

MARY M. KNIGHT SCHOOL DISTRICT NO. 311
Regular Meeting of the Board of Directors
Thursday, December 19, 2019
Administration Building
2987 Matlock-Brady Rd
Elma, WA 98541

AGENDA

1. CALL TO ORDER AT 6:30 PM:

- A. Flag Salute
- B. Introduction of Visitors

2. COMMUNITY AND DIRECTOR COMMENTS:

The Board recognizes the value of public comment on educational issues and the importance of involving members of the public in its meetings. Statements or presentations may relate to any aspect of the educational system of the District, with the exception of matters pertaining to specific staff or students. Comments regarding specific staff or students will not be allowed during public meetings. In the interest of maintaining the integrity of the published agenda, individual speakers are asked to limit their comments to not more than three minutes.

3. RECOGNITION: The Board will recognize any staff and or community member for going above and beyond.

4. APPROVAL OF Minutes

- A. November 25, 2019 Regular Meeting 4
- B. December 16, 2019 Joint Mason County Board Members Meeting 6
- C. Board Members-Oath of Office
 - 1. Director Brehmeyer
 - 2. Director Gonzales
 - 3. Director Bateman
 - 4. Director Walsworth
- D. Annual Organizational Meeting, Election of Officers. 18
 - 1. Chair/President
 - 2. Vice Chair/President
 - 3. Legislative (WSSDA)
 - 4. Athletic (WIAA)

5. CONSENT AGENDA:

A. Bills/Payroll	Check#	Total	
1. ASB Fund			19
A/P	144002905-144002907	\$640.48	
2. General Fund			21
A/P	141037719-141037763	\$872,060.30	
3. General Fund Payroll	141037687-141037699	\$ 26,300.41	
4. General Fund			27
Benefits/Deductions	141037700-141037718	\$162,725.89	
5. General Fund Payroll ACH Direct	1		32

Deposit	900004307-900004339	\$ 85,998.59	
6. Transportation Vehicle Fund	149000006-149000006	\$114,112.10	35
B. Personnel: No Recommendations for December 2019			
1. Recommendations for hire for the 2019-20 School Year:			
2. Resignations, Terminations, Retirements:			
3. Enrichment Contracts:			
C. Surplus Items: None for December 2019			
D. Policy Review: None for December 2019			
E. Service Contract: None for December 2019			

6. FINANCIALS:

A. Review of District Financial Reports			37
1. Ending Fund Balances - November, 2019	General Fund	\$ 2,334,639.87	
	Capital Projects Fund	\$ 110.65	
	Debt Service Fund	\$ 53,554.39	
	ASB Fund	\$ 22,755.41	
	Transportation Fund	\$ 121,490.85	
B. Mason County Treasurer Fiscal Activity			
C. Budget Analysis			
D. Monthly Summary			

7. SUPERINTENDENT REPORT: 50

8. DISCUSSION ITEMS: 51

9. ACTION ITEMS:

A. Board Monitoring: Governance Policy		64
B. Superintendent Reports Executive Limit		
1. EL -8 Budget Execution		68
2. EL 11-Communication and Counsel to Board		70
3. EL 12-Communication with the Public		72
C. C. Highly Capable Program Plan 2019-20		74
C. Policies		
1. Policy 6112 Rental or Lease of District Real Property		93
2. Policy 5401 Family, Medical, and Maternity Leave (New Title)		95
3. Policy 4215 Use of Tobacco, Nicotine Products, and Delivery		106
4. Policy 4210(a) Regulations of Dangerous Weapons on School Premises		110

EXECUTIVE SESSION:

A. Executive session :

Consulting with legal counsel or on matters regarding agency enforcement actions or current or potential agency litigation.

Legal Counsel will be joining by conference call. Anticipated no action to follow.

Under RCW 42.30.110, an Executive Session may be held for the purpose of (a) (b) considering the sale or acquisition of real estate; (c) negotiations on the performance of publicly bid contracts; (d) receiving and evaluating complaints against a director or staff member; (e) reviewing the qualifications of an applicant for public employment and or reviewing the performance of a public employee; (f) evaluate qualifications of a candidate for appointment to the board; (g) consulting with legal counsel or on matters regarding agency enforcement actions or current or potential agency litigation.

ADJOURNMENT:

MARY M. KNIGHT SCHOOL DISTRICT NO. 311
Regular Meeting of the Board of Directors
Monday, November 25, 2019
Administration Building

President, Cynthia Brehmeyer called the meeting to order at 6:30 p.m. Following the flag salute, roll call was taken and visitors were welcomed.

PRESENT Cynthia Brehmeyer, Jennifer House, Patti McLean, Mike Batemen, Shawn Donnelly, and Matthew Mallery, Superintendent.

ABSENT None

PRESENTATION Garrett Johannes presented a review of the District's CTE program.

COMMENTS Bryan Walsworth commented on the possible superintendent contract, Kelli Walsworth asked if she could hold her comment until after the Superintendent report.

RECOGNITION Mr. Mallery recognized Patti McLean and Jennifer House for their years of service on the school Board and presented certificates.

AGENDA Mike Bateman moved to approve the Agenda as presented. Jennifer House seconded the motion. All in favor, motion carried.

CONSENT AGENDA Patti McLean moved to approve the consent agenda as presented. Shawn Donnelly seconded the motion. All in favor, motion carried.

FINANCIALS Laurie Seymour shared the financials.

SUPERINTENDENT REPORT Matthew Mallery discussed his monthly Superintendent Report as presented.

COMMENT Kelli Walsworth commented that work is needed regarding fire safety.

DISCUSSION ITEMS: Graduation Pathway Options

ACTION/DECISION ITEMS:

GP-11 Patti McLean moved to approve Governance Policy GP-11. Jennifer House seconded the motion. All in favor, motion carried.

EL-13 Shawn Donnelly moved to approve EL-13 Academic Standards and Practices with a few minor changes to wording. Cynthia Brehmeyer seconded the motion. All in favor, motion carried.

EL-14 Patti McLean moved to approve EL-14 Academic Programs. Jennifer House seconded the motion. All in favor, motion carried.

CTE 5 Year Plan The CTE 5 year plan was reviewed, but found not necessary to approve.

Policy/Procedure 2255/2255P Shawn Donnelly moved to approve policy and procedure 2255/2255P. Patti McLean seconded the motion. All in favor, motion carried.

EXECUTIVE SESSION The Board moved into Executive Session at 7:40 p.m. to review the qualifications and performance of an employee⁴ for approximately 20 minutes, action is anticipated.

The Board re-opened the meeting at 8:15 p.m., Mike Bateman moved that the Board should offer Superintendent Matt Mallery a three-year contract, Jennifer House seconded the motion. All in favor, motion carried.

ADJOURNMENT Cynthia Brehmeyer moved to adjourn the meeting at 8:37 p.m.

Respectfully submitted,

Matthew Mallery
Superintendent

Cynthia Brehmeyer, President

Mason County Boards

December 16, 2019

Tonight

- Welcome and introductions
- State of the State (Chris Reykdal)
- Regional/County Legislative Priorities
- Focused Story-Telling





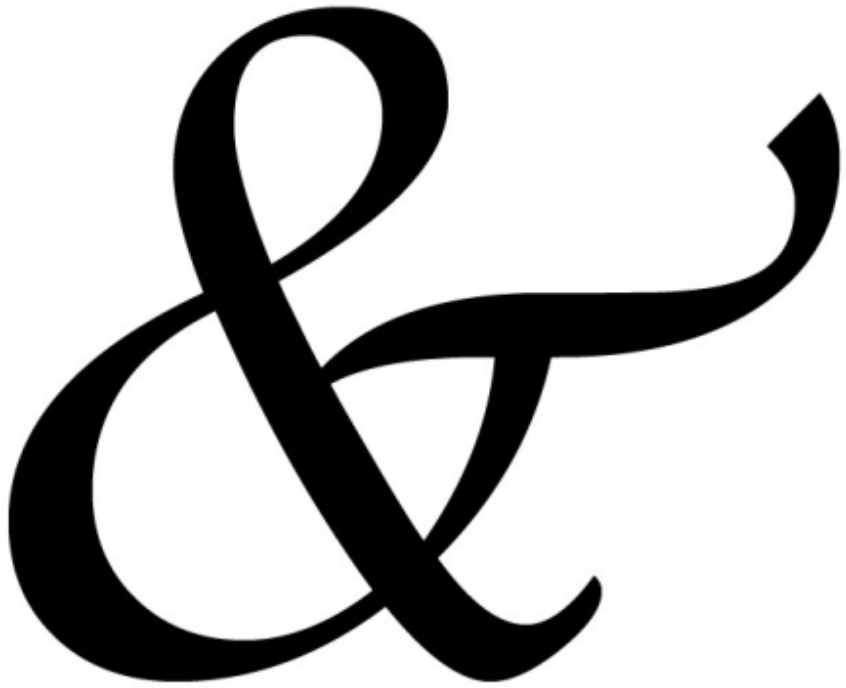
Questions for Chris...(From Chart Pack)

- What is the most effective strategy for influencing legislators?
 - Prayer and spending time with them...Chris suggested the importance of building a personal relationship, and the need to focus on the impact of the needs on students/children.
- How can we expand our preschool to accommodate all children on our waiting list?
 - Not discussed. Will need to work with DCYF to expand state funding (number of slots), and make application to expand early learning programming.
- How many college pre-service teachers are there?
 - See PESB website (<https://www.pesb.wa.gov/resources-and-reports/reports/shortage-report/>)
- Is prototypical funding for small schools changing?
 - Not answered
- What do we mean by equity?
- How influential is the position of State Superintendent?



2020 Legislative Priorities

- SEBB
- Special Education
- Safety
- Funding



Other...

And in addition, we feel...

SEBB

- Tell the story of what you would have done with the costs of SEBB to improve student learning.
 - For example, counseling services, nurses, etc.

Special Education

- Figure out what you have lost in time, or quality instruction due to less resource, focused instruction or supports to students with special needs.
- Behavioral issues and other classroom challenges impact learning for all, and we need additional supports, staff training and assistance with students with unique learning needs.
- Our teachers, administrators and support staff require further assistance and tools to help respond to the needs of students.

Safety

- We have a shortage of qualified staff to assist us in critical areas like nursing, counselors and mental health professionals.
 - Help fund pilot projects or models like tele-medicine or similar ways to address this shortfall.
- Our facilities need additional funding to provide a safe environment and ensure safety of students. We need help 'hardening the facilities'.
- No school is 'prototypical'...We need a way to work up and down the system to ensure the allocation of supports is equitable across the whole system of education.
- We can not respond to 21st Century issues in a system that is rooted in the last century. We need more flexibility in how we spend our state resources to meet local needs.
- We need support to find and fund school safety officers in our remote districts. We are concerned about response times to incidents in our rural communities.

Equitable Funding

- Local colleges and universities have no incentive to continue their education, as experience factors do not drive state resources to districts. We need a strong incentive to continue education in our workforce.
- Prototypical model: We need to reconfigure this model, or start the work to research how to best fund our school systems.

Other?

- **Transportation Funding**- The model does not fit all districts
- **Computer Literacy**- We need to build our capacity to engage students in learning using current technology and tools.
- **Local Control**- We need less policy direction from the Legislature, and more flexibility to meet our local needs.
- **Fences on Bargaining**- We need help in focusing state resources on core needs, and clear parameters to help us with local bargaining.

Ideas for sharing- (From chart pack)

- Share the numbers of children who attend pre-school as well as those on the waiting list. Determine number of students not already for transition to K.
- Funding is different around the state, and the models of regionalization makes equity difficult to attain.
- Rural schools and urban schools have dramatically different needs.
- Urban districts dominate the equity discussion, and the needs of rural school systems are seldom included in the discussion/planning/policy development.

ANNUAL ORGANIZATIONAL MEETING, ELECTION OF OFFICERS

At the first regular meeting at which newly-elected board members are seated in election years and at the first regular meeting in December in non-election years, the board shall elect from among its members a *chair/president* and a vice president to serve one-year terms. A newly appointed board member will not be eligible to serve as an officer unless a majority of the board has been appointed.

If a board member is unable to continue to serve as an officer, a replacement shall be elected immediately. In the absence of both the *chair/president* and the vice president, the board shall elect a president pro tempore who shall perform the functions of the *chair/president* during the latter's absence.

The superintendent shall act as board secretary. In order to provide a record of the proceedings of each meeting of the board, the superintendent shall appoint a recording secretary of the board.

In even-numbered years at the same meeting, a legislative representative shall be elected who shall serve a two-year term.

The normal order of business shall be modified for the annual organizational meeting by considering the following matters after the approval of the minutes of the previous meeting:

- A. Welcome and introduction of newly elected board members by the chair/president.
- B. Call for nominations for chair/president to serve during the ensuing year.
- C. Election of a chair/president (roll call vote).
- D. Assumption of office by the new chair/president.
- E. Call for nominations for vice chair/president to serve during the ensuing year.
- F. Election of a vice chair/president (roll call vote).
- G. Call for nominations for legislative (WSSDA) and athletic (WIAA) representatives,
- H. Election of WSSDA legislative and athletic/WIAA representatives to serve the next two years.

Policies shall continue from year to year and board to board until and unless the board changes them.

Legal References: RCW 28A.330.010	Board president, vice-president or president pro tempore — Secretary
RCW 28A.330.020	Certain board elections, manner and vote required — Selection of personnel, manner
RCW 28A.330.050	Duties of superintendent as secretary of the board
RCW 28A.400.030	Superintendent Duties
RCW 29A.20.040	Local elected officials, commencement of term of office — Purpose

Adoption Date: 10/25/1999

School District Name: Mary M. Knight School District

Revised: 06.11, 7.17

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 December 19, 2019, the board, by a _____ vote, approves payments, totaling \$640.48. The payments are further identified in this document.

Total by Payment Type for Cash Account, ASB Warrants Outstanding:
Warrant Numbers 144002905 through 144002907, totaling \$640.48

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

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
144002905	KCDA PURCHASING COOPERATIVE	12/31/2019	300454000	ROLLS OF PAPER	0	408.60	408.60
40 E 530 1000 00 0000 4730 0000 0000 0	Associated Student Body			Fund/Expenditures/General Stude		51.07	
40 E 530 4040 00 0000 4730 0000 0000 0	Associated Student Body			Fund/Expenditures/Cheerleaders		51.08	
40 E 530 3920 00 0000 4730 0000 0000 0	Associated Student Body			Fund/Expenditures/Class of 2020		51.07	
40 E 530 3921 00 0000 4730 0000 0000 0	Associated Student Body			Fund/Expenditures/Class of 2021		51.07	
40 E 530 3922 00 0000 4730 0000 0000 0	Associated Student Body			Fund/Expenditures/Class of 2022		51.07	
40 E 530 3923 00 0000 4730 0000 0000 0	Associated Student Body			Fund/Expenditures/Class of 2023		51.08	
40 E 530 3924 00 0000 4730 0000 0000 0	Associated Student Body			Fund/Expenditures/Class of 2024		51.08	
40 E 530 3925 00 0000 4730 0000 0000 0	Associated Student Body			Fund/Expenditures/CLASS OF 3925		51.08	
144002906	Lohman, Erin	12/31/2019	DEC2019	PAINTING SHOT	0	150.00	150.00
40 E 530 2000 00 0000 4730 0000 0000 0	Associated Student Body			CLOCK PROTECTORS		150.00	
144002907	MARY M KNIGHT SD 311	12/31/2019	DEC2019	TICKET TAKING	0	81.88	81.88
40 E 530 2050 00 0000 4730 0000 0000 0	Associated Student Body			Fund/Expenditures/JH Boys Baske		40.94	
40 E 530 2055 00 0000 4730 0000 0000 0	Associated Student Body			Fund/Expenditures/JH Girls Bask		40.94	
			3	Computer		Check(s) For a Total of	640.48

	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
	3	Computer	Checks For a Total of	640.48
Total For	3	Manual, Wire Tran, ACH & Computer	Checks	640.48
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	640.48

FUND SUMMARY

Fund	Description	Balance Sheet	Revenue	Expense	Total
40	Associated Student Body Fund	0.00	0.00	640.48	640.48

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 December 19, 2010, the board, by a _____ vote, approves payments, totaling \$872,060.30. The payments are further identified in this document.

Total by Payment Type for Cash Account, GF Warrants Outstanding:
Warrant Numbers 141037719 through 141037763, totaling \$872,060.30

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

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
141037719	ADVANCE GLASS 10 E 530 9900 53 5610 0110 0000 0000 0	12/31/2019	2-20131	Glass-416 General Fund/Expenditures/Transportation	0	214.58 214.58	214.58
141037720	ALL PURPOSE DOOR REPAIR, INC 10 E 530 9700 64 7431 0110 0000 0000 0	12/31/2019	26076	GYM DOOR REPAIR General Fund/Expenditures/District Support	0	1,016.21 1,016.21	1,016.21
141037721	AMAZON 10 E 530 0100 27 5610 0110 0000 0000 0	12/31/2019	112-0987085-5131417	ASTROBRIGHTS-CLASS ROOM SUPPLIES-MORAN General Fund/Expenditures/Basic Education	0	27.36 27.36	422.13
	10 E 530 9700 63 5610 0110 0000 0000 0		112-3904378-5274665	WINDSOR BRUSHROLL General Fund/Expenditures/District Support	0	282.00 282.00	
	10 E 530 9700 63 5610 0110 0000 0000 0		112-4480503-5648235	TWIST DAYLIGHT BULB General Fund/Expenditures/District Support	0	95.33 95.33	
	10 E 530 9700 13 5610 0110 0000 0000 0		112-5374444-4169867	LOGITECH MOUSE General Fund/Expenditures/District Support	0	17.44 17.44	
141037722	Anderson, Desiree Kay 10 E 530 9900 52 8580 0110 0000 0000 0	12/31/2019	Dec 2019	Mileage General Fund/Expenditures/Transportation	0	29.00 29.00	29.00
141037723	CAUSGROVE TECHNOLOGIES 10 E 530 9700 72 7350 0110 0000 0000 0	12/31/2019	DEC2019	TECH SERVICES General Fund/Expenditures/District Support	0	2,031.12 2,031.12	2,031.12
141037724	CENTRAL SALES 10 E 530 9700 64 5610 0110 0000 0000 0	12/31/2019	72703	SUPPLIES General Fund/Expenditures/District Support	0	499.44 499.44	499.44
141037725	CENTURYLINK 10 E 530 9700 65 7530 0110 0000 0000 0	12/31/2019	3604266767637B	BUSINESS LINES General Fund/Expenditures/District Support	0	600.00 600.00	600.00
141037726	CENTURYLINK- BUSINESS SERVICES 10 E 530 9700 65 7530 0110 0000 0000 0	12/31/2019	1480868972	TELEPHONE SERVICES General Fund/Expenditures/District Support	0	47.75 47.75	47.75
141037727	Connections Eduction 10 E 530 0200 27 7321 0110 0000 0000 0 10 E 530 0200 27 7321 0110 2100 0000 0	12/31/2019	Dec 2019	ALE Services General Fund/Expenditures/ALE General Fund/Expenditures/ALE	0	796,911.91 716,642.11 80,269.80	796,911.91
141037728	DAIRY FRESH FARMS INC 10 E 530 9800 42 5630 0110 0000 0000 0	12/31/2019	1121932215	MILK SUPPLIES General Fund/Expenditures/Food Service	0	264.44 264.44	940.32
	10 E 530 9800 42 5630 0110 0000 0000 0		1121932915	MILK SUPPLIES General Fund/Expenditures/Food Service	0	176.29 176.29	
	10 E 530 9800 42 5630 0110 0000 0000 0		1121933612	MILK SUPPLIES General Fund/Expenditures/Food Service	0	227.17 227.17	
	10 E 530 9800 42 5630 0110 0000 0000 0		1121934314	MILK SUPPLIES General Fund/Expenditures/Food Service	0	272.42 272.42	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
141037729	Elma School District No. 68	12/31/2019	0000151632	BUS 412 EXHAUST MAINT	0	259.18	3,654.75
	10 E 530 9900 53 7511 0110 0000 0000 0			General Fund/Expenditures/Transportation		259.18	
			0000151633	BUS 415 AIR BRAKE ADJ	0	37.03	
	10 E 530 9900 53 7511 0110 0000 0000 0			General Fund/Expenditures/Transportation		37.03	
			0000151634	BUS 416 AIR BRAKE ADJ	0	37.03	
	10 E 530 9900 53 7511 0110 0000 0000 0			General Fund/Expenditures/Transportation		37.03	
			0000151635	BUS 402 AIR BRAKE ADJ	0	148.11	
	10 E 530 9900 53 7511 0110 0000 0000 0			General Fund/Expenditures/Transportation		148.11	
			0000151636	BUS 407 AIR BRAKE ADJ	0	148.11	
	10 E 530 9900 53 7511 0110 0000 0000 0			General Fund/Expenditures/Transportation		148.11	
			0000151637	BUS 493-1 AIR BRAKE ADJ	0	37.03	
	10 E 530 9900 53 7511 0110 0000 0000 0			General Fund/Expenditures/Transportation		37.03	
			0000151638	BUS 493 AIR BRAKES MAINT	0	37.03	
	10 E 530 9900 53 7511 0110 0000 0000 0			General Fund/Expenditures/Transportation		37.03	
			0000151639	BUS 407 OILING, COOLING, TIR ES	0	2,951.23	
	10 E 530 9900 53 5610 0110 0000 0000 0			General Fund/Expenditures/Transportation		2,641.58	
	10 E 530 9900 53 7511 0110 0000 0000 0			General Fund/Expenditures/Transportation		309.65	
141037730	Entourage Yearbooks	12/31/2019	1040646002	2020 Yearbooks	0	766.63	766.63
	10 E 530 0100 27 5610 0110 0000 0000 0			General Fund/Expenditures/Basic Education		766.63	
141037731	ESD 113	12/31/2019	1002000715	CRISC NOVEMBER	0	7,796.29	28,801.50
	10 E 530 9700 72 7351 0110 0000 0000 0			General Fund/Expenditures/District Support		704.02	
	10 E 530 0200 72 7591 7010 0000 0000 0			General Fund/Expenditures/ALE		7,092.27	
			1002000862	DEC 2019 SPED SERVICES	0	13,208.92	
	10 E 530 2400 26 7591 0110 0000 0000 0			General Fund/Expenditures/SPED Federal Supplemental		13,208.92	
			1002000911	CRISC DEC 20109	0	7,796.29	
	10 E 530 9700 72 7351 0110 0000 0000 0			General Fund/Expenditures/District Support		704.02	
	10 E 530 0200 72 7591 7010 0000 0000 0			General Fund/Expenditures/ALE		7,092.27	
141037732	Finch, Andee	12/31/2019	DEC2019	NURSE SERVICES	0	861.34	861.34
	10 E 530 0100 26 7340 0110 0000 0000 0			General Fund/Expenditures/Basic Education		861.34	
141037733	GRAYS HARBOR ELECTIONS DEPT	12/31/2019	G1119	2019 General Election Costs	0	96.96	96.96
	10 E 530 9700 11 7311 0110 0000 0000 0			General Fund/Expenditures/District Support		96.96	
141037734	Hanson Law Offices	12/31/2019	266	LEGAL SERVICES	0	1,175.00	1,175.00
	10 E 530 9700 11 7340 0110 0000 0000 0			General Fund/Expenditures/District Support		1,175.00	
141037735	HERITAGE FINANCIAL INC	12/31/2019	36377	COPIER LEASE-MPC4503	0	441.60	1,119.96
	10 E 530 0100 27 7550 0110 0000 0000 0			General Fund/Expenditures/Basic Education		441.60	
			36419	COPIER LEASE-M6503/MPC307	0	678.36	
	10 E 530 0100 27 7550 0110 0000 0000 0			General Fund/Expenditures/Basic Education		678.36	
141037736	Hermanson Company, LLP	12/31/2019	8010454	PREVENT MAINTENANCE	0	2,528.05	2,528.05
	10 E 530 9700 64 7431 0110 0000 0000 0			General Fund/Expenditures/District Support		2,528.05	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
141037737	KCDA PURCHASING COOPERATIVE	12/31/2019	300453545	CLASSROOM SUPPLIES-LAWRENCE/ CAN LINERS FOR MAINT	0	326.21	333.13
10 E 530 0100 27 5610 0110 0000 0000 0				General Fund/Expenditures/Basic Education		66.01	
10 E 530 9700 64 5610 0110 0000 0000 0				General Fund/Expenditures/District Support		260.20	
			300455099	CLASSROOM SUPPLIES-LAWRENCE	0	6.92	
10 E 530 0100 27 5610 0110 0000 0000 0				General Fund/Expenditures/Basic Education		6.92	
141037738	Kelley Imaging Systems	12/31/2019	IN610275	SAV6503 COPIES	0	246.97	246.97
10 E 530 0100 27 7550 0110 0000 0000 0				General Fund/Expenditures/Basic Education		246.97	
141037739	Kelley Imaging Systems	12/31/2019	25880807	COPIER LEASE	0	483.14	933.21
10 E 530 0100 27 7550 0110 0000 0000 0				General Fund/Expenditures/Basic Education		483.14	
			26056550	Copier Lease	0	450.07	
10 E 530 0100 27 7550 0110 0000 0000 0				General Fund/Expenditures/Basic Education		450.07	
141037740	Mallery, Mathew	12/31/2019	DEC2019	EXP CLAIM-MILES/MEALS	0	176.63	176.63
10 E 530 9700 12 8580 0110 0000 0000 0				General Fund/Expenditures/District Support		176.63	
141037741	MARY M KNIGHT SCHOOL	12/31/2019	Dec2019	Notary Fee	0	30.00	30.00
10 E 530 9700 13 7340 0110 0000 0000 0				General Fund/Expenditures/District Support		30.00	
141037742	MASON COUNTY GARBAGE, INC	12/31/2019	5888544	GARBARGE SERVICE	0	389.57	659.08
10 E 530 9700 65 7420 0110 0000 0000 0				General Fund/Expenditures/District Support		389.57	
			5888912	RECYCLING	0	269.51	
10 E 530 9700 65 7420 0110 0000 0000 0				General Fund/Expenditures/District Support		269.51	
141037743	MASTERCARD CORP CLIENT PAYMENT	12/31/2019	9550	Misc Charges	0	163.76	163.76
10 E 530 5100 27 5610 0110 0000 0000 0				General Fund/Expenditures/Title I Federal		11.42	
10 E 530 9700 13 7340 0110 0000 0000 0				General Fund/Expenditures/District Support		0.18	
10 E 530 9700 64 5610 0110 0000 0000 0				General Fund/Expenditures/District Support		103.36	
10 E 530 9800 42 5630 0110 0000 0000 0				General Fund/Expenditures/Food Service		48.80	
141037744	MATLOCK STORE	12/31/2019	Dec2019	Fuel	0	2,808.00	2,808.00
10 E 530 9900 52 5626 0110 0000 0000 0				General Fund/Expenditures/Transportation		2,056.79	
10 E 530 9900 52 5626 0110 2100 0000 0				General Fund/Expenditures/Transportation		751.21	
141037745	NORTHWEST LEADERSHIP ASSOCIATE	12/31/2019	1113	CONSULT FOR SUP SEARCH	0	2,500.00	2,500.00
10 E 530 9700 12 7340 0110 0000 0000 0				General Fund/Expenditures/District Support		2,500.00	
141037746	ORKIN EXTERMINATING	12/31/2019	191929346	PEST CONTROL	0	120.27	120.27
10 E 530 9700 64 7340 0110 0000 0000 0				General Fund/Expenditures/District Support		120.27	
141037747	OSPI - CHILD NUTRITION SERVICE	12/31/2019	26018	COMMODITIES	0	834.38	834.38
10 E 530 9800 42 5630 0110 0000 0000 0				General Fund/Expenditures/Food Service		834.38	
141037748	PIONEER FIRE & SECURITY, INC.	12/31/2019	41938-S	FIRE EXTINGUISHER MAINT	0	283.46	283.46
10 E 530 9700 67 7431 0110 0000 0000 0				General Fund/Expenditures/District Support		283.46	
141037749	PORTER FOSTER RORICK LLP	12/31/2019	109944	LEGAL SERVICES	0	1,625.00	1,625.00
10 E 530 9700 11 7340 0110 0000 0000 0				General Fund/Expenditures/District Support		1,625.00	
141037750	PUD 1	12/31/2019	20198900	19-20 Annual Satellite Water Management Service	0	1,398.52	1,398.52
10 E 530 9700 65 7410 0110 0000 0000 0				General Fund/Expenditures/District Support		1,398.52	
141037751	PUD 3	12/31/2019	25815001	Power	0	215.81	4,929.03
10 E 530 9700 65 7622 0110 0000 0000 0				General Fund/Expenditures/District Support		215.81	
			25817001	Power	0	4,458.96	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
10 E 530 9700 65 7622 0110 0000 0000 0				General Fund/Expenditures/District Support		4,458.96	
			73599001	Power	0	254.26	
10 E 530 9700 65 7622 0110 0000 0000 0				General Fund/Expenditures/District Support		254.26	
141037752	RODGERS KEE CARD & STROPHY, PS	12/31/2019	18721	LEGAL SERVICES	0	475.00	475.00
10 E 530 9700 11 7340 0110 0000 0000 0				General Fund/Expenditures/District Support		475.00	
141037753	Stanley Convergent Security So	12/31/2019	17076186	Monitoring charges for 1/1/20-3/31/20	0	122.82	329.01
10 E 530 9700 67 7431 0110 0000 0000 0				General Fund/Expenditures/District Support		122.82	
			17077388	Monitoring charges for 1/1/20-3/31/20	0	97.76	
10 E 530 9700 67 7431 0110 0000 0000 0				General Fund/Expenditures/District Support		97.76	
			17079235	Monitoring Charges for 1/1/20-3/31/20	0	108.43	
10 E 530 9700 67 7431 0110 0000 0000 0				General Fund/Expenditures/District Support		108.43	
141037754	STAPLES - DEPT 31 CREDIT PLAN	12/31/2019	3431391017	OFFICE SUPPLIES	0	1,893.13	1,893.13
10 E 530 0100 27 5610 0110 0000 0000 0				General Fund/Expenditures/Basic Education		1,805.65	
10 E 530 0100 23 5610 0110 0000 0000 0				General Fund/Expenditures/Basic Education		87.48	
141037755	TEACHER SYNERGY, LLC	12/31/2019	105111087	EDITABLE SIGHT WORDS	0	55.07	55.07
10 E 530 0100 27 7350 0110 0000 0000 0				General Fund/Expenditures/Basic Education		55.07	
141037756	Tozier Bros. Inc	12/31/2019	440435	KEY TAG/SCREWS	0	11.40	11.40
10 E 530 9700 64 5610 0110 0000 0000 0				General Fund/Expenditures/District Support		11.40	
141037757	UNITED SCHOOLS INS PROGRAM	12/31/2019	174171	ADDED NEW VANS TO INS	0	1,681.42	1,681.42
10 E 530 9900 56 7520 0110 0000 0000 0				General Fund/Expenditures/Transportation		1,681.42	
141037758	US Foods	12/31/2019	4676995	FOOD SUPPLIES	0	1,496.92	5,179.81
10 E 530 9800 42 5630 0110 0000 0000 0				General Fund/Expenditures/Food Service		1,496.92	
			4808134	FOOD SUPPLIES	0	873.21	
10 E 530 9800 42 5630 0110 0000 0000 0				General Fund/Expenditures/Food Service		873.21	
			4808136	FOOD SUPPLIES	0	35.42	
10 E 530 9800 42 5630 0110 0000 0000 0				General Fund/Expenditures/Food Service		35.42	
			4808137	FOOD SUPPLIES	0	21.00	
10 E 530 9800 42 5630 0110 0000 0000 0				General Fund/Expenditures/Food Service		21.00	
			4914395	FOOD SUPPLIES	0	1,139.23	
10 E 530 9800 42 5630 0110 0000 0000 0				General Fund/Expenditures/Food Service		1,139.23	
			5048046	FOOD SUPPLIES	0	1,614.03	
10 E 530 9800 44 5610 0110 0000 0000 0				General Fund/Expenditures/Food Service		7.83	
10 E 530 9800 42 5630 0110 0000 0000 0				General Fund/Expenditures/Food Service		1,606.20	
141037759	USPS	12/31/2019	DEC2019	NEWSLETTER POSTAGE	0	65.02	285.02
10 E 530 9700 15 5610 0110 0000 0000 0				General Fund/Expenditures/District Support		65.02	
			P1 1	BULK MAILING RENEWAL	0	220.00	
10 E 530 9700 13 5630 0110 0000 0000 0				General Fund/Expenditures/District Support		220.00	
141037760	WA STATE LICENSING DEPT	12/31/2019	Dec2019	Licensing for 2011 Dodge van	0	703.65	1,539.30
10 E 530 9900 52 7519 0110 0000 0000 0				General Fund/Expenditures/Transportation		703.65	
			Dec2019B	Licensing for	0	835.65	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
10 E 530 9900 52 7519 0110 0000 0000 0				2013 Dodge van General Fund/Expenditures/Transportation		835.65	
141037761	Willey, Tiki L	12/31/2019	DEC2019	EXP CLAIM-MILES	0	46.40	46.40
10 E 530 9700 13 8580 0110 0000 0000 0				General Fund/Expenditures/District Support		46.40	
141037762	With Respect, LLC	12/31/2019	1069	ED TRAINING & CONSULTING-3 DAYS	0	1,500.00	1,500.00
10 E 530 5200 31 7330 0110 0000 0000 0				General Fund/Expenditures/School Improvement Federal		1,500.00	
141037763	Woodward, Melisa Jane	12/31/2019	Dec2019	Classroom Supplies	0	306.65	306.65
10 E 530 2100 27 5610 0110 0000 0000 0				General Fund/Expenditures/SPED State Supplemental		306.65	
			45	Computer	Check(s) For a Total of		872,060.30

	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
	45	Computer	Checks For a Total of	872,060.30
Total For	45	Manual, Wire Tran, ACH & Computer	Checks	872,060.30
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	872,060.30

FUND SUMMARY

Fund	Description	Balance Sheet	Revenue	Expense	Total
10	General Fund	0.00	0.00	872,060.30	872,060.30

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 December 19, 2019, the board, by a _____ vote, approves payments, totaling \$162,725.89. The payments are further identified in this document.

Total by Payment Type for Cash Account, GF Warrants Outstanding:
Warrant Numbers 141037700 through 141037718, totaling \$162,725.89

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

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
141037700	Colonial Life & Accident Ins C	12/31/2019	20191231ADCLPT1	Payroll accrual	0	195.02	258.17
10 L 610 0000 00 0000 0000 0000			General Fund/Payroll Ded & Taxes Pay			195.02	
			20191231ADCLPT2	Payroll accrual	0	63.15	
10 L 610 0000 00 0000 0000 0000			General Fund/Payroll Ded & Taxes Pay			63.15	
141037701	COLUMBIA BANK - PR DEP	12/31/2019	20191231AK	Payroll accrual	0	85,998.59	85,998.59
10 L 650 0000 00 0000 0000 0000			General Fund/Deposits			85,998.59	
141037702	DEPT OF RETIREMENT	12/31/2019	20191129BD1ReE0	Payroll accrual	0	0.00	31,654.31
10 L 610 0000 00 0000 0000 0000			General Fund/Payroll Ded & Taxes Pay			0.00	
			20191129BF1ReE0	Payroll accrual	0	0.00	
10 L 610 0000 00 0000 0000 0000			General Fund/Payroll Ded & Taxes Pay			0.00	
			20191205AD1ReE0	Payroll accrual	0	0.00	
10 L 610 0000 00 0000 0000 0000			General Fund/Payroll Ded & Taxes Pay			0.00	
			20191205AF1ReE0	Payroll accrual	0	0.00	
10 L 610 0000 00 0000 0000 0000			General Fund/Payroll Ded & Taxes Pay			0.00	
			20191231AD1ReE0	Payroll accrual	0	0.00	
10 L 610 0000 00 0000 0000 0000			General Fund/Payroll Ded & Taxes Pay			0.00	
			20191231AD1ReE2	Payroll accrual	0	2,750.82	
10 L 610 0000 00 0000 0000 0000			General Fund/Payroll Ded & Taxes Pay			2,750.82	
			20191231AD1ReE3	Payroll accrual	0	916.37	
10 L 610 0000 00 0000 0000 0000			General Fund/Payroll Ded & Taxes Pay			916.37	
			20191231AD1ReT0	Payroll accrual	0	0.00	
10 L 610 0000 00 0000 0000 0000			General Fund/Payroll Ded & Taxes Pay			0.00	
			20191231AD1ReT2	Payroll accrual	0	3,236.43	
10 L 610 0000 00 0000 0000 0000			General Fund/Payroll Ded & Taxes Pay			3,236.43	
			20191231AD1ReT3	Payroll accrual	0	4,302.91	
10 L 610 0000 00 0000 0000 0000			General Fund/Payroll Ded & Taxes Pay			4,302.91	
			20191231AF1ReE0	Payroll accrual	0	0.00	
10 L 610 0000 00 0000 0000 0000			General Fund/Payroll Ded & Taxes Pay			0.00	
			20191231AF1ReE2	Payroll accrual	0	4,397.95	
10 L 610 0000 00 0000 0000 0000			General Fund/Payroll Ded & Taxes Pay			4,397.95	
			20191231AF1ReE3	Payroll accrual	0	2,240.36	
10 L 610 0000 00 0000 0000 0000			General Fund/Payroll Ded & Taxes Pay			2,240.36	
			20191231AF1ReT0	Payroll accrual	0	0.00	
10 L 610 0000 00 0000 0000 0000			General Fund/Payroll Ded & Taxes Pay			0.00	
			20191231AF1ReT2	Payroll accrual	0	6,474.31	
10 L 610 0000 00 0000 0000 0000			General Fund/Payroll Ded & Taxes Pay			6,474.31	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
10 L 610 0000 00 0000 0000 0000 0000			20191231AF1ReT3 General Fund/Payroll	Payroll accrual Ded & Taxes Pay	0	7,335.16 7,335.16	
141037703	DRS-DEFERRED COMP PROGRAM	12/31/2019	20191231ADA5128	Payroll accrual General Fund/Payroll	0	180.00 180.00	180.00
141037704	EMPLOYMENT SECURITY DEPT	12/31/2019	20191129BD1FLB	Payroll accrual General Fund/Payroll	0	-3.86 -3.86	379.07
10 L 610 0000 00 0000 0000 0000 0000			20191129BD2MLB General Fund/Payroll	Payroll accrual Ded & Taxes Pay	0	-3.47 -3.47	
10 L 610 0000 00 0000 0000 0000 0000			20191205AD1FLB General Fund/Payroll	Payroll accrual Ded & Taxes Pay	0	3.86 3.86	
10 L 610 0000 00 0000 0000 0000 0000			20191205AD2MLB General Fund/Payroll	Payroll accrual Ded & Taxes Pay	0	3.47 3.47	
10 L 610 0000 00 0000 0000 0000 0000			20191231AD1FLB General Fund/Payroll	Payroll accrual Ded & Taxes Pay	0	199.47 199.47	
10 L 610 0000 00 0000 0000 0000 0000			20191231AD2MLB General Fund/Payroll	Payroll accrual Ded & Taxes Pay	0	179.60 179.60	
141037705	ESD-UNEMPLOYMENT C	12/31/2019	20191129BF1UC	Payroll accrual General Fund/Payroll	0	-9.83 -9.83	267.76
10 L 610 0000 00 0000 0000 0000 0000			20191205AF1UC General Fund/Payroll	Payroll accrual Ded & Taxes Pay	0	9.83 9.83	
10 L 610 0000 00 0000 0000 0000 0000			20191231AF1UC General Fund/Payroll	Payroll accrual Ded & Taxes Pay	0	267.76 267.76	
141037706	ESD-WORKERS COMP	12/31/2019	20191129BD1WC	Payroll accrual General Fund/Payroll	0	-9.48 -9.48	4,220.16
10 L 610 0000 00 0000 0000 0000 0000			20191129BF1WC General Fund/Payroll	Payroll accrual Ded & Taxes Pay	0	-337.11 -337.11	
10 L 610 0000 00 0000 0000 0000 0000			20191205AD1WC General Fund/Payroll	Payroll accrual Ded & Taxes Pay	0	9.48 9.48	
10 L 610 0000 00 0000 0000 0000 0000			20191205AF1WC General Fund/Payroll	Payroll accrual Ded & Taxes Pay	0	337.11 337.11	
10 L 610 0000 00 0000 0000 0000 0000			20191231AD1WC General Fund/Payroll	Payroll accrual Ded & Taxes Pay	0	268.80 268.80	
10 L 610 0000 00 0000 0000 0000 0000			20191231AF1WC General Fund/Payroll	Payroll accrual Ded & Taxes Pay	0	3,951.36 3,951.36	
141037707	HEALTH CARE AUTHORITY	12/31/2019	20191231AFHCA	Payroll accrual General Fund/Payroll	0	1,947.68 1,947.68	2,156.36
10 L 610 0000 00 0000 0000 0000 0000			20191231AFHCA 1 General Fund/Payroll	Payroll accrual Ded & Taxes Pay	0	104.34 104.34	
10 L 610 0000 00 0000 0000 0000 0000			20191231AFHCA 2 General Fund/Payroll	Payroll accrual Ded & Taxes Pay	0	104.34 104.34	
141037708	LEGALSHIELD	12/31/2019	20191231ADL1125	Payroll accrual General Fund/Payroll	0	256.20 256.20	256.20
141037709	MASON COUNTY TREASURER	12/31/2019	20191129BD1FIC	Payroll accrual General Fund/Payroll	0	-179.34 -179.34	34,530.40
10 L 610 0000 00 0000 0000 0000 0000			20191129BD1FIT General Fund/Payroll	Payroll accrual Ded & Taxes Pay	0	-195.74 -195.74	
			20191129BD1Med	Payroll accrual	0	-41.95	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
10 L 610 0000 00 0000 0000 0000			General Fund/Payroll	Ded & Taxes Pay		-41.95	
			20191129BF1FIC	Payroll accrual	0	-179.34	
10 L 610 0000 00 0000 0000 0000			General Fund/Payroll	Ded & Taxes Pay		-179.34	
			20191129BF1Med	Payroll accrual	0	-41.95	
10 L 610 0000 00 0000 0000 0000			General Fund/Payroll	Ded & Taxes Pay		-41.95	
			20191205AD1FIC	Payroll accrual	0	179.34	
10 L 610 0000 00 0000 0000 0000			General Fund/Payroll	Ded & Taxes Pay		179.34	
			20191205AD1FIT	Payroll accrual	0	195.74	
10 L 610 0000 00 0000 0000 0000			General Fund/Payroll	Ded & Taxes Pay		195.74	
			20191205AD1Med	Payroll accrual	0	41.95	
10 L 610 0000 00 0000 0000 0000			General Fund/Payroll	Ded & Taxes Pay		41.95	
			20191205AF1FIC	Payroll accrual	0	179.34	
10 L 610 0000 00 0000 0000 0000			General Fund/Payroll	Ded & Taxes Pay		179.34	
			20191205AF1Med	Payroll accrual	0	41.95	
10 L 610 0000 00 0000 0000 0000			General Fund/Payroll	Ded & Taxes Pay		41.95	
			20191231AD1FIC	Payroll accrual	0	9,267.13	
10 L 610 0000 00 0000 0000 0000			General Fund/Payroll	Ded & Taxes Pay		9,267.13	
			20191231AD1FIT	Payroll accrual	0	10,948.56	
10 L 610 0000 00 0000 0000 0000			General Fund/Payroll	Ded & Taxes Pay		10,948.56	
			20191231AD1FIT+	Payroll accrual	0	713.00	
10 L 610 0000 00 0000 0000 0000			General Fund/Payroll	Ded & Taxes Pay		713.00	
			20191231AD1Med	Payroll accrual	0	2,167.29	
10 L 610 0000 00 0000 0000 0000			General Fund/Payroll	Ded & Taxes Pay		2,167.29	
			20191231AF1FIC	Payroll accrual	0	9,267.13	
10 L 610 0000 00 0000 0000 0000			General Fund/Payroll	Ded & Taxes Pay		9,267.13	
			20191231AF1Med	Payroll accrual	0	2,167.29	
10 L 610 0000 00 0000 0000 0000			General Fund/Payroll	Ded & Taxes Pay		2,167.29	
141037710	Premera Blue Cross	12/31/2019	20191231AFPBCQ	Payroll accrual	0	971.46	971.46
10 L 610 0000 00 0000 0000 0000			General Fund/Payroll	Ded & Taxes Pay		971.46	
141037711	PSE - PUBLIC SCHOOL EMPLOYEES	12/31/2019	20191231ADA2110	Payroll accrual	0	579.78	579.78
10 L 610 0000 00 0000 0000 0000			General Fund/Payroll	Ded & Taxes Pay		579.78	
141037712	PSE-MMK	12/31/2019	20191231ADA3110	Payroll accrual	0	13.00	13.00
10 L 610 0000 00 0000 0000 0000			General Fund/Payroll	Ded & Taxes Pay		13.00	
141037713	SECU - SCHOOL EMPLOYEES CREDIT	12/31/2019	20191231ADI0123	Payroll accrual	0	180.00	180.00
10 L 610 0000 00 0000 0000 0000			General Fund/Payroll	Ded & Taxes Pay		180.00	
141037714	UNITED WAY	12/31/2019	20191231ADV0281	Payroll accrual	0	10.00	10.00
10 L 610 0000 00 0000 0000 0000			General Fund/Payroll	Ded & Taxes Pay		10.00	
141037715	WA STATE SCHOOL RETIREES ASSOC	12/31/2019	20191231ADR1121	Payroll accrual	0	7.00	7.00
10 L 610 0000 00 0000 0000 0000			General Fund/Payroll	Ded & Taxes Pay		7.00	
141037716	WEA Payroll Deductions	12/31/2019	20191231ADF0FAA	Payroll accrual	0	919.92	930.92
10 L 610 0000 00 0000 0000 0000			General Fund/Payroll	Ded & Taxes Pay		919.92	
			20191231ADF1FAE	Payroll accrual	0	9.00	
10 L 610 0000 00 0000 0000 0000			General Fund/Payroll	Ded & Taxes Pay		9.00	
			20191231ADF0FAE	Payroll accrual	0	2.00	
10 L 601 0000 00 0000 0000 0000			General Fund/Accounts Payable			2.00	
141037717	WEA SELECT PLANS - WDS	12/31/2019	20191231AFWDS	Payroll accrual	0	116.24	116.24
10 L 610 0000 00 0000 0000 0000			General Fund/Payroll	Ded & Taxes Pay		116.24	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
141037718	WEA SELECT PLANS - VSP/PREmera	12/31/2019	20191231AFVis	Payroll accrual	0	16.47	16.47
	10 L 610 0000 00 0000 0000 0000 0000		General Fund/Payroll Ded & Taxes Pay			16.47	
				19 Computer	Check(s) For a Total of		162,725.89

	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
	19	Computer	Checks For a Total of	162,725.89
Total For	19	Manual, Wire Tran, ACH & Computer	Checks	162,725.89
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	162,725.89

FUND SUMMARY

Fund	Description	Balance Sheet	Revenue	Expense	Total
10	General Fund	162,725.89	0.00	0.00	162,725.89

Payments have been 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. Those payments have been recorded on a listing which has been made available to the board.

As of December 19, 2019, the board, by a _____ vote, does approve for payment those checks (warrants) included in the following list and further described as follows: COUNTY TREASURER - GF Warrants Outstanding Check Number 141037687 through 141037699 and for payment those Direct Deposits included in the following list and further described as follows: COUNTY TREASURER - GF Warrants Outstanding Direct Deposit Number 900004307 through 900004339 in the total amount of \$189,026.30.

Secretary _____ Board Member _____

Board Member _____ Board Member _____

Board Member _____ Board Member _____

4pacpv04.p MARY M KNIGHT SD 311 8:46 AM 12/17/19
 05.19.10.00.00-010049 PAY SUMMARY FOR MON / Monthly - AFTER CALCS PAGE: 1
 CHECK DATE: 12/31/2019 PERIOD ENDING DATE: 12/31/2019

Board Report

<u>PAY</u>	<u>DESCRIPTION</u>	<u>COUNT</u>	<u>FACTOR</u>	<u>HOURS</u>	<u>GROSS</u>	<u>RETIRE HOURS</u>
00024	Class Base	1	1.0000		1,259.01	72.00
00303	Skills USA	1	1.0000		169.00	15.00
00503	Year-Book	1	1.0000		169.00	15.00
00A44	Supplemental #1	1	1.0000		300.42	3.80
10003	Admin Base	2	2.0000		18,750.01	304.00
10013	Cert Base	21	14.0000		64,587.37	1462.80
10023	Class Base	18	9.0000		25,564.57	1136.00
10024	Class Base	10	8.0000		17,474.77	925.50
10030	Cert Sub Cover	7	17.0000		510.00	
10064	Basketball	7	7.0000		6,497.02	347.10
10083	Cheerleading	1	1.0000		338.00	30.00
10103	Class Advisor	1	1.0000		306.40	15.00
10203	Athletic Direct	1	1.0000		430.07	7.50
10413	ASB Advisor	1	1.0000		225.34	15.00
10A33	Prof Dev #1	16	14.0000		641.53	7.50
10C23	Prof Developmen	19	14.0000		2,593.59	-7.50
LWOP3	Leave w/o Pay	2		-4.5000	-79.75	-4.50
LWOP4	Leave w/o Pay	1		-1.5000	-30.09	-1.50
T0.4	OVT HOURS	1		5.0000	159.75	5.00
TAD*3	Addt'l Hours	11		100.5000	3,568.05	100.50
TAD*4	Addt'l Hours	2		13.7500	282.49	13.80
TB.4	BUS SUBS	1		81.0000	1,551.15	81.00
TC.4	CUST SUBS	1		50.7500	685.13	50.80
TED*4	Extra Drive	2		10.5000	215.34	10.60
TK.4	KITCHEN SUB	1		9.7500	149.47	9.80
TSB*4	Stand By	1		8.7500	122.50	8.80
TT.3	CERTSUBS	6		140.0000	3,158.31	140.00
TTK3	TICKET TAKER	1		5.5000	66.00	5.50
REPORT TOTAL		138	93.0000	419.5000	149,664.45	4768.50

Board Report

<u>CODE</u>	<u>DESCRIPTION</u>	<u>CATEGORY</u>	<u>COUNT</u>	<u>AMOUNT</u>
1FIC	FICA	FICA	138	9,267.13
1FIT	Fed Inc Tax	FEDERAL TAX	127	10,948.56
1FIT+	FIT Add Amount	FEDERAL TAX	10	713.00
1FLB	WA Paid Fam Lv	PFML	138	199.47
1Med	Medicare	MEDICARE	138	2,167.29
1ReE0	SERS Plan 0	RETIREMENT	9	
1ReE2	SERS Plan 2	RETIREMENT	32	2,750.82
1ReE3	SERS Plan 3	RETIREMENT	23	916.37
1ReT0	TRS Plan 0	RETIREMENT	4	
1ReT2	TRS Plan 2	RETIREMENT	42	3,236.43
1ReT3	TRS Plan 3	RETIREMENT	29	4,302.91
1WC	Workers' Comp	WORKERS' COMP	138	268.80
2MLB	WA Paid Med Lv	PFML	138	179.60
A2110	PSE Union 1.75		47	579.78
A3110	PSE - Local Due		27	13.00
A5128	DRS - Def. Comp	TSA-BEFORE TAX	4	180.00
CLPT1	CL Pre-Tax	OTH BEF TAX	6	195.02
CLPT2	CL Post-Tax		2	63.15
F0FAA	WEA Dues .76		17	919.92
F1FAE	WEA PAC		7	9.00
FCPE	NEA FCPE		3	2.00
I0123	SECU		2	180.00
L1125	Pre-Paid Legal		10	256.20
R1121	Retiree Assoc		2	7.00
V0281	United Way		2	10.00
			1095	37,365.45

Board Report

<u>CODE</u>	<u>DESCRIPTION</u>	<u>CATEGORY</u>	<u>COUNT</u>	<u>AMOUNT</u>
1FIC	FICA	FICA	138	9,267.13
1Med	Medicare	MEDICARE	138	2,167.29
1ReE0	SERS Plan 0	RETIREMENT	9	
1ReE2	SERS Plan 2	RETIREMENT	32	4,397.95
1ReE3	SERS Plan 3	RETIREMENT	23	2,240.36
1ReT0	TRS Plan 0	RETIREMENT	4	
1ReT2	TRS Plan 2	RETIREMENT	42	6,474.31
1ReT3	TRS Plan 3	RETIREMENT	29	7,335.16
1UC	Unemployment 00	UNEMPLOY COMP	138	267.76
1WC	Workers' Comp	WORKERS' COMP	138	3,951.36
HCA	Hlth Care Auth		45	1,947.68
HCA 1	Hlth Care Auth		2	104.34
HCA 2	Hlth Care Auth		3	104.34
PBCQ	QHDHP		2	971.46
Vis	Vision		2	16.47
WDS	Dental		2	116.24
			747	39,361.85

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

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 December 19, 2019, the board, by a _____ vote, approves payments, totaling \$114,112.10. The payments are further identified in this document.

Total by Payment Type for Cash Account, TVF Warrants Outstanding:
Warrant Numbers 149000006 through 149000006, totaling \$114,112.10

Secretary _____ Board Member _____

Board Member _____ Board Member _____

Board Member _____ Board Member _____

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
149000006	SCHETKY NORTHWEST SALES, INC	12/31/2019	13102SB	THOMAS BUS MODEL C2 340S	0	114,112.10	114,112.10
	90 E 530 9900 57 9732 0110 0000 0000 0			Transportation Vehicle Fund/Expenditures/Transportation		114,112.10	
				1 Computer	Check(s) For a Total of		114,112.10

	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
	1	Computer	Checks For a Total of	114,112.10
Total For	1	Manual, Wire Tran, ACH & Computer	Checks	114,112.10
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	114,112.10

FUND SUMMARY

Fund	Description	Balance Sheet	Revenue	Expense	Total
90	Transportation Vehicle Fund	0.00	0.00	114,112.10	114,112.10

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

For the MARY M KNIGHT SD 311 School District for the Month of November, 2019

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
A. REVENUES/OTHER FIN. SOURCES						
1000 LOCAL TAXES	390,213	30,842.79	98,162.83		292,050.17	25.16
2000 LOCAL SUPPORT NONTAX	37,675	5,255.68	15,216.20		22,458.80	40.39
3000 STATE, GENERAL PURPOSE	17,946,169	1,034,291.87	3,864,047.75		14,082,121.25	21.53
4000 STATE, SPECIAL PURPOSE	2,608,395	127,739.28	571,021.56		2,037,373.44	21.89
5000 FEDERAL, GENERAL PURPOSE	1,000	.00	.00		1,000.00	0.00
6000 FEDERAL, SPECIAL PURPOSE	253,370	10,805.39	34,833.02		218,536.98	13.75
7000 REVENUES FR OTH SCH DIST	0	.00	.00		.00	0.00
8000 OTHER AGENCIES AND ASSOCIATES	2,000	.00	.00		2,000.00	0.00
9000 OTHER FINANCING SOURCES	0	.00	.00		.00	0.00
Total REVENUES/OTHER FIN. SOURCES	21,238,822	1,208,935.01	4,583,281.36		16,655,540.64	21.58
B. EXPENDITURES						
00 Regular Instruction	17,327,425	1,419,753.83	3,120,049.39	0.00	14,207,375.61	18.01
10 Federal Stimulus	0	.00	.00	0.00	.00	0.00
20 Special Ed Instruction	2,432,637	28,045.44	65,628.08	0.00	2,367,008.92	2.70
30 Voc. Ed Instruction	223,004	10,041.86	32,319.32	0.00	190,684.68	14.49
40 Skills Center Instruction	0	.00	.00	0.00	.00	0.00
50+60 Compensatory Ed Instruct.	354,185	9,045.68	29,995.22	0.00	324,189.78	8.47
70 Other Instructional Pgms	51,315	.00	.00	0.00	51,315.00	0.00
80 Community Services	0	1,494.26	4,615.07	0.00	4,615.07-	0.00
90 Support Services	1,240,771	95,711.16	347,193.85	0.00	893,577.15	27.98
Total EXPENDITURES	21,629,337	1,564,092.23	3,599,800.93	0.00	18,029,536.07	16.64
C. OTHER FIN. USES TRANS. OUT (GL 536)						
	239,000	.00	.00			
D. OTHER FINANCING USES (GL 535)						
	0	39,000.00	39,000.00			
E. EXCESS OF REVENUES/OTHER FIN.SOURCES OVER (UNDER) EXP/OTH FIN USES (A-B-C-D)						
	629,515-	394,157.22-	944,480.43		1,573,995.43	250.03-
F. TOTAL BEGINNING FUND BALANCE						
	1,452,500		1,390,159.44			
G. G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)						
	XXXXXXXX		.00			
H. TOTAL ENDING FUND BALANCE (E+F + OR - G)						
	822,985		2,334,639.87			

I. ENDING FUND BALANCE ACCOUNTS:

G/L 810 Restricted For Other Items	0	39,400.00
G/L 815 Restrict Unequalized Deduct Rev	0	.00
G/L 821 Restricted for Carryover	0	.00
G/L 825 Restricted for Skills Center	0	.00
G/L 828 Restricted for C/O of FS Rev	0	.00
G/L 830 Restricted for Debt Service	0	.00
G/L 835 Restricted For Arbitrage Rebate	0	.00
G/L 840 Nonspnd FB - Invent/Prepd Itms	0	.00
G/L 845 Restricted for Self-Insurance	0	.00
G/L 850 Restricted for Uninsured Risks	0	.00
G/L 870 Committed to Other Purposes	0	.00
G/L 872 Committd to Econmc Stabilizatn	0	.00
G/L 875 Assigned Contingencies	0	.00
G/L 884 Assigned to Other Cap Projects	0	.00
G/L 888 Assigned to Other Purposes	0	600.00
G/L 890 Unassigned Fund Balance	230,762	1,755,759.67
G/L 891 Unassigned Min Fnd Bal Policy	592,223	538,880.20
<u>TOTAL</u>	822,985	2,334,639.87

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

For the MARY M KNIGHT SD 311 School District for the Month of November, 2019

<u>A. REVENUES/OTHER FIN. SOURCES</u>	<u>ANNUAL BUDGET</u>	<u>ACTUAL FOR MONTH</u>	<u>ACTUAL FOR YEAR</u>	<u>ENCUMBRANCES</u>	<u>BALANCE</u>	<u>PERCENT</u>
1000 Local Taxes	0	.00	.00		.00	0.00
2000 Local Support Nontax	100	.18	.57		99.43	0.57
3000 State, General Purpose	0	.00	.00		.00	0.00
4000 State, Special Purpose	0	.00	.00		.00	0.00
5000 Federal, General Purpose	0	.00	.00		.00	0.00
6000 Federal, Special Purpose	0	.00	.00		.00	0.00
7000 Revenues Fr Oth Sch Dist	0	.00	.00		.00	0.00
8000 Other Agencies and Associates	0	.00	.00		.00	0.00
9000 Other Financing Sources	0	.00	.00		.00	0.00
<u>Total REVENUES/OTHER FIN. SOURCES</u>	100	.18	.57		99.43	0.57
<u>B. EXPENDITURES</u>						
10 Sites	0	.00	.00	0.00	.00	0.00
20 Buildings	0	.00	.00	0.00	.00	0.00
30 Equipment	0	.00	.00	0.00	.00	0.00
40 Energy	0	.00	.00	0.00	.00	0.00
50 Sales & Lease Expenditure	0	.00	.00	0.00	.00	0.00
60 Bond Issuance Expenditure	0	.00	.00	0.00	.00	0.00
90 Debt	0	.00	.00	0.00	.00	0.00
<u>Total EXPENDITURES</u>	0	.00	.00	0.00	.00	0.00
C. <u>OTHER FIN. USES TRANS. OUT (GL 536)</u>	0	.00	.00			
D. <u>OTHER FINANCING USES (GL 535)</u>	0	.00	.00			
E. <u>EXCESS OF REVENUES/OTHER FIN. SOURCES OVER(UNDER) EXP/OTH FIN USES (A-B-C-D)</u>	100	.18	.57		99.43-	99.43-
F. <u>TOTAL BEGINNING FUND BALANCE</u>	125		110.08			
G. <u>G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)</u>	XXXXXXXX		.00			
H. <u>TOTAL ENDING FUND BALANCE (E+F + OR - G)</u>	225		110.65 ✓			

I. ENDING FUND BALANCE ACCOUNTS:

G/L 810 Restricted For Other Items	0	.00
G/L 825 Restricted for Skills Center	0	.00
G/L 830 Restricted for Debt Service	0	.00
G/L 835 Restricted For Arbitrage Rebate	0	.00
G/L 840 Nonspnd FB - Invent/Prepd Itms	0	.00
G/L 850 Restricted for Uninsured Risks	0	.00
G/L 861 Restricted from Bond Proceeds	0	.00
G/L 862 Committed from Levy Proceeds	0	.00
G/L 863 Restricted from State Proceeds	0	.00
G/L 864 Reserve from Federal Proceeds	0	.00
G/L 865 Restricted from Other Proceeds	0	.00
G/L 866 Restricted from Impact Proceeds	0	.00
G/L 867 Restricted from Mitigation Fees	0	.00
G/L 869 Restricted fr Undistr Proceeds	0	.00
G/L 870 Committed to Other Purposes	0	.00
G/L 889 Assigned to Fund Purposes	225	110.65
G/L 890 Unassigned Fund Balance	0	.00
<u>TOTAL</u>	225	110.65

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

For the MARY M KNIGHT SD 311 School District for the Month of November, 2019

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
A. REVENUES/OTHER FIN. SOURCES						
1000 Local Taxes	0	.00	.00		.00	0.00
2000 Local Support Nontax	600	24.10	24.93		575.07	4.16
3000 State, General Purpose	0	.00	.00		.00	0.00
5000 Federal, General Purpose	0	.00	.00		.00	0.00
9000 Other Financing Sources	239,000	39,000.00	39,000.00		200,000.00	16.32
Total REVENUES/OTHER FIN. SOURCES	239,600	39,024.10	39,024.93		200,575.07	16.29
B. EXPENDITURES						
Matured Bond Expenditures	239,000	.00	.00	0.00	239,000.00	0.00
Interest On Bonds	6,610	.00	.00	0.00	6,610.00	0.00
Interfund Loan Interest	0	.00	.00	0.00	.00	0.00
Bond Transfer Fees	500	.00	170.00	0.00	330.00	34.00
Arbitrage Rebate	0	.00	.00	0.00	.00	0.00
Underwriter's Fees	0	.00	.00	0.00	.00	0.00
Total EXPENDITURES	246,110	.00	170.00	0.00	245,940.00	0.07
C. OTHER FIN. USES TRANS. OUT (GL 536)						
	0	.00	.00			
D. OTHER FINANCING USES (GL 535)						
	0	.00	.00			
E. EXCESS OF REVENUES/OTHER FIN. SOURCES OVER (UNDER) EXPENDITURES (A-B-C-D)						
	6,510-	39,024.10	38,854.93		45,364.93	696.85-
F. TOTAL BEGINNING FUND BALANCE						
	14,350		14,699.46			
G. G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)						
	XXXXXXXX		.00			
H. TOTAL ENDING FUND BALANCE (E+F + OR - G)						
	7,840		53,554.39			
I. ENDING FUND BALANCE ACCOUNTS:						
G/L 810 Restricted for Other Items	0		.00			
G/L 830 Restricted for Debt Service	7,840		53,554.39			
G/L 835 Restricted For Arbitrage Rebate	0		.00			
G/L 870 Committed to Other Purposes	0		.00			
G/L 889 Assigned to Fund Purposes	0		.00			
G/L 890 Unassigned Fund Balance	0		.00			
TOTAL	7,840		53,554.39			

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

For the MARY M KNIGHT SD 311 School District for the Month of November, 2019

A. REVENUES	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
1000 GENERAL STUDENT BODY	8,000	519.42	3,813.50		4,186.50	47.67
2000 ATHLETICS	7,200	262.00	3,348.09		3,851.91	46.50
3000 CLASSES	7,500	.00	.00		7,500.00	0.00
4000 CLUBS	6,000	80.00	970.00		5,030.00	16.17
6000 PRIVATE MONEY	400	.00	340.00		60.00	85.00
<u>Total REVENUES</u>	29,100	861.42	8,471.59		20,628.41	29.11
B. EXPENDITURES						
1000 GENERAL STUDENT BODY	5,000	155.66	711.85	0.00	4,288.15	14.24
2000 ATHLETICS	14,250	4,482.03	6,753.81	0.00	7,496.19	47.40
3000 CLASSES	7,850	.00	151.90	0.00	7,698.10	1.94
4000 CLUBS	2,600	.00	3,886.39	0.00	1,286.39	149.48
6000 PRIVATE MONEY	500	.00	.00	0.00	500.00	0.00
<u>Total EXPENDITURES</u>	30,200	4,637.69	11,503.95	0.00	18,696.05	38.09
C. EXCESS OF REVENUES OVER (UNDER) EXPENDITURES (A-B)	1,100-	3,776.27-	3,032.36-		1,932.36-	175.67
D. TOTAL BEGINNING FUND BALANCE	25,000		25,787.77			
E. G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)	XXXXXXXX		.00			
F. TOTAL ENDING FUND BALANCE (C+D + OR - E)	23,900		22,755.41			
G. ENDING FUND BALANCE ACCOUNTS:						
G/L 810 Restricted for Other Items	0		.00			
G/L 819 Restricted for Fund Purposes	23,900		22,755.41			
G/L 840 Nonspnd FB - Invent/Prepd Itms	0		.00			
G/L 850 Restricted for Uninsured Risks	0		.00			
G/L 870 Committed to Other Purposes	0		.00			
G/L 889 Assigned to Fund Purposes	0		.00			
G/L 890 Unassigned Fund Balance	0		.00			
<u>TOTAL</u>	23,900		22,755.41			

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

For the MARY M KNIGHT SD 311 School District for the Month of November, 2019

<u>A. REVENUES/OTHER FIN. SOURCES</u>	<u>ANNUAL BUDGET</u>	<u>ACTUAL FOR MONTH</u>	<u>ACTUAL FOR YEAR</u>	<u>ENCUMBRANCES</u>	<u>BALANCE</u>	<u>PERCENT</u>
1000 Local Taxes	0	.00	.00		.00	0.00
2000 Local Nontax	500	200.64	555.23		55.23-	111.05
3000 State, General Purpose	0	.00	.00		.00	0.00
4000 State, Special Purpose	21,443	.00	.00		21,443.00	0.00
5000 Federal, General Purpose	0	.00	.00		.00	0.00
6000 Federal, Special Purpose	0	.00	.00		.00	0.00
8000 Other Agencies and Associates	0	.00	.00		.00	0.00
9000 Other Financing Sources	0	.00	.00		.00	0.00
<u>A. TOTAL REV/OTHER FIN.SRCS (LESS TRANS)</u>	21,943	200.64	555.23		21,387.77	2.53
<u>B. 9900 TRANSFERS IN FROM GF</u>	0	.00	.00		.00	0.00
<u>C. Total REV./OTHER FIN. SOURCES</u>	21,943	200.64	555.23		21,387.77	2.53
<u>D. EXPENDITURES</u>						
Type 30 Equipment	115,000	.00	.00	0.00	115,000.00	0.00
Type 60 Bond Levy Issuance	0	.00	.00	0.00	.00	0.00
Type 90 Debt	0	.00	.00	0.00	.00	0.00
<u>Total EXPENDITURES</u>	115,000	.00	.00	0.00	115,000.00	0.00
<u>E. OTHER FIN. USES TRANS. OUT (GL 536)</u>	0	.00	.00			
<u>F. OTHER FINANCING USES (GL 535)</u>	0	.00	.00			
<u>G. EXCESS OF REVENUES/OTHER FIN SOURCES OVER (UNDER) EXP/OTH FIN USES (C-D-E-F)</u>	93,057-	200.64	555.23		93,612.23	100.60-
<u>H. TOTAL BEGINNING FUND BALANCE</u>	100,000		120,935.62			
<u>I. G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)</u>	XXXXXXXXXX		.00			
<u>J. TOTAL ENDING FUND BALANCE (G+H + OR - I)</u>	6,943		121,490.85			
<u>K. ENDING FUND BALANCE ACCOUNTS:</u>						
G/L 810 Restricted For Other Items	0		.00			
G/L 819 Restricted for Fund Purposes	6,943		121,490.85			
G/L 830 Reserved for Debt Service	0		.00			
G/L 835 Restrictd For Arbitrage Rebate	0		.00			
G/L 850 Restricted for Uninsured Risks	0		.00			
G/L 889 Assigned to Fund Purposes	0		.00			
G/L 890 Unassigned Fund Balance	0		.00			
<u>TOTAL</u>	6,943		121,490.85			

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

MASON COUNTY TREASURER'S MONTHLY REPORT

To Mary M Knight School District
 For November-2019
 Month Year

School District No. 311

ESD No. 113

		Item No.	General Fund 1	ASB Fund 4
I	CASH:			
	Beginning Cash Balance		1,654,420.47	6,438.14
	ADD: School District Deposits Received In	01	793.69	813.64
	Investment Earnings	02		47.78
	Investments Sold (Exclude Interest)	03	337,682.59	3,780.06
	Interfund Loan Proceeds from Fund 2	52		
	Repayment of Interfund Loan Principal from Funds 2, 3, or 9 (Exclude Interest)	49		
	Proceeds from Revenue Anticipation Notes Issued	15		
	Total Schedule A Cash Increases (see page 8)	04	1,208,331.05	
	Other Cash Increases - Identify	19		
	DEDUCT: Warrants Redeemed	05	1,587,314.13	6,394.15
	Warrants Interest Paid	06		
	Investments Purchased	07		
	Interfund Loans to Funds 2, 3, or 9	13		
	Repayment of Interfund Loan Principal from Funds 2 (Exclude Interest)	08		
	Interfund Loan Interest Paid	09		
	Revenue Anticipation Notes Redeemed	16		
	Revenue Anticipation Note Interest Paid	17		
	Transfer to Funds 2, 3, or 9	10	39,000.00	
	Other Cash Decreased - Identify	11		
	Ending Cash Balance		1,574,913.67	4,685.47
II	INVESTMENTS:			
	Beginning Investment Balance		2,669,851.08	26,384.80
	ADD: Investments Purchased	07		
	DEDUCT: Investments Sold	03	337,682.59	3,780.06
	Ending Investments Balance		2,332,168.49	22,604.74
III	WARRANTS OUTSTANDING:			
	Beginning Warrants Outstanding Balance		1,595,451.33	6,394.15
	ADD: Warrants Issued	12	1,564,281.96	4,637.69
	DEDUCT: Warrants Redeemed	05	1,587,314.13	6,394.15
	Warrants Cancelled	14		
	Ending Warrants Outstanding Balance		1,572,419.16	4,637.69
IV	REVENUE ANTICIPATION NOTES OUTSTANDING:			
	Beginning Revenue Anticipation Notes Outstanding Balance		0.00	
	ADD: Revenue Anticipation Notes Issued	15		
	DEDUCT: Revenue Anticipation Notes Redeemed	16		
	Ending Revenue Anticipation Notes Outstanding Balance			
	Ending Cash Plus Investments Less Warrants Outstanding Less Revenue Anticipation Notes Outstanding		2,334,663.00	22,652.52

Imprest + + 600.00 + 200.00
 Comp tax - - 623.13 - 97.11
 2,334,639.87 22,755.41

MASON COUNTY TREASURER'S MONTHLY REPORT

To Mary M Knight School District
 For November-2019
 Month Year

School District No. 311

ESD No. 113

Schedule A

Detail of Cash Increases (Other Than School District Direct Deposits with the County Treasurer, Investment Transactions, Interfund Loans, and Accrued Interest and Premium on Bonds Sold).

School Revenue No.	Source Description	Item No.	General Fund 1	Capital Projects Fund 2	Debt Service Fund 3	Transportation Vehicle Fund 9
1100	Local Property Tax	20	30,842.79			
1300	Sale of Tax Title Property	28				
1400	In Lieu of Taxes	29				
1500	Timber Excise Tax	35				
1600	County-Administered Forests - DNR	30				
1900	Other Local Taxes	31				
XXXX	State Apportionment (Total Only) Report 1197	32	1,172,836.54			
2900	Other Local Support Nontax (i.e., Impact Fees)	38				
5500	Federal Forests	27				
3600	State Forests - DNR	34				
3900	Other State - General	36				
5400	Federal in Lieu of Taxes	55				
XXXX	Other Federal (Includes Accounts 5200 and 6100)	40				
2300	Investment Earnings	02	4,651.72	0.18	24.10	200.64
2400	Interfund Loan Interest Earnings	41				
9100	Sale of Bonds	42				
9600	Sale of Refunding Bonds	43				
7100	Participation Payments from Other Districts	46				
7301	Nonhigh Participation	47				
9900	Transfers **	48			39,000.00	
TOTAL SCHEDULE A CASH INCREASES (These totals must equal the amounts shown in Item 04 on pages 1, 2 and 3 in Funds 1, 2, 3, and 9)			1,208,331.05	0.18	39,024.10	200.64

**Please refer to the Accounting Manual for Public School Districts in the State of Washington for definition of Revenue 9900 Operating Transfers.

This report is due on or before the 7th business day of the following month according to RCW 28A.510.370(2).
 I hereby certify that the county treasurer's monthly report to the above-named school district is true and correct.

County Treasurer Julie Richert DEPUTY
 12/3/2019
 DATE

MASON COUNTY TREASURER'S MONTHLY REPORT

To Mary M Knight School District
 For November-2019
 Month Year

School District No. 311

ESD No. 113

	Item No.	Capital Projects Fund 2	Transportation Vehicle Fund 9
I CASH:			
Beginning Cash Balance		0.19	171.52
ADD: School District Deposits Received In	01		
Investments Sold (Exclude Interest)	03		
Interfund Loan Proceeds from Fund 1 and 2	52		
Repayment of Interfund Loan Principal from Funds 1, 3, or 9 (Exclude Interest)	49		
Proceeds from Revenue Anticipation Notes Issued	15		
Total Schedule A Cash Increases (see page 8)	04	0.18	200.64
Other Cash Increases - Identify	19		
DEDUCT: Warrants Redeemed	05		
Warrants Interest Paid	06		
Investments Purchased	07	0.19	171.52
Interfund Loans to Funds 1, 3, or 9	13		
Repayment of Interfund Loan Principal to Funds 1 or 2 (Exclude Interest)	08		
Interfund Loan Interest Paid	09		
Revenue Anticipation Notes Redeemed	16		
Revenue Anticipation Note Interest Paid	17		
Transfer to Funds 1 or 3	10		
Bond Issuance Expenditures	18	0.00	
Other Cash Decreased - Identify	11		
Ending Cash Balance		0.18	200.64
II INVESTMENTS:			
Beginning Investment Balance		110.28	121,118.69
ADD: Investments Purchased	07	0.19	171.52
DEDUCT: Investments Sold	03		
Ending Investments Balance		110.47	121,290.21
III WARRANTS OUTSTANDING:			
Beginning Warrants Outstanding Balance			
ADD: Warrants Issued	12		
DEDUCT: Warrants Redeemed	05		
Warrants Cancelled	14		
Ending Warrants Outstanding Balance			
IV REVENUE ANTICIPATION NOTES OUTSTANDING:			
Beginning Revenue Anticipation Notes Outstanding Balance		0.00	0.00
ADD: Revenue Anticipation Notes Issued	15		
DEDUCT: Revenue Anticipation Notes Redeemed	16		
Ending Revenue Anticipation Notes Outstanding Balance			
Ending Cash Plus Investments Less Warrants Outstanding Less Revenue Anticipation Notes Outstanding		110.65	121,490.85

(Handwritten signatures and marks)

MASON COUNTY TREASURER'S MONTHLY REPORT

To Mary M Knight School District
 For November-2019
 Month Year

School District No. 311

ESD No. 113

		Item No.	Debt Service Fund 3
I COUNTY TREASURER'S CASH:			
Beginning County Treasurer's Cash Balance			0.83
ADD:	School District Deposits Received In	01	
	Investments Sold (Exclude Interest)	03	14,529.46
	Interfund Loan Proceeds from Fund 1 and 2	52	
	Accrued Interest and Premium on Bond Sales	50	
	Monies Remitted to County Treas. by Fiscal Agent	77	
	Proceeds from Revenue Anticipation Notes Issued	15	
	Total Schedule A Cash Increases (see page 8)	04	39,024.10
	Other Cash Increases - Identify	19	
DEDUCT:	Warrants Redeemed	05	
	Warrants Interest Paid	06	
	Voted Bonds Redeemed by County Treasurer	71	
	Nonvoted Bonds Redeemed by County Treasurer	58	
	Voted Coupon Interest Paid by County Treasurer	72	
	Nonvoted Coupon Interest Paid by County Treasurer	65	
	Bond Transfer Fees	98	
	Investments Purchased	07	
	Monies Remitted to Fiscal Agent by County Treas.	73	
	Repayment of Interfund Loan to Funds 1 or 2	08	
	Interfund Loan Interest Paid	09	
	Revenue Anticipation Notes Redeemed	16	
	Revenue Anticipation Note Interest Paid	17	
	Transfer to Fund 1		
	to Close Out Debt Service Fund	10	
	Other Cash Decreased - Identify	11	
Ending County Treasurer's Cash Balance			53,554.39
II COUNTY TREASURER'S INVESTMENTS:			
Beginning County Treasurer's Investments Balance			14,529.46
ADD:	Investments Purchased	07	
DEDUCT:	Investments Sold	03	14,529.46
Ending County Treasurer's Investments Balance			0.00
III FISCAL AGENT CASH:			
Beginning Fiscal Agent Cash Balance			
ADD:	Monies Remitted to the Fiscal Agent by County Treas.	73	
DEDUCT:	Voted Bonds Redeemed by the Fiscal Agent	75	
	Nonvoted Bonds Redeemed by the Fiscal Agent	57	
	Voted Coupon Interest Paid by the Fiscal Agent	76	
	Nonvoted Coupon Interest Paid by the Fiscal Agent	64	
	Monies Remitted to County Treas. by Fiscal Agent	77	
Ending Fiscal Agent Cash Balance			
IV REVENUE ANTICIPATION NOTES OUTSTANDING:			
Beginning Revenue Anticipation Notes Outstanding Balance			0.00
ADD:	Revenue Anticipation Notes Issued	15	
DEDUCT:	Revenue Anticipation Notes Redeemed	16	
Ending Revenue Anticipation Notes Outstanding Balance			
V WARRANTS OUTSTANDING:			
Beginning Warrants Outstanding Balance			
ADD:	Warrants Issued	12	
DEDUCT:	Warrants Redeemed	05	

Mary M. Knight
Fund Balance Projection (Apportionment Based)

		Original Budget	APPORTIONMENT	September	October	November	December	January	February	March	April	May	June	July	August
		0	0	0	0	0	0	0	0	0	0	0	0	0	0
ENROLLMENT REVENUE	SY 2019-20	Original Budget	APPORTIONMENT	September 9%	October 8%	November 5%	December 9%	January 8.5%	February 9%	March 9%	April 9%	May 5.0%	June 6%	July 12.5%	August 10%
		Annual Amt.	Current	actual	actual	actual	estimate	estimate	estimate	estimate	estimate	estimate	estimate	estimate	estimate
3100	Regular Apportionment	15,561,459.00	15,561,283.65	1,400,528.98	1,244,889.24	778,064.18	1,400,515.53	1,322,709.11	1,400,515.53	1,400,515.53	1,400,515.53	778,064.18	933,677.02	1,945,160.46	1,556,128.37
3100-06	Voc Equipment	-	-	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
3121	Apport Spec Ed	339,363.00	339,379.13	30,544.12	27,150.33	16,968.96	30,544.12	28,847.23	30,544.12	30,544.12	30,544.12	16,968.96	20,362.75	42,422.39	33,937.91
3300	LEA (Sept through Dec)	2,045,347.00	394,036.12	0.00	126,643.21	239,258.73	28,134.18	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
3300	LEA (Jan through Aug)	-	1,780,122.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	741,776.84	568,570.97	49,487.39	210,143.40	210,143.40
4121	Special Ed	2,020,675.00	2,020,771.07	181,869.40	161,661.68	101,038.56	181,869.40	171,765.54	181,869.40	181,869.40	181,869.40	101,038.55	121,246.26	252,596.38	202,077.10
4122	Birth-2 Sped	-	-	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4134	MS Tech Ed	-	-	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4155	Learning Assist	245,516.00	241,414.95	0.00	41,040.54	12,070.75	21,727.35	20,520.27	21,727.35	21,727.35	21,727.35	12,070.75	14,484.90	30,176.87	24,141.49
4156	State Institutions	-	-	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4158-02	Teacher A P	-	-	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4158-04	Grant	5,000.00	3,060.00	0.00	0.00	0.00	340.00	340.00	340.00	340.00	340.00	340.00	340.00	340.00	340.00
4158-06	Truancy	-	-	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4158-07	Grant	-	-	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4165	Transitional 4165 (bilingual)	-	-	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4174	Highly Capable	51,316.00	51,316.00	0.00	0.00	0.00	4,618.44	4,361.86	4,618.44	4,618.44	4,618.44	2,565.80	3,078.96	6,414.50	16,421.12
4175	Prof Development	-	-	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4198	Food Serv	-	-	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4198-01	Breakfast	2,387.00	2,387.00	0.00	310.76	307.87	196.49	196.49	196.49	196.49	196.49	196.49	196.49	196.49	196.49
4198-04	Reduced Lunch	-	-	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4199	Transportation	273,501.00	286,442.04	25,779.78	22,915.37	14,322.10	25,779.78	24,347.57	25,779.78	25,779.78	25,779.78	14,322.10	17,186.52	35,805.26	28,644.20
6124	Fed Special ED-24	72,600.00	254,815.00	0.00	13,208.92	0.00	26,845.12	26,845.12	26,845.12	26,845.12	26,845.12	26,845.12	26,845.12	26,845.12	26,845.12
6125	Fed Birth-2 Sped	-	-	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6138	Fed Vocational-38	2,100.00	-	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6151	Fed Title I-51	71,170.00	74,607.00	0.00	0.00	0.00	8,289.67	8,289.67	8,289.67	8,289.67	8,289.67	8,289.67	8,289.67	8,289.67	8,289.67
6152	Fed Title II -52	32,500.00	-	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6153	Fed Migrant-53	-	-	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6198	School Food-Federal	78,000.00	78,000.00	0.00	6,640.87	6,666.19	7,188.10	7,188.10	7,188.10	7,188.10	7,188.10	7,188.10	7,188.10	7,188.10	7,188.10
6198-04	School Food-Federal	-	-	0.00	4,177.84	4,139.20	-924.12	-924.12	-924.12	-924.12	-924.12	-924.12	-924.12	(924.12)	(924.12)
Apportionment Totals		20,800,934.00	21,087,633.96	1,638,722.28	1,648,638.76	1,172,836.54	1,735,124.06	1,614,486.84	1,706,989.88	1,706,989.88	2,448,766.71	1,535,536.57	1,201,459.06	2,564,654.52	2,113,428.86
1100	Taxes collected - Treasurer's Report	313,245	313,245	3,714.63	56,523.86	30,842.79	24,684.86	24,684.86	24,684.86	24,684.86	24,684.86	24,684.86	24,684.86	24,684.86	24,684.86
1500	Timber Excise	76,968	76,968	7,081.55	0.00	0.00	0.00	0.00	38,484.00	0.00	0.00	0.00	0.00	0.00	31,402.45
2300	Interest - from Treasurer's Report	-	24,000	2,075.96	2,445.28	4,651.72	1,647.45	1,647.45	1,647.45	1,647.45	1,647.45	1,647.45	1,647.45	1,647.45	1,647.45
2000	Local Deposits	37,675	37,675	4,861.66	5,098.86	5,255.68	2,495.42	2,495.42	2,495.42	2,495.42	2,495.42	2,495.42	2,495.42	2,495.42	2,495.42
Other deposits: Federal, State, Non SPI		10,000	10,000	0.00	0.00	0.00	1,111.11	1,111.11	1,111.11	1,111.11	1,111.11	1,111.11	1,111.11	1,111.11	1,111.11
Cancelled wrts, etc./Adjustments		-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Revenues		21,238,822	21,549,522	1,656,456.08	1,712,706.76	1,213,586.73	1,765,062.90	1,644,425.68	1,775,412.72	1,736,928.72	2,478,705.55	1,565,475.41	1,231,397.90	2,594,593.36	2,174,770.15
Expenditures															
		Annual Amt.	Current Estimate	September	October	November	December	January	February	March	April	May	June	July	August
				actual	actual	actual	estimate	estimate	estimate	estimate	estimate	estimate	estimate	estimate	estimate
Payroll - Certificated Object 2		1,274,507	1,274,507	93,728.61	88,546.02	91,479.98	111,194.71	111,194.71	111,194.71	111,194.71	111,194.71	111,194.71	111,194.71	111,194.71	111,194.71
Payroll - Classified Object 3		663,549	663,549	54,364.46	62,309.80	62,016.87	53,873.10	53,873.10	53,873.10	53,873.10	53,873.10	53,873.10	53,873.10	53,873.10	53,873.10
Benefits - Object 4		965,166	965,166	59,774.53	62,242.30	62,411.84	86,748.59	86,748.59	86,748.59	86,748.59	86,748.59	86,748.59	86,748.59	86,748.59	86,748.59
Accounts Payable Objects 5 through 9		18,726,115	17,720,548	138,030.64	1,476,712.34	1,348,183.54	1,639,735.73	1,639,735.73	1,639,735.73	1,639,735.73	1,639,735.73	1,639,735.73	1,639,735.73	1,639,735.73	1,639,735.73
Other cash decreases per county		-	-	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Expenditures		21,629,337	20,623,770	345,898.24	1,689,810.46	1,564,092.23	1,891,552.13	1,891,552.13	1,891,552.13	1,891,552.13	1,891,552.13	1,891,552.13	1,891,552.13	1,891,552.13	1,891,552.13
Beginning Fund Balance		1,452,500	1,390,159	1,390,159.44	2,700,717.28	2,723,613.58	2,373,108.08	2,246,618.85	1,999,492.40	1,883,352.98	1,728,729.57	2,315,883.00	1,989,806.28	1,329,652.05	2,032,693
Plus Revenue		21,238,822	21,549,522	1,656,456	1,712,707	1,213,587	1,765,063	1,644,426	1,775,413	1,736,929	2,478,706	1,565,475	1,231,398	2,594,593	2,174,770
Minus Expenditures		(21,629,337)	(20,623,770)	(345,898)	(1,689,810)	(1,564,092)	(1,891,552)	(1,891,552)	(1,891,552)	(1,891,552)	(1,891,552)	(1,891,552)	(1,891,552)	(1,891,552)	(1,891,552)
Transfers or Redirection of Apportionment		(239,000)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Plus or Minus Adjustments		-	-	-	-	-	-	-	-	-	-	-	-	-	-
Ending/Projected Fund Balance (890)		822,985	2,315,911	2,700,717	2,723,614	2,373,108	2,246,619	1,999,492	1,883,353	1,728,730	2,315,883	1,989,806	1,329,652	2,032,693	2,315,911

Mary M. Knight School District

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Matt Mallery
Superintendent
Michael Marstrom
Principal

Mike Bateman
Cynthia Brehmeyer
Shawn Donnelly
Jennifer House
Patti McLean
Board of Directors

Superintendent Report for December 19, 2019.

1. Facilities:
 - a. Fire Marshall Inspection completed and passed on December 10, 2019
 - b. Mason County Health Inspection completed and passed on December 10, 2019.
 - c. High School Siding Project. Tentative starting December 2019.
 - d. Generator. Service scheduled for December 2019.

2. Transportation:
 - a. Certificate of Achievement Bus Inspections for 2018-19 (winter and summer)-OSPI Recognition.
 - b. New school bus delivered to the Elma Transportation Co-Op for inspection.
 - c. New passenger vans. Inspections complete and final vehicle licensing in progress.

3. Other
 - a. New Board Member Orientation. December 2, 2019 and on December 10, 2019.
 - b. Director Brehmeyer and I attended the WSSDA Conference on November 22 to November 24, 2019.
 - c. Mason County Joint School Board meeting, December 16, 2019. Presentation material is attached to the December agenda.
 - d. Presented Enrichment Levy Information to the Athletic Boosters on December 7, 2019
 - e. Presented Enrichment Levy Information at the Mason County Fire District #12 meeting on December 18, 2019.
 - f. I attended almost all home Junior High and High School basketball games in the Month of December.
 - g. Winter Music Program on December 12, 2019.

Strategic Plan 2008-2015

“Continuous Student Learning in a Caring Environment”

Introduction

A Strategic Plan, like a map, helps an organization move forward with purpose and direction. In 2002, the Mary M. Knight School District developed a School Improvement Plan to provide direction for its educational program. Over the years, we have updated the plan to address changing needs. **This Strategic Plan serves as an overarching framework for building-level action plans and budget priorities from 2008-2015.**

Mission

We, the staff and Board of Directors, believe that every child has the ability to learn. We believe it is our mission to provide a rich, positive, safe environment in which students and staff members can achieve their highest personal and academic potential. We believe this requires a cooperative partnership among staff members, parents, students and community members.

Vision

Mary M. Knight's vision is to develop life long learners who will be competent future citizens of character for the 21st century. We will strive to educate our students for the skills needed in the 21st century, exceed state, national, and international standards in our schools, and be considered one of the best schools in the world by 2015.

Cornerstones and Principles

To accomplish our mission and vision, we value these fundamental cornerstones and principles:

- ❖ Relationships—Student learning is enhanced by trusting relationships that are built among students, staff, parents and community members.
- ❖ Communications—There is consistent communication between and among teachers of all grades. Everyone is involved and connected, including parents and members of the community, in order to solve problems and create solutions.

- ❖ Balance—Everyone should strive to balance school, home and recreation to improve productivity.
- ❖ Focus—The vision is shared and everyone plays a vital role in achieving our vision.
- ❖ All children can learn.
- ❖ Positive relationships and respect for each individual among the district’s diverse cultures are of utmost importance.
- ❖ Each child is important and deserves academic success, appropriate challenge, and employment skills for the 21st century.
- ❖ A student-focused, performance-based education system has the greatest prospect for developing productive members of society.
- ❖ Academic, career, and citizenship skills, personal growth, and enhancement of self-worth are instructional responsibilities.
- ❖ High expectations are communicated to all students and staff.
- ❖ Varied and multiple forms of student assessment based on defined standards ensure fairness and communicate respect for individual learning styles.
- ❖ The entire community is part of the educational system.
- ❖ Operating under district goals and policy, schools make decisions at the local level.
- ❖ A safe, comfortable, positive learning environment conducive to learning is essential.
- ❖ Continuous quality improvement of the educational culture and system is critical.
- ❖ Emphasis is placed on uninterrupted student instructional time.
- ❖ We must move from a reactive orientation focused on problems to a proactive orientation focused on our shared vision.
- ❖ We must move from a focus on practice, inputs and processes to a focus on student performance and outcomes.
- ❖ We must move from individual action to collegial action.
- ❖ We must move from short-term improvement efforts and goal-setting to sustained, long-term, systematic efforts and goal-attainment.
- ❖ We must move from perception based decisions to data based decisions.
- ❖ We must move from use of craft knowledge alone to use of research and craft knowledge.
- ❖ We must move from individual/district responsibility to school district/school and individual responsibility.
- ❖ We must align district budgets with the priorities in this Strategic Plan.

Student Learning Goals

These goals represent what we want students to learn. They reflect community input and are consistent with the learning goals for the State of Washington. We commit to teach our students to:

- ❖ Read with comprehension, write with skill, and communicate effectively and responsibly in a variety of ways and settings.
- ❖ Know and apply the core concepts and principles of mathematics; social, physical and life sciences; civics and history; geography; fine arts; and health and fitness.

- ❖ Think analytically, logically and creatively; and integrate experience and knowledge to form reasoned judgments and solve problems.
- ❖ Understand the importance of work and how performance, effort, and decisions directly impact career and educational opportunities.
- ❖ Be responsible for one's actions; develop positive self-worth and academic success through good work and study habits; show respect for others, participate as a citizen, and become a lifelong learner.

Improvement Targets

- ❖ Annually decrease the percentage of students not meeting the standard in reading by 10% as measured by the Washington Assessment of Student Learning (WASL).
- ❖ Annually decrease the percentage of students not meeting the standard in math by 10% as measured by the WASL.
- ❖ Increase the percentage of students meeting the standard on the 10th grade WASL by 10% per year in all areas tested.
- ❖ Each school will close their academic achievement gap by bringing the percentage of students not meeting the standard in reading, math, and writing as measured by the WASL to below the percentage of poverty in that school.

Improvement Goals

- ❖ Operate the district as a cohesive K-12 system focused on a shared vision of quality education for all students.
- ❖ Maintain high expectations for both students and staff, continue to recruit, select, evaluate, train, and supervise all staff.
- ❖ Provide honest and impartial decision-making focusing on the best educational interest of the students.
- ❖ Focus on team building and creating a collaborative work environment.
- ❖ Work on strengthening positive relationships, communications, and school climate between and among all staff members, the board, and the community.
- ❖ Enhance use of technology as a communication, management and instructional tool for the 21st century and maintain an up-to-date technology plan.
- ❖ Plan, develop, and implement a year-around communications plan aimed at both internal and external audiences to help inform, improve communications, unify staff and voters.
- ❖ Over the next 5 to 7 years, plan, develop, implement, and evaluate curriculum and programs according to a newly revised district/state curriculum adoption cycle utilizing current research and data-based decision-making models and aligning all district curriculum K-12 to State Essential Academic Learning Standards (EALRs), Grade Level Expectations (GLEs), National and International Standards.
- ❖ Work with the community and staff to make a facility plan and implement it. Immediately develop a long-range facilities plan involving the community, parents, staff, and students in the planning process in appropriate and timely

ways, implement the plan, and henceforth annually update the plan. Continuously plan, develop, implement, manage, and evaluate an effective program of supervision of buildings, grounds, protective maintenance, and operation of the school facilities.

Listed on the opposite page are specific areas in which we will take immediate action to ensure that our goals are met.

Support Strategies

As a professional learning community, we will pursue a collaborative investigation of how we can together achieve our Mission, Vision, Improvement Targets and Improvement Goals.

Curriculum, Instruction and Assessment

We have a commitment to a continuous cycle that aligns and connects curricula delivered through quality instructional practices and materials that will produce excellence as measured by a variety of common assessments. We will:

- ❖ Align district curriculum, instruction, and assessment with Grade Level Expectations to improve student achievement.
- ❖ Provide targeted assistance by using assessment data to identify student needs and appropriate strategies.
- ❖ Allocate and utilize resources based on student needs and School Improvement Plans.
- ❖ Provide ongoing professional development for aligned curriculum, assessment, and instructional best practices.
- ❖ Use assessment results to improve student performance and instructional programs.
- ❖ Promote an understanding of the relevancy of education and its connection to the workplace by providing opportunities for all students to participate in career and work based activities.

Safe and Inclusive Environment

Our students, staff and parents will feel safe, supported and valued within our school community. We will:

- ❖ Collect data and examine the results to create specific goals.
- ❖ Develop appropriate goals to increase the number of students, staff and parents who feel safe, supported and valued.

Parent and Community Involvement

We provide opportunities for parent and community involvement as they participate in the continuous improvement of student learning. We will:

- ❖ Promote parent and community involvement at each building.
- ❖ Communicate expectations, needs and available opportunities for parent and community involvement.
- ❖ Support parent and community participation with communication, finances, policy and training.
- ❖ Maintain partnerships with parents, community and local businesses.

Organizational Structure and Processes

We will be an organization whose structures and processes are aligned to promote a collaborative, district-wide approach to decision making that supports quality teaching and learning. We will:

- ❖ Promote continuous learning for students, staff and parents.
- ❖ Use research-based practices and carefully formulated action plans to achieve our vision.
- ❖ Involve all stakeholders through a participatory planning process to create programs and strategies to most effectively serve our students today and in the future.
- ❖ Value and structure the organization to promote extensive communication, cooperation, and collaboration between school staff, parents, and community members.
- ❖ Commit to ongoing instructional improvement.

Parameters

We will accomplish our commitment to provide “Continuous Student Learning in a Caring Environment” within the following parameters:

- ❖ We will maintain a safe and positive school environment with a commitment to student learning.
- ❖ We will abide by laws, district policies, administrative rules, and contractual agreements.
- ❖ We will maintain responsible fiscal and resource management practices. The district will budget an unrestricted fund balance of at least 14.5% of the previous year’s general fund expenditure budget. The Board of Directors may authorize a “restricted” fund balance above the 14.5% for specific purposes such as capital projects, contingencies, textbooks, and technology.

Guiding Principles

New issues, initiatives, or current practices will be evaluated using the following principles:

- ❖ Is it educationally sound and consistent with the Strategic Plan?

- ❖ Will the public support it?
- ❖ Are resources available?
- ❖ Can it be done legally?

If the answer is “**YES**” to all of these questions, then we should consider doing it. If we are unsure about any of the above, additional research may be appropriate. If the answer is “**NO**” to any of the above, other options will be considered.

Get Involved

We welcome the involvement of parents and community members interested in helping the District further achieve its commitment to provide “Continuous Student Learning in a Caring Environment.” If you have questions about this Strategic Plan, are interested in volunteering or would like more information, contact your local school, the district office at (360) 426-6767, or visit our website at <http://mary.wa.schoolwebpages.com>.

Our Schools

Mary M. Knight Junior-Senior High School

2987 W. Matlock Brady Rd.
Elma, WA 98541-9713
(360) 426-6767

Mary M. Knight Elementary School

2987 W. Matlock Brady Rd.
Elma, WA 98541-9713
(360) 426-6767

Aligning District Budgets with Priorities
Mary M. Knight School District No. 311
Prepared by Tim Adsit, Mary M. Knight School District 311

Basic Elements of MMK's Fiscal Alignment

- ❖ **A multi-year strategic plan:** See MMK's Strategic Plan 2008-2015.
- ❖ **A mission statement every employee knows by heart:** We, the staff and Board of Directors, believe that every child has the ability to learn. We believe it is our mission to provide a rich, positive, safe environment in which students and staff members can achieve their highest personal and academic potential. We believe this requires a cooperative partnership among staff members, parents, students and community members.
- ❖ **Budget parameters clearly tied to the Strategic Plan:** See MMK's "2008-09 Budget Parameters." All proposals and recommendations are advisory to the Superintendent.

Specific Strategies for Improving Student Learning

- ❖ **Re-organize the district administrative team around continuous progress in student learning in a caring environment.**
- ❖ **Establish a multi-year curriculum alignment and adoption plan.** *See the attached Program Evaluation, Instructional Materials Adoption, and Curriculum Development Planning Guide Schedule.
- ❖ **Use student assessment data** to motivate building staff to focus on student learning. The district office/building administrators will management assessment and help building staff use assessment data.
- ❖ **Align professional development** with student learning strategies and goals. The district needs to create a Curriculum and Professional Development Site Team to coordinate district and site professional development activities and manage funds targeting them directly to identified student learning needs, strategies, and goals found in the strategic plan.
- ❖ **Use student socio-economic data** to help allocate fiscal resources where there is the greatest need.

Avoid the Following

- ❖ **"Squeaky wheel" budgeting:** Funding those who make the most noise.
- ❖ **"Pork barrel" budgeting:** Allowing people to use their position and personal power to get special treatment.

State/MMK Program Evaluation, District Instructional Materials Adoption, and Curriculum Development Planning Guide Schedule

<u>Subject Area</u>	<u>Adoption</u>	<u>Contract Period</u>	<u>In Classrooms By*</u>
(Seven Year Program Evaluation/Textbook Adoption Cycle)			
Language Arts	2006	7/1/07-6/30/13	Sept. 2007
Health	2007	7/1/08-6/30/14	Sept. 2008
Science	2008	7/1/09-6/30/15	Sept. 2009
Mathematics	2009	7/1/10-6/30/16	Sept. 2010
Second Languages	2010	7/1/11-6/30/17	Sept. 2011
Social Sciences	2011	7/1/12-6/30/18	Sept. 2012
The Arts	2012	7/1/13-6/30/19	Sept. 2013
(Seven Year Program Evaluation/Textbook Adoption Cycle)			
Language Arts	2013	7/1/14-6/30/20	Sept. 2014
Health	2014	7/1/15-6/30/21	Sept. 2015
Science	2015	7/1/16-6/30/22	Sept. 2016
Mathematics	2016	7/1/17-6/30/23	Sept. 2017
Second Languages	2017	7/1/18-6/30/24	Sept. 2018
Social Sciences	2018	7/1/19-6/30/25	Sept. 2019
The Arts	2019	7/1/20-6/30/25	Sept. 2020

*School districts have the option to postpone instructional materials purchases for one year or more by waiver. This allows districts to balance costs throughout the cycle by postponing a portion of their “big year” purchases to the following year when they will be making a smaller purchase.

Mary M. Knight School District 2008-09 Budget Parameters

The district's budget reflects the district's strategic plan and commitment to student learning in a caring environment. Every budget proposal will be considered in the light of its contribution to the student learning goals, improvement targets, support strategies, and guiding principles of the strategic plan. Budget proposals will be viewed with the following questions in mind:

- ❖ How does it contribute to student learning?
- ❖ Is it necessary for student safety and health?
- ❖ Is it necessary to comply with state and federal laws?

Budget goals for 2008-09 include the following:

- ❖ Maintaining existing staffing levels;
- ❖ Using new funding where it will have the greatest impact on student learning;
- ❖ Allocating resources where there is the greatest student need;
- ❖ Looking for efficiencies and costs savings to free up resources; and
- ❖ Maximizing revenues.

Budget Process

- ❖ Budget proposals and recommendations are developed at each school under the direction of the Principal and by each department under the direction of the department administrator or supervisor.
- ❖ All staffing changes are processed with Tim Adsit, Superintendent and Director of Human Resources.
- ❖ Nonemployee related costs are initially budgeted at the current 2007-08 level. Increases and decreases within each program will be reviewed by the administrative team giving advisory recommendations to the Superintendent.
- ❖ The Superintendent is the final authority on budget recommendations to the Board of Directors.
- ❖ Questions about the budget process should be directed to Jeannie Beebe, Business Manager or Tim Adsit, Superintendent at 1-360-426-6767.
- ❖ Jeannie or Tim will be available to meet with budget managers on request.
- ❖ The Budget Advisory Committee serves as a sounding board and source of ideas for the budget. Participation on the committee is open to the public and school staff. Participants are encouraged to attend all three scheduled meetings. Proposals originating with the Budget Advisory Committee will be forwarded to the District Management Team for consideration and response.

**Mary M. Knight District/School/Department Organizational Chart
for Continuously Improving Student Learning in a Caring Environment**

Federal Government(International and National Standards, Laws)

State Government(State Standards, Laws, Administrative Rules)

OSPI

MMK Board of Directors(District Policy)

Diana Goldy, Rick Johnson, Jim Frost, Joe Rothrock, Chris Willey

Curran Law, District Legal Counsel

Tim Adsit, Superintendent/High School Principal/Human Resource Director/Gr. 7-12
Curriculum and Staff Development/Transportation Supervisor/ASB Advisor

Yolanda Paez, Assistant Superintendent/Elementary Principal/Special Education
Director/Assessment Coordinator/Alternative Learning Experiences/Gr. Pre-K-6 Staff
Development and Curriculum Development

Jeannie Beebe,
Business Manager

Nic Iversen
Maintenance/Custodial Super.

Shawna Kiliz, Admin.
Ass't./Food Serv. Sup

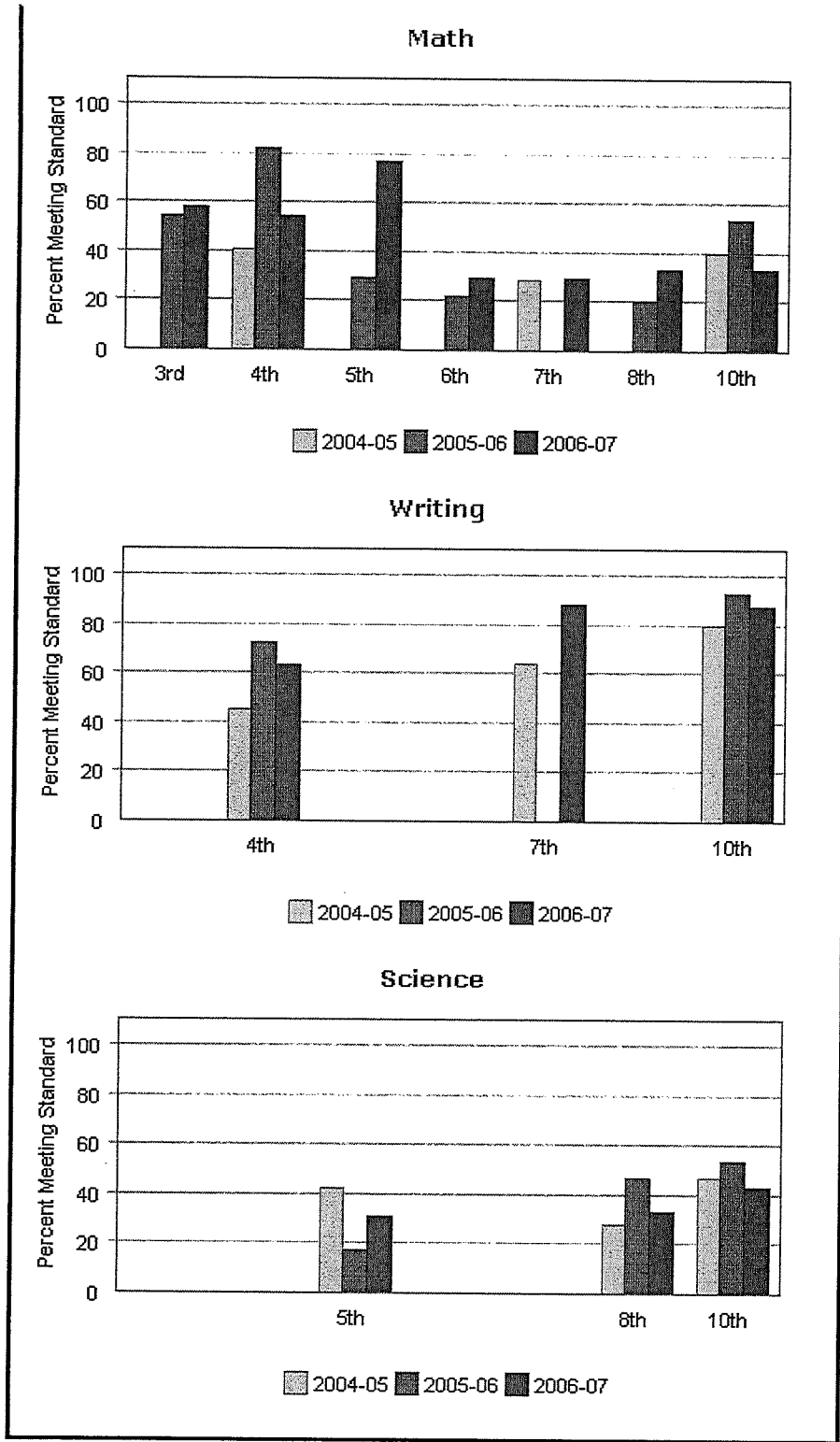
MMK Jr.-Sr. High School Linda Black, PTO Pres.
Principal, Tim Adsit
Counselor, Mike Wright

MMK Elementary School
Principal, Yolanda Paez
Building Staff

Athletic Director, Joclin Julmist
Building Staff

District Site Council

Marilyn De La Harpe, MMKEA President
Kitty Brehmeyer, PSE President
Jean Meade, Certified Rep.
Others to be appointed at a later time.



% of classes taught by teachers v definition
% of classes in high poverty school NCLB HQ definition
% of classes in high poverty school not meet NCLB HQ definition
% of classes in low poverty schools NCLB HQ definition
% of classes in low poverty school not meet NCLB HQ definition

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Policy Type: Governance Process

GP-6-E, Annual Board Agenda

GP-6-E

Month						DEVELOPMT		EVALUATOR
JULY	1,2,3,4		2,6			BOARD RETREAT	SUPERINTENDENT INFORMAL REVIEW	District 1 Callahan
AUG	6		1,3,4,7		PTO		Staff Welcome and First Day of School	Dist 2 Donnelly
SEP	9		9,10		MMKEA and MMKPSE association presidents			District 3 Brehmeyer
OCT				2		WSSDA REG MTG 7-12 Staff BOARD ANNUAL SELF EVAL		At Large 1 House
NOV	11		13,14		ASB	WSSDA CONF		At Large 2 McLean
DEC		1,2,3,4	8,11,12			BOARD ORIENTAT		District 1 Callahan
JAN	10						SUPERINTENDENT ANNUAL REVIEW	District 2 Donnelly
FEB		5	17					Dist 3 Brehmeyer
MARCH	5			3	OTF	WSSDA REGIONAL MEETING		At Large 1 House
APR	7		5,16		K-6 Staff	NSBA CONF		At large 2 McLean
MAY	8		15	1		BOARD INFORMAL SELF EVAL		District 1 Calahan
JUNE	12			4	Athletics		GRADUATION	District 2 Donnelly

NOTE: EVERY MONTH REQUIRES A SELF EVALUATION [PER GP4-E-2](#)

Adopted: August 29, 2015

Monitoring Method: Board self-assessment

Monitoring Frequency: Annually in August

Policy Type: Board-Superintendent Relations

Board/Superintendent Connection

B/SR-1

The Board's sole connection to the operational organization is the Superintendent. Members will refer to the Superintendent or his/her designated representative any compliments, complaints or criticisms about operational issues so that issues and trends can be addressed and tracked.

Adopted: August 29, 2015

Monitoring Method: Board self-assessment

Monitoring Frequency: Annually in December

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Policy Type: Board-Superintendent Relations

The Board Acts As a Unit

B/SR-2

Only decisions of the Board acting as an entity are binding on the Superintendent. Accordingly:

1. Decisions or instructions of individual Board members, officers, or committees are not binding on the Superintendent except in rare instances when the Board has specifically delegated such exercise of authority.
2. Individual members will not give instructions to or request work of the Superintendent except in rare instances when the Board has specifically delegated such exercise of authority.
3. Board members should refer parents, employees, and others with complaints directly to the responsible individual closest to the situation (classroom teacher, school principal, central office staff, or the Superintendent’s office) and will report such contacts to the Superintendent for follow-up.

Adopted: August 29, 2015

Monitoring Method: Board self-assessment

Monitoring Frequency: Annually in December

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Policy Type: Board-Superintendent Relations

Accountability of the Superintendent

B/SR-3

The Superintendent is the Board’s only link to the operational organization. All authority over and accountability of staff, as far as the Board is concerned, is considered to be the responsibility of the Superintendent. Accordingly:

1. The Board or individual members will never give instructions to persons who report directly or indirectly to the Superintendent.
2. The Board will not formally evaluate any staff member other than the Superintendent.
3. The Board will view successful Superintendent performance only in terms of his/her organizational accomplishment of the Board’s Ends policies and compliance with the Board’s Executive Limitations policies.

Adopted: August 29, 2015

Monitoring Method: Board self-assessment

Monitoring Frequency: Annually in December

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Policy Type: Board-Superintendent Relations

Delegation to the Superintendent

B/SR-4

The Board will instruct the Superintendent through written policies which prescribe the organizational ends to be achieved and describe organizational situations and actions to be avoided, and will allow the Superintendent to use any reasonable interpretation of those policies. Accordingly:

1. The Board will develop policies instructing the Superintendent to achieve stated results for identified recipients. These policies will be developed systematically from the broadest, most general level to more defined levels, and they will be called ENDS policies.
2. The Board will develop policies which limit the latitude the Superintendent may exercise in choosing the organizational means. These policies will be developed systematically from the broadest, most general level to more defined levels, and they will be called EXECUTIVE LIMITATIONS policies.
3. As long as the Superintendent uses any reasonable interpretation of the Board’s Ends and Executive Limitations policies, the Superintendent is authorized, within the provisions of applicable statutes and regulations, to establish all further policies, make all decisions, take all actions, establish practices and develop all activities he/she deems appropriate to achieve the Board’s Ends policies.
4. The Board may change its Ends and Executive Limitations policies at any time, thereby shifting the boundary between Board and Superintendent domains. By doing so, the Board changes the latitude of choice given to the Superintendent. However, as long as any Board-specified delegation of authority is in place, the Board will respect and support any reasonable interpretation of its policies, even though Superintendent choices may not be the choices the Board or its members would have made.

Adopted: August 29, 2015

Monitoring Method: Board self-assessment

Monitoring Frequency: Annually in December

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Policy Type: Executive Limitations

Budget Execution

EL-8

With respect to execution of the budget and the actual, ongoing condition of the district’s financial health, the Superintendent shall not cause or allow a material deviation from the annual budget or budget policy adopted by the Board, cause or allow any fiscal condition that is inconsistent with achieving the Board’s Ends, or places the long-term financial health of the district in jeopardy. Accordingly, the Superintendent may not:

1. Expend more funds than are anticipated to be received in the fiscal year unless authorized by the Board through utilization of available reserves or unless resources are made available through other legal means;
2. Fail to maintain and protect the minimum maintenance of year-end general fund balance as budgeted;
3. Fail to settle payroll and debts in a timely manner;
4. Allow reports or filings required by any state or federal agency to be overdue or inaccurately filed;
5. Fail to arrange for the state-mandated audits of all district funds and accounts, as well as the required audits of high school ASB accounts.
6. Fail to aggressively pursue receivables after a reasonable grace period;
7. Fail to keep complete and accurate financial records by funds and accounts in accordance with established fiscal accounting procedures as reflected in generally accepted accounting principles;
8. Fail to publish a financial condition statement annually as a part of the district’s annual report to the public.
9. Allow commercial entities to advertise or imply the endorsement of any product without Board approval.
10. Fail to track levy funds use / expenditures.
11. Permit levy funds to be used in violation of state law or the McCleary decision¹

Adopted: May 22, 2017

Monitoring Method: Internal Report

Monitoring Frequency: Annually in December

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Superintendents Response: In Compliance.

District expenditures are within the anticipated revenue and the approved budget for 2019-2020 school year.

The district fund balance and minimum fund balance as determined by the board of directors is anticipated to be met based on current projections.

The audit was completed in July 2019, monthly accounting and financial reports to the county treasurer and to ESD 113 are accurate and in compliance.

Budget status reports are posted monthly and reviewed by the board and public. The use of Levy funds are accounted and tracked in accordance with OSPI approval.

Policy Type: Executive Limitations

Communication and Counsel to the Board

EL-11

With respect to providing information and counsel to the Board, the Superintendent shall not fail to give the Board as much information as necessary to be adequately informed. Accordingly, the Superintendent may not:

1. Fail to submit monitoring data required by the Board in a timely, accurate, and understandable fashion, directly addressing provisions of the board policies being monitored;
2. Fail to identify reports required by State and Federal agencies, and ensure timely and accurate completion of same.
3. Fail to advise the Board in a timely manner of relevant trends, facts, information, and legal proceedings, anticipated significant media coverage, and changes in assumptions upon which Board policy has been established
4. Fail to advise the Board of changes which reasonably could be expected to substantially affect the district's financial condition.
5. Fail to provide for the Board as many staff and external points of view and opinions as needed for fully informed Board decisions;
6. Fail to advise the Board if, in the Superintendent's opinion, the Board is not in compliance with its own policies on Governance Process and Board-Superintendent Relations;
7. Present information in unnecessarily complex or lengthy form;
8. Fail to provide a mechanism for official Board or committee communications;
9. Fail to work with the Board as a whole except when:
 - a. Fulfilling individual requests for information as long as such requests do not require a material amount of staff time or resources or are not disruptive;
 - b. Working with officers or committees duly charged by the Board;
 - c. Communicating with the Chair.
11. Fail to report in a timely manner any actual or anticipated noncompliance with any Board Ends or Executive Limitations policy;
12. Fail to supply for the consent agenda all items delegated to the Superintendent that are required by law or contract to be Board-approved, along with supporting data necessary to keep the Board informed.
13. Fail to advise and include the Board in a timely manner of any anticipated formal mass communication with the public, such as the publishing of newsletters, district newspapers, news releases, community letters, parent surveys, etc.

Adopted: August 29, 2015

Monitoring Method: Internal Report

Monitoring Frequency: Annually in December

Superintendents Response: In Compliance.

Information to the Board has been presented in a timely manner and in an easily understandable form and format.

Budget development and monitoring, collective bargaining, facilities, and personnel updates have been presented to the board via multiple pathways.

Board agendas are developed reviewed with the Board President prior to submission with board member input.

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Policy Type: Executive Limitations

Communication With the Public

EL-12

Community/Public Relations. The Superintendent shall not fail to prepare and execute a community/public relations plan that does the following:

1. Establishes and maintains strong links with community support groups and key communicators to ensure they are kept informed and are predisposed to provide support within the community on critical district issues to include bond/levy needs;
2. Uses multiple media resources including the district website to connect with the community and provide essential information, to include:
 - a. The current year’s schedule and location of board meetings, and the meeting agenda before each scheduled board meeting,
 - b. Approved board meeting minutes,
 - c. Current governance policies and district policies/procedures, and
 - d. Contact information for elected and appointed district officials.
3. Promotes and enhances the role and public profile of the board as the district’s principal connection with the community, and the community’s voice in governing the district;
 - a. Make board member contact information available in each school office.
 - b. Display annual board agenda, including information on planned linkage meetings (purpose, date, location, procedures) on the school web site;
 - c. Inform board members of opportunities for participation in and/or attendance at community events.
 - d. Display board member names on all community-related print material.

Annual Progress Reports. The Superintendent shall not fail to present annual school and district progress reports to the public as required by law, including information about school and district strategies intended to address achievement problems and to accomplish the Board’s Ends policies;

Strategic Plan. The Superintendent shall not fail to publish a district strategic plan, describing district ends and major programs designed to achieve them, and will ensure that the plan is current and regularly used with regard to budgeting, professional development, etc.

Adopted: August 29, 2015

Monitoring Method: Internal Report

Monitoring Frequency: Annually in December

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Superintendents Response: In Compliance, but with Exceptions-Strategic Plan.

The item that is not in compliance is the “Strategic Plan”. I have looked for a copy of the District Strategic Plan for prior years and cannot find that this district has developed a comprehensive Strategic plan since the 2008 school year.

I am proposing to the initiate with the board the development of an updated Strategic Plan commencing in January or February 2020. This may necessitate additional “work sessions” for the board to identify the key areas to incorporate or to revise to develop a MMK Strategic Plan.

All other items listed are in compliance.

217 Highly Capable Program Plan**Fiscal Year:** 19-20**Milestone: Draft** (Printed 12/13/2019)**District:** Mary M Knight School District**Organization Code:** 23311**ESD:** Capital Region ESD 113**Page 1****Directions**

All Local Education Agencies (LEAs) must complete this application for the 2019-20 school year.

- **Page 1 must be updated annually:** District indicates if accepting Highly Capable funds, signs and dates assurances to comply with Highly Capable Program requirements.
- **Pages 2 through 7:** LEA information entered on pages 2-6 of FP 217 will roll over from the LEA's last approved Highly Capable Comprehensive Plan. If changes were made on any Page (2-6) check the box on this page, then make changes on the appropriate page.

REMINDER: The Highly Capable funding formula is 5.0 percent of each LEA's population. **This is a funding formula and does *not* mean a certain percentage of students must be identified.**

LEAs must also submit for OSPI approval the FY 2019-20 end-of-year report (SY 2018-19), iGrant Form Package 250, before receiving funding for the 2019-20 school year.

Your school board must approve the information and data you enter in this form package annually. In iGrants form Package 217 (fiscal year 2019-20), click **Print All**, to the right of Save. ([WAC 392.170.025](#)).

Program Monitoring and Review

OSPI staff will review District Highly Capable plans during the Consolidated Program Review (CPR) process. Districts will be reviewed during Consolidated Program Review cycle, even if they are not accepting funds, as Highly Capable is part of the program of basic education under [RCW 28A.150.220\(3\)\(g\)3](#).

Updated Pages

Updates have been made to the following pages:

- Page 2
- Page 3
- Page 4
- Page 5
- Page 6
- Page 7

Assurances: Comply with State Law and Regulation

NOTE: As part of **RCW 28A.150.220(3)(g)**, the instructional program of basic education provided by each LEA shall include programs for Highly Capable students. Consistent with OSPI's approach to the Learning Assistance Program and the Transitional Bilingual Instructional Program, an LEA does not have to accept funds. It does need to ensure services are provided to students who qualify. Under the law, LEAs are to identify their most Highly Capable students and serve them. See **RCW 28A.185.020** (1) and (2).

Please check only one box below:

LEA accepts Highly Capable allocation for 2019-20 school year. LEA agrees to the comply with:

- a. **RCW 28A.150.220(3)(g)(3)**
The instructional program of basic education provided by each LEA shall include: (g) Programs for highly Capable students under RCW 28A.185.010 through 28A.185.030.
- b. **RCW 28A.185.020**
Highly Capable program requirements provided in state law.
- c. **WAC 392-170-012**
*Highly Capable program requirements provided under OSPI rules. **WAC 392-170***
- d. *Annually report the students served in the LEA's Highly Capable program in CEDARS.*
- e. **Your school board must approve the information and data you enter in this form package annually.** *LEA understands that OSPI staff will review the Comprehensive Plan during the Consolidated Program Review (CPR) process.*
- f. *Annually complete the End-of-Year Report (iGrants Form Package 250).*
- g. *Follow **RCW 28A.185.020** District practices for identifying the most Highly Capable student must prioritize equitable identification of low-income students.*
- h. *Follow **RCW 28A.300.770** Highly Capable students –Identification procedures. Assessment process for identification as Highly Capable student.*

LEA DOES NOT accept Highly Capable allocation for the 2019-20 school year. LEA understands that under the Basic Education Act, it must offer a Highly Capable program that complies with **RCW 28A.150.220(3)(g)**. This includes a responsibility to identify and serve their most Highly Capable students. LEA agrees that it will:

- a. *Annually report the students served in the district's Highly Capable program in CEDARS.*
- b. *Annually complete applicable portions of the End-of-Year Report (iGrants Form Package 250). This includes annually reviewing and validating CEDARS data.*
- c. **Your school board must approve the information and data you enter in this form package annually.** *LEA understands that OSPI staff will review the Comprehensive Plan during the Consolidated Program Review (CPR) process.*
- d. *Follow **RCW 28A.185.020** District practices for identifying the most Highly Capable student must prioritize equitable identification of low-income students.*
- e. *Follow **RCW 28A.300.770** Highly Capable students –Identification procedures. Assessment process for identification as Highly Capable student.*

<input checked="" type="checkbox"/> District officials have read, and the district complies with, the laws and regulations above.	
Name of Authorized Representative:	Matt Mallery
Position/Title of Authorized Representative:	Superintendent
Date: (MM/DD/YY)	12/13/19

Highly Capable Program Coordinator	
Contact Name:	Michael Marstrom
Organization:	Mary M Knight
Email:	mmarstrom@mmk.wednet.edu
Phone:	3604266767
Contact Name:	
Organization:	

Highly Capable Program Parent Organization	
Is there a parent organization in your area? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Contact Name:	
Organization:	
Email:	
Phone:	

Page 2

District's Highly Capable Student Definition and Learning Characteristics
RCW 28A-185-030, WAC 392-170 1.035 1.036

Instructions

1. Select one check box.
 2. If you check the second box, provide the district's unique definition of a Highly Capable student and learning characteristics.
- District uses the state's definition for students who are Highly Capable, and to define the learning characteristics that could be evident in students identified as Highly Capable.
- District uses a unique definition that integrates elements of the state's definitions.

Highly Capable Student: Unique District Definition and Learning Characteristics.

Statement of Purpose (OPTIONAL)

District has a statement of purpose for the Highly Capable program.

Yes No

Identification Process: Notification, Referral, Screening, Assessment, Selection, Appeal
 RCW 28A-185-030, WACs 392-170 | [042](#) | [045](#) | [047](#) | [055](#) | [060](#) | [070](#) | [075](#)

Instructions

Identification procedures must occur at all grade levels in the district. The demographics that characterize your district's Highly Capable students should reflect the demographics of the district's population. Once a student is identified, the district provides services across all grade levels — for as long as he or she remains in the district.

Every Item is Mandatory

1. Mark each check box in sections A, B, C, D and E to affirm that these WAC requirements are in place.
2. Write your response where indicated.

A. Annual Notification WAC 392-170-042

Assurances

- Public notification for parents and students before any major identification activity.

Public Notification

- Translated into languages spoken by the communities whose students attend the schools in your district, as necessary to reach the families whose children attend schools in your district.
- Published across multiple communication channels with circulation adequate to notify parents and students throughout the district.

B. Referral Process WAC 392-170-045 | 055

Assurances

- District uses a specific process to refer students for the Highly Capable program
- Referral process permits referrals from teachers, other staff, parents, students and community members.

C. Parental/Legal Guardian Permission WAC 392-170-047

District must have on file **written or electronic signature permission to assess and start HCP services**. Every item listed below is required by WAC 392-170-047.

Assurances

- District gets permission to assess.

District gets permission to start services.

Every assurance in the table below is mandatory.

Permission to Test Includes		Permission to Start HCP Services Includes	
Explanation of the procedures for identification of a student for entrance into the HCP.	<input checked="" type="checkbox"/>	Explanation of the procedures for identification of a student for entrance into the HCP.	<input checked="" type="checkbox"/>
Explanation of the process for appealing the selection decision of the multidisciplinary selection committee.	<input checked="" type="checkbox"/>	Explanation of the process for appealing the selection decision of the multidisciplinary selection committee.	<input checked="" type="checkbox"/>
Explanation of the procedures to exit a student from the program.	<input checked="" type="checkbox"/>	Explanation of the procedures to exit a student from the program.	<input checked="" type="checkbox"/>
Information on the district's program and the options that will be available to identified students.	<input checked="" type="checkbox"/>	Information on the district's program and the options that will be available to identified students.	<input checked="" type="checkbox"/>

D. Screening Procedures OPTIONAL [WAC 392-170-045](#) | [055](#) | [060](#) | [075](#)

Instructions

The referral process could include a method to screen out students who do not qualify for the HCP, based on clear current evidence.

The district uses a screening process. Yes No

If yes, click the **NEW** button and complete the tables to document the type of screener by grade level.

If no, continue to **Part E.**

Do Not Lose Your Data - Click Save!

Click **Save** at the top of the page after you complete each table.

E. Assessment Process [WAC 392-170-055](#) | [060](#)

Assurances

Mark each check box to affirm that WAC requirements detailed in 392-170-055 and 392-170-060 are in place.

District has a clearly defined and documented assessment process.

All tests and other evaluation materials used in the assessment meet requirements of WAC 392-170-060 *Nondiscrimination in the use of Tests.*

Instructions

Use **up-to-date assessment tools.** Contact individual publishing companies for more information on each assessment.

Other - Name the other data sources you use.

If K12 is marked, do not check any of the individual grade level boxes for the measure.

ALERT: Districts that screen must use different instruments in the assessment process.

Assessment Measures

Cognitive	Assessment Measure By Grade Level													
	K12	K	1	2	3	4	5	6	7	8	9	10	11	12
CogAT 7-Screening Form	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CogAT 8-Screening Form	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CogAT 7-Full Battery	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CogAT 8-Full Battery	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Naglieri Nonverbal Aptitude Test (NNAT2)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stanford Binet Intelligence Scales (SB5)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stanford Binet Intelligence Scales for Early Childhood (Early SB5)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wechsler Intelligence Scale for Children, 4th Edition (WISC IV)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Woodcock-Johnson IV (WJ IV)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Otis-Lennon School Ability Test, 8 Edition (OLSAT 8)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other: Name(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Academic Achievement	Assessment Measure By Grade Level													
	K12	K	1	2	3	4	5	6	7	8	9	10	11	12
State Assessment(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
MAP for Primary Grades (MPG)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Measures of Academic Progress (MAP)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Iowa Test of Basic Skills (ITBS)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Iowa Test of Educational Development (ITED)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stanford Achievement Test Series, 10th Edition (SAT 10)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Woodcock-Johnson IV (WJIV)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kaufman Test of Educational Achievement (KTEA)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other: Name(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
----------------	--------------------------	--------------------------	--------------------------	--------------------------	--------------------------	--------------------------	--------------------------	--------------------------	--------------------------	--------------------------	--------------------------	--------------------------	--------------------------	--------------------------

Creativity	Assessment Measure by Grade Level													
	K12	K	1	2	3	4	5	6	7	8	9	10	11	12
Torrance Test of Creative Thinking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other: Name(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Research-Based Rating Scale	Assessment Measure by Grade Level													
	K12	K	1	2	3	4	5	6	7	8	9	10	11	12
Gifted Rating Scales, 2003 (GRS)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Scales for Rating the Behavioral Characteristics of Superior Students (Renzulli Scales)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Scales for Identifying Gifted Students, 2004 (SIGS)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
WaKIDS (Washington Kindergarten Inventory of Developing Skills)		<input type="checkbox"/>												
Other: Name(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Informal Measures	Assessment Measure by Grade Level													
	K12	K	1	2	3	4	5	6	7	8	9	10	11	12
Kingore Observation Inventory	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Teacher Rating Scale-locally developed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parent Rating Scale-locally developed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Report Card	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Portfolio-Work Samples	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other: Name(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

F. Selection WAC 392-170- 075

Multidisciplinary Selection Committee (MSC) Considers Screening and Assessment Data

If you screen, make sure your multidisciplinary selection committee reviews all the data you collect — through your screening procedures and your assessment process.

WAC 392-170-075 Selection of Most Highly Capable

Shall be based on a selection system that determines which students are the most Highly Capable as defined under WAC 392-170-055, and other data collected in the assessment process."

Assurances

- District has documented procedure and board-approved policy that govern selection of the most Highly Capable students by the MSC. This policy and its procedures meet the requirements listed in WAC 392-170-075.
- Board Policy and Procedure Number **2190**
- If not, 2190: Board Policy and Procedure Name or Number

G. Multidisciplinary Selection Committee (MSC) WAC 392-170-070 | 075 | 038**Assurances**

MSC members must meet the minimum professional requirements listed in WAC 392-170-070.

- The district's MSC composition and the role of the committee members comply with WAC 392-170-070 and 075.
- Each committee member commits to the strictest level of confidentiality related to the process, documentation, student information and selection.

HCP Services: Continuum and Variety
 RCW 28A-185-030, WAC 392-170-030

A. Program Services Management WAC 392-170-078 | 080

Assurances

- District provides educational opportunities that take into account each student’s needs and capabilities.
- District reviews services for each student periodically to ensure services meet each student’s needs and capabilities.

B. Variety and Continuum of Program Services WAC 392-170-078 | 080

Instructions

CEDARS gifted values identifies **four primary structures** for HCP service delivery:

- **General education** classroom-based services and programs, CEDARS Gifted Value 32
- **Unique HCP Services/Programs**, CEDARS Gifted Value 33
- **Acceleration** Services/Programs, CEDARS Gifted Value 34
- **Non-Traditional** Services/Programs, CEDARS Gifted Value 35

For each service delivery option or options you provide identify the **instructional strategies and curricular modifications** teachers integrate to meet the needs of their Highly Capable students.

ALERT: Instructional programming and the delivery of HCP services must be **in place at every grade level** in your district. Highly Capable students remain in the program until their enrollment in your district ends.

Complete the Gifted Value Tables

For each Gifted Value identify:

1. Program options by grade level. If K12 is marked, do not check any of the individual grade level boxes for the measure.
2. Instructional strategies and curricular modifications.

CEDARS Gifted Value 32 General Education classroom-based services and programs	K12	K	1	2	3	4	5	6	7	8	9	10	11	12
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Instructional Strategies and Curricula Modification														
<input checked="" type="checkbox"/> Differentiation							<input type="checkbox"/> Curriculum Compacting							
<input checked="" type="checkbox"/> Flexible grouping							83 <input type="checkbox"/> Enrichment							

<input type="checkbox"/> Independent study	<input type="checkbox"/> Independent projects
<input type="checkbox"/> Pacing	<input checked="" type="checkbox"/> Content acceleration
<input checked="" type="checkbox"/> Supplemental instruction in area of interest	<input type="checkbox"/> Supplemental materials in area of interest
<input type="checkbox"/> Cluster grouping	<input type="checkbox"/> Other Name(s)

CEDARS Gifted Value 33 Unique HCP services and programs	K12	K	1	2	3	4	5	6	7	8	9	10	11	12
Self-Contained classroom	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supplemental pull-out program	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Specialty online course or courses	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other Name(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Instructional Strategies and Curricula Modification	
<input type="checkbox"/> Differentiation	<input type="checkbox"/> Curriculum Compacting
<input type="checkbox"/> Flexible grouping	<input type="checkbox"/> Enrichment
<input type="checkbox"/> Independent study	<input type="checkbox"/> Independent projects
<input type="checkbox"/> Pacing	<input type="checkbox"/> Content acceleration
<input type="checkbox"/> Supplemental instruction in area of interest	<input type="checkbox"/> Supplemental materials in area of interest
<input type="checkbox"/> Cluster grouping	<input type="checkbox"/> Other Name(s)

CEDARS Gifted Value 34 Acceleration services and programs	K12	K	1	2	3	4	5	6	7	8	9	10	11	12
Advance Placement (AP)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Cambridge AICE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Concurrent or dual enrollment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Credit by examination	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Early entrance middle school, high school or college	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Grade level advancement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Honors/Advanced	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
International Baccalaureate (IB)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Online course(s) for subject acceleration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Running Start	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Subject-based acceleration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other Name(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Instructional Strategies and Curricula Modification	
<input checked="" type="checkbox"/> Differentiation	<input type="checkbox"/> Curriculum Compacting
<input checked="" type="checkbox"/> Flexible grouping	<input checked="" type="checkbox"/> Enrichment
<input type="checkbox"/> Independent study	<input type="checkbox"/> Independent projects
<input type="checkbox"/> Pacing	<input checked="" type="checkbox"/> Content acceleration
<input checked="" type="checkbox"/> Supplemental instruction in area of interest	<input type="checkbox"/> Supplemental materials in area of interest
<input type="checkbox"/> Cluster grouping	<input type="checkbox"/> Other Name(s)

CEDARS Gifted Value 35 Non-traditional services and programs	K12	K	1	2	3	4	5	6	7	8	9	10	11	12
Mentorship	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Collaborative partnership with industry	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cooperative arrangement with ESD	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cooperative arrangement with other district(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supplemental academic competitions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supplemental summer enrichment or acceleration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supplemental before or after school services and extra-curricular academic activities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other Name(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Instructional Strategies and Curricula Modification	
<input type="checkbox"/> Differentiation	<input type="checkbox"/> Curriculum Compacting
<input type="checkbox"/> Flexible grouping	<input type="checkbox"/> Enrichment
<input type="checkbox"/> Independent study	<input type="checkbox"/> Independent projects
<input type="checkbox"/> Pacing	<input type="checkbox"/> Content acceleration
<input type="checkbox"/> Supplemental instruction in area of interest	<input type="checkbox"/> Supplemental materials in area of interest
<input type="checkbox"/> Cluster grouping	<input type="checkbox"/> Other Name(s)

Program Goals, Monitoring and Evaluation WAC 392-170-030 | RCW 28A.185.050 |
RCW 28A.150.220

A. District Program Goals WAC 392-170-030

Assurance

District has defined goals for the Highly Capable program and works toward meeting those goals.

ALERT: Keep documentation related to HCP goals on file at the district. District staff make these records available to authorized personnel during the state Consolidated Program Review cycle and on request.

B. Monitoring: District Records That Demonstrate Compliance WAC 392-170-095 | RCW 28A.185.050 | RCW 28A.150.220

Instructions

Keep those records that evidence compliance with state law at the district. Here are some examples of the HCP documents districts must keep on file:

- School board policy and district procedure that govern the district's Highly Capable program
- Assurances
- Annual public notification
- Parent/legal guardian permission notices and letters
- Description/documentation related to processes of identification, selection, appeal and program evaluation
- Description/documentation related to program exit
- Documentation related to program options and services
- Records related to individual educational programs for Highly Capable students

Assurance

District maintains records that evidence compliance with the laws and regulations related to the Highly Capable program. District staff makes these records available to authorized personnel during the Consolidated Program Review cycle and on request.

ALERT: Do not upload HCP documentation; keep on file at the district.

C1. Evaluation WAC 392-170-030 | RCW 28A.185.050 | RCW 28A.150.220

Instructions

The evaluation of your HCP should return data that measure:

1. The annual efficacy of the district's HCP administration and operations

2. Compliance with state laws and regulations related to the highly capable program

Select the **methods and activities you will use** to evaluate the effectiveness of your Highly Capable program. Enter the timeframes for review and analysis. These data will inform your Form Package 250 End of Year report, and provide Program Evaluation evidence for Consolidated Program Review.

		Timeframe by Month(s) example September, December, April
Program Administration / Operations	Reviewed	Review and Analysis
Program Administration/Operation		
District Policy	<input checked="" type="checkbox"/>	
Program Expenditures	<input type="checkbox"/>	
Compliance to WAC 392-170	<input type="checkbox"/>	
District Procedures	<input checked="" type="checkbox"/>	
Goals for District Program	<input checked="" type="checkbox"/>	
Academic Goals for HCP Students	<input type="checkbox"/>	
Communications	<input type="checkbox"/>	
Variety of Services at Grade Levels	<input type="checkbox"/>	
Continuum of Services	<input type="checkbox"/>	
Other: Name(s)	<input type="checkbox"/>	

C2. Evaluation WAC 392-170-030 | RCW 28A.185.050 | RCW 28A.150.220

Instructions

The evaluation of your HCP should return data that measure:

1. How well you HCP met its program goals
2. Academic achievement of your Highly Capable students
3. How well your HCP addressed the needs and capabilities of Highly Capable students

Select the **methods and activities you will use** to evaluate the effectiveness of your Highly Capable program. Enter the grade level, and timeframes for collection/administration and analysis. These data will inform your Form Package 250 End of Year report, and provide Program Evaluation evidence for Consolidated Program Review.

		Timeframe by Month(s) example September, December, April
Evaluation Methods and Activities	Grades	Collect or Administer
	87	Review

Grades and Tests			
AP Tests	<input type="checkbox"/> Elementary <input checked="" type="checkbox"/> Secondary	May 2019	June 20119
Cambridge AICE Tests	<input type="checkbox"/> Elementary <input type="checkbox"/> Secondary		
Classroom-based Assessments	<input type="checkbox"/> Elementary <input type="checkbox"/> Secondary		
District Assessments	<input checked="" type="checkbox"/> Elementary <input checked="" type="checkbox"/> Secondary	June 2019 June 2019	June 2019 June 2019
IB Tests	<input type="checkbox"/> Elementary <input type="checkbox"/> Secondary		
Performance Assessment	<input type="checkbox"/> Elementary <input type="checkbox"/> Secondary		
Progress Reports	<input type="checkbox"/> Elementary <input type="checkbox"/> Secondary		
Report Cards	<input type="checkbox"/> Elementary <input type="checkbox"/> Secondary		
State Assessments	<input checked="" type="checkbox"/> Elementary <input checked="" type="checkbox"/> Secondary	June 2019 June 2019	June 2019 June 2019
Student Growth Percentiles (SGP) comparing academic peers	<input type="checkbox"/> Elementary <input type="checkbox"/> Secondary		
Other: Name(s)	<input type="checkbox"/> Elementary <input type="checkbox"/> Secondary		
Qualitative Data			
Staff Anecdotal Observation	<input type="checkbox"/> Elementary <input type="checkbox"/> Secondary		
Student Reflection	<input type="checkbox"/> Elementary <input type="checkbox"/> Secondary		

Student Interviews	<input type="checkbox"/> Elementary		
	<input type="checkbox"/> Secondary		
Other: Name(s)	<input type="checkbox"/> Elementary		
	<input type="checkbox"/> Secondary		
Surveys			
Administrator	<input type="checkbox"/> Elementary		
	<input type="checkbox"/> Secondary		
Parent	<input type="checkbox"/> Elementary		
	<input type="checkbox"/> Secondary		
Student	<input type="checkbox"/> Elementary		
	<input type="checkbox"/> Secondary		
Teacher	<input type="checkbox"/> Elementary		
	<input type="checkbox"/> Secondary		
Other: Name(s)	<input type="checkbox"/> Elementary		
	<input type="checkbox"/> Secondary		
Other Data Sources			
Attendance	<input checked="" type="checkbox"/> Elementary	June 2019	June 2019
	<input checked="" type="checkbox"/> Secondary	June 2019	June 2019
Competition Performance and Outcomes for supplemental programs such as Destination Imagination, Future Problem Solvers, History Day, debate, chess	<input type="checkbox"/> Elementary		
	<input type="checkbox"/> Secondary		
Program Participation	<input type="checkbox"/> Elementary		
	<input type="checkbox"/> Secondary		
Other: Name(s)	<input type="checkbox"/> Elementary		
	<input type="checkbox"/> Secondary		

School Board Annual Approval of District Comprehensive Plan: iGrants 217
 WAC 392-170-020 | 025 | 030

A. Estimate of Students Expected to Serve WAC 392-170-030

Instructions

Estimate the number of students your district expects to serve at each grade — across the district’s total grade span.

K	1	2	3	4	5	6	7	8	9	10	11	12	Total
						2		2	2	8	6		20

B. iGrants 217 Highly Capable Program Comprehensive Plan: School Board Annual Approval
WAC 392-170-020 | 025

Instructions

This iGrants form package - 217 - is your district's Comprehensive plan.

1. Complete, print out all pages and take it to your school board for annual review and approval. Click **Print All**, to the right of Save.
2. Enter the date your school board approved this Comprehensive plan, iGrants 217. If it is not yet approved, please enter date when it will be on board agenda for approval.
3. Upload the board meeting minutes that document approval. Contact us to open this page when minutes are available.

Date of Annual Board Approval: 10/22/2018

Upload meeting minutes that show **annual board approval of iGrants FP 217.**

File names: do not use symbols or special characters.

Uploaded Files

Uploaded By

Uploaded At

Files have not been uploaded

Equitable Identification of Low-Income Students RCW 28A.185.020

Update as needed how you address equitable identification of low-income students as required by law RCW 28A.185.020.

1. Identify person(s) responsible for developing and implementing LEA equitable identification plan to address low-income students.

Ellen S. Perconti, Superintendent

2. LEAs may find systemic barriers to identifying low-income students, such as: limited communication about referral process, testing outside school day, reliance on standardized testing only, no routine review of existing data, communication in English only, "cut off" scores on standardized tests, lack of information by school front office staff, and others.

OSPI suggests the following possible actions to reduce barriers to identifying low-income students: screen all students at certain grade level(s) to "screen in" students who may be overlooked, look for above-grade-level WaKIDS indicators, assess rapid growth over time with WaKIDS or ELPA21, test during school day in home school, review IEPs for students with disabilities for indicators of giftedness (twice exceptional), inform staff of gifted indicators and solicit referrals by staff, use alternative assessments for English learners, routinely review all relevant data for any new student, include referral information in enrollment packets, reach out to families by native language speaker.

Please update actions your LEA takes to prioritize equitable identification of low-income students, and the LEA's process to implement during the 2019-20 identification cycle.

With the small population of students at MMK, each teacher knows each student this increases our ability to match student needs, identification and service.

Criteria for Identification RCW 28A.300.770

Explain how you address criteria for identification as required by RCW 28A.300.770.

3. **Update actions your LEA takes to address these criteria in your identification policy and procedures, and the LEA's process to implement during 2019-20 identification cycle.**

LEAs must have identification procedures for Highly Capable programs that are clearly stated and implemented using the following criteria:

- a. Districts must use **multiple objective criteria** to identify students who are among the most Highly Capable. Multiple pathways for qualifications must be available and **no single criterion may disqualify a student from identification**.
- b. Highly Capable selection decisions must be based on consideration of **criteria benchmarked on local norms**, but local norms may not be used as a more restrictive criterion than national norms.

- c. **Subjective measures such as teacher recommendations or report card grades may not be used to screen out a student from assessment.** These data points may be used alongside other criteria during selection to support identification, but may not be used to disqualify a student from being identified.
- d. To the extent practicable, **screening and assessments must be given in the native language** of the student. If native language screening and assessments are not available, a **nonverbal screening and assessment** must be used.

MMK relies on teacher knowledge of students and their needs. We work to provide the best possible instruction for each child.

Rental or Lease of District Real Property

When district real property is not needed, the board has the authority to call for bids to rent or lease any surplus real property. A notice of the intent to rent or lease property will be published in a newspaper of general circulation in the district at least 45 days before the rental or lease takes effect, if the value of the rental or lease is \$10,000.00 or more. The district may establish a minimum acceptable bid based upon the fair market value, provided that such minimum bid is non-discriminatory within classes of users.

Such property will be rented or leased for lawful purposes. The rental or lease will be in the best interests of the district and not interfere with the conduct of the district's educational program and related activities.

[The Board is not required to adopt the following language but has the legal authority to do so] It is a violation of district policy for any person, including a renter or leaser to carry a firearm or dangerous weapon on district property. Proceeds from rental or lease of district property which are in excess of the operational costs incurred for such rental or lease will be deposited in the capital projects fund or debt service fund.

At the option of the board of directors, after evaluating the sufficiency of the school district's capital projects fund for purposes of meeting demands for new construction and improvements, moneys derived from the lease or rental of real property may be deposited into the district's general fund to be used exclusively for nonrecurring costs related to operating school facilities, including but not limited to, expenses for maintenance.

Cross References: 4210- Regulation of Dangerous Weapons

Legal References: RCW 28A.335.040 Surplus school property, rental, lease or use of — Authorized — Limitations
RCW 28A.335.050 Surplus school property, rental, lease or use of — Joint use—Compensation—Conditions generally
RCW 28A.335.060 Surplus school property, rental lease or use of — Disposition of moneys received from
RCW 28A.335.070 Surplus school property, rental, lease or use of — Existing contracts not impaired
RCW 28A.335.080 Surplus school property, rental, lease or use of — Community use not impaired
RCW 28A.335.090 Conveyance and acquisition of property — Management— Appraisal
RCW 28A.335.130 Real property — Sale — Use of proceeds

Adoption Date:

Classification: **Essential**

Revised Dates: **12.05; 12.11; 10.19**

Rental or Lease of District Real Property

When district real property is not needed, the board has the authority to call for bids to rent or lease any surplus real property. A notice of the intent to rent or lease property will be published in a newspaper of general circulation in the district at least 45 days before the rental or lease takes effect, if the value of the rental or lease is \$10,000.00 or more. The district may establish a minimum acceptable bid based upon the fair market value, provided that such minimum bid is non-discriminatory within classes of users.

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RCW 28A.335.130 Real property — Sale — Use of proceeds

Adoption Date:

Classification: **Essential**

Revised Dates: **12.05; 12.11; 10.19**

Family, Medical, and Maternity Leave

I. State Paid Family and Medical Leave

Paid family and medical leave are benefits administered by the Washington State Employment Security Department. Employees interested in applying for these benefits must follow the process described in Chapter 192-610 WAC. Employees who have questions regarding the application process may contact the Employment Security Department or visit its website at paidleave.wa.gov. The district will post notices made available by the Employment Security Department that provide pertinent information regarding paid family and medical leave benefits.

A brief description of the paid family and medical leave benefits program is provided below. The description is not meant to capture every aspect of the program; rather, it is meant to give a general overview.

Eligibility

Employees who have worked 820 hours during the first four of the last five completed calendar quarters or the last four completed calendar quarters are eligible for paid family and medical leave.

Reasons for leave

Family leave means leave taken by an employee from work for the following reasons:

- A. To participate in providing care, including physical or psychological care, for a family member made necessary by a serious health condition of the family member;
- B. To bond with the employee's child during the first 12 months after the child's birth, or the first 12 months after the placement of a child under the age of eighteen within the employee; or
- C. Because of any qualifying exigency as permitted under the federal family and medical leave act for family members as defined by RCW 50A.05.010(10).

Medical leave means any leave taken by an employee from work made necessary by the employee's own serious health condition as defined by RCW 50A.05.010(20).

Amount of leave

Employees may take up to 12 weeks of paid family leave during a period of 52 consecutive calendar weeks.

Employees may take up to 12 weeks of paid medical leave during a period of 52 consecutive calendar weeks. Paid medical leave may be extended by two weeks if the employee experiences a serious health condition with a pregnancy that results in incapacity.

Employees may take a combined 16 weeks of paid family and paid medical leave during a period of 52 consecutive calendar weeks. The combined total may be extended to 18 weeks if the employee experiences a serious health condition with a pregnancy that results in incapacity.

Employee notice to district

An employee must provide the district at least 30 days' written notice before paid family or medical leave is to begin if the need for the leave is foreseeable based on an expected birth, placement of a child, or planned medical treatment for a serious health condition.

An employee must provide the district written notice as soon as practicable when 30 days' notice is not possible because of a lack of knowledge of approximately when leave will be required to begin, because of a change in circumstances, or because of a medical emergency.

An employee must provide the district written notice as soon as is practicable for foreseeable leave due to a qualifying military exigency, regardless of how far in advance such leave is foreseeable.

The notice must be in writing and contain at least the anticipated timing and duration of the leave.

District notice to employee

Whenever the district becomes aware that an employee is absent from work for more than seven consecutive days to take family or medical leave, the district must will provide the employee with a written statement provided by the Employment Security Department of the employee's rights.

The notice will be sent by the fifth business day after the employee's seventh consecutive missed day of work due to family or medical leave or by the fifth business day after the employer becomes aware that the employee's absence is due to family or medical leave, whichever is later.

Employment restoration

Upon return from paid family or medical leave, an employee is entitled to be restored to the position of employment held by the employee when the leave commenced or to be restored to an equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment.

As a condition of restoration for employees who have taken medical leave, the district may require those employees to receive certification from their health care provider that they are able to resume work.

The district may deny restoration to any salaried employee who is among the highest paid ten percent of its employees if the following apply:

- A. Denial is necessary to prevent substantial and grievous economic injury to the operations of the employer;
- B. The district notifies the employee of its intent to deny restoration on such basis at the time the district determines the injury would occur; and
- C. The leave has commenced and the employee elects not to return to employment after receiving the notice.

The district may also deny restoration if the employee would not otherwise have been employed at the time of reinstatement.

If the district chooses to deny restoration, it will provide written notice of such denial in person or by certified mail. The notice will include a statement that the district intends to deny employment restoration when the leave has ended, the reasons behind the decision to deny restoration, an explanation that health benefits will still be paid for the duration of the leave, and the date on which eligibility for employer-provided health benefits ends.

The rights described above only apply in the following circumstances: the district has 50 or more employees; the employee has been employed by the district for twelve months or more; and the employee has worked for the district for at least 1,250 hours during the 12 months immediately preceding the date on which leave will commence.

II. Federal Family and Medical Leave

General provisions

Every employee of the district who has worked for the district at least one year and for at least 1,250 hours in the preceding year is entitled to twelve (12) workweeks of family leave during any twelve (12) month period to do the following:

- A. Care for a newborn child, an adopted child of the employee who is under the age of eighteen at the time of placement for adoption, or a newly placed foster child;
- B. Care for a spouse, parent or child of the employee who has a serious health condition, or the employee may obtain leave for his or her own serious health condition if it renders the employee unable to perform his or her job; or
- C. Respond to a qualifying exigency occurring because the employee's spouse, son or daughter, or parent is on active duty or has been notified of pending active duty in support of a contingency operation.

An employee who is the spouse, son or daughter, parent or next of kin of a service member who is recovering from a serious illness or injury sustained while on active duty is entitled to twenty six (26) weeks of unpaid leave in a 12 month period to care for the service member.

Family leave authorized under this policy must be taken full-time and consecutively unless an alternative schedule is approved by the superintendent or designee or where intermittent or reduced leave is medically necessary. Instructional staff may not take reduced or intermittent leave when it would constitute 20 percent of the number of working days in the period during which the leave would extend without the approval of the superintendent or designee. An instructional employee may be transferred to an alternative equivalent position that would accommodate reduced or intermittent leave, if such a position is available.

A period of family leave is in addition to any sick leave taken due to the employee's temporary disability attributable to pregnancy or childbirth.

The superintendent or designee may require written verification from the employee's health care provider when the employee is taking medical leave based on his or her own serious health condition.

The district may obtain the opinion of a second health care provider, at district expense, concerning any information pertinent to the employee's leave request. If the opinions of the health care providers differ on any matter determinative of the employee's eligibility for family leave, the two health care providers will select a third provider, whose opinion, obtained at the employer's expense, will be conclusive.

Birth or adoption

Leave taken for newborn or adopted childcare will be completed within one year after the date of birth or placement for adoption.

The district will grant leave upon the same terms to male employees as is available to female employees upon the birth or adoption of the employee's child. Leave will be granted upon the same terms to employees who become adoptive parents or stepparents, at the time of birth or initial placement for adoption of a child under the age of six, as is available to employees who become biological parents. Such leave is available only when the child lives in the employee's household at the time of birth or initial placement.

Employee requests for leave of absence due to birth or initial placement for adoption of a child will be submitted in writing to the superintendent or designee not less than 30 days prior to the beginning date of the leave. The notice will include the approximate beginning and ending dates for the leave requested.

If both parents of a newborn or newly adopted child are employed by the school district, they will be entitled to a total of twelve workweeks of family leave during any twelve month period, and leave will be granted to only one parent at a time. There is no pooling effect for spouses if the family leave is related to a serious health condition.

Employment restoration

Any employee returning from an authorized family leave will be entitled to the same position held by the employee when the leave commenced, or to a position with equivalent benefits and pay.

An employee may be denied restoration under the following circumstances: a) the specific job is eliminated by a bona fide restructuring, or a reduction-in-force resulting from lack of funds or lack of work, b) an employee on family leave takes a position with another employer outside the home, c) the employee fails to provide the required notice of intent to take family leave or fails to return on the established ending date of leave, d) or as otherwise allowed by law. If an employee fails to return from family leave, the district may recover the costs of the employee's health benefits paid during the leave.

Instructional staff may be required to delay their return from family leave to the beginning of the next semester under the following circumstances:

- A. The employee began leave five or more weeks before the end of the semester, the leave is for more than three weeks, and the employee would otherwise return to work within three weeks of the end of the semester.
- B. The employee began family leave (except for a personal health condition) less than five weeks before the end of the semester, the leave is for more than two weeks, and the employee would

otherwise return to work within two weeks of the end of the semester.

- C. The employee began family leave (except for a personal health condition) three or fewer weeks before the end of the semester and the period of leave is more than five working days.

III. Maternity Leave

A staff member may use accumulated paid sick leave for the period of actual disability attributable to pregnancy or childbirth. This period will extend from the date of birth for a period of not more than 60 days, unless an actual period of disability which begins prior to the date of birth or continues beyond 60 days is otherwise verified in writing by the employee's physician.

If the employee's accumulated sick leave is exhausted during the period of maternity, the district will grant a leave of absence without pay or fringe benefits, upon the staff member's request, for the remainder of the period of actual disability due to pregnancy or childbirth.

During any unpaid portion of such leave of absence, the staff member may pay the premiums for any district insurance plans to keep coverage in effect for the employee and her family.

Notice

A pregnant staff member is requested to notify her immediate supervisor and the superintendent or designee by the beginning of the fifth month of pregnancy.

At the time of such notice the staff member will submit a written request to her immediate supervisor and the superintendent or designee for one or more of the following:

- A. Maternity leave for the period of her actual disability due to pregnancy or childbirth;
- B. Family leave for a period of up to 12 weeks, in addition to any period of maternity disability leave, the district will extend the employee's health benefit during this period of unpaid leave;
- C. Leave of absence for a period of up to the beginning of the next school term or school year. Such extended leave of absence may be approved at the discretion of the superintendent or designee based upon consideration of educational program needs and the desires of the staff member, together with the recommendation of her personal physician or licensed practitioner; or
- D. Termination of employment by resignation.

The notice to the district will include the approximate beginning and ending dates for the leave.

Employment conditions

A pregnant staff member may continue working as long as she is capable of performing her normal duties, with the written approval of her physician or licensed practitioner.

The staff member may return to work when physically able to perform her duties. If the employee intends to return to work within 60 days of childbirth, her personal physician or licensed practitioner must certify that the staff member is in good health and ready to resume her duties.

No later than 30 days after the date of birth, the staff member is requested to notify the superintendent or designee of the specific date when she will return to work. Unless the superintendent or designee approves an earlier date of return, the employee will give at least 14 days advance notice of the actual date of return.

The staff member will return to her duties following an extended leave of absence on the date approved by the superintendent or designee. If the employee is still experiencing a disability due to pregnancy, miscarriage, abortion, childbirth or recovery which prevents the employee from performing her duties on the scheduled date of return, an additional period of unpaid leave of absence may be approved at the discretion of the superintendent or designee based upon consideration of educational program needs and the recommendation of the employee's personal physician or licensed practitioner.

Assignment upon return

An employee who has taken a leave of absence only for the actual period of disability relating to pregnancy or childbirth or up to twelve weeks of family leave will return to the same assignment, or a similar position

for which she is qualified with at least the same pay and benefits, as she held prior to the maternity leave or family leave.

Upon return from an extended maternity leave, a staff member will be entitled to a position in the district subject to the availability of a position for which she is qualified. An effort will be made to place the staff member in her original position or in a comparable position.

Cross References: 5021 - Conflicts Between Policy and Bargaining Agreements

Legal References: RCW 28A.400.300 Hiring and discharging of employees — Written leave policies — Seniority and leave benefits of employees transferring between school districts and other educational employers
Title 50A RCW Family and Medical Leave
WAC 162-30-020 Pregnancy, childbirth, and pregnancy related conditions
Chapter 192-500 WAC through Chapter 192-800 WAC Paid Family and Medical Leave
29 USC Sec 2601 Family and Medical Leave Act of 1993
29 CFR 825 Family and Medical Leave Act of 1993

Management Resources: 2019 – October Issue
2011 - October Issue
2009 - April Issue

Adoption Date:
Classification: **Essential**
Revised Dates: **04.98; 04.09; 10.11; 12.11; 10.19**

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Family, Medical, and Maternity and Military Caregiver Leave

I. State Paid Family and Medical Leave

Paid family and medical leave are benefits administered by the Washington State Employment Security Department. Employees interested in applying for these benefits must follow the process described in Chapter 192-610 WAC. Employees who have questions regarding the application process may contact the Employment Security Department or visit its website at paidleave.wa.gov. The district will post notices made available by the Employment Security Department that provide pertinent information regarding paid family and medical leave benefits.

Commented [A1]: See RCW 50A.20.030; WAC 192-540-020.

A brief description of the paid family and medical leave benefits program is provided below. The description is not meant to capture every aspect of the program; rather, it is meant to give a general overview.

Eligibility

Employees who have worked 820 hours during the first four of the last five completed calendar quarters or the last four completed calendar quarters are eligible for paid family and medical leave.

Commented [A2]: See RCW 50A.15.010; 50A.05.010(18).

Reasons for leave

Family leave means leave taken by an employee from work for the following reasons:

Commented [A3]: See RCW 50A.05.010(9).

- A. To participate in providing care, including physical or psychological care, for a family member made necessary by a serious health condition of the family member;
- B. To bond with the employee's child during the first 12 months after the child's birth, or the first 12 months after the placement of a child under the age of eighteen within the employee; or
- C. Because of any qualifying exigency as permitted under the federal family and medical leave act for family members as defined by RCW 50A.05.010(10).

Medical leave means any leave taken by an employee from work made necessary by the employee's own serious health condition as defined by RCW 50A.05.010(20).

Commented [A4]: See RCW 50A.05.010(14).

Amount of leave

Employees may take up to 12 weeks of paid family leave during a period of 52 consecutive calendar weeks.

Commented [A5]: See RCW 50A.15.020(3)(a).

Employees may take up to 12 weeks of paid medical leave during a period of 52 consecutive calendar weeks. Paid medical leave may be extended by two weeks if the employee experiences a serious health condition with a pregnancy that results in incapacity.

Commented [A6]: See RCW 50A.15.020(3)(b).

Employees may take a combined 16 weeks of paid family and paid medical leave during a period of 52 consecutive calendar weeks. The combined total may be extended to 18 weeks if the employee experiences a serious health condition with a pregnancy that results in incapacity.

Commented [A7]: See RCW 50A.15.020(3)(c).

Employee notice to district

An employee must provide the district at least 30 days' written notice before paid family or medical leave is to begin if the need for the leave is foreseeable based on an expected birth, placement of a child, or planned medical treatment for a serious health condition.

Commented [A8]: See RCW 50A.15.030.

An employee must provide the district written notice as soon as practicable when 30 days' notice is not possible because of a lack of knowledge of approximately when leave will be required to begin, because of a change in circumstances, or because of a medical emergency.

An employee must provide the district written notice as soon as is practicable for foreseeable leave due to a qualifying military exigency, regardless of how far in advance such leave is foreseeable.

The notice must be in writing and contain at least the anticipated timing and duration of the leave.

District notice to employee

Whenever the district becomes aware that an employee is absent from work for more than seven consecutive days to take family or medical leave, the district must will provide the employee with a written statement provided by the Employment Security Department of the employee's rights.

The notice will be sent by the fifth business day after the employee's seventh consecutive missed day of work due to family or medical leave or by the fifth business day after the employer becomes aware that the employee's absence is due to family or medical leave, whichever is later.

Employment restoration

Upon return from paid family or medical leave, an employee is entitled to be restored to the position of employment held by the employee when the leave commenced or to be restored to an equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment.

As a condition of restoration for employees who have taken medical leave, the district may require those employees to receive certification from their health care provider that they are able to resume work.

The district may deny restoration to any salaried employee who is among the highest paid ten percent of its employees if the following apply:

- A. Denial is necessary to prevent substantial and grievous economic injury to the operations of the employer;
- B. The district notifies the employee of its intent to deny restoration on such basis at the time the district determines the injury would occur; and
- C. The leave has commenced and the employee elects not to return to employment after receiving the notice.

The district may also deny restoration if the employee would not otherwise have been employed at the time of reinstatement.

If the district chooses to deny restoration, it will provide written notice of such denial in person or by certified mail. The notice will include a statement that the district intends to deny employment restoration when the leave has ended, the reasons behind the decision to deny restoration, an explanation that health benefits will still be paid for the duration of the leave, and the date on which eligibility for employer-provided health benefits ends.

The rights described above only apply in the following circumstances: the district has 50 or more employees; the employee has been employed by the district for twelve months or more; and the employee has worked for the district for at least 1,250 hours during the 12 months immediately preceding the date on which leave will commence.

II. Federal Family and Medical Leave

General provisions

Every employee of the district who has worked for the district at least one year and for at least 1,250 hours in the preceding year is entitled to twelve (12) workweeks of family leave during any twelve (12) month period to do the following:

- A. Care for a newborn child, an adopted child of the employee who is under the age of eighteen at the time of placement for adoption, or a newly placed foster child;
- B. Care for a spouse, parent or child of the employee who has a serious health condition, or the employee may obtain leave for a person's this or her own serious health condition if it renders the employee unable to perform his or her job; or

Commented [A9]: See RCW 50A.20.010; WAC 192-540-010.

Commented [A10]: See RCW 50A.35.010; Chapter 192-700 WAC.

Commented [A11]: See RCW 50A.35.010(6)(a).

- C. Respond to a qualifying exigency occurring because the employee's spouse, son or daughter, or parent is on active duty or has been notified of pending active duty in support of a contingency operation.

An employee who is the spouse, son or daughter, parent or next of kin of a service member who is recovering from a serious illness or injury sustained while on active duty is entitled to twenty six (26) weeks of unpaid leave in a 12 month period to care for the service member.

~~Leave taken for newborn or adopted childcare will be completed within one year after the date of birth or placement for adoption.~~ Family leave authorized under this policy must be taken full-time and consecutively unless an alternative schedule is approved by the superintendent or designee or where intermittent or reduced leave is medically necessary. Instructional staff may not take reduced or intermittent leave when it would constitute 20 percent of the number of working days in the period during which the leave would extend without the approval of the superintendent or designee. An instructional employee may be transferred to an alternative equivalent position that would accommodate reduced or intermittent leave, if such a position is available.

A period of family leave is in addition to any sick leave taken due to the employee's temporary disability attributable to pregnancy or childbirth.

The superintendent or designee may require written verification from the employee's health care provider when the employee is taking medical leave based on his or her own serious health condition.

The district may obtain the opinion of a second health care provider, at district expense, concerning any information pertinent to the employee's leave request. If the opinions of the health care providers differ on any matter determinative of the employee's eligibility for family leave, the two health care providers will select a third provider, whose opinion, obtained at the employer's expense, will be conclusive.

Birth or adoption

Leave taken for newborn or adopted childcare will be completed within one year after the date of birth or placement for adoption.

The district will grant leave upon the same terms to male employees as is available to female employees upon the birth or adoption of the employee's child. Leave will be granted upon the same terms to employees who become adoptive parents or stepparents, at the time of birth or initial placement for adoption of a child under the age of six, as is available to employees who become biological parents. Such leave is available only when the child lives in the employee's household at the time of birth or initial placement.

Employee requests for leave of absence due to birth or initial placement for adoption of a child will be submitted in writing to the superintendent or designee not less than 30 days prior to the beginning date of the leave. The notice will include the approximate beginning and ending dates for the leave requested.

If both parents of a newborn or newly adopted child are employed by the school district, they will be entitled to a total of twelve workweeks of family leave during any twelve month period, and leave will be granted to only one parent at a time. There is no pooling effect for spouses if the family leave is related to a serious health condition.

Employment restoration

Any employee returning from an authorized family leave will be entitled to the same position held by the employee when the leave commenced, or to a position with equivalent benefits and pay.

Reinstatement of an employee returning from family leave need not occur if: An employee may be denied restoration under the following circumstances: a) the specific job is eliminated by a bona fide restructuring, or a reduction-in-force resulting from lack of funds or lack of work, b) an employee on family leave takes a position with another employer outside the home, or c) the employee fails to provide the required notice of intent to take family leave or fails to return on the established ending date of leave, d) or as otherwise allowed by law. If an employee fails to return from family leave, the district may recover the costs of the employee's health benefits paid during the leave.

Instructional staff may be required to delay their return from family leave to the beginning of the next semester under the following circumstances:

- A. The employee began leave five or more weeks before the end of the semester, the leave is for more than three weeks, and the employee would otherwise return to work within three weeks of the end of the semester.
- B. The employee began family leave (except for a personal health condition) less than five weeks before the end of the semester, the leave is for more than two weeks, and the employee would otherwise return to work within two weeks of the end of the semester.
- C. The employee began family leave (except for a personal health condition) three or fewer weeks before the end of the semester and the period of leave is more than five working days.

~~The superintendent may require written verification from the employee's health care provider.~~

~~The district may obtain the opinion of a second health care provider, at district expense, concerning any information pertinent to the employee's leave request. If the opinions of the health care providers differ on any matter determinative of the employee's eligibility for family leave, the two health care providers will select a third provider, whose opinion, obtained at the employer's expense, will be conclusive.~~

III. Maternity Leave

A staff member may use accumulated, paid sick leave for the period of actual disability attributable to pregnancy or childbirth. This period will extend from the date of birth for a period of not more than 60 days, unless an actual period of disability which begins prior to the date of birth or continues beyond 60 days is otherwise verified in writing by the employee's physician.

If the employee's accumulated sick leave is exhausted during the period of maternity, the district will grant a leave of absence without pay or fringe benefits, upon the staff member's request, for the remainder of the period of actual disability due to pregnancy or childbirth.

During any unpaid portion of such leave of absence, the staff member may pay the premiums for any district insurance plans to keep coverage in effect for the employee and her family.

Notice Required/Notice

A pregnant staff member is requested to notify her immediate supervisor and the superintendent [or designee](#) by the beginning of the fifth month of pregnancy.

At the time of such notice the staff member will submit a written request to her immediate supervisor and the superintendent [or designee](#) for one or more of the following:

- A. Maternity leave for the period of her actual disability due to pregnancy or childbirth;
- B. Family leave for a period of up to 12 weeks, in addition to any period of maternity disability leave, the district will extend the employee's health benefit during this period of unpaid leave;
- C. Leave of absence for a period of up to the beginning of the next school term or school year. Such extended leave of absence may be approved at the discretion of the superintendent [or designee](#) based upon consideration of educational program needs and the desires of the staff member, together with the recommendation of her personal physician or licensed practitioner; or
- D. Termination of employment by resignation.

The notice to the district will include the approximate beginning and ending dates for the leave.

Employment Conditions

A pregnant staff member may continue working as long as she is capable of performing her normal duties, with the written approval of her physician or licensed practitioner.

The staff member may return to work when physically able to perform her duties. If the employee intends to return to work within 60 days of childbirth, her personal physician or licensed practitioner must certify that the staff member is in good health and ready to resume her duties.

No later than 30 days after the date of birth, the staff member is requested to notify the superintendent [or](#)

[designee](#) of the specific date when she will return to work. Unless the superintendent [or designee](#) approves an earlier date of return, the employee will give at least 14 days advance notice of the actual date of return.

The staff member will return to her duties following an extended leave of absence on the date approved by the superintendent [or designee](#). If the employee is still experiencing a disability due to pregnancy, miscarriage, abortion, childbirth or recovery which prevents the employee from performing her duties on the scheduled date of return, an additional period of unpaid leave of absence may be approved at the discretion of the superintendent [or designee](#) based upon consideration of educational program needs and the recommendation of the employee's personal physician or licensed practitioner.

Assignment upon ~~R~~return

An employee who has taken a leave of absence only for the actual period of disability relating to pregnancy or childbirth or up to twelve weeks of family leave will return to the same assignment, or a similar position for which she is qualified with at least the same pay and benefits, as she held prior to the maternity leave or family leave.

Upon return from an extended maternity leave, a staff member will be entitled to a position in the district subject to the availability of a position for which she is qualified. An effort will be made to place the staff member in her original position or in a comparable position.

Military Caregiver Leave

~~An employee who is the spouse, son or daughter, parent or next of kin of a service member who is recovering from a serious illness or injury sustained while on active duty is entitled to twenty six (26) weeks of unpaid leave in a 12 month period to care for the service member.~~

Return to Work

~~Any employee returning from an authorized family leave will be entitled to the same position held by the employee when the leave commenced, or to a position with equivalent benefits and pay.~~

~~Reinstatement of an employee returning from family leave need not occur if: a) the specific job is eliminated by a bona fide restructuring, or a reduction in force resulting from lack of funds or lack of work, b) an employee on family leave takes a position with another employer outside the home, or c) the employee fails to provide the required notice of intent to take family leave or fails to return on the established ending date of leave. If an employee fails to return from family leave, the district may recover the costs of the employee's health benefits paid during the leave. Instructional staff may be required to delay their return from family leave to the beginning of the next semester under the following circumstances:~~

~~= The employee began leave five or more weeks before the end of the semester, the leave is for more than three weeks, and the employee would otherwise return to work within three weeks of the end of the semester.~~

~~= The employee began family leave (except for a personal health condition) less than five weeks before the end of the semester, the leave is for more than two weeks, and the employee would otherwise return to work within two weeks of the end of the semester.~~

~~= The employee began family leave (except for a personal health condition) three or fewer weeks before the end of the semester and the period of leave is more than five working days.~~

Cross References: 5021 - Conflicts Between Policy and Bargaining Agreements

Legal References: RCW 28A.400.300 Hiring and discharging of employees — Written leave policies — Seniority and leave benefits of employees transferring between school districts and other educational employers
[Chapter 49.78 RCW Family Leave](#)[Title 50A RCW Family and Medical Leave](#)

WAC 162-30-020 Pregnancy, childbirth, and pregnancy related conditions
[Chapter 192-500 WAC through Chapter 192-800 WAC Paid Family and Medical Leave](#)
29 USC Sec 2601 Family and Medical Leave Act of 1993
[29 CFR 825 Family and Medical Leave Act of 1993](#)

Management Resources: [2019 – October Issue](#)
2011 - October Issue
2009 - April Issue

Adoption Date:
Classification: **Essential**
Revised Dates: **04.98; 04.09; 10.11; 12.11; 10.19**

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Use of Tobacco, Nicotine Products and Delivery Devices

The board of directors recognizes that to protect students from exposure to the addictive substance of nicotine, employees and officers of the school district, and all members of the community, have an obligation as role models to refrain from use of tobacco products and delivery devices on school property at all times. Tobacco products and delivery devices include, but are not limited to, cigarettes, cigars, snuff, smoking tobacco, smokeless tobacco, nicotine, electronic smoking/vapor devices, and vapor products, non-prescribed inhalers, nicotine delivery devices or chemicals that are not FDA-approved to help people quit using tobacco, devices that produce the same flavor or physical effect of nicotine substances and any other smoking equipment, device, material or innovation.

Any use of such products and delivery devices by staff, students, visitors and community members will be prohibited on all school district property, including all district buildings, grounds and district-owned vehicles, and within five hundred feet of schools. Possession by or distribution of tobacco products to [any person under twenty-one years of age](#) is prohibited.

The use of Federal Drug Administration (FDA) approved nicotine replacement therapy in the form of a nicotine patch, gum or lozenge is permitted. However, students and employees must follow applicable policies regarding use of medication at school.

Notices advising students, district employees and community members of this policy will be posted in appropriate locations in all district buildings and at other district facilities as determined by the superintendent and will be included in the employee and student handbooks. Employees and students are subject to discipline for violations of this policy, and school district employees are responsible for the enforcement of the policy.

Cross References: 3200 - Rights and Responsibilities
 3241 - Student Discipline
 3416 - Medication at School
 5201 - Drug-Free Schools, Community and Workplace
 5280 - Separation from Employment

Legal References: RCW 28A.210.260 Public and private schools —
 Administration of medication — Conditions.
 RCW 28A.210.270 Public and private schools —
 Administration of medication — Immunity from liability —
 Discontinuance, procedure.
 RCW 28A.210.310 Prohibition on use of tobacco products on
 school property
 Chapter 70.155, RCW Tobacco – Access to Minors

Management Resources: [2019 – October Issue](#)
2016 - July Issue
2014 - February Issue
2010 - December Issue
2010 - October Issue

Adoption Date:

Classification: **Essential**

Revised Dates: **10.00; 08.03; 10.10; 12.10; 12.11; 02.14; 07.16; 10.19**

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Management Resources: 2019 – October Issue
 2016 - July Issue
 2014 - February Issue
 2010 - December Issue
 2010 - October Issue

Adoption Date:

Classification: **Essential**

Revised Dates: **10.00; 08.03; 10.10; 12.10; 12.11; 02.14; 07.16; 10.19**

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Regulation of Dangerous Weapons on School Premises

Unless specifically authorized by this policy, it is a violation of district policy for any person to carry a firearm or dangerous weapon on district property or school-provided transportation. This prohibition applies to any facility owned, rented, or leased by the District. If the District leases or rents part of a property for District use, firearms and dangerous weapons are prohibited on any portion of the premises where the district has the right of exclusive use.

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

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

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

Dangerous Weapons

The term "dangerous weapons" under state law includes:

- Any firearm;
- Any device commonly known as "nunchaku sticks," consisting of two or more length of wood, metal, plastic, or similar substance connected with wire, rope, or other means;
- Any device, commonly known as "throwing stars," which are multi-pointed, metal objects designed to embed upon impact from any aspect;
- Any air gun, including any air pistol or air rifle, designed to propel a BB, pellet, or other projectile by the discharge of compressed air, carbon dioxide, or other gas;
- Any portable device manufactured to function as a weapon and which is commonly known as a stun gun, including a projectile stun gun which projects wired probes that are attached to the device that emit an electrical charge designed to administer to a person or an animal an electric shock, charge, or impulse;
- Any device, object, or instrument that is used or intended to be used as a weapon with the intent to injure a person by an electric shock, charge, or impulse;
- The following instruments:
 - Any dirk or dagger;
 - Any knife with a blade longer than three inches;
 - Any knife with a blade that is automatically released by a spring mechanism or other mechanical device;
 - Any knife having a blade that opens, or falls, or is ejected into position by the force of gravity, or by outward, downward, or centrifugal thrust or movement; and
 - Any razor with an unguarded blade;
- Any slung shot, sandbag, or sandclub;
- Metal knuckles;
- A sling shot;
- Any metal pipe or bar used or intended to be used as a club;

- Any explosive;
- Any weapon containing poisonous or injurious gas;
- Any implement or instrument that has the capacity to inflict death and from the manner in which it is used, is likely to produce or may easily and readily produce death.

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

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

Reporting Dangerous Weapons

Students

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

Students who have possessed a firearm on any school premises, school-provided transportation, or school-sponsored activities at any facility shall be expelled for not less than one year pursuant to RCW 28A.600.420. The superintendent may modify the one-year expulsion for a firearm on a case-by-case basis. Further, the district may also suspend or expel a student for up to one year if the student acts with malice (as defined under RCW 9A.04.110) and displays a device that appears to be a firearm.

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

Staff

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

Exceptions

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

- A. Persons engaged in District-authorized military or law enforcement or School Resource Officer activities;
- B. Persons involved in a District Superintendent authorized convention, showing, demonstration, lecture or firearm safety course;
- C. Persons competing in District Superintendent authorized firearm or air gun competitions; and
- D. Any federal, state or local law enforcement officer.

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

- A. Persons with concealed weapons permits issued pursuant to [RCW 9.41.070](#) who are picking up or dropping off students; and
- B. Persons conducting legitimate business at the school and in lawful possession of a firearm or dangerous weapon if the weapon is secured within an attended vehicle, is unloaded and secured in a vehicle, or is concealed from view in a locked, unattended vehicle. Pursuant to RCW 9.41.050, no one may lawfully possess a loaded handgun in a vehicle unless the person has a valid concealed pistol permit.

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

Personal Protection Spray

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

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

Cross References:

- 3241 - Student Discipline
- 4260 - Use of School Facilities
- 6112 – Rental or Lease of District Real Property

Legal References:

- RCW 9A.16.020 Use of force - when lawful
- RCW 9.41.250 Dangerous weapons—Penalty
- RCW 9.41.280 Dangerous weapons on facilities—Penalty — Exceptions
- RCW 9.91.160 Personal protection spray devices
- RCW 9.94A.825 Deadly weapon special verdict--definition
- RCW 28A.600.420 Firearms on school premises, transportation, or facilities — Penalty — Exemptions

Management Resources:

- 2019 – October Issue
- 2016 - July Issue
- Policy News, August 2006 Weapons on School Premises
- Policy News, August 1998 State Encourages Modification of Weapons Policy
- Policy News, October 1997 Legislature also addresses “look-alike” firearms

Adoption Date:

Classification: **Essential**

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Regulation of Dangerous Weapons on School Premises

Unless specifically authorized by this policy, it is a violation of district policy and state law for any person to carry a firearm or dangerous weapon on school premises, district property or, school-provided transportation. This prohibition applies to any facility owned, rented, or leased by the District. -If the District leases or rents part of a property for District use, firearms and dangerous weapons are prohibited on any portion of the premises where the district has the right of exclusive use.

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

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

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

Dangerous Weapons

The term "dangerous weapons" under state law includes:

- Any firearm;
- Any device commonly known as "nunchakun-chu-ka sticks," consisting of two or more length of wood, metal, plastic, or similar substance connected with wire, rope, or other means;
- Any device, commonly known as "throwing stars," which are multi-pointed, metal objects designed to embed upon impact from any aspect;
- Any air gun, including any air pistol or air rifle, designed to propel a BB, pellet, or other projectile by the discharge of compressed air, carbon dioxide, or other gas;
- Any portable device manufactured to function as a weapon and which is commonly known as a stun gun, including a projectile stun gun which projects wired probes that are attached to the device that emit an electrical charge designed to administer to a person or an animal an electric shock, charge, or impulse;
- Any device, object, or instrument that which is used or intended to be used as a weapon with the intent to injure a person by an electric shock, charge, or impulse;
- The following instruments:
 - Any dirk or dagger;
 - Any knife with a blade longer than three inches;
 - Any knife with a blade that which is automatically released by a spring mechanism or other mechanical device;
 - Any knife having a blade that which opens, or falls, or is ejected into position by the force of gravity, or by outward, downward, or centrifugal thrust or movement; and
 - Any razor with an unguarded blade;
- Any slung shot, sandbag, or sandclub;
- Metal knuckles;
- A sling shot;
- Any metal pipe or bar used or intended to be used as a club;

- Any explosive;
- Any weapon containing poisonous or injurious gas;
- Any implement or instrument ~~that~~which has the capacity to inflict death and from the manner in which it is used, is likely to produce or may easily and readily produce death.

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

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

Reporting Dangerous Weapons

Students

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

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

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

~~No expulsion under RCW 28A.600.420 prevents the district from continuing to provide educational services in an alternative educational setting in compliance with RCW 28A.600.015. Any alternative setting should be comparable, equitable, and appropriate to the regular education services a student would have received without the exclusionary discipline. Example alternative settings include one on one tutoring and online learning. All expulsion and / or suspension and all other discipline of students who violate this policy will be subject to District Policy 3241 – Student Discipline.~~

Staff

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

Exceptions ~~to State Law and this Policy~~

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

- Persons engaged in ~~District-authorized~~ military ~~or,~~ law enforcement ~~or School Resource Officer,~~ ~~or school district security~~ activities;
- Persons involved in a ~~District Superintendent school~~ authorized convention, showing, demonstration, lecture or firearm safety course;
- Persons competing in ~~District Superintendent school~~ authorized firearm or air gun competitions; and
- Any federal, state or local law enforcement officer.

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

- A. Persons with concealed weapons permits issued pursuant to [RCW 9.41.070](#) who are picking up or dropping off students; and
- B. Persons conducting legitimate business at the school and in lawful possession of a firearm or dangerous weapon if the weapon is secured within an attended vehicle, is unloaded and secured in a vehicle, or is concealed from view in a locked, unattended vehicle. [-Pursuant to RCW 9.41.050, no one may lawfully possess a loaded handgun in a vehicle unless the person has a valid concealed pistol permit.](#)

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

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

- Cross References:
- ~~3240—Student Conduct Expectations and Reasonable Sanctions~~
 - 3241 - ~~Student Classroom Management~~, Discipline and ~~Corrective Action~~
 - 4260 - Use of School Facilities
 - [6112 - Rental or Lease of District Real Property](#)

- Legal References:
- RCW 9A.16.020 Use of force - when lawful
 - RCW 9.41.250 Dangerous weapons—Penalty
 - RCW 9.41.280 Dangerous weapons on facilities—Penalty — Exceptions
 - RCW 9.91.160 Personal protection spray devices
 - RCW 9.94A.825 Deadly weapon special verdict--definition
 - RCW 28A.600.420 Firearms on school premises, transportation, or facilities — Penalty — Exemptions

- Management Resources:
- [2019 - October Issue](#)
 - 2016 - July Issue
 - Policy News, August 2006 Weapons on School Premises

Policy News, August 1998 State Encourages Modification of Weapons Policy

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