Computer Checks		113,004.59
Less 0	Voided	Checks For a Total of	0.00
	Net Amount		113,004.59

FUND SUMMARY

Fund	Description	Balance Sheet	Revenue	Expense	Total
10	General Fund	-176.69	5.00	113,176.28	113,004.59

The following vouchers, as audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, are approved for payment. Those payments have been recorded on this listing which has been made available to the board.

As of October 16, 2017, the board, by a _____ vote, approves payments, totaling \$20,886.70. The payments are further identified in this document.

Total by Payment Type for Cash Account, Capital Projects AP Warrants:
Warrant Numbers 2612 through 2613, totaling \$20,886.70

Secretary _____ Board Member _____

Board Member _____ Board Member _____

Board Member _____ Board Member _____

Check Nbr	Vendor Name	Check Date	Check Amount
2612	3 Kings Environmental Inc	10/16/2017	13,587.50
2613	Pacific Rim Environmental Inc	10/16/2017	7,299.20

2	Computer	Check(s) For a Total of	20,886.70
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	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	2	Computer	Checks For a Total of	20,886.70
Total For	2	Manual, Wire Tran, ACH & Computer	Checks	20,886.70
Less	0	Voided	Checks For a Total of	0.00
		Net Amount		20,886.70

F U N D S U M M A R Y

Fund	Description	Balance Sheet	Revenue	Expense	Total
20	Capital Projects	0.00	0.00	20,886.70	20,886.70

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As of October 16, 2017, the board, by a _____ vote, approves payments, totaling \$13,221.79. The payments are further identified in this document.

Total by Payment Type for Cash Account, ASB AP Warrants:
Warrant Numbers 11013 through 11021, totaling \$13,221.79

Secretary _____	Board Member _____
Board Member _____	Board Member _____
Board Member _____	Board Member _____

Check Nbr	Vendor Name	Check Date	Check Amount
11013	AWSP	10/05/2017	65.00
11014	BSN SPORTS	10/05/2017	2,115.29
11015	Continental Athletic Supply	10/05/2017	2,152.00
11016	Miko, Richard O	10/05/2017	151.95
11017	Sequim High School A.S.B.	10/05/2017	1,906.90
11018	St. George, Autumn Renee	10/05/2017	24.94
11019	TC Span America, LLC	10/05/2017	4,644.21
11020	Walsworth Publishing Company	10/05/2017	1,487.20
11021	WIAA	10/05/2017	674.30

9	Computer	Check(s) For a Total of	13,221.79
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0	Manual	Checks For a Total of	0.00
0	Wire Transfer	Checks For a Total of	0.00
0	ACH	Checks For a Total of	0.00
9	Computer	Checks For a Total of	13,221.79
Total For 9	Manual, Wire Tran, ACH & Computer	Checks	13,221.79
Less 0	Voided	Checks For a Total of	0.00
	Net Amount		13,221.79

FUND SUMMARY

Fund	Description	Balance Sheet	Revenue	Expense	Total
40	Associated Stude	0.00	0.00	13,221.79	13,221.79

The following vouchers, as audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, are approved for payment. Those payments have been recorded on this listing which has been made available to the board.

As of October 16, 2017, the board, by a _____ vote, approves payments, totaling \$16,715.98. The payments are further identified in this document.

Total by Payment Type for Cash Account, ASB AP Warrants:
Warrant Numbers 10998 through 11012, totaling \$16,715.98

Secretary _____	Board Member _____
Board Member _____	Board Member _____
Board Member _____	Board Member _____

Check Nbr	Vendor Name	Check Date	Check Amount
10998	Amazon Capital Service	10/05/2017	33.26
10999	BSN SPORTS	10/05/2017	1,706.94
11000	Burgener, Mark J	10/05/2017	436.09
11001	Capital One Commercial	10/05/2017	153.41
11002	First Bankcard 6890	10/05/2017	131.12
11003	Glasser, Gregory M	10/05/2017	2,190.27
11004	Hillcrest Inn	10/05/2017	995.02
11005	Olympic League	10/05/2017	300.00
11006	Pickens, Jessica	10/05/2017	505.00
11007	Sequim High School A.S.B.	10/05/2017	705.25
11008	Sequim High School Band Booste	10/05/2017	1,066.72
11009	SHS FOOTBALL BOOSTERS	10/05/2017	1,850.00
11010	SHS Volleyball Boosters	10/05/2017	350.00
11011	Team Color Inc.	10/05/2017	2,602.90
11012	WIAA	10/05/2017	3,690.00

15	Computer	Check(s) For a Total of	16,715.98
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0	Manual	Checks For a Total of	0.00
0	Wire Transfer	Checks For a Total of	0.00
0	ACH	Checks For a Total of	0.00
15	Computer	Checks For a Total of	16,715.98
Total For 15	Manual, Wire Tran, ACH & Computer	Checks	16,715.98
Less 0	Voided	Checks For a Total of	0.00
	Net Amount		16,715.98

FUND SUMMARY

Fund	Description	Balance Sheet	Revenue	Expense	Total
40	Associated Stude	-264.39	0.00	16,980.37	16,715.98

The following vouchers, as audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, are approved for payment. Those payments have been recorded on this listing which has been made available to the board.

As of October 16, 2017, the board, by a _____ vote, approves payments, totaling \$10,234.78. The payments are further identified in this document.

Total by Payment Type for Cash Account, ASB AP Warrants:
Warrant Numbers 11022 through 11030, totaling \$10,234.78

Secretary _____	Board Member _____
Board Member _____	Board Member _____
Board Member _____	Board Member _____

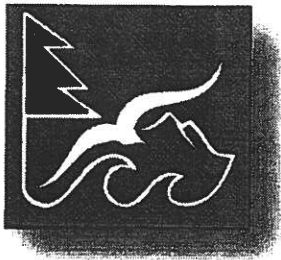
Check Nbr	Vendor Name	Check Date	Check Amount
11022	Agile Sports Technologies	10/16/2017	1,738.12
11023	Benitez, Anita E	10/16/2017	364.99
11024	BSN SPORTS	10/16/2017	456.62
11025	Heilman, Jenevieve Webber	10/16/2017	439.96
11026	Kalfur, Robert	10/16/2017	1,000.00
11027	Power House Fundraising	10/16/2017	3,740.00
11028	Sequim High School A.S.B.	10/16/2017	1,225.03
11029	Sign Store	10/16/2017	217.40
11030	Training Room Inc	10/16/2017	1,052.66

9	Computer	Check(s) For a Total of	10,234.78
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0	Manual	Checks For a Total of	0.00
0	Wire Transfer	Checks For a Total of	0.00
0	ACH	Checks For a Total of	0.00
9	Computer	Checks For a Total of	10,234.78
Total For 9	Manual, Wire Tran, ACH & Computer	Checks	10,234.78
Less 0	Voided	Checks For a Total of	0.00
	Net Amount		10,234.78

F U N D S U M M A R Y

Fund	Description	Balance Sheet	Revenue	Expense	Total
40	Associated Stude	-79.40	0.00	10,314.18	10,234.78



Sequim School District No. 323

"All Students Will Experience Success"

503 North Sequim Avenue, Sequim, WA 98382

Telephone: (360) 582-3260, FAX: (360) 683-6303, www.sequim.k12.wa.us

Date:

Federal I.D. #91-0951996

Donor Name: Marc McDonald

Phone: 206-852-9672

Address 54 Carriage Dr.
(Street or P. O. Box)

Sequim, WA 98382
(City/State/Zip)

I hereby donate, unconditionally, the following items to the Sequim School District:

Item Description
(age, model, type)

*Physical Condition
(poor, fair, good)

*Estimated Value

1 Sanyo Sharp XV-Z900 DLP projector good

\$400

* The Sequim School District accepts on the understanding that it is not held responsible for damage or loss due to fire, theft, earthquake or vandalism. If the value of the item(s) is estimated at \$1,000 or more, the Sequim School Board of Directors must approve the acceptance of the donation.

Donor Signature

Marc B. McDonald

Received by

John Marcy

(School Official)

☐ Copy to Donor

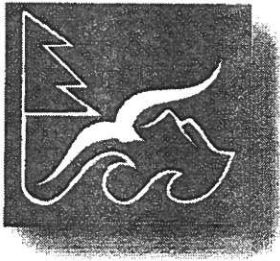
☐ Acknowledgement

☐ Board Acceptance

Date:

7-20-17

(\$1,000 or more value)



Sequim School District No. 323

"All Students Will Experience Success"

503 North Sequim Avenue, Sequim, WA 98382

Telephone: (360) 582-3260, FAX: (360) 683-6303, www.sequim.k12.wa.us

Date:

Federal I.D. #91-0951996

Donor Name: Mark McDonald Phone: 206-852-9672

Address 54 Carriage Drive Sequim, WA 98382
(Street or P. O. Box) (City/State/Zip)

I hereby donate, unconditionally, the following items to the Sequim School District:

<u>Item Description</u> (age, model, type)	<u>*Physical Condition</u> (poor, fair, good)	<u>*Estimated Value</u>
<u>15grs Stewart Filmscreen</u>	<u>good</u>	<u>\$ 700</u>
<u>Grayhawk projector screen</u>		

* The Sequim School District accepts on the understanding that it is not held responsible for damage or loss due to fire, theft, earthquake or vandalism. If the value of the item(s) is estimated at \$1,000 or more, the Sequim School Board of Directors must approve the acceptance of the donation.

Donor Signature Mark B. McDonald

Received by Jan Macey
(School Official)

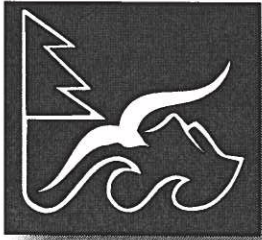
☐ Copy to Donor

☐ Acknowledgement

☐ Board Acceptance

Date: 7-20-17

(\$1,000 or more value)



Sequim School District No. 323

"All Students Will Experience Success"

503 North Sequim Avenue, Sequim, WA 98382

Telephone: (360) 582-3260, FAX: (360) 683-6303, www.sequim.k12.wa.us

Date:

Federal I.D. #91-0951996

Donor Name: First Federal Community Foundation

Phone: _____

Address PO Box 351 Port Angeles WA 98382

(Street or P. O. Box)

(City/State/Zip)

I hereby donate, unconditionally, the following items to the Sequim School District:

Item Description

(age, model, type)

***Physical Condition**

(poor, fair, good)

***Estimated Value**

\$11,000 Donation for our 6 books for summer – 17-18

* The Sequim School District accepts on the understanding that it is not held responsible for damage or loss due to fire, theft, earthquake or vandalism. If the value of the item(s) is estimated at \$1,000 or more, the Sequim School Board of Directors must approve the acceptance of the donation.

Donor Signature _____

Received by

Robin Stanton

(School Official)

☐ Copy to Donor

☐ Acknowledgement

☐ Board Acceptance

Date: _____

(\$1,000 or more value)

SEQUIM SCHOOL DISTRICT
HUMAN RESOURCES CONSENT AGENDA
CLASSIFIED
October 16, 2017

I. CLASSIFIED ADMINISTRATIVE EMPLOYMENT

<u>NAME</u>	<u>POSITION</u>	<u>DATE</u>	<u>BUILDING</u>
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II. CLASSIFIED EMPLOYMENT

<u>NAME</u>	<u>POSITION</u>	<u>DATE</u>	<u>BUILDING</u>
Chen, Rebecca	Library Paraeducator	October 5, 2017	SHS
Kelly, Janelle	Bus Driver	October 12, 2017	Transportation
Merrikin, Natallia	Paraeducator	October 2, 2017	HHE
Rainey, Paula	Paraeducator	October 22, 2017	HHE
Smith, Shelley	Bus Driver	October 11, 2017	Transportation
Stuber, George	Bus Washer	October 3, 2017	Transportation
Sullivan, Robin	Paraeducator	October 2, 2017	HHE
Tiller, Michelle	Paraeducator	October 17, 2017	HHE

III. CLASSIFIED LEAVE OF ABSENCE/RESIGNATION/RETIREMENT

<u>NAME</u>	<u>ASSIGNMENT</u>	<u>DATE</u>	<u>BUILDING</u>
Myers, Cherie	Health Room Paraeducator (Resignation)	October 20, 2017	SHS
Stevenson, Andrea (Nikki)	ASB Secretary (Resignation)	October 27, 2017	SMS

IV. SUPPLEMENTAL CONTRACTS

<u>NAME</u>	<u>ASSIGNMENT</u>	<u>DATE</u>	<u>BUILDING</u>
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V. SUPPLEMENTAL CONTRACT RESIGNATIONS

<u>NAME</u>	<u>ASSIGNMENT</u>	<u>DATE</u>	<u>BUILDING</u>
Kettel, Gary	Golf Coach--Girls (Resignation)	October 2, 2017	SHS

VI. VOLUNTEER COACHES

<u>NAME</u>	<u>ASSIGNMENT</u>	<u>DATE</u>	<u>BUILDING</u>
-------------	-------------------	-------------	-----------------

BOARD ACTION: _____ Approved
 _____ Denied
 _____ Revised

Board President

Date

**SEQUIM SCHOOL DISTRICT
HUMAN RESOURCES CONSENT AGENDA
CERTIFICATED
October 16, 2017**

I. ADMINISTRATIVE CONTRACTS

<u>NAME</u>	<u>POSITION</u>	<u>DATE</u>	<u>LOCATION</u>
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II. CERTIFICATED EMPLOYMENT

<u>NAME</u>	<u>POSITION</u>	<u>DATE</u>	<u>LOCATION</u>
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III. CERTIFICATED RESIGNATION/RETIREMENT

<u>NAME</u>	<u>POSITION</u>	<u>DATE</u>	<u>LOCATION</u>
Renker, Ann	Asst. Superintendent (Resignation)	October 31, 2017	DO

IV. SUPPLEMENTAL CONTRACTS - ASSIGNMENTS

<u>NAME</u>	<u>ASSIGNMENT</u>	<u>DATE</u>	<u>BUILDING</u>
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V. OTHER

<u>NAME</u>	<u>ASSIGNMENT</u>	<u>DATE</u>	<u>BUILDING</u>
-------------	-------------------	-------------	-----------------

BOARD ACTION: ☐ Approved
 ☐ Denied
 ☐ Revised

Board President

Date

Supplemental Contracts for Board Agenda Oct 16, 2017

Activity	Co-curricular Contract	
High School		
Auditorium Supervisor, HS		
(Contract is \$2500- \$1,000 coded to District)		\$2,500.00
Knowledge Bowl, HS	**	\$1,311.00
PBIS Coordinator		\$330.00
Jazz Band HS		\$1,000.00
Honor Society, HS		\$903.00
Interact Club Advisor, HS		\$330.00
International Club, HS		\$330.00
Operetta Director, HS		\$2,894.00
Play, All School HS		\$2,894.00
Play, Senior Class, HS		\$2,894.00
Talent Show HS		\$330.00
ASB Advisor, HS		\$2,000.00
Homecoming Advisor, HS		\$1,000.00
Link Crew Advisor #1, HS		\$330.00
Middle School		
Chorus	\$	750
ASB Advisor, MS	\$	1,650
Yearbook	\$	450
WEB Advisor	\$	300
MS Band Advisor	\$	1,000
Math Olympiad	\$	350
WEB Advisor	\$	300
	Bus Duty Elementary	
Helen Haller		\$9,800
Greywolf	\$	6,400
	Department Chair	
OPA		
OPA Dept. Head	3.2	\$365.21
Greywolf School:		
3rd Grade	4	\$365.21
Special Program	5	\$410.86
5th Grade	4	\$365.21
1st Grade	4	\$365.21
4th Grade	4	\$365.21
Kindergarten	5	\$410.86
2nd Grade	4	\$365.21

Other Teachers	4	\$365.21
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Haller School:

4th Grade	5	\$410.86
Kindergarten	5	\$410.86
1st Grade	5	\$410.86
2nd Grade	5	\$410.86
5th Grade	4	\$365.21
Other teachers	5	\$410.86
Special Programs	5	\$410.86
3rd Grade	5	\$410.86

Middle School:

Social Studies	4.8	\$401.73
Electives	4.8	\$401.73
Science	5	\$410.86
Lang Arts	5.6	\$438.25
Team Leader 6A	4	\$365.21
Math	5.6	\$438.25
Counselor/Spec Services	4	\$365.21
Team Leader 7A	4	\$365.21
PE/Health	3	\$365.21

High School:

Special Ed	4	\$365.21
Math	6.2	\$465.64
Physical Education	3	\$365.21
Social Studies	4.8	\$401.73
Languages	3	\$365.21
Counselor/Librarian	4	\$365.21
Fine Arts	3.6	\$365.21
Science	4.8	\$401.73
Language Arts	6.6	\$483.90

Total		\$13,750.16
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Activity

Extended Days

HS Counselor	\$1,831.00
HS Athletic Director	\$2,929.00
MS Atheletic Director	\$1,234.00
HHE Counselor	\$2,300.00
Dist Counselor	\$2,115.00
HS Counselor	\$2,334.00
MS Librarian	\$700.00
HS Counselor	\$2,923.00
HHE Librarian	\$513.00
HS Librarian	\$1,077.00
MS Counselor	\$1,696.00
MS TOSA (Couns)	\$1,696.00

GW Counselor	\$2,999.00
Learning Services TOSA	\$5,736.00
HS Counselor	\$2,555.00
GW Librarian	\$575.00

Activity

Schedule B Contracts

FBLA Advisor	\$1,461.00
Band Director	\$3,196.00
Annual Advisor, HS	\$1,004.00
Class Advisor, Sophomore	\$365.00
Class Advisor, Senior	\$365.00
Choral Director	\$1,004.00
Class Advisor, Junior	\$365.00
CTE	\$365.00
Journalism Advisor, HS	\$1,004.00
History Day	\$479.00
History Day	\$479.00
Vocational Director	\$4,200.00

Voc Extended Days

High School:	\$56,866.00
Middle School:	\$2,713.00

Contents

PREAMBLE	2
ARTICLE 1: RECOGNITION	3
ARTICLE 2: ADMINISTRATION OF AGREEMENT	3
ARTICLE 3: PAYROLL DEDUCTION	3
ARTICLE 4: RIGHTS OF THE PARTIES	5
MANAGEMENT RIGHTS	5
ASSOCIATION RIGHTS	5
EMPLOYEE RIGHTS	6
ARTICLE 5: PROFESSIONAL DEVELOPMENT	8
ARTICLE 6: USE OF FACILITIES	8
ARTICLE 7: PERSONNEL FILES	8
ARTICLE 8: STUDENT DISCIPLINE	9
ARTICLE 9. ACADEMIC FREEDOM	9
ARTICLE 10: CONTRACTS	10
ARTICLE 11: JOB SHARING	12
ARTICLE 12: WORK SCHEDULES	13
ARTICLE 13: EVALUATION	18
PROVISIONAL EMPLOYEES	19
CONTINUING EMPLOYEES	19
ARTICLE 14: ASSIGNMENT, TRANSFER & VACANCIES	21
ARTICLE 15: REDUCTION IN FORCE	22
ARTICLE 16: STUDENTTEACHER	28
ARTICLE 17:LEAVES	29
ILLNESS, INJURY, AND PERSONAL LEAVE	29
SECTION A: SICK LEAVE	29
SECTION B: PERSONAL LEAVE	29
SECTION C: EMPLOYEE ON-TASK INCENTIVE POOL	29
SECTION D: VEBA	30
TEMPORARY DISABILITY AND MATERNITY LEAVE	31
MILITARY LEAVE	31
JUDICIAL LEAVE	32
BEREAVEMENT/CRITICAL ILLNESS OR INJURY LEAVE	32
ASSOCIATION LEAVE	32
PROFESSIONAL LEAVE:	32
LEAVES OF ABSENCE	33
SABBATICAL LEAVE	34
ASSAULT LEAVE	35
FAMILY LEAVE (FAMILY AND MEDICAL LEAVE ACT OF 1993)	34
ARTICLE 18: PROVISIONS RELATING TO ADMINISTRATION OF SALARY	35
PLACEMENT ON SALARY SCHEDULE	36
COMPUTATION OF EXPERIENCE AND EDUCATION CREDITS	36
ADDITIONAL COMPENSATION	37
ARTICLE 20: GROUP INSURANCE	39
EMPLOYEE LIABILITY INSURANCE	40
HEALTH INSURANCE	40

47	ANNUITIES	41
48	IMMUNIZATION	41
49	ARTICLE 21: GRIEVANCE PROCEDURE	41
50	ARTICLE 22: TERM, DURATION AND SEPARABILITY.....	42
51	2013-14 STATE LEAP SCHEDULE.....	44
52	2013-14 ADDITIONAL COMPENSATION SCHEDULE C.....	45
53	2013-14 ADDITIONAL COMPENSATION SCHEDULE D.....	46
54	SCHEDULE B	47
55	CERTIFICATED PERFORMANCE REPORT.....	48
56	NON - CLASSROOM EMPLOYEE EVALUATION REPORT	52
57	SHORT EVALUATION REPORT.....	Error! Bookmark not defined.
58	EXHIBIT B.....	54
59	RADDITIONAL COMPENSATION REQUEST FORM.....	59
60	NON-CONTRACT INSTRUCTOR PAY.....	60
61	GRIEVANCE FORM.....	61
62	2017-18 SCHOOL CALENDAR.....	62

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PREAMBLE

95 This Agreement made and entered into this 2nd day of October, 2017 by and between the
96 Board of Directors of the Sequim School District No. 323, County of Clallam, Washington,
97 hereinafter referred to as the “District” or “Board,” and the Sequim Education Association,
98 hereinafter referred to as the “Association,” includes the following articles and provisions:
99

100 **ARTICLE 1: RECOGNITION**

101
102 Section A: The Association recognizes the Board as the duly elected representative of
103 the people and agrees to negotiate with the Board only through the negotiation agent or agents
104 officially designated by the Board to act on its behalf.
105

106 Section B: The Board recognizes the Association as the exclusive bargaining agent for
107 all regularly employed certificated personnel who hold a valid contract with the District or who
108 are on leave except for the chief administrative officer, principals, vice-principals and the
109 director of special programs and any other certificated employees who may be excluded by state
110 law. Substitute employees who have served twenty (20) consecutive days in the same position
111 shall be subject only to the following provisions of this Agreement: Article 19, Salary schedule
112 placement.
113

114 **ARTICLE 2: ADMINISTRATION OF AGREEMENT**

115
116 Section A: This Agreement shall be governed and construed according to the
117 Constitution and laws of the State of Washington, and the Constitution and laws of the Federal
118 Government of the United States of America. If any provision of this Agreement is determined
119 to be invalid by operation of law, such provision shall be inoperative, but the remainder of the
120 Agreement shall remain in full force and effect for the duration of this Agreement. Without
121 limitation of the foregoing, the parties expressly understand and agree that the District has the
122 responsibility to implement at least the minimum standards imposed upon it by RCW
123 28A.150.200 et. seq. (The Washington Basic Education Act of 1977) as it may from time to
124 time be amended.
125

126 Section B: Agreement will be put on District web site. Paper copies will be available in
127 all school offices as well as the District office. Both the District and SEA will share equally in
128 any cost of paper copies.
129

130 Section C: At times agreeable to each but no less frequently than once monthly, except
131 during the three summer months, the Superintendent shall meet with the Association President to
132 discuss administration of this Agreement and other items of concern to the parties.
133

134 **ARTICLE 3: PAYROLL DEDUCTION**

135
136 Section A: It shall be the right of educators who are members of SEA to have
137 membership dues to SEA and to state and national organizations with which they are affiliated
138 automatically deducted from the payroll once each month and forwarded to the single recipient
139 designated by the Association for so long as SEA is the legally constituted bargaining agent for
140 the certificated employees.
141

142 Section B: Any certificated employee who is a member of the Association, or who has
143 applied for membership, shall sign and deliver a payroll deduction authorization form to the
144 Association. Such membership authorization shall continue in effect from year to year unless
145 revoked in writing by the concerned member and sent to the Association and the District office.
146 Such revocation may occur at any time at the concerned member's discretion. Such revocation
147 shall become effective the following month.

148
149 Section C: The Association shall submit a copy of all signed authorization forms to the
150 District office by the first day of the month in which it is to be effective.

151
152 Section D: The Association shall provide the District office information as to the amount
153 of annual dues and assessments by September 1.

154
155 Section E: Dues deductions for certificated employees employed after the
156 commencement of the school year shall be appropriately prorated and a copy of the signed
157 payroll deduction authorization form submitted to the District within seventy (70) days after
158 employment.

159
160 Section F: Upon appropriate written authorization from a certificated employee the
161 Board shall deduct from the salary of any certificated employee and make appropriate remittance
162 for annuities, previously approved charitable donations, insurance benefits, or other plans or
163 programs jointly agreed to by the Association and the District, in accordance with RCW
164 28A.67.095 and any other applicable State laws and regulations.

165
166 Section G: Representation Fee

167
168 1. No employee will be required to join the Association; however, those
169 employees who are not Association members but are members of the bargaining unit will
170 have deducted from their salaries a representation fee. The District is authorized to
171 deduct the required amount from each monthly paycheck. The amount of the
172 representation fee will be determined by the Association and transmitted to the District
173 office in writing. The representation fee shall be an amount less than the regular dues for
174 the Association membership. The representation fee shall be regarded as fair
175 compensation and reimbursement to the Association for fulfilling its legal obligation to
176 represent all members of the bargaining unit. (Ref. RCW 41.59.090)

177
178 2. In the event that the representation fee is regarded by an employee as a
179 violation of their right of non-association based on bonafide religious tenets or teachings
180 of a church or religious body of which such employee is a member, such bonafide
181 objections will be resolved according to the provisions of RCW 41.59.100, or the Public
182 Employees Relations Commission.

183
184 3. Any employee who is not a member of the Association on June 22, 1989 shall
185 be exempted from the collection of this representation fee, unless he or she agrees to pay
186 it voluntarily. Any new employee hired after June 22, 1989 shall be subject to the
187 collection of a representation fee.

189 Section H: The Association and its members will hold the District harmless against any
190 claims made against and any suit instituted against the District for errors not of its own making
191 on account of payroll deductions. The Association agrees to refund to the District any amount
192 paid to it in error on account of the check-off provision.

193 194 **ARTICLE 4: RIGHTS OF THE PARTIES**

195 196 **MANAGEMENT RIGHTS**

197
198 Section A: The rights, powers, authority and functions of management shall remain
199 exclusively vested in the District and its Board of Directors except as specifically and expressly
200 limited by the provisions of this Agreement.

201
202 Section B: All matters not in conflict with or not specifically and expressly covered or
203 treated by the language of this Agreement will be administered by the District as it may from
204 time to time deem appropriate.

205 206 **ASSOCIATION RIGHTS**

207
208 Section A: The Association and its representatives shall have access to District buildings
209 for meetings to transact Association business provided that it has been approved by and not
210 unreasonably withheld by the building administrator.

211
212 Section B: The Association shall have access to District duplicating equipment,
213 calculating machines, and all types of audio-visual equipment at reasonable times when such
214 equipment is not otherwise in use provided that it has been approved by the building
215 administrator.

216
217 Section C: The Association shall have access to bulletin boards so as to post notices of
218 activities and matters of Association concern. Excluded from this provision will be material
219 pertaining to District school board elections.

220
221 Section D: The Association shall have access to the District mail and email service
222 providing such use is consistent with District policies and procedures and teacher mailboxes for
223 communication purposes.

224
225 Section E: The Association and its representatives shall have access to District
226 certificated employees provided that it does not disrupt the educational program.

227
228 Section F: Representatives duly authorized by the Association who participate during
229 working hours in negotiations, grievance proceedings, conferences, or meetings, provided such
230 meetings and the number of participants are agreed to by the District, shall suffer no loss in pay.

231
232 Section G: Both the Board and the Association agree to furnish all information
233 necessary for developing feasible, constructive proposals and counter proposals, and to which the
234 other is lawfully entitled. This information shall include, but not be limited to, accurate District
235 financial records, financial projections, preliminary budgets, and information pertinent to the

experience and educational levels of all certificated staff. All information shall be delivered within a reasonable time after request.

Section H: The Association will hold its Rep. Council meetings on the second Wednesday of each month. The building and district administrators will not schedule any conflicting meetings on that afternoon.

Section I: The District and the Association recognize that negotiations for the school calendar will be conducted on an annual basis and will not be counted as one of the re-openers for either side for the life of this Agreement. A two year calendar will be developed with an understanding that all parties will need to remain flexible. The Association agrees to participate in negotiations on calendar starting no later than November 1.

EMPLOYEE RIGHTS

Section A: Employees shall be entitled to full rights of citizenship. The District agrees there shall be no discrimination or discipline by reason of age, sex, marital status (except no employee shall be placed in a position for which supervision is required, either directly or indirectly, by his or her spouse), private or personal life, race, creed, color, national origin, domicile, political activity or lack thereof, religion, the presence of any sensory, mental or physical handicap unless based on a bonafide occupational qualification. There shall be no discrimination as to assignment, promotion, position on salary scale, requests for volunteer duty, or conditions of work (e.g. distribution of facilities, equipment and supplies) against any certificated employee or applicant for certificated employment or as between employees with continuing or non-continuing contracts. There shall be no discrimination, based upon membership or non-membership in the employee organization or in an employee's exercise of other rights under RCW 41.59.

Section B: Employees of the District who are represented by the Association shall have the right to or not to freely organize, join and support the Association for the purposes of engaging in collective bargaining and other lawful activities.

Section C: As a fully elected body exercising governmental power under the statutes of Washington, the Board shall not directly or indirectly discourage or deprive any employee of the enjoyment of any rights conferred by the statutes and constitutions of the State of Washington and the United States; or discriminate against any employee with respect to wages, hours or any terms and conditions of employment by reason of membership or non-membership in the Association, participation in any grievance, complaint or proceeding under the Agreement or otherwise with respect to terms and conditions of employment.

Section D: Employees shall not be disciplined without just cause. An employee shall have the right to representation by the Association when the employee is disciplined. All information used to support disciplinary action by the District against an employee shall be presented in writing to the employee and Association President. The District shall have the burden of proving that just cause existed and that the disciplinary action taken by the District is appropriate to the cause. The imposition of any discipline by the District shall be subject to the Grievance Procedure only through Step III (Board of Directors). The imposition of discharge or adverse effect of contract by the District, the termination of probable cause for such action,

notice to the employee and rights to a hearing by the employee shall be as provided in RCW 28A.405.

Section E. In the event that a charge, complaint, or request about a certificated employee, teaching procedure, or instructional material is made and the District determines to investigate it, the following shall apply:

1. They shall notify the employee or employees involved, within 20 working days of the nature of the charge, complaint, or request and the name of the filing person. The District reserves the right to extend the 20 day calendar, if the timeline could jeopardize the completion of the investigation. Notice shall be written, and a copy shall be provided to the employee(s) at the time of notification of any investigation. The nature of the charge, complaint, or request shall include a specification of the time frame, location, and description. The employee has the right to request union representation during any investigatory interview. The Parties recognize the stressful nature of any investigation, and the District will make every attempt to deliver such notice at a time least disruptive to the educational program. Ideally, the employee should not have to return to a classroom situation, or continue to work with students in any setting, on the day he or she receives such notice.

2. Unless other action is mandated by statute, no action will be taken that would affect the educational process until the employee or employees have had a reasonable time to research and respond and the following procedures applied. It will be the employee's obligation to make an appropriate response to the charge, complaint, or request.

3. If an employee is using adopted texts, materials or procedures, Board Policy will be followed to process any complaints.

4. If a written report was issued as a result of the investigation then the employee shall receive a copy.

5. Both the Association and the District recognize that a charge, complaint, or request results in a high level of stress for the employee(s) and agree that a strong support system should be available to the employee(s). Any personal matter shall be handled in a confidential manner.

Section F: No mechanical or electronic device shall be used in any classroom or brought in on a temporary basis, by means of which any person shall be able to listen to or record the proceedings of any class or parent/teacher conference without prior permission obtained from the teacher and approved by the building principal, unless otherwise required by law or as an accommodation. Video cameras and recording devices installed for security purposes shall not be utilized to provide evaluation of teacher performance. However, in cases of alleged employee or student theft or misconduct, video will be reviewed to assist in determining if the act is substantiated.

Section G: Employees will be notified before any student is admitted into a class if it is known the student has committed physical or verbal assault or if the student has a known, documented history of violent or threatening behavior.

332
333 **ARTICLE 5-PROFESSIONAL DEVELOPMENT**
334

335 Section A: The District shall provide District in service training in areas of identified
336 needs. The Association shall be provided an opportunity to consult with the District regarding
337 topics of interest.
338

339 **ARTICLE 6: USE OF FACILITIES**
340

341 Section A: All certificated employees will have access to those school facilities
342 necessary to pursue and accomplish applicable educational objectives and such personal uses as
343 are consistent with District policy. Employees shall have the right and responsibility to report
344 any conditions that they deem unsafe or detrimental to a proper learning environment to the
345 building principal and may expect a timely and prudent response.
346

347 Section B: In order to permit freedom of access both during and after regular school
348 hours, all certificated employees will be given keys to their respective classrooms, lavatories, and
349 outside door of their assigned building. No keys shall be loaned to any other person or used by
350 any other person except under the immediate supervision of the employee nor duplicated by
351 anyone other than the appropriate administrative authority. Unless special arrangements are
352 made, all keys will be returned at the close of the school year to the appropriate building
353 administrator as part of the checkout procedure.
354

355 Section C: Outside of normal working hours, access to areas other than those accessible
356 with the assigned key can be obtained through arrangement with the school office.
357

358 Section D: Each building shall have available for each employee space to store
359 instructional materials and supplies; space and equipment to aid in the preparation of
360 instructional materials; a desk, chair, networked computer, phone, and a filing space for each
361 employee.
362

363 Section E: The District will attempt to provide one classroom for each FTE teacher and
364 specialist.
365

366 Section F: A faculty room, similarly equipped, will be provided in each school for use of
367 employees. The room shall be large enough to accommodate building staff and shall have
368 adequate heat, lights, ventilation, food preparation facilities, sink, furniture and telephone. Each
369 building administrator shall establish procedures sufficient to accommodate employees'
370 reasonable requirements for typing and duplicating, and access to faculty rooms.
371

372 Section G: The District will provide parking facilities for all employees.
373
374

375 **ARTICLE 7: PERSONNEL FILES**
376

377 Section A: Employees or former employees shall have access to personnel files as per
378 the provision of RCW 42.17.; that is; employees have the right to inspect all contents of their

personnel files which shall be maintained in the District Administrative Office and working files which may be maintained by the building principal.

Section B: Employees shall be notified within ten (10) school days and have the right to respond to all material placed in his/her personnel file. The principal's working file shall not carry over from one principal to another.

Section C: Employees shall have the right to petition the Superintendent or the Board for removal of derogatory material.

ARTICLE 8: STUDENT DISCIPLINE

Section A: The exercise of student discipline by staff, administration and the Board of Directors shall be in conformance with federal and state law, appropriate provisions of the Washington Administrative Code and District policy.

Section B: In recognition of the parties' joint responsibility for the maintenance of control and discipline in the schools, the building administrators shall schedule and hold a faculty meeting prior to October 1 of each year this Agreement is in effect for the express purpose of presenting and discussing with the faculty the guidelines for student behavior, staff responsibilities, and administrative support. The District shall give due consideration to faculty suggestions in developing or amending District policy and administrative guidelines on the matter of student discipline.

The Board and Superintendent shall support and uphold employees in their efforts to maintain discipline in the District and shall give timely response to all employees' requests regarding discipline problems. Further, the authority of employees to use prudent disciplinary measures for the safety and well-being of students and employees as well as the authority to use standard disciplinary measures for each student with disabilities, except where exceptions are noted in the IEP, is supported by the Board. In the exercise of authority by an employee to control and maintain order and discipline, the employee may use reasonable and professional judgment, including reasonable use of physical restraint to prevent injury to himself/herself or others.

Section C: The District's failure to adhere to the provisions of this Article shall not, of itself, serve to excuse an employee's unsatisfactory performance in the handling of student discipline and attendant problems as set out in Article XIII (Exhibit A.1), but shall be subject to Article XXI (Grievance Procedure).

Section D: Any act of violence or force by a student toward a district employee shall be grounds for discipline in accordance with Board Policy, up to and including immediate suspension or expulsion. If the student is suspended, prior to his/her return to the classroom a conference with the student, parent (whenever possible), administrator, and teacher will be held

ARTICLE 9. ACADEMIC FREEDOM

Section A: Academic freedom includes the right of teachers to study, investigate, and interpret facts and ideas concerning humans, society, the physical and biological world and other

branches of knowledge. The right to academic freedom herein established shall include the right to support or oppose political causes and issues outside of contracted hours.

Section B: Academic freedom must be exercised consistent with the policies and curriculum of the District. Academic freedom includes a responsibility to cultivate manners, honesty, honor, industry, economy, and good health, and to teach the principles of patriotism, the democratic tradition, and the rights, duties and dignity of American citizenship. Academic freedom also includes a commitment to the welfare growth and development of children, and the insistence on objective scholarship. Teachers shall take into account the relative immaturity of their students and the need for guidance and help in studying controversial issues. Teachers shall use the utmost in professional judgment in planning the inclusion of controversial issues or resources in classroom presentations. The teacher's answer(s) to spontaneous classroom questions are subject to the same exercise of professional judgment. The presentation and discussion of controversial issues in the classroom shall be on an informative basis and shall be primarily motivated to develop in students a willingness to examine significant positions on an issue in drawing inferences or conclusions.

Section C: The Board and the Association recognize that the ability of pupils to progress and mature academically is the combined result of school, home, church, economic and social environment, and that the teacher alone cannot be held solely accountable for academic achievement of the pupil in the classroom.

Section D: Teachers shall be responsible for clearing outside speakers with the principal.

Section E: Instructional Materials Committee—In addition to the requirements for participants of the Instructional Materials Committee pursuant to Board Procedure 2020P, building principals and secondary department heads over the content area(s) that are subject of the curriculum adoptions shall collaboratively appoint an SEA member from each building who is current teaching in that subject. These appointed designees shall be full voting members in any decision made by the Instructional Materials Committee—Secondary.

ARTICLE 10: CONTRACTS

Section A: All individual employee contracts shall be subject to and consistent with Washington State Law and the terms and conditions of this Agreement. Any individual employee contract hereinafter executed shall expressly provide that it is subject to the terms of this Agreement between the Board and the Association. If any individual employee contract contains any language inconsistent with this Agreement, this Agreement during its duration shall be controlling.

1. The District shall provide each employee a contract with the basic teaching assignment indicated therein and in conformity with Washington State Law, State Board of Education regulations and this Agreement. Each contract will be accompanied by a copy of the appropriate salary schedule.

2. Regular contracts will be issued for duties requiring certificated employees during the contract day and the normal contract year. There are two types of regular contracts - continuing and leave replacement.

3. The base contract year shall include state funded student days, the last of which shall be a half day. Teacher's contract year shall be fulfilled when building check-out procedures have been completed. TRI days scheduled by the District will allow teachers to use one day devoted to teacher classroom setup. Employees will be required to sign in to the building on this day to receive pay.

4. Employees who are new to the District shall be required to attend additional days for district and/or building orientation prior to the beginning of the school year. Compensation will be at the employee's per diem. The Association will be given one hour to conduct Association business during the regular day.

Section B: The assignment of supplemental contracts shall be at the discretion of the Board and acceptance of the assignment shall be at the discretion of the employee. Once accepted, payment shall be as set forth on Schedule B and in equal monthly installments beginning with the first month following issuance of the contract or in such other method as is mutually agreeable between the parties. Notice of an opening of a co-curricular assignment shall be given to certificated staff prior to notice to non-staff. Whenever possible, supplemental contracts for the next year will be offered at the same time the teaching contracts are.

Section C: Extended contracts are considered supplemental contracts, and will be offered as other supplemental contracts depending on the needs and financial capability of the school district. Extended contracts are normally of two types: (a) for additional days of work outside of the regular contracted day or (b) for additional workloads as extra classes, etc., falling within the regular contracted period. CCL 6/1/10

Section D: An offer of Continuing and Leave Replacement contracts must be returned by the employee within fourteen (14) calendar days of date of issuance. If not returned by that date, a contract will be presumed to be rejected unless other arrangements have been made with the Superintendent. Contracts must be issued either personally or by certified mail.

Section E: An employee under contract shall be released from the obligation of the contract upon request under the following conditions after first submitting a letter of resignation to the superintendent's office.

1. A release from contract, prior to July 1, may be granted provided a letter of resignation is submitted prior to that date.

2. A release from contract shall be granted after July 1 provided a satisfactory replacement can be obtained.

3. A release from contract shall be granted without penalty in cases of illness or other personal matters, which make it impossible for the employee to continue in the District.

519 Section F: Staff selected and appointed by the district and who serve on the following
520 district-approved committees shall be compensated at per-diem; Professional Growth
521 Committee, Instructional Materials Committee, Safety Committee, Technology Committee and
522 Curriculum Adoption Committee.

523
524 Section G: In-service Instructor Pay. Employees who teach an in-service training lesson,
525 with prior approval of an administrator, will be paid as per the current in-service/workshop pay
526 schedule attached as Exhibit D. Paid time will be in 30 minute increments.

527 528 **ARTICLE 11: JOB SHARING**

529
530 Section A: Any two (2) continuing employees may apply for job sharing to the Board of
531 Directors to share a position in the District, each to be assigned to a position for one (1) full
532 semester. With the approval of the applicable building principal(s) and the
533 Superintendent, the Board of Directors may, at its discretion, grant such applications according
534 to the following terms and conditions.

535
536 1. The District shall not consider the sharing of positions if it is necessary to
537 reschedule the class or grade assignments of a substantial number of students or if the
538 sharing of a position will adversely affect the educational programs of the District.

539
540 2. The District shall not consider the sharing of positions if it is necessary to
541 involuntarily transfer an employee or adversely affects the employment status of an
542 employee employed pursuant to a continuing contract.

543
544 3. The Board shall cause to be issued to each of the continuing employees
545 desiring to share a position a continuing contract for half-time employment (0.5 FTE) and
546 assign the employee's duties in accordance with Article X, Section A.1 and Article IV,
547 Section A of this Agreement.

548
549 4. Each employee shall be compensated for performance of the contract in
550 accordance with Schedule A. Placement on the applicable step of the Salary Schedule
551 shall be in accordance with WAC 392-121-150. Each employee shall be entitled to the
552 other benefits of this Agreement in the amount of 0.5 FTE. The employee who is
553 obligated to perform his or her contract in the first semester may elect to have his or her
554 compensation and group insurance benefits paid in twelve (12) equal monthly
555 installments. The employee who is obligated to perform his or her contract in the second
556 semester shall be paid in eight (8) equal monthly installments beginning with the salary
557 warrant issued on the last working day of the first month after the commencement of the
558 second semester. Such employees shall be entitled to participate in group insurance
559 programs available to employees of the District during the first four (4) months of the
560 work year at their own expense.

561 5. Notwithstanding the general provisions of Article XIII of this Agreement,
562 each employee shall be evaluated within the first forty-five (45) days of the
563 commencement of the applicable semester. Notwithstanding the general provisions of
564 Article XIII, of this Agreement, an employee whose performance has been determined to
565 be unsatisfactory shall be placed on probation for a period of not less than twenty (20)
566 work days beginning not later than the sixtieth (60th) day of the applicable semester.

567 Except as otherwise provided herein, the provisions of Article XIII shall govern in the
568 evaluation, placement on probation, evaluation during probation and post-probation.
569

570 Section B: Either the District or either of the employees participating in the sharing of a
571 position may elect to terminate the arrangement at the end of any contract year providing notice
572 of intent to do so is delivered to the District or to the affected employees by April 1st of the
573 applicable year. If the District shall elect to terminate the arrangement, each employee employed
574 one-half time shall be entitled to a full-time contract for the succeeding year except that no
575 employee employed full-time in the District shall be “rified” (See Article XV, Reduction-in-
576 Force) to accommodate a full-time contract for an employee(s) participating in the sharing of a
577 position.
578

579 Section C: If either of the employees participating in the sharing of a position desires to
580 terminate the arrangement, each employee may make application for a full-time position but the
581 Board of Directors shall not be obligated to accept the application. If either of the employees
582 desires to terminate the arrangement and submits a resignation from employment, the employee
583 remaining in the sharing of a position shall be obligated, at the discretion of the Board, to accept
584 a full-time contract. A replacement employee for the resigning employee with which to join in
585 the application for a new sharing of a full-time position may be sought. Employees who
586 participate in the sharing of a position shall not be entitled to make application for or receive
587 unemployment compensation for the .5 FTE voluntarily surrendered by the employee.
588

589 **ARTICLE 12: WORK SCHEDULES**

590

591 Section A: Regular building hours for teachers shall be seven and one-half (7 1/2) hours
592 per day inclusive of lunch. Reasonable starting and dismissal times, which may vary from
593 school to school and program to program, shall be determined by the Board.

594 1. When there is a delayed start of school the teachers’ work day will begin as
595 soon as they are safely able to get to school, but no less than 30 minutes before the
596 delayed start.

597 2. If school is dismissed early as a result of a safety related reason teachers may
598 leave as soon as the students directly in their care have left the school campus.
599

600 Section B: In addition to regular building hours and consistent with the traditional
601 expectations associated with the performance of professional employees, the following shall
602 apply:
603

604 1. Teachers shall spend time outside of building hours to the extent necessary for
605 adequate preparation of instruction.
606

607 2. Both parties recognize that a teacher’s actual workweek exceeds the 37 1/2
608 hours per week required by Section A above.
609

610 Section C: Teachers will be available to meet with students and parents 30 minutes
611 before and after the student day. Teachers shall be released from Building meetings at least 15
612 minutes before the start of the student day.

Section D: Teachers shall adhere to the daily schedule and shall make no commitments which will preclude their being present to perform their contracted responsibilities. Requests for exceptions must be submitted to the principal prior to the anticipated teacher absence and/or late arrival or early leaving.

Section E: Each employee shall have a thirty (30) minute duty free uninterrupted lunch period between 10:45 a.m. and 1:15 p.m.

Section F: The District recognizes the importance of professional growth activities, individual building meeting needs and the collaboration of teachers, and therefore will make reasonable efforts to establish ongoing professional development opportunities by seeking the advice of the administrative team, the Association, and community members.

Section G: Educators in Sequim recognize that all schools must meet specific annual instructional hours to meet Washington State Accreditation requirements. The District recognizes that planning time provided within the work day is not adequate to accomplish all the tasks necessary to plan and prepare for instruction, grade student work, communicate with parents, and fulfill many other duties. Sequim educators also recognize that each grade level has differences in schedules, student supervision expectations, and course credit requirements. In an effort to allow flexibility in building scheduling, and yet recognize the need for daily planning time, preparation, and communication with parents, the following conditions shall apply.

1. Planning time is not release time and teachers will not leave campus without notifying the building administrator or the building secretary, as to their whereabouts and estimated time of return.

2. It is recognized that planning time is teacher directed time, and as such administrators shall attempt to avoid scheduling meetings, other than parent meetings and pre and post observation and evaluation conferences, during a teacher's planning time without the consent of the teacher.

3 Each full-time K-12 employee shall have planning time of at least fifty-two consecutive minutes each full day (260 minutes per week) exclusive of the duty-free lunch period and the thirty minute duty period before and after school and passing time.

4. Planning time for days shortened by alternative schedules for K-12 teachers shall be prorated. Daily planning time may not be lost more than three times per year due to training scheduled by the building administration or District.

5. Proposed modifications to standard planning time in any building shall require Superintendent approval, by March 1. Superintendent approved modifications shall then be voted on by staff with at least 90% of a school's certificated staff participating, including administrators. This vote shall be initiated and conducted by May 1 by a SEA building representative and the building principal. The counting of anonymous ballots shall be done by a SEA building representative and a building administrator. A decision

may be made to combine planning time in other arrangements, as long as the annual average (total planning time minutes per year divided by 36) is no less than **260** minutes for a five day week.

Any approved plan to modify planning time in a building will be recorded in a Letter of Understanding signed by the Superintendent and the President of the SEA. Failure to complete the voting by May 1, or to obtain a simple majority in favor of the proposed modification, will void the option and result in the implementation of standard planning time language for the appropriate grade level.

Section H: Any employee covered by this agreement who covers a class for another employee must have administrative approval. An employee who has a contract greater than or equal to 0.6 FTE shall be paid at his or her per diem. An employee with a contract for less than 0.6 FTE shall be paid at the substitute rate. Acceptance of this assignment shall be on a voluntary basis except when a paid substitute cannot be obtained.

Claims for payment will be submitted to the building principal within 30 days of the time worked. Failure to do this will result in the forfeiture of payment. A payment will be added to the regular salary payment for the teacher provided each month.

Section I: Secondary school teachers shall not be assigned more than two non-related subject fields except by mutual consent of the teacher and principal. Provisions of this policy will be in effect during normal working times. During unusual circumstances provisions of the reduction in force policy (included as part of this agreement) will be in effect. Secondary school principals will make a definite attempt to limit the number of different subjects and/or preparations required of individual teachers in grades seven through twelve to no more than three (3).

Section J: Periodic parent/teacher conferences shall be scheduled by the principal, counselor, and teacher during the workday unless the parent insists otherwise. In the elementary school, students shall be dismissed for a minimum of 2 days, and kindergarten students shall be dismissed for a minimum of 3 days in order to provide for formal parent/teacher/student conferences provided compliance with the minimum contact requirements of the Basic Education Act is maintained.

Section K: Parent teacher conference days will not go beyond the customary 7.5 hour school work day. The staff at each school will work with their principal to schedule conferences and no principal tri-time will be used for conferences. It is recognized the common work day on a parent teacher conference day may be adjusted to later in the day and into the evening, or the day may be broken into two work times with a non-work period separating the two work sessions.

Section L: Part-time teachers will have pro-rata teaching, preparation time, and before and after duty time as a part of their part-time contract. Part-time teachers may use Additional Compensation time (TRI) per contract language for District training days beyond their regular work hours.

Section M: Classroom teachers (e.g. librarians and science, art, music, and vocational teachers) shall not be required to perform inventory tasks which cannot reasonably be accomplished during the regular work day and contract year.

Section N: The effect of class size on a classroom teacher is influenced proportionately by the material to be covered and difficulty in skill development, by the health and safety of the students, by the number of available work stations and physical size of the teacher/learning space, and by equitable class size throughout the day, and upon the District by fluctuating student enrollments, budget limitations, and curriculum requirements. Building administrators will consider these factors in the scheduling of classes and in the assignment of students.

1. Students with special needs generally require more time and attention in the classroom. The building principal or designee will make every reasonable effort either to balance class loads and equally distribute students with special needs consistent with the objectives stated herein or to offset an unequal distribution of students with special needs by a lower class load.

2. Classes with split grade level or subject require more time and preparation. The building principal or designee will make every reasonable effort to consider this when determining class size.

3. When special education students are placed for any portion of the day in the general education classroom, the classroom teacher will be notified and provided a copy of the IEP, or a brief description of the student's disability. The IEP is a confidential document and must be kept in a secure place. If the teacher is expected to provide specially designed instruction or accommodations, he/she will have the opportunity to meet with the special education staff to discuss the contents of the IEP and the specific accommodations.

4. Maximum Class Sizes. The intent of the district is to ensure reasonable class sizes. Individual classes will be reviewed and adjusted as necessary to provide an environment that assures success for students and staff.

The district will strive to keep class sizes in general ed and special ed classrooms below these maximums. When classes exceed the following maximum, they will be considered to be overloaded:

Grades K 5 -		
Classroom		
K	20 students	
1-3	22 students	
4-5	26 students	
Elementary Specialists		40 students
Grades 6 -8	29 students	
Classroom		

749
750 Grades 9-12 - 32 students per class
751 6-12 Music - 60 students
752 6-12 P.E. - 40 students
753 Living Skills – 13
754 Resource Room -18
755

756 5. In the event these established class size maximums are exceeded the district will
757 ~~attempt to relieve~~ an overload situation upon notification from the teacher on the fifteenth
758 day of the semester of any overload with actual head counts of enrolled students in their
759 classroom by:

760 (a) Student transfer

761 (b) Addition of certificated staff (~~reduction of the student-teacher ratio below~~
762 ~~classroom numbers established above will not be considered overload status~~) (In the event
763 there is no classroom space available, certificated instructional staff may be added to the
764 existing overloaded classroom thereby reducing the student-teacher ratio. This classroom
765 will no longer be considered overloaded.)

766 (c) Forming new class sections
767

768 6. In the event that attempts to relieve an elementary class overload situation
769 by the fifteenth day of the semester are unsuccessful, the elementary classroom
770 teacher whose class(es) is/are in overload status will receive five (5) five (5)
771 dollars per student per day for a class in overload status beginning on the
772 sixteenth day of the semester.
773

774
775 Section O: Equity will be the focus when assigning students to classrooms. This includes
776 gender, ethnicity, academic ability, social skills, and IDEA recognized disabilities.
777

778 1. The following caseloads for Special Education and ESA employees are
779 intended as maximums whenever possible:

780 Resource Room	30	Students
781 Living Skills	13	Students
782 Speech and Language	45	Students
783 Psychologist	1:1000	Students

784
785

786 If an employee believes he/she has an excessive caseload, the employee should bring it to
787 the attention of the director of special services for possible relief options.
788

789 2. When any general or special education teacher believes an assigned special
790 education student is not making sufficient progress he/she has the right to request the IEP
791 team consider changes in the IEP. Special education personnel shall have the right to
792 make recommendations for program and placement they believe necessary in order to
793 improve student learning.

794
795 3. Both parties recognize that in order to offer the full spectrum of Special
796 Services, and be in compliance with state and federal laws, many meetings must be held.
797 The District and building principals will make every effort to ensure that these meetings
798 are not scheduled, and do not extend, outside of regular building hours.

- 799 a. Staff whose presence is required by law or requested by the
800 administration shall be eligible for compensation if the IEP
801 meeting extends beyond the regular building hours
802 b. I-Team meetings should conclude within regular building hours. If
803 staff attendance is required by administration, teachers are eligible
804 for compensation.

805 4. Speech and Language Pathologists shall be reimbursed the full amount of the annual national
806 certification fee. This shall be done upon submission of receipts indicating the fee has been paid
807 and the individual has received certification for the current year. For the 2017-18 school year,
808 SLPs shall be paid a workload stipend of one thousand, five hundred dollars (\$1,500)
809 per 1.0 FTE.
810
811

812 5. Special education teachers may be eligible for IEP documentation time within
813 the school day. Eligibility for this option will be reviewed and determined with
814 administration at the beginning of each semester or trimester.

815 6. When a special education para is absent the district will attempt to provide a
816 para substitute beginning the first day of the absence.

817
818 Section P: All employees shall have five (5) full school days after the end of each quarter
819 to prepare student report cards. The only exception shall be at the end of second semester for
820 failing seniors, in which case it shall be one (1) day.
821

822 Section Q: The District can require employees to attend inservices two weeks prior to the
823 date students start school. Notice shall be given to employees by June 1 and the compensation
824 rate shall be per diem.
825

826 1. In-service programs scheduled during the work day shall be accommodated by
827 the early dismissal of students or use of substitutes. Attendance at such programs shall be
828 mandatory.
829

830 2. Attendance at any in-service programs or courses scheduled or recommended
831 at times other than during the workday shall be voluntary.
832

833 Section R: Employees who volunteer and are selected to teach summer school shall be
834 paid at their per diem rate.
835
836

837 **ARTICLE 13: EVALUATION**

838

839 **PURPOSE:**

Both the district and the association share a core value: to promote a growth mindset for our youth and our employees. Supervision for the improvement of instruction is the function of the employee evaluation process. Employees are expected to execute the core values inherent in the vision, mission, and goals of the district's strategic plan.

The legislature finds that an evaluation system for teachers has the following elements, goals, and objectives: (1) An evaluation system must be meaningful, helpful, and objective; (2) an evaluation system must encourage improvements in teaching skills, techniques, and abilities by identifying areas needing improvement; (3) an evaluation system must provide a mechanism to make meaningful distinctions among teachers and to acknowledge, recognize, and encourage superior teaching performance; and (4) an evaluation system must encourage respect in the evaluation process by the persons conducting the evaluations and the persons subject to the evaluations through recognizing the importance of objective standards and minimizing subjectivity. (RCW 28A.405.110)

PROVISIONAL EMPLOYEES

Provisional employees are defined in RCW 28A.405.220 and shall be observed and evaluated using the District's Evaluation Form, Exhibit A.1, at least twice annually. The first evaluation shall be based on an observation of not less than thirty minutes and completed no less than ninety (90) calendar days of the commencement of contract year and the second not later than May 1. Provisional employees shall not be placed on probation.

CONTINUING EMPLOYEES

Continuing employees are other than provisional employees and shall be evaluated at least once annually after no less than two observations. Total observation time for each employee for each school year shall be not less than sixty (60) minutes. All evaluations shall be completed not later than June 1.

EVALUATIONS/OBSERVATIONS

Evaluations shall be based on no less than two observations of the employee in the performance of their assigned duties. Observations may be either scheduled or unscheduled when the employee is engaged in contracted duties, and may be shorter than 30 minutes but must directly reference evaluation criteria. A minimum of one observation shall be thirty (30) minutes in length while the employee is engaged in instruction.

GENERAL

1. If an employee is transferred to another position not under the supervisor's jurisdiction, an evaluation shall be made at the time of such transfer. An employee on probation shall not be transferred from the Supervisor's jurisdiction until the probationary period is complete.
2. If an employee resigns during the school year, the final evaluation shall be based on observations up to the date of the resignation and may be mailed to the employee.

3. Unsatisfactory evaluations must be supported by at least one observation report that has indicated unsatisfactory performance. If an employee's evaluation will indicate unsatisfactory performance in one or more of the criteria, such evaluation shall be completed by May 1. The employee may request one additional observation be made within thirty (30) additional calendar days of the request for the purpose of having the evaluator observe if the marked deficiencies have been corrected.
4. Principals and other supervisors may conduct such additional observations at any time during the school year for such additional periods of time, as they deem appropriate
5. Following each observation, the principal or other evaluator shall provide the employee a copy of the observation report A.1 or A.2 within five (5) working days after the observation. If unsatisfactory performance is observed and noted, the Association President will be provided a copy of the report form. A conference with the employee will occur within five (5) working days of the date the employee is provided a copy of the report form. The employee may request the meeting include representation by the Association.
6. All observation reports used in making the evaluation shall be attached to the evaluation.
7. The employee shall sign the School District's copy of the evaluation report to indicate that he or she has received a copy of the report. The signature of the employee does not, however, imply that the employee agrees with the contents of the evaluation report. The employee may attach comments if desired.
8. Each evaluation report and supporting observations, along with any employee attachments, shall be filed at the end of the school year in the employee's personnel file.
9. Employees assigned to subject matters for which they are not endorsed by certificates or for which they have no major or minor, as the case may be, shall not be evaluated with respect to criteria #4 (professional preparation) and #7 (knowledge of subject matter) except for assistance.
10. After an evaluation the principal or the evaluator may require the teacher to take in-service training provided by the district in the area of teaching skills needing improvement, and may require the teacher to work with a mutually agreed upon mentor for purposes of achieving such improvement (RCW 28A 405.140).
11. If the supervisor contemplates recommending that a continuing contract employee be placed on probation, an evaluation shall be made no later than January 20.
12. If the evaluator has observed deficiencies in the employee's classroom performance and the evaluation is determined to be "unsatisfactory" the evaluator shall develop a probationary plan of improvement in accordance with RCW 28A.405.100. The purpose of the probationary period is to give the employee opportunity to demonstrate improvement in his or her areas of deficiency.

- a. A probationary period of sixty (60) school days shall be established.
- b. During the probationary period the evaluator shall meet with the employee at least twice monthly to supervise and make a written evaluation of the progress, if any, made by the employee.
- c. The evaluator may authorize one additional certificated mentor to observe and assist the probationer and aid the employee in his or her areas of deficiency.
- d. The employee may be removed from probation at any time if he or she demonstrates sufficient improvement to the principal of the building.
- e. Lack of necessary improvement may constitute grounds for a finding of probable cause for non-renewal. The superintendent will provide written notice thereof to the employee on or before May 15 (RCW 28A.405.210).

ARTICLE 14: ASSIGNMENT, TRANSFER & VACANCIES

Section A: In the determination of voluntary assignments and transfers, the preference and qualifications of the employee shall be considered to the extent that these considerations do not conflict with the educational program. As to employees who desire transfer or reassignment, the following procedure shall be used:

1. All vacancies and new positions will be posted on the District web site. A vacancy occurs when a position within the bargaining unit is open. If a new position or vacancy occurs during the school year it shall be posted on the District website. Principals, working with their staffs, may make internal staffing assignments among existing staff at a building for the upcoming school year prior to determining which positions are vacant for purposes of posting.

All vacancies or new positions shall be filled on the basis of qualifications for the position. Qualified continuing, provisional, and non-retire/rehire leave replacement employees of the District who make application for a vacancy or new position shall be assured an interview. This opportunity will be extended through the summer months for those employees who worked the previous school year.

1. The employee must notify the Superintendent and/or his designee within five (5) days of his or her desire to be considered for a particular position.

2. All vacancies or new positions shall be filled on the basis of qualifications for the position. Continuing, provisional, and non-retire/rehire leave replacement employees of the District who make application for a vacancy or new position shall be assured an interview. This opportunity will be extended through the summer months for those employees who worked the previous school year.

3. The Superintendent or his designees shall inform the employee of the outcome of his request in writing within a reasonable time in the event of a request for transfer and within fifteen (15) days of the date the position is filled in the event of a request for consideration of appointment to a vacancy.

4. In the event a vacancy occurs within twenty (20) days of the start of school, the administration will make a reasonable attempt to meet the intent of this notification and transfer process in the time available.

Section B: All positions that may require a transfer shall be posted on the District web site. In the instance of involuntary transfer to a new assignment, employees shall be notified in writing within a reasonable amount of time of any changes in their programs and schedules for the ensuing school year or semester, including subjects taught and special assignments. The District will provide one day per diem to any individual involuntarily transferred to another classroom in the District.

1. When possible, employees shall be notified before summer break to allow summer school preparation if necessary.

2. These conditions apply except when the Reduction In Force contained herein is enforced.

Section C: The District will invite present certificated staff from the appropriate grade level, department or school to assist in the development of criteria and interviewing of new classroom teachers, librarians, counselors and principals. During vacation periods a reasonable attempt will be made to meet the intent of this article.

ARTICLE 15: REDUCTION IN FORCE

Section A: General

Probable cause for employees' reduction will be determined by the Board of Directors after receiving the recommendations of the Superintendent. The Superintendent shall develop a list of certificated employees to be recommended to the Board of Directors for retention to fill the positions needed to operate the educational program or services as determined in Section B below. Said list will be developed according to Sections C and D below.

Prior to making the recommendation to the Board, the Superintendent shall review with the Association his/her recommendations regarding the educational program or services to be offered and the employees who will be employed to provide the educational program and services.

Retaining senior staff members is a paramount priority. To this end the district will advise and assist employees in the options for, out-of- endorsement waivers, and/or emergency certification.

For purposes of Reduction in Force and recall, certificated employees contracted to work 135 student days or less during a school year shall be placed in a separate category regardless of hours worked per day. This category shall be the first category considered if a reduction in force is initiated due to specific enrollment or financial issues. These employees shall be subject to a reduction in force (RIF) prior to those employees contracted for more than 135 student days in a school year and shall be eligible for recall from the recall pool only after the employees whose original contracts were in excess of 135 student days have been given the opportunity to be placed into an open position. Both reduction in force and recall shall be based upon seniority within the category and having the appropriate qualification for the positions being retained.

1029
1030 Section B: Educational Program or Service Recommendations – Step One
1031

1032 In the event there exists probable cause for employee reduction because of economic
1033 conditions, the Employer will determine the number of positions that will be available to operate
1034 the instructional program. The factors used by the Superintendent in making recommendations
1035 to the Board on the educational program or services to be provided by the District shall be:
1036

1037 1. The needs of students as developed by subject enrollments of students
1038 consistent with requirements for graduation, District goals, and minimum requirements in
1039 accordance with WAC 180-16-200.
1040

1041 2. The funds available for the implementation of the educational program or
1042 service. The Superintendent shall provide the Association with financial data
1043 substantiating his/her recommendation.

1044 The instructional program offerings and services based on the material developed under
1045 paragraphs 1 and 2 above.
1046

1047 3. The positions needed to operate the educational program or service developed
1048 under paragraphs 1, 2, and 3 of this section.

1049 Section C; List of Certificated Staff in Rank Order – Step Two
1050

1051 Annually, on or before February 1, the Superintendent shall develop a list of certificated
1052 employees, including those on approved leaves of absence, in descending rank order. Prior to
1053 the state determined RIF date of May 1, an updated RIF list shall be prepared which will include
1054 all certificated employees hired on continuing contracts after February 1. Rank shall be
1055 determined by certificated work experience and educational preparation accrued through
1056 September 25th of the current school year or the date of hire of a new employee in the current
1057 school year.
1058

1059 Ranking will include:
1060

1061 1. Verified certificated employment as recognized by OSPI (Office of the
1062 Superintendent of Public Instruction) for placement on the salary schedule. Verified
1063 certificated work experience will be determined by the number of FTE years of
1064 certificated work experience for placement in the current school year. The traditional 9-
1065 month academic year shall be considered as 1.00 school year. Full time and part-time
1066 employment shall be added together and listed to the nearest hundredth. No more than
1067 1.00 school year of experience may be counted for any 12-month period.
1068

1069 2. Verified military, Peace Corps, or Vista service which interrupted professional
1070 education employment after 09/01/01 or authorized leaves of absence granted by Sequim
1071 School District for teaching in public schools. Military, Peace Corps, or Vista service
1072 experience will be determined by giving one (1) school year experience for each calendar
1073 year of service to a maximum two (2) years experience credited to an employee.
1074

1075 3. Educational Preparation. Education shall include highest degree earned and
1076 all college credits (quarter hours) and clock hours (converted to quarter hours) earned and

recorded as part of the employee's permanent placement personnel record on or before September 25 of the current year. Education shall be used only in determining rank if more than one (1) employee has the same work experience.

To determine a tie breaker in an active RIF where experience and education are the same for two or more employees, upon employee's request, ranking will also include:

1. The date the Board approved the hire.
2. Experience through the end of the first semester based on the current year's assigned FTE.
3. Educational preparation accrued through the end of the first semester of the current school year. Employee will be required to complete a credit approval form for all credits and clock hours to be added and request official transcripts to support the credits or clock hours (quarter hours) to be recognized as part of the current year's RIF list.

The Superintendent shall provide a copy of this list to each certificated employee. In addition, the Association shall be provided with a copy of the list.

Any staff member may, in writing, and within fifteen (15) days of receipt of the list, file with the Superintendent his/her objections to the ranking order. The employee may request consideration for the modification of the ranking order. Said individual must include in his/her request a full statement as to the facts on which the employee contends the list should be modified. If the reasons are correct, the list will be corrected and copies of the new list will be sent to each employee and the Association. If the Superintendent rejects the individual's request for modification of the list, he/she shall do so in writing, and provide the individual and the Association with copies thereof. No appeal to the Superintendent shall prevent the Board from taking action prior to May 15 to notify the employees.

Section D: Retention of Certificated Staff – Step Three

"Employees" are defined, in Sections D and E, as those certificated employees on Provisional and Continuing contract. This language does not apply to those employees on Replacement contracts.

In the event of a Reduction in Force, employees shall be assigned to positions beginning with the most senior staff and continuing in order down the list developed in Section C. No part-time employee will be offered a position in excess of current contractual status until the Employment Pool is depleted.

The following procedures, requisites and criteria shall be applied in the order in which they are listed.

1. An employee will be assigned to the position they currently hold if the position still exists.

2. If an employee cannot be retained in their current position, the employee will be considered for retention in the category or specialty, (i.e. subject, grade level, or in some cases a combination of both such as elementary music, P.E.) held at the time of the implementation of this provision.

3. When a certificated employee cannot be placed in his/her current category of specialty, the employee will be placed in another position for which he/she qualifies. "For which he/she qualifies" shall mean those persons who satisfy the requirements for a position identified under Section B, Item 4 above, and whose certification, educational preparation, and experience conform to the requisites and criteria as set forth under D.3a and D.3.b. below.

a. Procedure for Staff Selection

(1) Certification Requisite – A teacher shall possess an appropriate valid Washington State Certificate for the particular position being filled.

(2) Preparation Requisites

(a) Elementary (Regular–Grade Level Teacher) - For an elementary teaching position in a primary or intermediate grade, a person must have at least three (3) quarter hours or college credit in either elementary reading, elementary language arts, or children's literature, additionally the person must have at least twelve (12) quarter hours of college credits in any combination of the following fields: elementary mathematics, elementary science, elementary social studies, elementary arts, elementary music, elementary health and P.E., elementary reading, elementary language arts, children's literature or methods of teaching at the elementary level. The requirement of college preparation shall be waived for any certificated employee who has taught in a regular elementary position during the current school year or during one of the five (5) previous school years.

(b) Secondary (Regular) or Elementary Specialized Area - For a teaching position, a person must have a major or minor as determined by a college/university (as listed on transcript or verified by the college/university), or the equivalent of fifteen (15) quarter hours in the particular subject area(s) in which he/she will be teaching for at least two-thirds (2/3's) of the teacher's assignment. The requirement of college preparation shall be waived for any certificated employee in a secondary position or an elementary specialized position if at least thirty-three percent (33%) of his/her time during the current school year or in one of the five (5) previous years has been in that particular field.

(c) Special Education (All Levels) - All personnel employed in whole or in part from students with disabilities funds

shall hold appropriate credentials and qualifications as required for the particular position of employment by WAC 392-171-701.

(d) Support Staff (All Levels; consists of psychologists, counselors, communication disorders specialists, physical therapists and librarians). Support staff members shall have the special credential or certificate required for the particular position.

(e) Staff with Einstein or special certificates continue to be a part of the selection pool, provided that said certificates are renewable for the school year under consideration.

(3) Tie Breaker – When more than one person qualifies for a particular position under the certification and preparation requisites listed above, ties shall be broken using the application of the selection criteria specified below.

(a) Length of Work Experience and Educational Preparation - When more than one person qualifies for a particular position under the certification and preparation requisites listed above, the employee who has the highest ranking on the list as described in Section C (List of Certificated Staff in Rank Order) shall be offered the position.

(b) Experience in the Position - When more than one person qualifies for a particular position under the requisites and criteria listed above, the position shall be offered to the person who has the greatest length of service as an elementary teacher for an elementary position, as a special education teacher for a special education position, or in the particular subject area for a secondary position, or the person with the greatest length of service in the support staff position (Provided, however, that the person holding such a staff position during the current school year or during one of the two (2) previous school years shall be given priority for a support staff position before anyone who may otherwise qualify, but who has not had experience during that period).

(c) Individual Contract Signing Date - When more than one person qualifies for a particular position under the requisites and criteria listed above, the position shall be offered to the person with the earliest contract signing date is defined as the date upon which the employee signed and dated his/her first contract with the District.

(d) Decision by Lot - If a tie continues to exist, a final selection shall be made by lot. Teachers involved shall be notified prior to the final selection.

1219
1220 Section E: Non-Renewal and/or Adversely Affected – Step Four
1221

1222 If, after the above procedures have been followed and the employee still cannot be placed
1223 in a position for which he/she qualified, he/she will be non-renewed or adversely affected and
1224 placed in the Employment Pool as set forth under paragraph 2 below:
1225

1226 1. Retained Staff Transfers
1227

1228 If additional positions are established or if resignations become effective after the
1229 reduction-in-force occurs, the Superintendent will reassign retained certificated staff to
1230 positions held during the previous school year to the extent that such positions are
1231 available.

1232 2. District Employment Pool
1233

1234 a. Employees receiving probable cause notices will be placed in a District
1235 Employment Pool.
1236

1237 b. In the event there are not sufficient positions to offer contracts to all
1238 Employment Pool personnel, the Employment Pool shall be re-established. The
1239 District shall exhaust the Employment Pool of eligible employees before it can
1240 hire any additional certificated employee covered by this Agreement.
1241

1242 c. However, a certificated employee who refuses an offer by the District
1243 of a continuing contract equal to their current FTE certificated position when
1244 recalled, or a certificated employee who accepts a continuing certificated position
1245 in education outside the District will be dropped from the Employment Pool and
1246 will lose all rights under this Contractual Agreement.
1247

1248 d. Under provision herein provided, employees will remain in the
1249 Employment Pool for up to two years.
1250

1251 e. Certificated employees who remain in the Employment Pool will be
1252 placed on the substitute teachers' list if they so desire and shall be called first for
1253 that school year they are in the Employment Pool.
1254

1255 f. It shall be the responsibility of the certificated employee to keep the
1256 Superintendent notified of the employee's current address and telephone number
1257 as an offered contract must be signed and returned not later than ten (10) working
1258 days from receipt of the same.
1259

1260 g. In accordance with Federal COBRA guidelines, employees may retain,
1261 through the District, at their own expense, their insurance eligibility while on
1262 R.I.F. status (or "in the District Employment Pool").
1263

1264 3. Recall by Assignment to Vacant Positions
1265

Assignments to those positions still vacant after application of paragraph 1 above, Retained Staff Transfers shall be made from the Employment Pool in accordance with the following:

a. If no retained staff member is assigned to a vacant posted position, then such positions are to be filled from the Employment Pool.

b. Positions vacated through reassignment of retained staff shall be filled from the Employment Pool.

c. Recall of non-renewed employees from the Pool shall be in descending order as determined from the list of staff as described in Section C, and who further qualify according to employment category and selection criteria.

d. Notification of employment shall be by the certified mail. Failure to respond to an offer of a position within ten (10) working days of receipt will be considered as a refusal of a position.

e. If no qualified person is available from the Employment Pool, the District will follow the usual District employment procedures.

ARTICLE 16: STUDENT TEACHER

Section A: If the District should participate in a Student Teacher program, the following shall apply:

1. Every continuing contract employee with a minimum of 5 years of full-time experience shall have the option to accept or reject a student teacher as recommended by the building principal.

2. Every employee who accepts a student teacher shall be given at least twenty (20) days' notice. In emergency situations, the District will notify the employee as soon as possible.

3. Every employee who accepts a student teacher shall receive the total compensation provided by the contracted university for the employee. The District shall notify employees of the amount of remuneration if any, before assigning student teachers.

4. The supervising employee may recommend dismissal of a student teacher to the building principal and the college/university supervisor. Accompanying the recommendation for dismissal, the supervising employee shall provide a written explanation to the building principal, the college supervisor, and the student teacher involved.

ARTICLE 17: LEAVES

1313 ILLNESS, INJURY, AND PERSONAL LEAVE

1314
1315 Each employee covered by this Agreement shall be entitled to accumulate twelve (12) days of
1316 compensated annual leave per year to a maximum of 180 days for purposes of illness, injury and
1317 personal leave allocated as follows:

1318
1319 Section A: Sick Leave

1320
1321 1. The District shall grant (12) twelve annual sick leave days to employees in the
1322 event of illness, pregnancy, childbirth, and physical disability within the immediate
1323 family of the employee. For purposes of this provision, immediate family shall mean the
1324 employee's spouse, mother, father, sibling, child, grandparent, grandchild, or those same
1325 relatives by marriage or a person living in the same household as the employee.

1326
1327 2. The District shall have the right to require from the employee a physician's
1328 certificate of illness or injury or of the need to care for a child after five (5) consecutive
1329 days of absence.

1330
1331 3. Compensation for leave for illness or injury or need to care for a child shall be
1332 the same as the compensation the employee would have received had such employee not
1333 taken the leave. Unused leave shall accumulate from year to year.

1334
1335 Section B: Personal Leave

- 1336
1337 1. Each employee shall have two (2) days of personal leave per year.
1338 a) No reason must be given to the employee's supervisor.
1339 b) Personal leave may be accrued up to a maximum of (5) days per year.
1340 Employees will have the option of taking personal leave during the year or of
1341 being compensated for up to (2) days at the end of the year at the substitute
1342 pay rate. Such compensation will be paid in July of each year.
1343 c) No more than 10% of building employees may use leave under this section on
1344 any one day unless approved by the Superintendent or designee.

1345
1346 2. Employees shall whenever possible give written notice to the building
1347 principal of intention to exercise personal leave within seven (7) days of the anticipated
1348 leave. Personal Leave may be denied if a shortage of certified and qualified substitutes
1349 exists. Employees shall ensure that lesson plans are current and that the employee's
1350 classroom assignment can be discharged by a substitute employee without undue
1351 disruption.

1352
1353 Section C: Employee On-Task Incentive Pool

1354
1355 Sick Leave Buyback: Each January, any eligible employee who, at the end of the
1356 immediately previous calendar year, shall have accumulated in excess of sixty (60) days
1357 of unused sick leave may elect to receive remuneration for unused sick leave earned the
1358 previous year at the rate of 25 percent of the employee's current full-time daily rate of
1359 compensation for each full day of eligible sick leave (a maximum of three days in any
1360 one calendar year). Any such election shall be made by written notice to the District

office during the month of January on forms provided by the District. All sick leaves days converted pursuant to this section shall be deducted from the employee's accumulated sick leave balance. Any such annual conversion of accumulated sick leave shall be subject to the terms and limitations of Washington Administration Code.

Any employee who shall retire or who shall die while employed by the District may elect (personally or by his/her personal representative, as appropriate) to convert accumulated unused sick leave days to monetary compensation at the rate of 25 percent of the employee's full-time daily rate of compensation at the time of termination from employment for each full day of eligible sick leave, up to a maximum of 180 days. An employee separating from the employment for purposes of retirement must be eligible to immediately commence receiving retirement benefits from a state retirement system to be eligible for conversion of sick leave for compensation. Any such conversion of sick leave upon retirement or death shall be subject to the terms and limitations of Washington Administrative Code.

For purposes of this section, "eligible employee" means

- (a) Employees who separate from employment due to retirement or death;
- (b) Employees who separate from employment and who are at least age fifty-five and have at least ten years of service under the teachers' retirement system plan 3 as defined in RCW 41.32.010, or
- (c) Employees who separate from employment and who are at least age fifty-five and have at least fifteen years of service under the teachers' retirement system plan 2 as defined in RCW 41.32.010.

Section D: VEBA

1. The District has adopted the VEBA III Sick Leave Conversion Medical Reimbursement Plan (the "Plan") pursuant to RCW 28A.400.210 and agrees to make contributions to the Plan on behalf of all employees in the collective bargaining unit who are eligible to participate in the Plan by reason of having excess sick leave conversion rights. Contributions on behalf of each eligible employee shall be based on the conversion value of sick leave days accrued by such employee available for contribution on an annual basis and at retirement in accordance with the statute. It is understood that all eligible employees will be required to sign and submit to the District a hold harmless agreement complying with the statute. If an eligible employee fails to sign and submit such agreement to the District, he/she will not be permitted to participate in the Plan at any time during the term of this agreement, and any and all excess sick leave which in the absence of this agreement would accrue to such employee during the term thereof shall be forfeited together with all cash conversion rights that pertain to such excess sick leave.

Annual Sick Leave Conversion: Eligibility for participating on an annual basis is limited to employees who have accumulated 180 days (or more if eligible) of unused sick leave. To be eligible during the term of the Plan, an employee must have earned at least 180 days of unused sick leave as of the effective date of a bargaining agreement or decision adopting this Plan.

Retirement Sick Leave Conversion: For purposes of retirement contributions to the Plan, all employees covered by this agreement who retire during the term hereof shall be eligible, and

excess sick leave shall be defined as the sick leave days accruing to the credit of such employee during the term of this agreement.

This VEBA III provision shall be reopened annually.

Section E: Sick Leave Sharing shall be provided as per state law.

TEMPORARY DISABILITY, MATERNITY, AND PARENT LEAVE

Section A: Employees who are physically unable to perform the functions of their position for medical reasons may request a temporary disability or maternity leave. Temporary disability or maternity leave, without compensation, shall be granted for illness, injury, surgery, or because of pregnancy, childbirth or adoption of a child.

Section B: Employees shall notify their immediate supervisor of their request for such leave. If possible, such notification shall be made sixty (60) calendar days prior to the proposed starting and ending date of the leave. The actual starting date of the leave will be determined as necessary to protect the quality of the instructional program, the desire of the employee and the employee's attending physician, by providing the District with a physician's certificate giving dates (or approximate dates) upon which the absence will begin and end. Changes in the requested ending date shall be submitted to the superintendent for approval two weeks prior to reinstatement to full employment from a leave status. All employees returning to work from an extended leave shall include a current release to return to regular work duties from the employee's attending physician.

While the employee is still working, the District may request the employee to provide a certificate from the physician indicating that the employee is physically capable of performing the normal tasks of the job, without jeopardizing the employee's health or the safety of others. The District reserves the right to require a physician's certificate as proof of disability for any absence.

Section C: An employee must notify the district at the time of application of the beginning date of the leave and whether the leave shall extend for the duration of the semester or for the contract year. Alternative arrangements for return of the leave may be made at any time with the agreement of the Board.

Section D: An employee who has been granted such leave shall be allowed to return to the same position or a similar position.

Section E: An employee may apply for and be granted leave herein in case of pregnancy or childbirth, or adoption of a child, without first exhausting sick leave days. An employee may also apply accrued sick leave to leave for pregnancy, childbirth or adoption of a child.

MILITARY LEAVE

Section A: Fifteen (15) days per year for reservists ordered to active training duty, providing that any such reservists shall present evidence to the District that all reasonable efforts

to arrange for such active training duty during the summer months or other school vacation periods have been made. Any pay accrued during this time shall be in addition to the regular teaching salary.

JUDICIAL LEAVE

Section A: In the event an employee is summoned to serve as a juror or to appear as a witness in court (except as a witness adverse to the District) or in his/her own behalf, or is named as a co-defendant with the District, such employee shall receive a normal day's pay for each day of required presence in court.

Section B: An employee on Judicial Leave shall prepare and deliver to his/her immediate supervisor detailed lesson plans for the period of the leave.

Article 18: LEAVES, BEREAVEMENT/CRITICAL ILLNESS OR INJURY LEAVE

Section A: Maximum of five (5) days leave with pay per occurrence for absence caused by death of a significant person in the employee's life, and five (5) days leave with pay per year for absence caused by critical illness or critical injury in the immediate family or involving individuals who are permanent members of the household. "Critical illness or injury" shall be defined as synonymous with the designation made by the hospital of residence. Not more than five (5) additional days leave per year may be granted with pay deduction corresponding to substitute's pay.

Section B: Maximum of five (5) days leave with pay per occurrence for absence caused by death of the employee's spouse, mother, father, sibling, child, grandparent, grandchild, or those same relatives by marriage or a person living in the same household as the employee, and five (5) days leave with pay per year for absence caused by critical illness or critical injury in the immediate family or involving individuals who are permanent members of the household. One of such days may be used for death of a friend. "Critical illness or injury" shall be defined as synonymous with the designation made by the hospital of residence. Not more than five (5) additional days leave per year may be granted with pay deduction corresponding to substitute's pay.

ASSOCIATION LEAVE

Section C: The Association President and/or their designee(s) shall be granted up to thirty (30) days leave per year, which may be taken as whole or half days, in order to attend to Association business. If more than three consecutive days are used, it will be at the discretion of the Superintendent or School Board. The Association will reimburse the District in the amount of substitute salaries used by the district when Association Leave is used. The days used are at the discretion of the Association.

PROFESSIONAL LEAVE:

1504 Section A: Faculty members who obtain permission from the building principal shall be
1505 granted up to 2 days leave with pay to attend meetings, conferences, or workshops concerned
1506 with their assigned duties, including their subject matter areas; or extracurricular coaching; or for
1507 Professional Certification; or for National Board Certification.

1508
1509
1510 LEAVES OF ABSENCE

1511
1512 Section A: Employees who have continuing, non-provisional contracts who in the year
1513 of application, are employed full time (1.0 FTE) shall be entitled to a one (1) year leave of
1514 absence for purposes of child care, public service, recuperation from serious illness or injury.
1515 Leave to engage in professionally related work experience or in pursuit of an advanced education
1516 program shall be with the approval of the Board of Directors. All are subject to the following
1517 provisions:

1518
1519 1. Leave shall be without pay except that the employee shall retain all seniority,
1520 salary placement and benefits earned at the time the leave is granted.

1521
1522 2. No more than four (4) percent of certificated employees of the District shall
1523 be on leave in any one school year to be computed according to the total number of
1524 employees in the bargaining unit as of September 1 in any given year.

1525
1526 3. Written request for leave of absence must be submitted by April 1 of the year
1527 preceding the leave except in years in which Reduction-in-Force is anticipated, in which
1528 case the District shall notify the Association of such fact by May 1. When the number of
1529 applications does not total four percent (4%) of the total number of certificated staff,
1530 applications will be accepted until May 1 or until the maximum number of available
1531 leaves pursuant to Section A of the policy is reached, whichever comes first. When the
1532 number of leave applications to include requests for extensions of leave exceeds four
1533 percent (4%) of the total number of certificated staff, leave shall be granted first to those
1534 employees who have received a commitment from the Board of Directors for an
1535 extension of leave at the time the first year of such leave was granted, and second on the
1536 basis of seniority as determined by an employee's vertical placement on the salary
1537 schedule; provided that a suitable replacement can be obtained for the employee
1538 requesting such leave.

1539
1540 4. Employees accepting such leave shall be expected to return to the District
1541 shall give notice of their intent to do so by April 1 of the year in which the leave is taken
1542 and shall be entitled to the same or similar position as the employee occupied prior to
1543 taking leave. "Same or similar" is defined here and elsewhere in this Agreement as
1544 classroom teacher, special education teacher, vocational teacher, counselor or librarian.

1545
1546 5. An extension of the year may, at the Board's discretion, be granted provided
1547 all other guidelines have been followed.

1548
1549 Section B: The Board, at its discretion may grant leaves of absence in addition to and at
1550 terms differing from those set forth in Section A, e.g. foreign teaching. Granting of such leave

shall not be construed as establishing any precedent upon which an employee or the Association may rely in seeking additional leaves.

SABBATICAL LEAVE

Section A: Employees who have served in the District for at least seven (7) continuous years shall be entitled to make application for a one (1) year Sabbatical leave for purposes of advanced professional study approved by the Board subject to the following provisions:

1. Application for leave must include as a minimum (a) a detailed statement of the intended course of study, (b) identification of the educational institution in which the study shall take place and confirmation of acceptance by the institution, (c) a statement of the benefit to incur to the district as a result of such study, and (d) such additional information as requested from the Sabbatical Review Committee. Application must be made to the Superintendent by April 1 of the calendar year in which the leave would begin.

2. Applications shall be reviewed by a Sabbatical Review Committee to be comprised of a Board member, a staff member named by the Sequim Education Association, the applicant(s) immediate supervisor(s) in ex officio capacity, and the Superintendent who shall serve as chairman. The Superintendent, upon completion of a full review of the application(s) shall present the Committee's recommendations to the Board of Directors.

Section B: The Board of Directors shall review the recommendation of the Committee prior to May 1 and determine which one (1) if any, of the applications shall be approved. An approved Sabbatical leave shall be subject to the following conditions:

1. A supplementary salary stipend in an amount equal to one-half the average certificated salary (identified on Schedule A hereto as the same may hereafter be amended) shall be made available to the successful applicant.

2. Employees on leave shall accrue one year of experience for purposes of placement on the District salary schedule and attendant rights of seniority. An employee shall further be entitled to continue enrollment in District group insurance programs during such leave at his or her own expense.

3. Employees who accept the District stipend shall be obligated to return to the District in the same or similar position which he or she occupied prior to the leave as a condition of receipt of the stipend for not less than two (2) years following the Sabbatical. An employee who is unable to comply with this provision shall return the stipend to the District upon demand.

FAMILY LEAVE (FAMILY AND MEDICAL LEAVE ACT OF 1993)

The District shall post the Family Medical Leave Act at each employee work site.
Caveat: Employees should be aware that certain use of family and medical leave could result in the employee exhausting all accrued sick leave.

ASSAULT LEAVE

- A. Any incident which could constitute assault and battery upon an employee by another adult while acting within the scope of his or her employment shall be reported promptly to the employee's immediate supervisor. If, following that report and based on a complaint made by the employee to a law enforcement agency; a criminal conviction for assault or similar judgment by reason of acts against that employee result, then the district will support the employee as outlined in B. below. Any incident which could constitute assault upon employee by a student will be investigated by school administrators. If determined that the student's behavior against the employee constitutes assault, the district will support the employee as outlined in B. below as well (this does not prevent the employee from reporting the incident to a law enforcement agency).
- B. Whenever an employee is absent from employment and unable to perform his or her duties as a result of personal injuries sustained due to an assault and battery as defined in A above, the employee will be paid full salary for the period of absence, up to one year from date of injury, less the amount of any Workman's Compensation award or benefit. No part of such absence will be charged to annual or accumulated sick leave.

ARTICLE 18: **GENERAL PROVISIONS RELATING TO** **ADMINISTRATION OF THE SALARY SCHEDULE (S)**

METHOD OF PAYMENT

Section A: Employees shall be paid in twelve (12) monthly installments. Each salary warrant shall contain one twelfth (1/12) of the contracted salary except as provided in Section B - Placement on Salary Schedule. Salary warrants shall be issued by direct deposit on the last business day of each month .

Section B: In the event of overpayment of salary, correction shall be pro-rated among the remaining payroll warrants of the year if such pro-ration is acceptable to the ESD fiscal office, the State Auditor, or any other governing body having authority to impose its ruling upon the District. The correction for underpayment shall be made as soon as possible following notification of the error to the District.

PLACEMENT ON SALARY SCHEDULE

1643 Section A: Employees covered by this Agreement will be provided salary increments
1644 consistent with the District salary schedule for earning approved professional credits beyond the
1645 B.A. or M.A. degree training as follows:

1646
1647 1. Credits which are earned from an accredited community college, college, or
1648 university and are transferable or applicable to a bachelor's or more advanced degree
1649 program. (Reference WAC 392-121-255).

1650
1651 2. State Board of Education approved continuing education, Inservice, clock-hour
1652 credits, or PGP credits. (Reference WAC 392-121-257).

1653
1654 Section B: It shall be the responsibility of the employee to submit college or university
1655 transcripts documenting the accumulation of credits.

1656
1657 Section C: Salaries are determined by placing each employee on the salary schedule,
1658 attached hereto as Schedule A, according to the rules and regulations applicable to the State
1659 Allocation Model. Schedule A will have the same base salary, factors, and salaries as the State
1660 Allocation Model.

1661
1662 Section D: Any employee contracted for days or partial days in excess of the regularly
1663 contracted days shall receive additional compensation based on full per diem of the regular
1664 contract.

1665
1666 Section E: Part-time employees will be paid pro-rata according to the regular salary
1667 schedule and will receive pro-rata shares of benefits according to full-time teaching staff
1668 members.

1669
1670 Section F: Substitutes who have completed a long-term assignment of twenty-one (21)
1671 consecutive days shall be paid in accordance with the District salary schedule (Schedule A)
1672 retroactive to the first day of the assignment.

1673
1674 Section G: Payment for teachers who agree to teach additional classes beyond the normal
1675 class load will be made at the rate of an additional 20% of the employee's regular contracted
1676 salary. Payment for teachers who agree to teach fewer classes than the normal class load will be
1677 made at the rate of a decrease of 20% per class of the employee's regular contracted salary.
1678 Planning time will be similarly prorated.

1679 1680 COMPUTATION OF EXPERIENCE AND EDUCATION CREDITS

1681
1682 Section A: Credits earned for professional preparation and advancement on Schedule A.
1683 hereto must be completed and official transcripts verifying credits earned must be registered with
1684 the Personnel Office by September 25 in order to be applicable for the current school year.
1685 Payment for credits earned but for which verification is received after September 25 will be
1686 made retroactive only if written notice of the pending arrival of such verification has been
1687 received by the Personnel Office by September 25.

1688
1689 Section B: Credits acceptable for advancement on Schedule A hereto will be as provided
1690 in Article XVI herein.

Section C: Experience credit on the salary schedule shall be given for each full year of teaching experience in the public school system. Experience credit for part-time teaching experience shall be given in the same proportion as the part-time contract bears to a full-time contract.

Section D: Teaching experience in accredited private schools that substantially parallels public school experience will be accepted for advancement on the salary schedule.

Section E: All employees will provide current transcripts of credits earned for purposes of determining correct placement on the statewide funding formula.

ADDITIONAL COMPENSATION

Section A: Each certificated employee will be provided, in addition to his/her basic contract, a supplemental contract by which an employee may indicate within seven days of the first day for students, or the first day of employment, if they choose to earn additional compensation for successful completion of the following activities:

Responsibility:

In addition to basic education responsibilities performed during the regular work day and year employees have responsibilities which extend beyond that time. Those responsibilities are performed both on and off school property. Compensation for these additional responsibilities ~~in the 2017-18 school year will be sixteen and one half (16.5)–~~ twenty one and one half days (21.5) days calculated based on the employees placement on the 2017-18 LEAP Schedule. ~~For the 2013-2014 school year the first cell in Schedule D will be the beginning teacher's salary on the State Allocation model multiplied by 4.8135%.~~

~~For the 2014-2015 school years the first cell in Schedule D will be the beginning teacher's salary on the State Allocation model multiplied by 4.8135%.~~

~~For the 2015-2016 school years the first cell in Schedule D will be the beginning teacher's salary on the State Allocation model multiplied by 5.0910%.~~

~~For the 2016-2017 school years the first cell in Schedule D will be the beginning teacher's salary on the State Allocation model multiplied by 5.0910%.~~

~~For the 2017-18 school year, two (2) original building/district directed days ("time" days) will be converted to responsibility. Additionally, up to three (3) responsibility days may be added. The determination for adding these additional days will be based on the average annual student FTE (AAFTE) through June, 2018. These days would be allocated as follows:~~

- ~~○ One day with an AAFTE of 2,816 (exclusive of running start)~~
- ~~○ A second day with an AAFTE of 2,836 (exclusive of running start)~~
- ~~○ A third day with an AAFTE of 2,856 (exclusive of running start)~~

~~Payment for these additional days will occur in the July and August payroll of 2018. These days will not continue in the 2018-19 school year.~~

~~Employees on a Comprehensive Evaluation shall receive an additional .555% of their base salary for each year they are on a Comprehensive Evaluation. Participants in a comprehensive evaluation status shall be limited to the sum of all certificated instructional staff employed on a provisional basis plus ¼ of the certificated instructional staff employed on a continuing basis.~~

Employees on a Comprehensive Evaluation shall receive an additional .555% of their base salary for each year they are on a Comprehensive Evaluation. Participants in a comprehensive evaluation status shall be limited to the sum of all certificated instructional staff employed on a provisional basis plus ¼ of the certificated instructional staff employed on a continuing basis.

Time:

~~For the 2013-14 school year there will be 5.5 additional work days at the direction of the District. For the 2014-15 school year there will be 6.0 additional work days at the direction of the district. For the 2015-16 school year there will be 6.5 additional work days at the direction of the district. For the 2016-17 2017-18 school year there will remain 6.5~~ **4.5 four and a half (4.5) days at the direction of the district. Two** ~~Two days originally designated as Time days will be re-purposed as Responsibility days and are reflected in the Responsibility paragraph above. One of these days will be scheduled the day before school starts, and will be used for certificated staff to set up and prepare their classroom. Employees will be required to sign in to the building for this day, documenting attendance. The scheduling of these days shall be agreed upon by the Parties during annual school calendar negotiations and noted on the school calendar. Documentation of individual attendance is required.~~

Failure to complete contracted days within five days following the last day of school will result in a forfeiture of pay for these additional days during the employee's last two pay periods for the contract year.

Compensation for these additional days is determined by the employee's placement on Additional Compensation Schedule C (Time). ~~Sick or other leaves are not available for additional compensation workdays.~~ Sick and other leaves may be used for any state funded LID days.

Section A: ~~Each certificated employee will be provided, in addition to his/her basic contract, a supplemental contract by which an employee may indicate within seven days of the first day for students, or the first day of employment, if they choose to earn additional compensation for successful completion of the following activities:~~

Responsibility:

~~In addition to responsibilities performed during the regular work day and year employees have responsibilities which extend beyond that time. Those responsibilities are performed both on and off school property. Compensation for these additional responsibilities is determined by the employee's placement on Additional Compensation Schedule D (Responsibility). For the 2013-2014 school year the first cell in Schedule D will be the beginning teacher's salary on the State Allocation model multiplied by 4.8135%.~~

For the 2014-2015 school years the first cell in Schedule D will be the beginning teacher's salary on the State Allocation model multiplied by 4.8135%.

For the 2015-2016 school years the first cell in Schedule D will be the beginning teacher's salary on the State Allocation model multiplied by 5.0910%.

For the 2016-2017 school years the first cell in Schedule D will be the beginning teacher's salary on the State Allocation model multiplied by 5.0910%.

For the 2017-18 school year ~~only~~, 2 original "time days" will be converted to responsibility. ~~Additionally, up to 2 days may be added based on an ending fund balance based on the average annual fte. These days would be allocated as follows:~~

~~1 day if the fund balance is \$1.5 million with an annual fte of _____.~~

~~1 day additional if the fund balance is \$1.6 million with an annual fte of _____.~~

~~Payment for these additional days will occur in the July and August payroll of 2018. These days will not continue in the 2018-19 school year.~~

Employees on a Comprehensive Evaluation shall receive an additional .555% of their base salary for each year they are on a Comprehensive Evaluation. Participants in a comprehensive evaluation status shall be limited to the sum of all certificated instructional staff employed on a provisional basis plus 1/4 of the certificated instructional staff employed on a continuing basis.

Time:

~~For the 2013-14 school year there will be 5.5 additional work days at the direction of the District. For the 2014-15 school year there will be 6.0 additional work days at the direction of the district. For the 2015-16 school year there will be 6.5 additional work days at the direction of the district. For the 2016-17-2017-18 school year there will remain 6.5-4.5 days at the direction of the district. Two of the original 6.5 days will be re-purposed as responsibility days. One of these days will be scheduled the day before school starts, and will be used for certificated staff to set up and prepare their classroom. Employees will be required to sign in to the building for this day, documenting attendance. The scheduling of these days shall be agreed upon by the Parties during annual school calendar negotiations and noted on the school calendar. Documentation of individual attendance is required.~~

~~Failure to complete contracted days within five days following the last day of school will result in a forfeiture of pay for these additional days during the employee's last two pay periods for the contract year.~~

~~Compensation for these additional days is determined by the employee's placement on Additional Compensation Schedule C (Time). Sick leave may be used on District driven TRI days if the certified staff member watches the TRI day recordings.~~

ARTICLE 19: GROUP INSURANCE

EMPLOYEE LIABILITY INSURANCE

Section A:

1. Employees are protected against claims for bodily injury or property damage arising out of an employee's acts or omissions while performing or in good faith acting within the scope of their employment. Actions "within the scope of employment" include the operation of an employee's own vehicle when it is being operated with the consent of the District and while performing duties directed by the District.

2. Employees entitled to recover damages which they incur to their person or property arising out of an unlawful act of another person when the employee's injuries occur while he or she is acting within the scope of their employment. The act of maintaining order or of imposing discipline is an act within the scope of employment when it is being done at the direction of the District and within limitations imposed by the District.

Section B: Employees who have the consent of the District to make use of individual personal property as a direct part of the instructional program shall be protected against loss of such property on account of fire, theft or vandalism to a maximum amount of \$1000.00. Employees shall register such property with the building principal to include its fair market value and have the principal's initialed consent to use such property prior to its use. Personal property of a value of less than \$25.00, which is lost on account of fire, theft or vandalism, shall be at the risk of the employee.

HEALTH INSURANCE

Section A: The District shall contribute 100% of the retiree subsidy to the Health Care Authority each month. The District shall provide each month to the insurance pool for each FTE represented by the Association a contribution of an amount equal to the state FTE allocation for benefits.

Section B: The intent of the parties is to provide the maximum insurance coverage for members of the bargaining unit, including coverage for dependents, while minimizing employees' out-of-pocket premium costs, and to eliminate major differences in out-of-pocket premium expenses for employees who do and do not need coverage for dependents. (RCW 28A.400.200)

Section C: Any further unused insurance funds will be accumulated in the pool which shall be used to reduce or eliminate payroll deductions for bargaining unit members for approved plans, or to purchase additional insurance benefits at the sole discretion of the bargaining unit. The District will recalculate the pool by March 10 .

Section D: Any employee may pay by payroll deduction for any additional group insurance or benefit sponsored and/or approved by the Association at the employee's request. These premiums/payroll deductions will not be included in any pooling calculations.

Section E: Any payroll deduction(s) required for any programs listed under Sections A, B, C, or D, listed above, will be provided via salary reduction through an Internal Revenue Code

Section 125 Plan. This Section 125 Plan will be established, administered, and communicated to employees by the District at no cost to the employees.

Section F: Employees are allowed to continue to participate in the group insurances for up to two years when on district-approved leave of absence.

Section G: An employee whose spouse/domestic partner also is a District employee eligible for a District insurance contribution may combine spouse/domestic partner for the purchase of a single insurance plan to offset the employee's out-of-pocket costs for medical insurance premiums (e.g. the purchase of one "employee plus spouse" plan rather than two "employee only" plans). The unused portion of the combined insurance allocations shall be returned to the insurance pool(s). If the spouse/domestic partner is in a different bargaining unit, the other bargaining unit must agree to the same procedure before the combination of insurance allocations can be effective. If the spouse/domestic partner is in a different insurance pool, one-half of the cost of the single insurance plan shall be charged to each insurance pool.

ANNUITIES

Section A: The District will facilitate pay to any annuity program supervised and approved by the Sequim School District and permitted by law in lieu of salary. This sentence shall not be construed to limit participation in any other annuity program.

IMMUNIZATION

Section A: In order to safeguard the school community from certain vaccine-preventable diseases, the district may make arrangements for certificated employees to be immunized at no cost to employees at times and places convenient to employees. No additional immunization beyond that arranged by the district will be required of certificated employees by the district. In the event of an outbreak of a disease that could be transmitted in the school setting, and if the local health authority excludes some or all certificated staff from attendance, they shall be entitled to sick leave benefits herein.

ARTICLE 20: GRIEVANCE PROCEDURE

Section A: Definitions

1. A grievance is an alleged misinterpretation of, misapplication of, or violation of, the terms and/or provisions of this Agreement.

2. A grievant shall mean an individual, a group of individuals and/or the Association.

3. Nothing contained herein shall be construed as limiting the right of any employee having a complaint to discuss the matter informally with any appropriate member of the administration, including the Superintendent in situations where the employee is dissatisfied with the response of the building principal and does not wish to press the matter by resorting to a formal grievance.

Section B: Procedure for Processing Grievances:

1910 1. Immediate Supervisor

1911 a. The grievant and the Association representative, or the Association
1912 may orally present a grievance to the immediate supervisor. If the grievance is
1913 not settled orally, the grievance shall be presented in writing to the immediate
1914 supervisor within twenty (20) working days after the occurrence of the grievance
1915 or within twenty (20) working days from the time the grievances or the
1916 Association should have reasonably become aware of the occurrence of the events
1917 giving rise to the grievance, whichever is later.

1918
1919 b. The "Statement of Grievance" shall name the grievant(s) involved, the
1920 facts giving rise to the grievance, provision or provisions of the Agreement
1921 alleged to be violated and the remedy (specific relief) requested.

1922
1923 c. The immediate supervisor, upon receipt of the written grievance, shall
1924 sign and date the grievance form and shall give a copy of the grievance form to
1925 the grievant(s), Association representative and the Superintendent. The
1926 immediate supervisor shall answer the grievance in writing within five (5)
1927 working days of receiving the grievance and the answer shall include the reasons
1928 upon which the decision was based and all supportive evidence to the grievant(s)
1929 Association representative and the Superintendent.

1930
1931 2. Superintendent

1932
1933 a. If no satisfactory settlement is reached in Step 1, Immediate
1934 Supervisor, the grievance may be appealed to Step 2, Superintendent, or his/her
1935 designated representative within ten (10) working days of receipt of the decision
1936 rendered in Step 1.

1937
1938 b. The Superintendent or his/her designated representative shall arrange
1939 for a grievance meeting with the grievant(s) and/or Association representative
1940 and such meeting shall be scheduled within ten (10) working days of the receipt
1941 of the Step 2, Superintendent, appeal.

1942
1943 c. The Superintendent or his/her designated representative shall provide a
1944 written decision, incorporating the reasons upon which the decision was based to
1945 the grievant(s), and/or Association representative within five (5) working days
1946 from the conclusion of the meeting.

1947
1948 3. Board of Directors

1949
1950 a. If the grievance is not resolved at Step 2, Superintendent, the
1951 grievant(s) may, within ten (10) days of receipt of the Superintendent's or his
1952 designee's answer, appeal the decision to the Board of Directors. A copy of the
1953 appeal shall be sent to the Superintendent or his designee at the same time and
1954 shall be accompanied by a copy of the decision rendered at Step 2.

1955
1956 b. The Board shall schedule a hearing on the grievance at the next regular
1957 meeting of the Board or at a special meeting convened within thirty (30) days for

the purpose of holding a hearing on the grievance. Within ten (10) days after the hearing, the Board shall communicate its decision in writing to the grievant and shall state the reasons for its decision if requested by the grievant.

4. Arbitration

a. If no satisfactory settlement is reached at Step 3, Board of Directors, the Association, within fifteen (15) working days of the receipt of the Step 3 decision may appeal the final decision of the District to FMCS or the American Arbitration Association for arbitration. It shall be the function of the arbitrator and he/she shall be empowered, except as his/her powers are limited herein to make decisions in cases of alleged misinterpretation of, misapplication of, or violation of the terms and/or provisions of this agreement.

b. The arbitrator shall hold a hearing within twenty (20) working days of his/her appointment. Ten (10) working days notice shall be given to both parties of the time and place of the hearing. The arbitrator will issue his/her decision within twenty (20) days from the date final written briefs have been submitted or, if revised by both parties, twenty (20) days after the completion of the hearing.

c. The arbitrator's decision will be in writing and will set forth his/her findings of fact, reasoning and conclusions on the issues submitted to him/her. The decision of the arbitrator shall be final and binding upon the District, the Association and the grievant(s).

5. Jurisdiction of Arbitrator

a. The arbitrator shall have no power to add to, subtract from, disregard or modify the terms and provisions of this Agreement.

b. The arbitrator shall have no power or authority to make any decision, which requires the commission of an act prohibited by law.

c. The arbitrator shall have no power or authority to rule on any of the following:

1) The termination of services or failure to reemploy any employee to a position on the supplemental salary schedule.

2) The termination of services or failure to reemploy any provisional employee.

3) Any matter involving employee evaluation provided the evaluation procedure may be reviewed for procedural error.

4) Any matter involving employee probation, discharge or non-renewal.

5) Any matter involving Reduction in Force provided that the procedural application of Reduction in Force (Article XV) shall be subject to this article.

Section C: Time Limits

1. Time limits provided in this procedure may be extended by mutual agreement when signed by the parties.

2. Failure on the part of the District at any step of this procedure to communicate the decision on a grievance within a specific time limit shall permit the Association to lodge an appeal at the next step of this procedure.

3. Any grievance not advanced by the grievant from one step to the next within the time limits of that step shall be deemed resolved by the District's answer and the previous step.

4. In order to expedite grievance adjudication, the parties agree that any Association grievances, class action grievances, and grievances involving the evaluation procedures will be lodged at Step 2, Superintendent, of this procedure.

Section D: Reprisals

1. No reprisal of any kind will be taken by the District against any employee because of his participation in any grievance.

Section E: Costs

1. The fees and expenses of the arbitrator shall be shared equally by the parties. All other expenses shall be borne by the party incurring them.

ARTICLE 21: TERM, DURATION AND SEPARABILITY

Section A: This agreement constitutes a three year agreement. The contract shall be effective as of September 1, 2017 and shall remain in full force and effect through August 31, 2018 except as provided below:

Legislative changes

Section B: All members of the Bargaining Unit will be paid according to the salary schedules provided in schedules A, C, D and E of this Agreement.

Section C: This Agreement constitutes the negotiated agreement between the parties and supersedes any previous agreements or understanding, whether oral or written, between them. This Agreement expressed herein in writing constitutes the full and complete Agreement between the District and the Association.

Section D: The district agrees to notify the Association of any contemplated changes in policies and/or practices not covered by this Agreement that affect wages, hours, terms and conditions of employment. This Agreement shall be reopened to bargain the proposed changes as provided in this section at the request of either party in writing pursuant to RCW 41.59.

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FOR THE DISTRICT

President: _____
Member: _____
Member: _____
Member: _____
Member: _____
Member: _____
Superintendent: _____

FOR THE ASSOCIATION:

Lead Negotiator: _____
Negotiator: _____
Negotiator: _____
Negotiator: _____
Negotiator: _____
Negotiator: _____

FINAL SALARY SCHEDULE FOR 1718									
Table Of Total Base Salaries For Certificated Instructional Staff									
For School Year 201718									
*** Education Experience ***									
Years									MA+90
of									OR
<u>Service</u>	<u>BA</u>	<u>BA+15</u>	<u>BA+30</u>	<u>BA+45</u>	<u>BA+90</u>	<u>BA+135</u>	<u>MA</u>	<u>MA+45</u>	<u>Ph.D.</u>
0	36,521	37,507	38,529	39,554	42,840	44,957	43,785	47,072	49,191
1	37,013	38,013	39,048	40,117	43,438	45,543	44,272	47,593	49,697
2	37,481	38,491	39,537	40,688	44,000	46,127	44,762	48,073	50,201
3	37,964	38,983	40,040	41,229	44,534	46,712	45,227	48,529	50,709
4	38,437	39,501	40,565	41,794	45,119	47,313	45,714	49,038	51,234
5	38,926	39,995	41,069	42,367	45,679	47,918	46,209	49,522	51,760
6	39,428	40,474	41,585	42,948	46,244	48,494	46,716	50,013	52,262
7	40,312	41,373	42,498	43,935	47,280	49,593	47,666	51,010	53,324
8	41,604	42,724	43,876	45,431	48,822	51,219	49,161	52,552	54,949
9		44,122	45,332	46,943	50,413	52,892	50,672	54,143	56,623
10			46,805	48,533	52,049	54,611	52,263	55,780	58,340
11				50,169	53,761	56,375	53,899	57,492	60,104
12				51,753	55,520	58,211	55,600	59,250	61,942
13					57,322	60,093	57,360	61,052	63,823
14					59,132	62,046	59,172	62,981	65,776
15					60,671	63,660	60,710	64,618	67,486
16 or more					61,884	64,932	61,924	65,910	68,836
<i>For credits earned after the BA degree but before the MA degree:</i>									
<i>Any credits in excess of 45 may be counted after the MA degree.</i>									
LEAP Document 1 is referenced in the Legislative Final 2015-17 Omnibus Operating Budget.									

FINAL SALARY SCHEDULE FOR 1718									
Additional Compensation Schedule C 201718									
Years of Service									MA+90 OR Ph.D.
	<u>BA</u>	<u>BA+15</u>	<u>BA+30</u>	<u>BA+45</u>	<u>BA+90</u>	<u>BA+135</u>	<u>MA</u>	<u>MA+45</u>	<u>Ph.D.</u>
0	913	938	963	989	1,071	1,124	1,095	1,177	1,230
1	925	950	976	1,003	1,086	1,139	1,107	1,190	1,242
2	937	962	988	1,017	1,100	1,153	1,119	1,202	1,255
3	949	975	1,001	1,031	1,113	1,168	1,131	1,213	1,268
4	961	988	1,014	1,045	1,128	1,183	1,143	1,226	1,281
5	973	1,000	1,027	1,059	1,142	1,198	1,155	1,238	1,294
6	986	1,012	1,040	1,074	1,156	1,212	1,168	1,250	1,307
7	1,008	1,034	1,062	1,098	1,182	1,240	1,192	1,275	1,333
8	1,040	1,068	1,097	1,136	1,221	1,280	1,229	1,314	1,374
9		1,103	1,133	1,174	1,260	1,322	1,267	1,354	1,416
10			1,170	1,213	1,301	1,365	1,307	1,395	1,459
11				1,254	1,344	1,409	1,347	1,437	1,503
12				1,294	1,388	1,455	1,390	1,481	1,549
13					1,433	1,502	1,434	1,526	1,596
14					1,478	1,551	1,479	1,575	1,644
15					1,517	1,592	1,518	1,615	1,687
16 or more					1,547	1,623	1,548	1,648	1,721
Compensation is 3.611% of State Base Salary and represents 4.5 days of compensation, work for which is district directed.									

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**FINAL SALARY
SCHEDULE FOR
1718**

Additional Compensation Schedule D 201718

Years of									MA+90 OR
Service	BA	BA+15	BA+30	BA+45	BA+90	BA+135	MA	MA+45	Ph.D.
0	4,362	4,480	4,602	4,724	5,117	5,370	5,230	5,622	5,876
1	4,421	4,540	4,664	4,792	5,188	5,440	5,288	5,685	5,936
2	4,477	4,598	4,722	4,860	5,256	5,510	5,347	5,742	5,996
3	4,535	4,656	4,783	4,925	5,319	5,579	5,402	5,796	6,057
4	4,591	4,718	4,845	4,992	5,389	5,651	5,460	5,857	6,120
5	4,649	4,777	4,905	5,060	5,456	5,724	5,519	5,915	6,182
6	4,709	4,834	4,967	5,130	5,524	5,792	5,580	5,974	6,242
7	4,815	4,942	5,076	5,248	5,647	5,924	5,693	6,093	6,369
8	4,969	5,103	5,241	5,426	5,831	6,118	5,872	6,277	6,563
9		5,270	5,415	5,607	6,022	6,318	6,052	6,467	6,763
10			5,591	5,797	6,217	6,523	6,243	6,663	6,968
11				5,992	6,421	6,734	6,438	6,867	7,179
12				6,182	6,632	6,953	6,641	7,077	7,399
13					6,847	7,178	6,851	7,292	7,623
14					7,063	7,411	7,068	7,523	7,857
15					7,247	7,604	7,251	7,718	8,061
16 or more					7,392	7,756	7,396	7,873	8,222

Compensation is 11.9444% of State Base Salary.

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**FINAL
SALARY
SCHEDULE
FOR 1718**



Additional Compensation Schedule E comp eval 1718 (2.3% COLA Added)

Years of									MA+90 OR
Service	BA	BA+15	BA+30	BA+45	BA+90	BA+135	MA	MA+45	Ph.D.
0	203	208	214	220	238	250	243	262	273
1	206	211	217	223	241	253	246	264	276
2	208	214	220	226	244	256	249	267	279
3	211	217	222	229	247	260	251	270	282
4	214	219	225	232	251	263	254	272	285
5	216	222	228	235	254	266	257	275	288
6	219	225	231	239	257	269	260	278	290
7	224	230	236	244	263	276	265	283	296
8	231	237	244	252	271	285	273	292	305
9		245	252	261	280	294	282	301	315
10			260	270	289	303	290	310	324
11				279	299	313	299	319	334
12				288	308	323	309	329	344
13					318	334	319	339	355
14					329	345	329	350	365
15					337	354	337	359	375
16 or more					344	361	344	366	382

Compensation is 0.005556 of State Base Salary and represents 1 day of paid time

29.75000

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SCHEDULE ‘B’

SEQUIM SCHOOL DISTRICT NO. 323

Group	Activities	% of Base*
1	Band Director	17.5%
2		14.4%
3		12.0%
4	FBLA	8.0%
5	Annual Advisor, High School (in class) Chorus Journalism Advisor, H.S. (in class)	5.5% 5.5%
6	Class Advisors, High School	2.0%
7	History Day (2)	2.625%

*State Leap Base = \$34,048 in 2013-2014

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SEQUIM SCHOOL DISTRICT NO. 323
EXHIBIT B

Secondary Department Chairpeople and Elementary Grade Level Chairpeople

Employees in the bargaining unit who function as head of a department or grade level in addition to their regular duties shall be compensated in addition to their regular salary. The amount paid shall be 2% of the salary schedule base plus 0.25% of the base for each FTE represented above 4 FTE.

Grades K through 5 will have grade level chairs in each school, a Special Programs Teacher's Chairperson, and a chairperson for a group called "Other Teachers."

Helen Haller & Greywolf Elementary Grouping of Teachers:

Kind	Kind
1 st	1 st
2 nd	2 nd
3 rd	3 rd
4 th	4 th
5 th	5 th
Sped Programs	Sped Programs
Other Teachers	Other Teachers

The following department chairs will be paid supplemental contracts in the Middle school:

Counselor(s)/Special Services	Math
Specialists	Sixth Grade
Language Arts/Librarian	Social Studies
Science	PE/Health

The following department chairs will be paid supplemental contracts in the High school:

English	Physical Education
Fine Arts	Counselor/Librarian
Languages	Science
Special Education	Social Studies
Math	CTE

Grade level Chairperson's responsibilities:

Coordinate the following:	Ordering of materials	Field Trips
	Report card revisions	Grade level meetings

2241 Cross grade level meetings
 2242 Allocation of grade level budgets
 2243
 2244 The chairperson would also be the liaison for all grade level complaints, problems, and
 2245 questions.
 2246
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 2250 Department Chairperson's responsibilities:
 2251
 2252 Coordinate the following: Regularly scheduled department meetings.
 2253 Ordering of materials.
 2254 Recommends teaching assignments to Principal.
 2255 Curriculum continuity.
 2256 Recommends student placement for class scheduling.
 2257 In-Service training.
 2258 Orientation of new teachers.
 2259 Allocation of Dept. budgets.
 2260
 2261 These descriptions are not meant to be definitions; the details for each position will be
 2262 determined by collaboration with the building principals.
 2263
 2264 The chairpersons shall be selected by the department certificated employees or grade level
 2265 teachers in each school subject to the approval of the building principal. The chairpersons or
 2266 their designee in each school, together with the building administrators, shall constitute the
 2267 Building Council. The designee is subject to approval of the building principal.
 2268
 2269 Each Building Council will have the primary responsibility of seeking the professional
 2270 recommendations and concerns of the building staff and representing those in building decision
 2271 processes.
 2272
 2273 1. District or Building administrators may propose concerns for Council consideration.
 2274 2. Building Council members and certificated members of the building may propose
 2275 concerns for Council consideration.
 2276
 2277 Concerns that might be appropriate for building Councils include but are not limited to:
 2278
 2279 Allocation of school budgets. Report Card policies.
 2280 School discipline policy. Inservice training.
 2281 Long range curriculum planning and coordination.
 2282 Interviewing & recommending new school administration and support personnel.
 2283
 2284 Building Council will have the authority to communicate their concerns and recommendations to
 2285 the building and District administrators, to the School Board, and to the faculty as appropriate.
 2286 Recommendations to the Superintendent or the Board shall be made through the Principal. It is
 2287 recognized that the final responsibility for the operation of the Sequim School District remains
 2288 with the Board and the administration.

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EXAMPLES OF TRI RESPONSIBILITY ACTIVITIES

- Preparation for school opening
- Work connected with the conclusion of the school year
- Conferencing/communicating with students and/or parents
- Supporting school programs and student activities
- Providing individual help to students
- Preparation and revision of materials
- Ongoing evaluation of student work with focused feedback
- Planning and extended collaboration with colleagues in areas of differentiated instruction and curriculum/assessment development
- Participating in professional development including workshops, classes and learning communities
- Researching educational materials and supplies
- Improving and maintaining professional skills specific to the educational assignment and/or teaching discipline
- Working with computers and technology as related to educational issues
- Attending District and/or school-connected meetings, staff meetings and IEP meetings
- Attending and participating in three (3) School Leadership Team/Principal scheduled professional development days/activities

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ACTION REQUIRED
SEQUIM SCHOOL DISTRICT NO. 323
ADDITIONAL COMPENSATION (TRI) REQUEST FORM AND SUPPLEMENTARY
CONTRACT

NAME: _____ SCHOOL: _____

Certificated Employees will be provided, in addition to his/her basic contract, a supplemental contract by which an employee may indicate within seven days of the first day for students, or first day of employment, if they choose to earn additional compensation for successful completion of the following activities. Please indicate days you choose to earn additional compensation.

☐ (5.5) Five and ½ additional work days at the direction of the District. The scheduling of these days shall be agreed upon by the Parties during annual school calendar negotiations and noted on the school calendar. Documentation of individual attendance is required. The day before students first day of attendance will be used as a District TRI in the teacher's classroom for purposes of setting up and preparing for the first day of school. Sign in at the building is required. Failure to complete contracted days within five days following the last day of school will result in a forfeiture of pay for these additional days during the employee's last two pay periods for the contract year.

Compensation for these additional days is determined by the employee's placement on Additional Compensation Schedule C (Time). Sick or other leaves are not available for additional compensation workdays.

I hereby certify that I will adhere to the above agreed upon conditions of this contract and to perform the services necessary for its implementation.

Employee's Signature

Date

CONTRACT TERMS:

1. It is expressly agreed that this is a Supplemental Contract subject to the provisions of RCW 28A.67.074 and is for a period of one (1) year only or less as specified and that the continuing contract provisions of RCW Chapters 281.67 and 28A.58 do not apply.
2. This contract shall become valid and effective only upon approval by written order of the Board of Directors of Sequim School District No. 323.
3. Payments of the stipend for the performance of the activities herein described shall be paid unless employee's immediate supervisor determines contract has not been fulfilled and declines to sign year end payment approval. In this instance, the employee may submit written records specifically describing activities completed beyond the standard contract. Should the supervisor

continue to decline approval, the employee may appeal this decision to the superintendent. The superintendent will conduct a hearing and render a written decision within 5 days. This decision is not subject to additional appeals or the standard grievance procedure.

COMPENSATION: According to the Additional Compensation (TRI) Schedule.

If final contract approval by employee's supervisor is not received by June 24, 2014 the hours not approved will be deducted from July and/or August paychecks.

Reviewed and Verified by:

Building Administrator

Date

PLEASE RETURN TO THE PERSONNEL OFFICE BY SEPTEMBER 22, 2013

Base Index = WA state teacher 2013-15 schedule with 16 yrs experience, MA + 90, at 180 days as of July 2013		Index	64,174
Instructor Level 1		\$13	
certified K-12 teacher not required			
professional clock hours not offered			
Instructor Level 2		\$19	
associates degree/accredited trainer			
class eligible for clock hours			
Instructor Level 3			
certificated teacher			
class eligible for clock hours, college credits, or high school credit			
1.25 of hourly wage per current teacher schedule			
Instructor Level 4		\$64	
certificated teacher			
teacher holds master's degree			
class eligible for clock hours or college credits			
instructing other certificated staff			
Instructor Level 5, Administrator Approved Peer Instructor on District Training Days			
certificated teacher			
class eligible for clock hours or college credits			
Regular pay plus additional .8 of per-diem hourly rate.			
instructing other certificated staff			
1. In effect September 2003.			
2. Paid time does not include preparation time, only time actually instructing.			
3. OPA instructors at higher rate will be grandfathered at current rates until schedule rate exceeds current rate.			

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STAFF APPEAL PROCEDURE

FORMAL STATEMENT OF APPEAL

Type or Print

Date of

Staff Member(s) _____ Presentation _____

School _____ School Phone _____

Immediate Supervisor _____ Date Occurred _____

1. Statement of Facts:

2. Specific concerns to be remedied:

3. Remedy (specific relief) requested:

DISTRIBUTION:
Immediate Supervisor
Union Representative
Superintendent

Signature of Appellant
Date _____

2434 Appellant(s)
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Signature of Immediate Supervisor
Date_____

Excused and Unexcused Absences

Excused and Unexcused Absences

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

Excused Absences

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

A. The following are valid excuses for absences:

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

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

- A. If an absence is excused, the student will be permitted to make up all missed assignments outside of class under reasonable conditions and time limits established by the appropriate teacher; except that in participation-type classes, a student's grade may be affected because

of the student's inability to make up the activities conducted during a class period.

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

Unexcused Absences

- A. Any absence from school for the majority of hours or periods in an average school day is unexcused unless it meets one of the criteria above for an excused absence.
- B. As a means of instilling values of responsibility and personal accountability, a student whose absence is not excused will experience the consequences of his/her absence. A student's grade may be affected if a graded activity or assignment occurs during the period of time when the student is absent.
- C. The school will notify a student's parent or guardian in writing or by telephone whenever the student has failed to attend school after one unexcused absence within any month during the current school year. The notification will include the potential consequences of additional unexcused absences.
- D. A conference with the parent or guardian will be held after two~~three~~ unexcused absences within any month during the current school year. A student may be suspended or expelled for habitual truancy. Prior to suspension or expulsion, the parent will be notified in writing in his/her primary language that the student has unexcused absences. A conference will be scheduled to determine what corrective measures should be taken to ameliorate the cause for the student's absences from school. If the parent does not attend the conference, the conference may be conducted with the student and a school official. However, parent will be notified of the steps the district has decided to take to eliminate or reduce the student's absences.
- E. Not later than the student's fifth unexcused absence in a month the district will enter into an agreement with the student and parents that establishes school attendance requirements, refer the student to a community truancy board or file a petition and affidavit with the juvenile court alleging a violation of RCW 28A.225.010.
- F. If such action is not successful, the district will file a petition and affidavit with the juvenile court alleging a violation of RCW 28A.225.010 by the parent, student or parent and student no later than the seventh unexcused absence within any month during the current school year or upon the tenth unexcused absence during the current school year.
- G. All suspensions and/or expulsions will be reported in writing to the superintendent within 24 hours after imposition.

Commented [A1]: The new law provides that the number of unexcused absences within a month at which a school must request a conference with a child's parents is increased from two to three.

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

Students dependent pursuant to Chapter 13.34, RCW

A school district representative or certificated staff member will review unexpected or excessive absences of a student who has been found dependent under the Juvenile Court Act with that student and adults involved with that student. Adults includes the student's caseworker, educational liaison, attorney if one is appointed, parent or guardians, foster parents and/or the person providing

placement for the student. The review will take into consideration the cause of the absences, unplanned school transitions, periods of running from care, in-patient treatment, incarceration, school adjustment, educational gaps, psychosocial issues, and the student's unavoidable appointments that occur during the school day. The representative or staff member must proactively support the student's management of their school work.

Cross References: 3120 - Enrollment
 3230 - Student Privacy and Searches
 3240 - Student Conduct Expectations and Reasonable Sanctions
 3241 - Classroom Management, Discipline and Corrective Action
 4218 - Language Access Plan

Legal References: Chapter 28A.225 Compulsory school attendance and admission
 RCW 13.34.300 Relevance of failure to cause juvenile to attend school to neglect petition
 WAC 392-400-325 Statewide definition of excused and unexcused daily absences.

Management Resources: [2017 – July Issue](#)
 2016 - July Issue
 2015 - June Issue
 2012 - December Issue
 2011 - December Issue
 Policy News, June 2001 More Tweaking of Becca Petitions

Adoption Date:
Classification: **Essential**
Revised Dates: **12.06; 06.11; 12.12; 06.15; 07.16; 07.17**