

## LAKE WASHINGTON SCHOOL DISTRICT NO. 414

### BOARD OF DIRECTORS' MEETING

Due to current social distancing precautions, all meeting participants will be joining the meeting remotely in alignment with current proclamation issued by Governor Inslee. The board meeting will be livestreamed and viewable on the [district website](#). If you are unable to live stream the meeting, you may call (425) 936-2805 or (425) 936-2809/Conference ID: 471683 to listen to the meeting in alignment with the Governor's proclamation.

There will be no in-person public comment to ensure social distancing. All public comments should be submitted in writing to [djenkins@lwsd.org](mailto:djenkins@lwsd.org) by 1:00 p.m. on the day of the board meeting.

May 4, 2020

## CONSENT AGENDA

A consent agenda has been established by the board in order to eliminate the time-consuming task of acting on routine and repetitive business items. These items are now placed in a consent agenda package and will be voted on at one time. If you see an item on the consent agenda that you would like to have publicly discussed, please discuss your concern with a board member prior to action on the consent agenda.

### Lake Washington School District Acronyms

<b>AP:</b> Advanced Placement	<b>Quest:</b> Highly Capable program for students in gr. 2-8
<b>AVID:</b> Advancement Via Individual Determination	<b>Results (R):</b> Results ( <i>See Policy Governance - formerly known as End Results</i> ). Goals set forth by the board, including the mission of the district.
<b>B/SR:</b> Board/Superintendent Relationship	<b>RCW:</b> Revised Codes of Washington
<b>CADR:</b> College Academic Distribution Requirements	<b>RTI:</b> Response to Intervention
<b>CDSA:</b> Common District Summative Assessments	<b>SALT:</b> Strategic Advisory Leadership Team
<b>CEDARS:</b> Comprehensive Education Data and Research System (CEDARS)	<b>SBA:</b> Smarter Balanced Assessment
<b>CIA:</b> Certificate of Individual Achievement	<b>SBE:</b> State Board of Education
<b>CLT:</b> Central Leadership Team	<b>SCAP:</b> School Construction Assistance Program
<b>COE:</b> Collection of Evidence	<b>SEL:</b> Social Emotional Learning
<b>CTE:</b> Career & Technical Education	<b>SGP:</b> Student Growth Percentile
<b>DIBELS:</b> Dynamic Indicators of Basic Early Literacy Skills	<b>SIOP:</b> Sheltered Instruction Observation Protocol
<b>DLT:</b> District Leadership Team (manager level and above, includes both certified and classified)	<b>SIP:</b> School Improvement Plan
<b>ELL:</b> English Language Learners	<b>sMAS:</b> Secondary Mobile Access for Students
<b>ELPA21:</b> English Language Proficiency Assessment for the 21st Century	<b>STEM:</b> Science, Technology, Engineering, and Mathematics
<b>eMAS:</b> Elementary Mobile Access for Students	<b>UDL:</b> Universal Design for Learning
<b>ESEA:</b> Elementary and Secondary Education Act	<b>WA-AIM:</b> Washington – Access to Instruction and Measurement
<b>ESSA:</b> Every Student Succeeds Act	<b>WAC:</b> Washington Administrative Codes
<b>GC:</b> Governance Culture (See Policy Governance)	<b>WaKIDS:</b> Washington Kindergarten Inventory of Developing Skills
<b>GC/CM:</b> General Contractor/Construction Management	<b>WaNIC:</b> Washington Network for Innovative Careers
<b>HiCap:</b> Highly Capable Program	<b>WCAS:</b> Washington Comprehensive Assessment of Science
<b>HSBP:</b> High School and Beyond Plan	<b>WCAP:</b> Washington Comprehensive Assessment Program
<b>KISN:</b> Kindergarten Intensive Safety Net	<b>WIDA AMS:</b> Alternative ELL Assessment
<b>KPI:</b> Key Performance Indicators	<b>WSIF:</b> Washington School Improvement Framework
<b>LDA:</b> Locally Determined Assessment	<b>WSSDA:</b> Washington State School Directors Association
<b>LEAP:</b> Learning Enhancement & Academic Planning	
<b>MTSS:</b> Multi-Tiered Systems of Support	
<b>NSBA:</b> National School Board Association	
<b>OE:</b> Operational Expectations (See Policy Governance)	
<b>OSPI:</b> Office of Superintendent of Public Instruction	
<b>PBIS:</b> Positive Behavioral Interventions and Supports	
<b>PCC:</b> Professional Community & Collaboration	
<b>PDSA:</b> Plan, Do, Study, Act	
<b>PLC:</b> Professional Learning Community	
<b>Policy Governance:</b> A governance process used by the school board. This sets forth “Results (R)” that the superintendent must reach, while abiding by “Operational Expectations (OE).” R include the district’s mission. OEs provide the boundaries for how the superintendent and staff can get to the goals. See the board policy section on web site for more information.	

April 30, 2020

Siri Bliesner  
President, Board of Directors  
Lake Washington School District No. 414  
Redmond, WA 98052

Dear Ms. Bliesner

I am transmitting herewith the agenda for the Board of Directors' regular meeting of May 4, 2020 beginning at 5:00 p.m. in the Board Room of the Resource Center, 16250 NE 74<sup>th</sup> Street, Redmond, WA.

Due to current social distancing precautions, all meeting participants will be joining the meeting remotely in alignment with current proclamation issued by Governor Inslee. The board meeting will be livestreamed and viewable on the [district website](#). If community members are unable to live stream the meeting, they may call (425) 936-2805 or (425) 936-2809/Conference ID: 471683 to listen to the meeting in alignment with the Governor's proclamation.

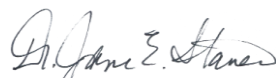
There will be no in-person public comment to ensure social distancing. All public comments should be submitted in writing to [djenkins@lwsd.org](mailto:djenkins@lwsd.org) by 1:00 p.m. on the day of the board meeting.

In addition, the board meeting schedule has been revised. Study sessions will be limited during this time and updates on the district closure will be provided during the regular board meetings. Board meetings in May will be held at 5:00 p.m. and held remotely

Order of Business

1. Convene, Roll Call
2. Approve Agenda
3. Public Comment
4. Consent Agenda
5. Non-Consent Agenda
6. Superintendent Report
7. Board Member Comments
8. Executive Session
9. Adjourn

Sincerely,



Dr. Jane Stavem  
Superintendent

# LAKE WASHINGTON SCHOOL DISTRICT

## Board of Directors' Meeting

### L.E. Scarr Resource Center

May 4, 2020

The board meeting will be livestreamed and viewable on the [district website](#). If you are unable to live stream the meeting, you may call (425) 936-2805 or (425) 936-2809/Conference ID: 471683

<u>Action</u>		<u>Tab</u>	<u>Page</u>
5:00 p.m.	<b>Convene, Roll Call</b>		
	<b>Approve Agenda</b>		
	<b>Recognitions</b>		
	▪ <i>Teacher Appreciation Week – May 4-8, 2020; National Teacher Day – May 5, 2020</i>		
	▪ <i>School Nurse Day – May 6, 2020</i>		
	▪ <i>Arts in Education Month – May 2020</i>		
	▪ <i>School Nutrition Employee Week – May 4-8, 2020</i>		
	<b>Public Comment</b> – <i>[only to be submitted in writing or phone message. There will be no in-person public comment to ensure social distancing due to the Coronavirus]</i>		
	<b>Consent Agenda</b>		
	▪ Vouchers <i>{April 2020}</i>		
	▪ Minutes <i>{April 20 Board Meeting}</i>	1	1
	▪ Human Resources Report	2	5
	▪ Approval of Monitoring Report – Operational Expectations OE-7, Asset Protection	3	9
	▪ Delegating Authority to Washington Interscholastic Activities Association (WIAA), 2020-21 Resolution No. 2286	4	10
	▪ Delegating Authority to KingCo Conference, 2020-21 Resolution No. 2287	5	11
	▪ Surplus of Property – Portables Resolution No. 2288	6	12
	▪ Donations	7	13

<b><u>Action</u></b>	<b><u>Tab</u></b>	<b><u>Page</u></b>
<b>Non-Consent Agenda</b>		
▪ Application for Emergency Waiver of Credit-Based Graduation Requirements – State Board of Education, Class of 2020 Resolution No. 2289	8	14
▪ Competency-Based Credit for Class of 2020	9	15
▪ Strategic Plan Connection: Facility Update - Juanita High School	10	16
▪ Strategic Plan Connection: Facility Advisory Committee	11	17
<b>Superintendent Report</b>		
▪ Remote Learning Update		
<b>Board Member Comments</b>		
<b>Executive session</b> <i>for the purpose to discuss potential litigation</i>		
<b>Adjourn</b>		
<b>Next Board Meeting:</b>	<b>May 18, 2020 5:00 p.m. Board Meeting – Location: Meeting held remotely L.E. Scarr Resource Center 16250 NE 74<sup>th</sup> Street Redmond, WA 98052</b>	

OFFICIAL MINUTES  
LAKE WASHINGTON SCHOOL DISTRICT NO. 414  
Board of Directors' Meeting  
April 20, 2020

The board meeting was called to order on April 20, 2020 by President Siri Bliesner at 5:00 p.m.

CALL TO ORDER

Due to current social distancing precautions because of the Coronavirus, all meeting participants will be joining the meeting remotely in alignment with current proclamation issued by Governor Inslee. The board meeting will be livestreamed and viewable on the [district website](#). Viewers could call (425) 936-2805 or (425) 936-2809, Conference ID: 471683, to listen to the meeting in alignment with the Governor's proclamation.

There will be no in-person public comment to ensure social distancing. All public comments should be submitted in writing to [djenkins@lwsd.org](mailto:djenkins@lwsd.org) by 1:00 p.m. on the day of the board meeting.

Members present remotely: Siri Bliesner, Mark Stuart, Chris Carlson, Eric Laliberte, and Cassandra Sage.

ROLL CALL

Present: Superintendent Jane Stavem

Chris Carlson moved to approve the agenda. Seconded by Mark Stuart.

APPROVAL OF AGENDA

Motion carried.

Eric Laliberte moved to approve the consent agenda. Seconded by Cassandra Sage.

CONSENT AGENDA

Siri Bliesner, yes; Mark Stuart, yes; Chris Carlson, yes; Eric Laliberte, yes; and Cassandra Sage, yes.

Motion carried.

Approves minutes of the April 13 board meeting.

APPROVAL OF MINUTES

Approves April 20, 2020 Human Resources Report.

APPROVAL OF HUMAN  
RESOURCES REPORT

LAKE WASHINGTON SCHOOL DISTRICT NO. 414  
Board of Directors' Meeting  
April 20, 2020

Accepts the donations/grants as identified -

DONATIONS

Acceptance from Lake Washington Schools Foundation to Eastlake High School in the amount of \$1,325.00 to support classroom enrichment.

Acceptance from Clara Barton PTSA to Clara Barton Elementary School in the amount of \$1,260.00 to purchase Nature Vision program.

Acceptance from Albert Einstein PTSA to Einstein Elementary School in the amount of \$2,883.26 to purchase chairs for assemblies (\$1,133.26) and site licensing for Lexia (literacy curriculum) (\$1,750.00).

Acceptance from Juanita Schools Foundation to Juanita Elementary School in the amount of \$2,690.00 to support professional development.

Acceptance from International Community School PTSA to ICS in the amount of \$4,542.38 to purchase classroom supplies (\$1,374.38); and support extracurricular activities (\$3,168.00).

**TOTAL \$12,700.64**

NON-CONSENT

Barbara Posthumus, Associate Superintendent, Business and Support Services, provided a legislative update. The board developed legislative priorities in the fall of 2019 and met with local legislators in December and January. She reviewed the legislative platform that followed the district's strategic plan. A majority of the legislative priorities were not addressed in the supplemental budget. She reviewed the status of the legislative items and impacts to the district. She pointed out that due to the economic impact due to the Coronavirus, Governor Inslee had to veto many items contained in the supplemental budget.

STRATEGIC PLAN UPDATE

LEGISLATIVE UPDATE

SUPERINTENDENT  
REPORT

Dr. Stavem noted that today was the first day of remote graded curriculum-based learning. There are areas of focus revolving around high school credits, waivers, and graduation.

REMOTE LEARNING  
UPDATE

Mike Van Orden, Associate Superintendent, Teaching and Learning Services, provided an update on remote curriculum-based learning. There were 165 teachers who participated in a

pilot project the week prior to implementation of the remote learning. This helped guide the implementation to remote graded curriculum-based learning. Feedback will be solicited periodically from teachers, families, and students. The majority of teachers are using PowerSchool and OneNote for delivery of instruction.

He continued and related that information was received from the State Board of Education regarding emergency waivers for seniors. The new emergency waiver would permit districts the authority to waive certain credit requirements for individual students in the Class of 2020 who were on-track to graduate this school year. Counselors would work with students and principals to potentially waive credits; there would be a limit on the number of credits that could be waived and that students were enrolled and passing a class at the time and or would have taken a class at the time of the district closure. Following further discussion, the board is scheduled to take action on this at the May 4 board meeting. In addition, students may request to waive up to two elective credits based on a student's circumstance.

Mike Van Orden continued and reviewed providing competency credit. Competency-based credit can occur when a student has not passed or taken a course, but demonstrates competency by passing the corresponding state assessment or by taking a higher-level course in a clear sequence. The board could consider this option as well. The Washington State School Director's Association (WSSDA) recommends that school boards waive first reading of changes to the graduation policy and approved a resolution to authorize this in response to the school closure due to COVID. Upon further discussion, this will be presented for board approval at the May 4 board meeting.

Mike Van Orden provided an update on grading and reporting. At the elementary level, it is a two-tier approach; that the content area has been taught and work has been submitted by students. At the secondary level, the district is awaiting guidance from Office of Public Instruction about assigning pass/no credit along with the option to have students request a letter grade. Teachers will be using Skyward to monitor student participation. This information will be used to help us

LAKE WASHINGTON SCHOOL DISTRICT NO. 414  
Board of Directors' Meeting  
April 20, 2020

reach out to students and families who may need additional support.

Cassandra Sage did a “shout-out” to librarians who have been providing a lot of technical support to teachers and students to engage them in remote learning.

BOARD MEMBER  
COMMENTS

Eric Laliberte noted that board approve Dr. Holmen’s contract as incoming superintendent on the consent agenda. Eric Laliberte conveyed that he was looking forward to working with Dr. Holmen in his new role as superintendent, effective July 1.

The board convened into executive session for 30 minutes at 6:20 p.m. to review the performance of public employee and reconvened at 6:50 p.m.

EXECUTIVE SESSION

Chris Carlson moved to adjourn. Seconded by Mark Stuart.

ADJOURNMENT

Motion carried.

The meeting was adjourned at 6:50 p.m.

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Siri Bliesner, President

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Jane Stavem, Superintendent

Diane Jenkins  
Recording Secretary

# Human Resources Board Report

## May 4, 2020



### NEW PERSONNEL

<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>Salary/Rate</u>	<u>Start Date</u>	<u>Reason</u>
Adair, Monica P1	Teacher	Mead Elem	C-7	08/24/20	Budgeted
Aguiar Del Toro, Vanessa	Sp Ed Para Ed/Instructional Assist	Rose Hill Elem	\$22.50/\$19.42	11/14/19	Budgeted
Andreatta-Pierce, Cory P3	Teacher	Eastlake HS	C-0	08/24/20	Budgeted
Bateman, Amy	Special Ed Para Ed	Lake Washington HS	\$22.50	11/14/19	Budgeted
Brakke, Catherine	Special Ed Para Ed	Barton Elem	\$22.50	11/18/19	Budgeted
Caldwell, Taylor P3	Psychologist	Special Services	C-0	08/24/20	Budgeted
Chan, Risa	Special Ed Para Ed	Einstein Elem	\$22.50	10/16/19	Budgeted
Elmenhurst, Nancy	Special Ed Para Ed	Redmond HS	\$22.50	12/05/19	Budgeted
Feil, Amber P3	Teacher	SpEd Pool	A-0	08/24/20	Budgeted
Johnson, Rachel	Health Room Office Professional	Muir Elem	\$25.88	11/01/19	Repl. J. Crum
Joya Garcia, Iris	Special Ed Para Ed	Thoreau Elem	\$22.50	11/21/19	Repl. Y. Torres
Kerns, Susan	Admin Prof III	Resource Center	\$29.57	11/21/19	Repl. T. Hill
Kroll, Therese	Special Ed Para Ed	Barton Elem	\$22.50	11/20/19	Repl. M. Sheldon
Mozier, Tara	Office Assistant	Redmond HS	\$23.78	12/02/19	Repl. K. Nguyen
Olson, Amanda	Admin Prof II	Resource Center	\$27.06	11/20/19	Repl. C. Morgan
Rahmani, Aisha	Special Ed Para Ed	Muir Elem	\$22.50	10/14/19	Budgeted
Rajamani, Jamuna	Instructional Assist	Lake Washington HS	\$19.42	11/18/19	Repl. A. Klingensmith
Ramaswamy Iyer, Pallavi	Instructional Assist	Rose Hill Elem	\$19.42	10/14/19	Budgeted
Ranieri, Brooke P3	Teacher	Tesla STEM	C-0	08/24/20	Repl. G. Lenocker
Robb Santiago, Dixie	Special Ed Para Ed	Bell Elem	\$22.50	10/28/19	Budgeted
Ruiz, Danielle	Health Room Office Professional	Int'l Community	\$25.88	10/28/19	Repl M. Skillingstead/A. Axe
Schuller, Margot P3	Teacher	Elem Pool	C-0	08/24/20	Budgeted
Ulias, Megan	Teacher	Elem Pool	C-0	08/24/20	Rescinded
Uveric, Jenny	School Office Professional	Redmond HS	\$25.88	12/02/19	Repl. C. Doyle
Walker, Nicole	Instructional Assist	Lakeview Elem	\$19.42	11/06/19	Budgeted

# Human Resources Board Report

## May 4, 2020



### RETIREMENTS/RESIGNATIONS/TERMINATIONS

<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>Start</u>	<u>Effective Date</u>	<u>Reason</u>
Benoliel, Paloma	Teacher	Eastlake HS	08/27/01	06/30/20	Resignation
Borms, Tamara	School Office Professional	Alcott Elem	09/15/09	08/31/20	Resignation
Bourget, Jessica	Teacher	Franklin Elem	08/27/18	06/30/20	Resignation
Bulyca, Katherine	Teacher	Inglewood MS	09/10/93	06/30/20	Retirement
Bylsma, Noreen	Teacher	Frost Elem	03/01/02	06/30/20	Resignation
Carpenter, Beverly	Instructional Assist	McAuliffe Elem	09/02/97	06/30/20	Retirement
Cooper, Susan	Admin Prof III	Special Services	03/27/00	05/01/20	Resignation
Coxhead, Hanna	Teacher	Twain Elem	08/24/15	06/30/20	Resignation
Ferguson, Paula	Teacher	Dickinson Elem	02/06/15	06/30/20	.2 Resignation
Hachem, Rachel	Teacher	Smith Elem	08/28/17	06/30/20	Resignation
Harel, Helly	Teacher	Eastlake HS	08/29/14	06/30/20	Resignation
Hesky, Renee	Counselor	LOA	08/25/14	04/22/20	Resignation
Hourigan, Shelby	Teacher	Baker Elem	08/28/17	06/30/20	Resignation
Hurd, Suzanne	Admin Prof III	Resource Center	02/06/15	05/01/20	Resignation Rescinded
Johnson, Sydney	Speech Language Path	Special Services	08/27/08	06/30/20	Resignation
Kapoor, Kathryn	Admin Prof III	LOA	09/19/14	04/20/20	Resignation
Keeler, Elizabeth	Teacher	Lake Washington HS	08/24/15	06/30/20	Resignation
Luttge, Charlene	Special Ed Para Ed	Special Services	04/30/84	06/30/20	Retirement
McKenna, Kristine	Teacher	Twain Elem	10/08/74	06/30/20	Retirement
Moore, Hanna	Teacher	Carson Elem	08/28/17	06/30/20	Resignation
Morris, Kara	Teacher	Parks Elem	08/27/18	06/30/20	Resignation
Nading, Micheii	Special Ed Para Ed	Einstein Elem	08/28/19	06/30/20	Resignation
Niggemeyer, Joan	Teacher	Juanita Elem	09/05/00	06/30/20	Retirement
Oates, Gretchen	Library Media Specialist	Frost Elem	08/27/12	06/30/20	Resignation
Olde, Mary	Special Ed Para Ed	Alcott Elem	10/13/09	06/30/20	Resignation
Peterson, Katharine	Teacher	Kirk Elem	09/03/87	06/30/20	Retirement
Reed, Peter	Teacher	Mead Elem	03/21/17	06/30/20	Resignation
Reeves, Doris	Teacher	Twain Elem	09/01/88	06/30/20	Retirement

# Human Resources Board Report

## May 4, 2020



### RETIREMENTS/RESIGNATIONS/TERMINATIONS - Con't

<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>Start</u>	<u>Effective Date</u>	<u>Reason</u>
Richards, Ida	Teacher	Kirk Elem/Keller Elem	08/26/19	06/30/20	Resignation
Riddle, Isabella	Special Ed Para Ed	Thoreau Elem	11/15/19	06/30/20	Resignation
Rivers, Yarek	Teacher	Redmond HS	08/26/19	06/30/20	Resignation
Savage, Elena	Teacher	Redmond MS	08/04/15	06/30/20	Resignation
Seitz, Jodi	Office Manager II	Rose Hill MS	09/02/03	07/03/20	Resignation
Simonson, Judy	Teacher	Frost Elem	08/31/72	06/30/20	Retirement
Sims, Jennifer	Instructional Assist	Audubon Elem	05/04/11	06/30/20	Retirement
Smith, Clary	Instructional Assist	Kamiakin MS	10/23/98	06/30/20	Retirement
Troost, Alison	Instructional Assist	Dickinson Elem	09/02/19	06/30/20	Resignation
Walker, Nicole	Instructional Assist	Lakeview Elem	11/06/19	06/30/20	Resignation
Wheaton, Eric	Special Ed Para Ed	Barton Elem	01/27/20	06/30/20	Resignation
Whitaker, Joe	Teacher	Parks Elem	08/26/16	06/30/20	Resignation

### CHANGE OF CONTRACTUAL STATUS

<u>Name</u>	<u>Location</u>	<u>Change</u>	<u>Effective Date</u>
Coburn, Jessica	Rose Hill MS	.2 NC / .6 C to .8 C	08/24/20
Cushing, Emily	Franklin Elem	1.0 NC to 1.0 P3	08/24/20
Davydova, Alexandra	Evergreen MS	.2 NC/.8 P2 to 1.0 P2	08/24/20
Derbyshire, Brianna	Bell/Lakeview/Rose Hill Elem	0.6 NC to 0.6 P3	08/24/20
Ellis, Marlee	Eastlake HS	1.0 NC to 1.0 P3	08/24/20
Fudge, Kelly	Franklin Elem	1.0 NC to 1.0 P3	08/24/20
Kirkman, Inger	Finn Hill MS	.2 NC/.2 C to 0.4 C	08/24/20
Langley, Shaina	Parks Elem	1.0 NC to 1.0 P1	08/24/20
Loomba, Ruchi	Special Services	0.1 NC/0.7 P2 to 0.8 P2	08/24/20
Lucio, Jordan	Thoreau Elem	1.0 NC to 1.0 P3	08/24/20
McEvers, Anna	Timberline MS	0.5 NC/0.5 P2 to 1.0 P2	08/24/20

# Human Resources Board Report

## May 4, 2020



### CHANGE OF CONTRACTUAL STATUS - Con't

<u>Name</u>	<u>Location</u>	<u>Change</u>	<u>Effective Date</u>
Nelson, Jared	Rush/Smith Elem	1.0 NC to 1.0 P3	08/24/20
Nipp, Lindsey	Twain Elem	1.0 NC to 1.0 P1	08/24/20
Pautler, Sara	Keller Elem	1.0 NC to 1.0 P3	08/24/20
Peterson, Liselotte	Mead Elem	0.6 NC/0.4 P1 to 1.0 P1	08/24/20
Richards, Conner	Eastlake HS	1.0 NC to 1.0 P3	08/24/20
Saura, Whitney	Carson Elem	0.1 NC/0.6 C to 0.7 C	08/24/20
Schaeftbauer, Shandra	Rush Elem	1.0 NC to 1.0 P3	08/24/20
Schmitt, Amanda	Bell Elem	1.0 NC to 1.0 P3	08/24/20
Silveri, Elaina	Special Services	.2 NC/.8 P1 to 1.0 P1	08/24/20
Speer, Shana	Special Services	.1 NC/.9 P2 to 1.0 P2	08/24/20
Wajsgas, Columbia	Kirk Elem	1.0 NC to 1.0 P3	08/24/20
Wetzel, Nicole	Smith Elem	0.5 NC/0.5 C to 1.0 C	08/24/20

### CHANGE OF POSITION

<u>Name</u>	<u>Old Position</u>	<u>New Position</u>	<u>Effective Date</u>	<u>Reason</u>	<u>New Salary</u>
LaMont, Elise	Teacher	MS Associate Principal	07/01/20	Repl. D. Warman	\$138,270.00
Morgan, Cynthia	Admin Prof II	Admin Prof III	11/04/19	Repl S. Sheets	\$29.57
Spier, Elizabeth	Teacher	MS Associate Principal	07/01/20	Repl. N. Cassaro	\$138,270.00

APPROVAL OF MONITORING REPORT  
OE-7, ASSET PROTECTION

May 4, 2020

The Board's Governance Policies call for the monitoring of each policy based on the annual calendar in GC-6, Annual Work Plan. OE-7, Asset Protection, is now being presented for approval.

It should be noted that this is being submitted in accordance with the newly revised board policy governance process. Operational Expectations (OE) were formerly known as Executive Limitations (EL).

RECOMMENDATION

The Board of Directors approves the monitoring report for OE-7, Asset Protection, as presented.

# OE-7 Monitoring Report

Asset Protection

Lake Washington School District

May 4, 2020

## OPERATIONAL EXPECTATIONS (OE) POLICY

### OE-7 Asset Protection

<input type="checkbox"/> Reasonable Interpretation and Indicators (RI)	<input type="checkbox"/> Date
<input checked="" type="checkbox"/> Monitoring Report	<input type="checkbox"/> Date for re-monitoring

#### **SUPERINTENDENT CERTIFICATION:**

With respect to Operational Expectations Policy, OE-7, Asset Protection, the Superintendent certifies that the proceeding information is accurate and complete and that the organization:

☐ Has reasonably interpreted the Board's values

☒ Is compliant

☐ Is compliant with the exceptions noted

☐ Is non-compliant

#### **Executive Summary:**

This monitoring report presents evidence of compliance in all areas designated for the maintenance and protection of district assets. For the 2018-19 school year, all assets were adequately protected and maintained through established procedures and in alignment with required timelines.

Signed: \_\_\_\_\_  
Superintendent

Date: \_\_\_\_\_

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#### **BOARD ACTION:**

With respect to Operational Expectations Policy, OE-7, Asset Protection, the Board finds that the organization is:

☐ Has reasonably interpreted the Board's values

☐ Has failed to reasonably interpret the Board's values

☐ Is compliant

☐ Is compliant, with the exception of specific policy sub-parts

☐ Is non-compliant

#### **Commendations/Direction:**

Signed: \_\_\_\_\_  
Board President

Date: \_\_\_\_\_

## OE-7: ASSET PROTECTION

**The Superintendent will assure that all district assets are adequately protected, properly maintained, appropriately used and not placed at undue risk.**

**Superintendent Interpretation:**

I interpret this to mean that assets – physical, intellectual, and financial – shall be protected from loss or damage through adequate security, controls, and preventative maintenance. Additionally, sufficient indemnity protection will be maintained so that assets are protected in such a manner that the district's financial position, legal position, and public image are not susceptible to damage.

**The Superintendent will:**

**7.1 Maintain property and casualty insurance coverage on district real and personal property with real property limits equal to 100 percent of replacement value.**

**Superintendent Interpretation:**

I interpret this to mean that the district will purchase insurance or will have adequate resources and legal mechanisms to self-insure and to replace or repair buildings and their contents in the event they are damaged or destroyed. The coverage will provide for 100% of current replacement value, less deductibles, to minimize the financial impact to the district's operating budget.

**Indicators of Compliance:**

- Indemnity protection policies in place providing all-risk property coverage equal to 100 percent replacement value subject to a basic deductible of \$5,000 per covered occurrence.
- Machinery coverage is included to a \$5,000 per occurrence deductible except for designated losses and perils.

In Compliance

X

Not In Compliance

**Evidence of Compliance:**

The district purchased and received coverage declaration for property and casualty insurance through Washington Schools Risk Management Pool equal to 100% of replacement value subject to deductibles. Policy and coverage declarations are maintained in the Risk Management Office and is available for review. Semi-annual premiums are paid in October and April. Current policy continues to cover machinery.

Property losses are subject to a \$5,000 deductible with coverage up to \$1 billion.

**Board Findings:**

In Compliance

Not In Compliance

**The Superintendent will:**

**7.2 Maintain Errors and Omissions, Employment and Comprehensive General Liability insurance coverage protecting board members, staff, and the district itself in an amount that is reasonable for school districts of comparable size and character.**

**Superintendent Interpretation:**

I interpret this to mean that the district will purchase and maintain adequate indemnity protection coverage that will defend and indemnify all Board members, staff, and the district itself against the risk of financial loss resulting from third-party legal action or challenge as determined by the Washington Schools Risk Management Pool (WSRMP).

The district will also maintain appropriate Worker's Compensation coverage to satisfy state statutory requirements and address the fiscal liabilities arising from workplace injuries and illness.

<b>Indicators of Compliance:</b> <ul style="list-style-type: none"> <li>– Liability and Workers’ Compensation Indemnity protection in place which meets or exceeds Washington law and regulations.</li> <li>– Participation in annual evaluations to monitor loss control and rates.</li> </ul>	In Compliance  X	Not In Compliance
<b>Evidence of Compliance:</b> The district purchased and received a no-deductible \$40 million liability coverage for liability insurance for Board members, staff, and the district through Washington Schools Risk Management Pool. Policy and coverage declarations are maintained in the Risk Management Office and are available for review. Semi-annual premiums are paid in October and April.		
<b>Board Findings:</b>	In Compliance	Not In Compliance

<b>The Superintendent will:</b> <b>7.3 Adequately protect the district against theft or misappropriation of funds by any personnel who have access to material amounts of district or school funds.</b>  <b>Superintendent Interpretation:</b> I interpret this to mean that the district will protect itself by providing crime coverage applicable to circumstances in which district employees or their agents handle cash or certain types of asset transactions in the performance of the district’s operations.		
<b>Indicators of Compliance:</b> <ul style="list-style-type: none"> <li>– Crime coverage in place with sufficient limits, subject to a \$5,000 deductible per covered loss.</li> <li>– District employees who are required by policy or law to be bonded are bonded</li> <li>– Training is provided for staff who regularly handle district funds.</li> </ul>	In Compliance  X	Not In Compliance
<b>Evidence of Compliance:</b> As required by RCW 28A.330.060, the district purchased and received a \$5,000 bond for the Superintendent. In addition, a bond of \$50,000 for the Accounting Manager, as the district’s auditing officer, is in place as required by Administrative Policy.  For other district employees who handle funds, the district purchased and received coverage for the malfeasance of its employees through a \$1 million crime coverage, subject to a \$5,000 deductible, through Washington Schools Risk Management Pool. Policy and coverage declarations are maintained in the Risk Management Office and is available for review. Semi-annual premiums are paid in October and April.  Training is provided each August to LWESP staff who handle cash. New employees are provided training within 30 days of hire. Procedures are posted to the staff portal and accessible to all staff.		
<b>Board Findings:</b>	In Compliance	Not In Compliance

**The Superintendent will:**

**7.4 Protect intellectual property, information, files, records and fixed assets from loss or significant damage.**

**Superintendent Interpretation:**

I interpret this to mean that data and all fixed assets owned by the district will be protected from loss or damage. This responsibility includes the security of personal information and data and work product. The cost to provide this protection shall be reasonable in accordance with the risk.

Intellectual property is defined as property rights created through intellectual and/or discovery efforts of a creator that is generally protectable under patent, trademark, or copyright.

Fixed assets are tangible property used for the operation of business such as buildings, machinery, fixtures, furniture, and equipment.

Indicators of Compliance:	In Compliance	Not In Compliance
<ul style="list-style-type: none"><li>– Procedures in place to protect paper files.<ul style="list-style-type: none"><li>○ All sites that hold employee and student data have a card or key access limited to authorized employees.</li><li>○ Paper records are being replaced with electronic records as much as possible.</li><li>○ Contract for confidential document destruction is in place and utilized.</li></ul></li><li>– Procedures are in place to protect fixed assets.<ul style="list-style-type: none"><li>○ Fire and security alarms are in place for all district buildings and monitored at all times.</li><li>○ Inventory of fixed assets is conducted once every three years.</li></ul></li><li>– Procedures are in place to back-up and protect electronic files</li><li>– Contracted service provider provides 24x7 monitoring of the district's network traffic to verify attempted intrusions, identify network usage for nefarious reasons, and stability of the overall network.</li><li>– Security certificates for district applications guarantee a secure computing environment.</li><li>– All electronic intellectual property, information, files, and records are required to be stored within district approved on-premise or district contracted cloud storage. Security to the network is through individual login and password. Any information accessed through our district web portal is accessed via a secure socket layer (encrypted) connection. Internal security levels within all our systems screen access on a need-to-know basis. All staff who have access to private and confidential data are fully trained on the data practice laws.</li><li>– All electronic records and data are backed up on a nightly basis.</li><li>– Reported losses through Information Technology, Police and Risk Management are evaluated and corrective actions taken.</li></ul>	X	

**Evidence of Compliance:**

Procedures are in place to protect paper files:

- No records have been misplaced or improperly destroyed.
- District staff have access to appropriate documents that are within required range of retention and district staff destroys documents that are not required to be retained.
- Documents that are sent to the warehouse are maintained and/or shredded per required range of retention.

Procedures are in place to protect fixed assets:

- All district buildings have fire and security alarms. The district contracts with a vendor to provide security alarm monitoring.
- Inventories of fixed assets are performed on a twice within three years on a rotating basis. In 2018-19, 98.9% of fixed assets were located during the first-round inventory

Procedures are in place to back-up and protect electronic files:

- No electronic files have been lost or improperly destroyed.
- Technology systems provide protection of information for computer storage and access as well as hardcopy. Electronic data is protected through control of user access, firewalls, and hardware security. Computer data on district servers is backed-up daily and critical data is stored off-site in order to provide catastrophic recovery capability. Centralization of school-based files servers reduces data vulnerability through the fiber optic Wide Area Network (WAN).

Contracted service provider provides 24x7 monitoring of the district's network traffic to verify attempted intrusions, identify network usage for nefarious reasons, and stability of the overall network.

- The district contracts with a third-party provider to manage network services.

Security certificates for district applications guarantee a secure computing environment.

- The district keeps its security certificates up-to-date and validates security certificates from others.

All electronic intellectual property, information, files, and records are required to be stored within district approved on-premise or district contracted cloud storage. Security to the network is through individual login and password. Any information accessed through our district web portal is accessed via a secure socket layer (encrypted) connection. Internal security levels within all our systems screen access on a need-to-know basis. All staff who have access to private and confidential data are fully trained on the data practice laws.

- The district contracts with third parties who store vital information in private cloud storage. On premise storage is backed up routinely to the districts cloud service.
- Intellectual property rights with respect to certificated employees are addressed in Section 10.17 of the current agreement with the LWEA. Compliance with this provision is not actively monitored but is dealt with on an as needed basis.

All electronic records and data are backed-up on a nightly basis.

- Computer data on district servers is backed-up daily and critical data is stored off-site in order to provide catastrophic recovery capability.

Reported losses through Information Technology, Police, and Risk Management are evaluated and corrective actions taken.

- All claims for property losses were recovered through insurance less required deductible.

**Board Findings:**

In Compliance

Not In Compliance

**The Superintendent will:****7.5 Properly preserve and dispose of all records related to affairs or business of the district.****Superintendent Interpretation:**

I interpret this to mean that records are retained in accordance with the state's record retention requirements.

I interpret "dispose" to mean the appropriate action for destruction, archival, or transfer of temporary and permanent records scheduled and performed in accordance with state record retention requirements.

**Indicator of Compliance:**

- Records are retained in accordance with the state's record retention requirements.

In Compliance

X

Not In Compliance

**Evidence of Compliance:**

- No records have been misplaced or improperly destroyed
- District staff have access to appropriate documents that are within required range of retention and district staff destroys documents that are not required to be retained.
- Documents that are sent to the warehouse are maintained and/or shredded per required range of retention

**Board Findings:**

In Compliance

Not In Compliance

**The Superintendent may not, without the Board's approval:****7.6 Permit equipment to be subject to improper use or insufficient maintenance.****Superintendent Interpretation:**

I interpret this to mean that the district must ensure that all equipment of the district (such as computers, vehicles, machinery, boilers, and air handling units) are used in a manner for which they were intended by the district and maintained with an appropriate service cycle so that their full life and value are optimized. The district will ensure that sufficient protection of equipment is in place.

**Indicator of Compliance:**

- Equipment such as computers, vehicles, boilers, air handling units, and machinery routinely exceed their expected useful life.
- All equipment is maintained per required schedules.
- Safety training on use of equipment and safety protocols are provided as appropriate; deficiencies are identified and corrected.
- Preventative maintenance programs are in place and executed.

In Compliance

X

Not In Compliance

**Evidence of Compliance:**

The district was not required to purchase any additional equipment due to insufficient maintenance or improper use.

Computer laptops have an average life span of four years. The district acquires four-year warranty plans on all laptops and replaces them on a four-year cycle. Computer desktops have a longer life span of up to seven years and they are replaced as they age out or as their performance no longer meets the need of the individual staff or department, depending on the systems and applications that are installed and running.

- In 2018-19 approximately 10% or 3,000 devices were repaired out of a total of 30,000 devices.

Support Services employs preventive/predictive maintenance, life-cycle planning, building condition, and evaluation assessments to help ensure that facilities and equipment are not subject to improper wear and tear or insufficient maintenance.

- In 2018-2019:
  - 5,082 preventive maintenance (PM) work requests were completed.
  - 17,225 new work orders were received.
  - 16,998 work orders were resolved.

The Remote Operations Center (ROC) monitors critical mechanical equipment throughout the district via the building automation systems. The ROC also serves as the first responder to thermal comfort issues and mechanical equipment alarms.

- In 2018-2019, the ROC received 4,617 services requests:
  - 69% were resolved without the need to involve a LWSD technician.
  - 23% were routed to a LWSD technician with information to facilitate resolutions.
  - 8% either required no action or were erroneous in nature.

Safety Training is provided annually and/or as needed for use of equipment such as forklifts, bus and maintenance vehicles, maintenance equipment, fall/height protection equipment, defibrillators, etc. Records of safety training are available for review in department offices.

<b>Board Findings:</b>	In Compliance	Not In Compliance
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**The Superintendent may not, without the Board's approval:**

**7.7 Unreasonably expose the district, the Board, or staff to legal liability.**

**Superintendent Interpretation:**

I interpret this to mean that the Superintendent will not knowingly take actions or require others to take actions that are "reckless" or careless to the point of being heedless of the consequences and would expose the district, Board members, or staff to legal liability.

Appropriate steps will be taken to pre-empt unnecessary exposure or liability on behalf of the district, Board members, and staff. The district will maintain a system of guidance and processes to protect against legal missteps.

This provision does not mean that when legal challenges arise during the normal course of business that the district is necessarily out of compliance.

<b>Indicators of Compliance:</b>	In Compliance	Not In Compliance
<ul style="list-style-type: none"> <li>– Contracts are in place with outside law firms which specialize in particular areas of education law.</li> <li>– The Superintendent routinely seeks advice from legal counsel in a proactive and intentional manner to pre-empt unnecessary legal exposure. In the event of a legal challenge or exposure, the Superintendent seeks advice from legal counsel to appropriately bring resolution to the challenge.</li> <li>– Any significant legal challenges are discussed with all Cabinet and Board members.</li> <li>– District training in areas such as harassment training, Right-to-Know training (infectious disease, hazardous materials), and Fair and Respectful hiring practices are in place to protect employees, students, and the district from harm and legal liability.</li> </ul>	X	

<ul style="list-style-type: none"> <li>– Support staff is in place and routinely consulted (Legal, Risk Management and Human Resources).</li> <li>– Screening procedures are in place for employees and district volunteers.</li> <li>– On-going risk assessments are performed to limit district exposure and liability.</li> <li>– Contractual provisions provide language which protects the district against negligence and ensures adequate insurance is provided.</li> </ul>		
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**Evidence of Compliance:**

- There have been no instances where the superintendent has exposed the district to legal liability or unreasonable legal exposure
- The superintendent routinely consulted with legal counsel on any matters that may be related to legal challenge or exposure.
- Cabinet agendas include standing items to discuss litigation.

District training in areas such as harassment training, Right-to-Know training (infectious disease, hazardous materials), and Fair and Respectful hiring practices are in place to protect employees, students, and the district from harm and legal liability.

- All required trainings were performed in accordance with established schedules:

Training that is provided to reduce our liability includes:	When/How Frequently (Annually/Monthly)	Who received the training?	Department Responsible for verification
Employee and Touching	Upon hire (all employees). Annually with all employees by their supervisors.	All new and existing staff, including subs and coaches.	Human Resources
Harassment Training	Same as above	Same as above	Human Resources
Mandatory Reporting of Suspected Abuse	Same as above	Same as above	Human Resources
Use of Personal Protection Equipment	Upon hire (all employees). Annually by job classification. As needed.	New employees. Employees in identified job classifications. (CTE, Science, Maintenance, Custodial, Transportation)	School/ Facilities/ Transportation
Pesticide Application	As needed for certification.	Individual grounds positions as needed	Facilities
Hazardous Materials Handling	Annually	Science teachers Custodians	Facilities
Blood-Borne Pathogens	Annually	All employees identified as having exposure.	Risk Management
Athletic Liability for Coaches	Upon hire (new employee orientation with department).	New Coaches	Schools/Athletic Director
Para-educator Liability – upon hire	Upon hire (new employee orientation with department).	New Para educators	Special Education
Safe Lifting	Para educators - as needed by position Custodians, Trades, Warehouse- annually	Para educators, Custodians, Trades, Warehouse	Special Education/ Facilities/Warehouse Transportation
Adult Crossing Guard Procedures	Annually	Instructional Assistants. New employees in applicable job classification and as requested.	Risk Management

Playground Supervision	Annually	Instructional Assistants. New employees in applicable job classification and as requested.	Risk Management
CPR	Included in First Aid through professional development. Renewed as individual certification expires.	Coaches and bus drivers are mandatory. All employees have access through professional development.	School/ Human Resources/ Transportation
Defibrillator Use	Same as above	Same as above for coaches	Risk Management

Support staff is in place and routinely consulted (Legal, Risk Management and Human Resources).

- District administrative staff regularly consult with one another regarding potential liability issues and concerns and work to put policies and procedures in place to limit liability.

Screening procedures are in place for employees and district volunteers.

- Individuals seeking employment with the district are screened through a state required disclosure process. Applicants are required to complete a disclosure form requiring full disclosure of both employment history as well as any criminal convictions.
- All new hires are fingerprinted and run through the Washington State Patrol and FBI.
- In accordance with RCW 28A.400.301, before being hired applicants must sign a statement (known as "Disclosure B Form") authorizing their past employers (including out of state employers) to disclose to Lake Washington School District (LWSD) any incidents the applicant had of sexual misconduct. This statement also authorizes past employers to make available to LWSD copies of all documents of the previous employer's personnel, investigative or other files relating to sexual misconduct by the applicant.
- Individuals who are contracted to provide services for the district require criminal background clearance as well.
- Volunteers who work in the schools are screened every two years. Each year, approximately half of our current volunteers are re-screened and new applications are processed. The total number of approved volunteers are:

	2018-19	2017-18
Number of Volunteers	17,207	16,413

On-going risk assessments are performed to limit district exposure and liability.

- The Risk Management Office performs an on-going risk assessment to limit district exposure and liability. The risk assessment is performed in the following areas: safe design and operation of playgrounds; environmental health and safety; coordination with city and county jurisdictions for the identification of walk routes for elementary students; review of trip requests involving students for high hazard activities as identified by the Risk Management Pool - procedures require that parents provide written permission for the specific activity and indemnification language is included in agreements with outside agencies as appropriate.

Contractual provisions provide language which protect the district against negligence and ensures adequate insurance is provided.

- District contracts with outside consultants, contractors and vendors include language which protects the district against the negligence of others and ensures that adequate insurance is provided. These provisions have been developed in conjunction with and reviewed by district legal counsel.

<b>Board Findings:</b>	In Compliance	Not In Compliance
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**The Superintendent may not, without the Board's approval:**

**7.8 Take any action that damages the district's public image or credibility.**

**Superintendent Interpretation:**

I interpret this to mean that the Superintendent will not conduct business in a manner that jeopardizes the district's public image through dishonest, illegal, unethical, or imprudent practices. This provision does not mean that in the normal course of doing business, when employees or community members disagree with district actions or decisions that the district is necessarily out of compliance with this provision.

**Indicators of Compliance:**

- Implementation of timely and honest communications through recurring communications with parent and community stakeholder groups.

**Evidence of Compliance:**

There has been no instance in which the superintendent has been reprimanded or actual of harming the district.

In Compliance

X

Not In Compliance

**Board Findings:**

In Compliance

Not In Compliance

WASHINGTON INTERSCHOLASTIC ACTIVITIES ASSOCIATION  
ENROLLMENT, 2020 - 2021  
RESOLUTION NO. 2286

May 4, 2020

SITUATION

RCW 28A.600.200 authorizes each school district Board of Directors to delegate control, supervision, and regulation of interschool athletic activities and other interschool extracurricular activities. Lake Washington School District delegates these duties to the Washington Interscholastic Activities Association (WIAA). This delegation needs to be voted on annually by the Board of Directors.

RECOMMENDATION

The Board of Directors adopts Resolution No. 2286 delegating the authority to control, supervise, and regulate interschool activities to the Washington Interscholastic Activities Association for the 2020-2021 school year.

## SCHOOL BOARD RESOLUTION

Electronic form available at: [wiaa.com/resolution.aspx](http://wiaa.com/resolution.aspx)

Return by the second Friday in June annually.

School District Type (select one): ☒ Public ☐ Private ☐ Charter ☐ Tribal

School District Name: Lake Washington School District Resolution # (optional): 2286 Date: May 4, 2020

By action of the 1976 Legislature, each School District Board of Directors may delegate control, supervision, and regulation of any extracurricular activity to the WIAA and compensate such entity for services provided.

The local **SCHOOL BOARD PRESIDENT** and **SUPERINTENDENT** must sign this resolution form to indicate that the School Board has approved the Public School District's or Private School's membership with the Washington Interscholastic Activities Association (WIAA) and as members, these schools will follow the WIAA Rules and Regulations.

### DELEGATING AUTHORITY TO WIAA

WHEREAS Chapter 32, Laws of 1975-76, 2nd Ex. Sess. grants authority to each school district board of directors to control, supervise and regulate the conduct of interschool athletic activities and other interschool extracurricular activities of an athletic, cultural, social, or recreational nature for students in the district.

WHEREAS Chapter 32, Laws of 1975-76, 2nd Ex. Sess. authorizes school district boards of directors to delegate control, supervision and regulation of any of the aforesaid activities to any voluntary, nonprofit entity and to compensate any such entity for services provided subject to the satisfaction of certain conditions and approval by the State Board Of Education.

WHEREAS the Washington Interscholastic Activities Association is a voluntary, nonprofit entity which has satisfied the conditions, expressly set forth in Chapter 32, Laws of 1975-76, 2nd Ex. Sess. and has further been approved by the State Board of Education in action taken on August 17, 1977.

WHEREAS the board of directors of directors of the following School District or School being otherwise fully informed of the rules and regulations of the Washington Interscholastic Activities Association as approved by the State Board of Education and recognizing that said rules and regulations provide for private sponsorship of post-season tournaments for extracurricular activities by WIAA, consent to abide by such rules and regulations.

NOW THEREFORE, the board of directors of the following School District or School hereby delegates to the Washington Interscholastic Activities Association the authority to control, supervise and regulate interschool activities consistent with the rules and regulations of WIAA. The Board of Directors retains the right to establish eligibility standards that meet or exceed the rules and regulations of WIAA.

### INTERSCHOLASTIC OFFICIALS L&I COVERAGE STATEWIDE

Beginning July 1, 1988, interscholastic sports officials were covered by Washington State Labor and Industries via a common rate and payment system that eliminated game-by-game calculations and record keeping by school and/or district business offices. WIAA will guarantee payment of L&I premiums for WOA registered officials for all interscholastic activities under WIAA's jurisdiction and will assess WIAA member schools via classification rates at the same time service fees are billed. Officials L&I coverage is only in effect for activities authorized and offered by School Board approval and listed on the school's WIAA membership form.

By signing below the School District Superintendent/Head of School, School Board President (for Public School Districts), and school board members agree to the information above for the public school district or private school listed above, on or before the date listed above.

Superintendent/Head of School: Jane Stavem Signature: \_\_\_\_\_

School Board President (if applicable): Siri Bliesner Signature: \_\_\_\_\_

School Board Members (list WIAA Contact as first school board member):

1. Mark Stuart Signature: \_\_\_\_\_

2. Siri Bliesner Signature: \_\_\_\_\_

3. Chris Carlson Signature: \_\_\_\_\_

4. Eric Laliberte Signature: \_\_\_\_\_

5. Cassandra Sage Signature: \_\_\_\_\_





## WIAA MEMBERSHIP RENEWAL FORM

Electronic form available at: [wiaa.com/membership.aspx](http://wiaa.com/membership.aspx)

Return by the second Friday in June annually.

WASHINGTON INTERSCHOLASTIC  
ACTIVITIES ASSOCIATION

School District Type (select one): ☒ Public ☐ Private ☐ Charter ☐ Tribal

Name of School District	Lake Washington School District				
Address	16250 NE 74 <sup>th</sup> Street	City	Redmond	Zip	98052
Phone	425-936-1200	Fax	425-861-7765	WIAA District (1-9)	#2

### District Superintendent/Head of School Information

Name	Jane Stavem	Phone	425-936-1257	E-mail	JStavem@lwsd.org
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### Superintendent's Secretary Information

Name	Diane Jenkins	Phone	425-936-1257	E-mail	DJenkins@lwsd.org
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### School Board Contact Information (School Board Members Only)

To improve the flow of information each School Board may select a **SCHOOL DIRECTOR** to be the WIAA School Board Contact. The WIAA School Board Contact receives the following WIAA mailings: Newsletters, Executive Board Summary of Action, Amendments, and the Annual Report. The WIAA School Board contact is expected to serve as the liaison between the member school's activities programs and the other school Board Members.

Name	Mark Stuart	Phone	525-936-1257	E-mail	MStuart@lwsd.org
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By action of the 1976 Legislature, each School District Board of Directors may delegate control, supervision, and regulation of any extracurricular activity to the WIAA and compensate such entity for services provided.

Please list each school below renewing WIAA Membership for the upcoming school year from the school district/private school(s).

Member schools will be billed in August according to the Membership Fee Structure outlined in the handbook of the upcoming school year. A Labor and Industries (L&I) fee will also be sent to each member school at that time.

Schools Renewing WIAA Membership	MS/JH/HS	Schools Renewing WIAA Membership	MS/JH/HS
Eastlake High School	HS	Tesla STEM High School	HS
Juanita High School	HS	Type school name here	Type level here
Lake Washington High School	HS	Type school name here	Type level here
Redmond High School	HS	Type school name here	Type level here
International School	HS	Type school name here	Type level here

435 Main Ave. S. | Renton, WA 98057 | (425) 687-8585 phone | (425) 687-9476 fax | [www.wiaa.com](http://www.wiaa.com) | [facebook.com/wiaawa](https://facebook.com/wiaawa) | [twitter.com/wiaawa](https://twitter.com/wiaawa)

435 Main Ave S | Renton, WA 98057 | (425) 687-8585 | Fax (425) 687-9476 | [wiaa.com](http://wiaa.com) | [facebook.com/wiaawa](https://facebook.com/wiaawa) | [twitter.com/wiaawa](https://twitter.com/wiaawa)



PREPARING YOUTH FOR LIFE, FROM ONE GENERATION TO THE NEXT.

DELEGATING AUTHORITY TO KINGCO CONFERENCE, 2020-2021  
RESOLUTION NO. 2287

May 4, 2020

SITUATION

RCW 28A.600.200 authorizes school district board of directors to control, supervise, and regulate the conduct of interschool athletic activities and other interschool extracurricular activities of an athletic, cultural, social, or recreation nature for students in the district. RCW28A.600.200 further authorizes school district boards of directors to delegate such responsibilities to a voluntary not for profit entity. Lake Washington, like most districts in the state, has traditionally delegated such responsibilities for athletics to the Washington Interscholastic Athletic Association (WIAA). The WIAA staff administers Association policies, rules, and regulations and provides other assistance and service to member schools. This includes rules regarding coaching, eligibility, residence, and program requirements; school transfers; season length and practice regulations; etc. The WIAA coordinates state level playoff events.

In addition to WIAA, the district works closely with KingCo for the coordination of regular season games and officials as well as the organization and logistics of post season conference level playoffs. KingCo is an organized not-for-profit organization. KingCo follows the rules and regulations of the WIAA. This delegation needs to be voted on annually by the Board of Directors.

RECOMMENDATION

The Board of Directors approves Resolution No. 2287 delegating responsibility for post season conference level play to the KingCo Conference.

LAKE WASHINGTON SCHOOL DISTRICT NO. 414  
DELEGATING AUTHORITY TO KINGCO CONFERENCE

RESOLUTION NO. 2287

WHEREAS, RCW 28A.600.200 grants legal authority to each school district board of directors to control, supervise, and regulate the conduct of interschool athletic activities and other interschool extracurricular activities of an athletic, cultural, social, recreational nature for students in the district;

WHEREAS, RCW 28A.600.200 further authorizes school district boards of directors to delegate control, supervision, and regulation of such activities to any voluntary not for profit entity and to compensate any such entity for services provided, subject to certain limits set forth in said statute;

WHEREAS, the KingCo Conference is a Washington State not-for-profit corporation that meets the requirements of RCW 28A.600.200 and the Board of Directors desires to delegate to that corporation that portion of its authority over such interschool activities for end of season KingCo League play-off events and sharing of League and play-off broadcast revenues, as set forth herein;

NOW, THEREFORE, the Board of Directors of the Lake Washington School District resolves:

1. For the period of September 1, 2020 through August 31, 2021, the Board delegates to the KingCo Conference pursuant to RCW 28A.600.200 and subject to the limits therein, its authority for the organization, management and financial supervision of the end of year play-off events for high schools in the District participating in the KingCo League, including the collection of revenue from these events, payments to officials working the events, and subsequent distribution of the remaining proceeds to the members of the KingCo Conference, and the receipt and distribution of broadcast revenues for League and end of season play-off events for the District's teams participating in the KingCo League.
2. The Board further accepts membership in the KingCo Conference and appoints the Superintendent or his or her designee to serve as a member of the Board of Directors of the KingCo Conference pursuant to the Bylaws of the KingCo Conference not-for-profit corporation.

APPROVED by the Board of Directors of Lake Washington School District No. 414 in a regular meeting held on the 4th day of May 2020.

BOARD OF DIRECTORS  
LAKE WASHINGTON SCHOOL DISTRICT NO. 414

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Attest:

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Secretary, Board of Directors

SURPLUS OF PROPERTY – PORTABLES  
RESOLUTION NO. 2288

May 4, 2020

SITUATION

Juanita High School is being rebuilt and enlarged as part of the April 2016 Bond Measure approved by the voters. The current eight (8) portable classrooms (No. 169A, 169B, 197A, 197B, 198, 199A, 199B, 327) at Juanita High School must be removed to proceed with the construction project. These portable classrooms were purchased between 1986 and 1991, are in deteriorating condition, and are no longer practical to keep for future use at their location or elsewhere in the District. They will be sold or demolished as serves the best interests of the district.

RECOMMENDATION

The Board of Directors approves Resolution No. 2288 authorizing the disposal of Portables No. 169A, 169B, 197A, 197B, 198, 199A, 199B, 327 at Juanita High School.

SURPLUS OF PROPERTY - PORTABLES  
RESOLUTION NO. 2288

WHEREAS, in the course of operations, temporary buildings are acquired and placed on school sites for additional space; and

WHEREAS, temporary portable classroom buildings No. 169A, 169B, 197A, 197B, 198, 199A, 199B, 327 at Juanita High School have served their useful purpose; and

WHEREAS, because of reasons of safety, health, disabled access, deteriorated condition, and operational costs, it is no longer practical to retain portable classroom buildings No. 169A, 169B, 197A, 197B, 198, 199A, 199B, and 327.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors authorizes the disposal of portable classrooms No. 169A, 169B, 197A, 197B, 198, 199A, 199B, and 327 in the manner that best serves the interest of the District.

APPROVED by the Board of Directors of Lake Washington School District No. 414 in a regular meeting thereof held on the 4<sup>th</sup> day of May 2020.

BOARD OF DIRECTORS  
LAKE WASHINGTON SCHOOL DISTRICT NO. 414

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Attest:

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Secretary, Board of Directors

## DONATIONS

May 4, 2020

### SITUATION

Individuals and/or groups periodically desire to make monetary donations to the school district. Monetary donations which exceed \$1,000 are submitted for board approval. Following is a list of those requests for the time period including the individual or group making the request, the amount of donation and the purpose for which the funds are to be used.

<u>From</u>	<u>Amount</u>	<u>Purpose</u>
Clara Barton Elementary PTSA to Clara Barton Elementary School	\$19,735.00	To support classroom enrichment (\$15,000.00) and professional development (\$2,800.00); and purchase music equipment (\$400.00), library books (\$535.00) and recess equipment (\$1,000.00).
Redmond Elementary PTSA to Redmond Elementary School	\$1,000.20	To support outdoor education.
Environmental and Adventure School PTO to EAS	\$17,150.00	To purchase student planners (\$900.00) and composting equipment (\$150.00); and support outdoor education (\$15,100.00), community stewardship projects, and Wednesday electives (\$1,000.00).
Rose Hill Middle School PTSA to Rose Hill Middle School	\$2,200.00	To purchase ball pit.
<b>TOTAL</b>	<b>\$40,085.20</b>	

### RECOMMENDATION

The Board of Directors accepts the donations as identified at the May 4, 2020 board meeting.

## COMPETENCY-BASED CREDIT FOR CLASS OF 2020

May 4, 2020

### SITUATION

Providing competency-based crediting can play a role in supporting seniors who are at-risk of not graduating as a result of school closures in response to Coronavirus (COVID-19). There are multiple possible approaches to awarding credit. Competency-based credit can occur when a student has not passed or taken a course, but demonstrates competency by passing the corresponding state assessment or by taking a higher-level course in a clear sequence (for example passing Algebra II without taking Algebra). The use of competency -based crediting can also play a role in implementing the state emergency waiver program because it shows the good faith effort on the part of the district.

There are several seniors in our district who would benefit from competency-based credit during school closures. Two examples are included below.

Example 1: A student who is enrolled in Running Start. The student failed Geometry, second semester in 10<sup>th</sup> grade. The student is still working on a .5 credit recovery option for Geometry and the counselor is concerned that the student will not finish in time for graduation. The student took the Smarter Balanced Assessment (SBA) in math and passed with a Level 3. Providing competency credit will also allow the student to focus on spring quarter Running Start coursework.

Example 2: A student who moved to the United States from another country in the middle of 9<sup>th</sup> grade. Because of the difference in the school year calendar, the student did not complete the first semester of English 9 and is now working on recovering that credit. The student did pass the SBA for ELA and passed English 10. With the award of competency credit, the student could focus on his remaining courses.

The Washington State School Directors' Association (WSSDA) has developed model policies for competency credit and recommends that school boards waive a first reading and move to second reading and adoption so that districts can award competency-based credit to this year's seniors.

### RECOMMENDATION

The Board waives a first reading and moves to second reading and adoption of a competency-based credit amendment to Policy 2410P for the Class of 2020.

**GRADUATION REQUIREMENTS**  
**GRADUATION REQUIREMENTS**  
**FOR STUDENTS IN THE CLASS OF 2020 AND BEYOND**  
**AMENDMENT**

**B. Credit-Based Graduation Requirements**

**12. Demonstrating Competency/Proficiency in math or English Language Arts (ELA) for the Class of 2020.**

Students in the class of 2020 seeking competency-based credit due to conditions related to school closures may demonstrate competency/proficiency in the following ways:

- a. The student may recover one-half (.5) math or one-half (.5) ELA credit following a failed or incomplete ninth or tenth grade math or ELA course if the student meets standard with a score of three (3) or four (4) on the corresponding Smarter Balanced Assessment in math or ELA.
- b. The student may demonstrate competency/proficiency in a math or ELA subject and be awarded one-half (.5) to one (1.0) credit if the student achieves a C or higher grade, in a higher-level course, in a math or ELA subject.

The principal or designee will approve competency-based credit for math or ELA. Credit will be transcribed as a Pass (P).

**Amendment:**  
05/04/2020

APPLICATION FOR EMERGENCY WAIVER OF CREDIT-BASED  
GRADUATION REQUIREMENTS  
CLASS OF 2020

May 4, 2020

SITUATION

The Washington State Board of Education (SBE) approved emergency rules on Wednesday, April 8 giving districts the authority to waive certain credit requirements for individual students in the class of 2020 who were on-track to graduate this school year (2019-20), and who were unable to complete required credits despite a good faith effort on the part of the district to help the student earn the credit. After a district has tried all other appropriate options to help a student receive credit, then an individual student may be allowed to waive subject area graduation requirements. The limit on number of credits waived is based on what a student was enrolled in or planning to reasonably complete by the end of the 2019-20 school year. Districts must first demonstrate a good faith effort to help individual students meet credit-based graduation requirements through other options, and consult with students and guardians. Any waivers must be granted prior to the expiration of the program on July 31, 2020.

In order to be granted the waiver authority, districts must certify compliance with each of the following requirements. The district:

- has considered equity in applying for the waiver and will consider equity in administering the waiver. This may include, but is not limited to, an equity analysis, community outreach, or other means to assess and mitigate potential disparate impacts of this waiver.
- will grant waivers on an individual student basis to eligible students in accordance with WAC 180-111-040.
- will demonstrate a good faith effort, as defined in WAC 180-111-020, to help the individual student address credit deficiencies and meet core course requirements prior to granting a waiver.

Lake Washington's application for an emergency waiver was approved by the SBE on April 23. Though nothing in the emergency rules requires a board resolution, nor do boards have to pass a resolution to implement the emergency waiver process, given the extraordinary step of waiving core course credits, the Washington State School Directors' Association (WSSDA) recommends that school boards approve a resolution authorizing the Superintendent to implement the emergency waiver in response to the COVID-19 school closures. The resolution and approved application for the Emergency Waiver of Credit-Based Graduation Requirements for the Class of 2020 are attached.

RECOMMENDATION

The Board approves Resolution No. 2289 and grants the superintendent or designee authority to implement an emergency waiver program consistent with WAC 180-111 as the Superintendent or designee determines appropriate.

EMERGENCY WAIVER OF HIGH SCHOOL GRADUATION CREDITS  
CLASS OF 2020

Resolution No. 2289

WHEREAS, Chapter 28A.320 RCW authorizes local school boards to govern their respective districts, including adopting, revising, and suspending local board policies;

WHEREAS, Chapter 28A.230.090 authorizes the State Board of Education to set graduation requirements and authorizes local districts to decide whether a student has met the graduation requirements.

WHEREAS the Board has adopted Policy 2410, High School Graduation Requirements, which establishes that the board will establish graduation requirements that at a minimum satisfy those established by the State Board of Education.

WHEREAS, the Board has adopted and, as appropriate, implemented Policy 2410P, Waiver of High School Graduation Credits, which authorizes the Superintendent or designee to grant waivers of a maximum of two elective credits required for high school graduation based on an individual student's circumstances

WHEREAS, sections 10 through 12, chapter 7, Laws of 2020 (EHB 2965) authorized the State Board of Education to administer an emergency waiver program, which program is separate from and in addition to the waiver of two elective credits addressed in Policy 2410P – Waiver of High School Credits and expires on July 31, 2020. The purpose of the emergency waiver program is to grant local school districts with flexibility so that students in the graduating Class of 2020 or earlier who were on track to graduate before the gubernatorial declaration of emergency of February 29, 2020, are not negatively impacted by the response to the novel coronavirus (COVID-19). The emergency waiver may include both core credit graduation requirements and flexible credit graduation requirements.

WHEREAS, the Board wishes to ensure for any district students in the graduating Class of 2020 or earlier who were on track to graduate before the gubernatorial declaration of emergency and who would be negatively impacted by response to COVID-19, that the district comply with Chapter 180-111 WAC, which constitutes the State Board of Education's emergency waiver program.

NOW, THEREFORE BE IT RESOLVED, that the Board hereby authorizes/has authorized the Superintendent or designee to implement an emergency waiver program consistent with WAC 180-111 as the Superintendent or designee determines appropriate. The district will demonstrate a good faith effort, as defined in WAC 180-111-020, to help individual students meet credit-based graduation requirements through other options. The district will consult with the individual student, and make a reasonable effort to consult with a parent or guardian of the student, and will make a reasonable effort to provide information about this waiver in the preferred languages of the student, and of the parent or guardian of the student if applicable. This information includes what is being waived for the individual student, potential benefits and limitations that could result from receiving the waiver, including impacts on high school graduation and postsecondary plans, the option for the individual student to decline the waiver and for the student to be provided with the opportunity to earn the credits needed to complete graduation requirements through continued enrollment beyond the planned graduation date. The district will maintain a record of courses and requirements waived as part of the individual student record and will report to the State Board of Education.

BE IT FURTHER RESOLVED that the district will consider equity in administering the emergency waiver. This consideration will seek to identify and mitigate potential disparate impacts of the emergency waiver and determine if any changes to the district's approach in administering the emergency waiver are needed before the conclusion of the 2019-20 school year.

BE IT FURTHER RESOLVED that execution of this Resolution is conclusive evidence of the Board's approval of this action and of the authority granted herein. The Board warrants that it has, and at the time of this action had, full power and lawful authority to adopt this instrument. This resolution expires in tandem with WAC 180-111, which is July 31, 2020, and the force of the resolution sunsets on that day.

APPROVED by the Board of Directors of Lake Washington School District No. 414 in a regular meeting held on the 4<sup>th</sup> day of May 2020.

BOARD OF DIRECTORS  
LAKE WASHINGTON SCHOOL DISTRICT NO. 414

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Attest:

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Secretary, Board of Directors

STRATEGIC PLAN CONNECTIONS  
FACILITY UPDATE - JUANITA HIGH SCHOOL

May 4, 2020

SITUATION

The Board will periodically receive updates on District programs and initiatives that support the overall goals of the LWSD Strategic Plan. Updates are designed to note specific areas of progress, provide more detailed information about current developments and items of interest, and allow the community to hear about work that supports the mission and vision of Lake Washington School District.

This agenda item also allows the Board to hear from District leaders and interact with them regarding the critical work of a specific department and/or area of responsibility. The topic to be presented at Monday's board meeting is a facility update on Juanita High School.

RECOMMENDATION

The Board of Directors receives periodic reports on connections to the Lake Washington School District 2019-22 Strategic Plan.

## STRATEGIC PLAN CONNECTIONS FACILITY ADVISORY COMMITTEE

May 4, 2020

### SITUATION

The Board will periodically receive updates on District programs and initiatives that support the overall goals of the LWSD Strategic Plan. Updates are designed to note specific areas of progress, provide more detailed information about current developments and items of interest, and allow the community to hear about work that supports the mission and vision of Lake Washington School District.

This agenda item also allows the Board to hear from District leaders and interact with them regarding the critical work of a specific department and/or area of responsibility. The topic to be presented at Monday's board meeting is an on the Facility Advisory Committee.

### RECOMMENDATION

The Board of Directors receives periodic reports on connections to the Lake Washington School District 2019-22 Strategic Plan.