POLICY COMMITTEE MEETING 10-15-26

Number	Classification	Policy Title	WSSDA Comments
5401	Critical	Sick Leave	WSSDA has revised the model policy to clarify which of the statutory structures districts should use for their incentive programs and the notification requirements for program enrollment. WSSDA has also revised the model procedure to reflect the policy requirements in **RCW 28A.400.300** for employees who qualify under the statute but do not have their sick leave terms dictated by a collective bargaining agreement. The purpose of this revision is to address individuals in that situation and to clarify where the specifics on sick leave accrual can be found. Further revisions were made to address the validation of leave for participation in an immigration proceeding in order to clarify what information employees should not give to districts. We have also listed in the model procedure what the eligibility criteria are for taking sick leave under the statutory framework.
6100	Critical	Revenues from Local, State and Federal Sources	Although this model policy and procedure remain legally compliant, WSSDA has made revisions for clarity and to maintain a consistent organizational structure. The model procedure only contained language regarding the Federal Impact Aid funds, which is redundant with language in the model policy. Therefore, WSSDA has taken the main components of the procedure and incorporated them into the model policy and retired the model procedure. We have also changed references to "Indian" to "Native American" with reference to the Code of Federal Regulations (CFR) for the original defined term. *Note: WSD does not have 6100P.*
5280	Important	Separation from Employment	WSSDA has revised this model policy based on **House Bill 2264** - Concerning Unemployment Insurance Benefits for Workers Separated From Employment Because of Employer-Initiated Layoffs or Workforce Reduction. These revisions permit a board to accept voluntary offers of separation pursuant to a planned layoff or reduction in force.
5406	Important	Leave Sharing	WSSDA has revised this model policy and procedure based on **House Bill 2411** - Modifying Shared Leave Provisions To Authorize Shared Leave for Victims of a Hate Crime and Those Whose Absence Is Due to Immigration Enforcement Actions Against the Employee or the Employee's Relative. The revisions establish clarity for the leave sharing program regarding the eligibility criteria for allocation of donated time, which include being the victim of a hate crime, and the involvement of the employee or their family member in immigration proceedings. -Further, similar revisions are made to the procedure to include eligibility criteria and to delineate what documentation, if any, is required for an employee to apply for leave donation if they need leave for themselves or a family member to participate in an immigration proceeding.

6020	Important	System of Funds and Accounts	WSSDA has revised this model policy based on two pieces of legislation: 1. **Senate Bill 6065** - Concerning School District Transportation Vehicle Funds, which revised **RCW 28A.320.340** and **RCW 28A.160.130**. 2. **Senate Bill 5922** - Authorizing Transportation Vehicle Fund Transfers, which revised **RCW 28A.160.130** and **RCW 28A.160.200.** Together, the legislation eases budget pressures and provides financial flexibility for districts with shrinking student populations or evolving transportation needs. For example, districts experiencing declining enrollment may now petition the state to repurpose and transfer surplus bus depreciation funds toward alternative uses and operational needs. The legislation also modernizes how school districts manage and use their Transportation Vehicle Funds (TVF).
6530	Important	Insurance	WSSDA has revised this model policy based on **House Bill 2264** - Concerning Unemployment Insurance Benefits for Workers Separated From Employment Because of Employer-Initiated Layoffs or Workforce Reductions and **House Bill 6134** - Concerning Notice to Striking Workers Applying for Unemployment Insurance Benefits of Potential Overpayment Assessment Upon Receipt of Retroactive Wages. Although there were only minor revisions to the insurance obligations this year with the two impacting bills being related to eligibility for unemployment benefits, we have added a clarifier on eligibility into the unemployment insurance section of the model policy that broadly touches on ineligibility for voluntary separations without good cause. We have also clarified that the actions of all district employees, including volunteers, may expose the district to liability, not just the tortious actions of board members or the superintendent. We also added a reminder that employees are expected to treat equipment with care.
6910	Important	Construction Financing	WSSDA has revised this model policy based on **House Bill 1796** - Concerning School Districts' Authority to Contract Indebtedness for School Construction, which revised **RCW 28A.530.080**. This legislation expands the authority of school districts to borrow money for construction and facility improvements without a public vote. It allows districts to issue non-voted bonds up to an indebtedness limit of 0.375% to build or equip schools. This authority is limited to school districts that have passed a capital levy and have not been on binding conditions in the three years preceding the date of the contract.

Sick Leave

Compliance with RCW 28A.400.300
The district will grant each certificated and classified employee of the district sick leave in accordance with RCW 28A.400.300 and applicable collective bargaining agreements.

Attendance Incentive Program
Eligible employees may cash out accumulated sick leave in accordance with WAC 392-136-015 and WAC 392-136-020.

Employees Covered by RCW 49.46.210
For employees covered by RCW 49.46.210, the district will comply with that statute and the regulations that implement it. The superintendent or designee may adopt a procedure that addresses sick leave use by employees covered by RCW 49.46.210.

Verification
For employees not covered by RCW 49.46.210, the district may require those employees to provide verification for the need to take sick leave when they take more than three consecutive days of sick leave.

Unpaid Leave
Employees who exhaust their paid sick leave may request unpaid leave. At its discretion, the district will determine whether to grant unpaid leave. If an employee does not receive approval for unpaid leave, but, nonetheless, does not attend work, they will be considered absent without leave and may be subject to discipline.

Legal References:

- RCW 49.46.200 Paid sick leave
- RCW 49.46.210 Paid sick leave - Authorized purposes - Limitations - Family member - defined
- Chapter 296-128 WAC Minimum Wages
- RCW 28A.400.210 Employee attendance incentive program - Remuneration or benefit plan for unused sick leave
- 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 392-136 WAC Finance - Conversion of Accumulated Sick Leave
- AGO 1964 No.98 Sick leave for certificated and noncertificated employees
- AGO 1980 No.22 Limitation on compensated leave for school district employees

Management Resources:

- 2017 - December Policy Issue

Cross References:

- 5021 - Conflicts Between Policy and Bargaining Agreements
- 5406 - Leave Sharing

Last Revised: **4.26**
Classification: **Critical**
Prior Revised Dates: **1:01; 6:11**

Revenues from Local, State and Federal Sources

Revenues from Local Resources

Use of Local Revenues for Enrichment

All local revenues will be used only for documented and demonstrated enrichment of the state's program of basic education.

Local revenues include the following:

A. Enrichment levies collected under RCW 84.52.053;
B. Local effort assistance funding received under chapter 28A.500 RCW; and
C. Other local revenues such as, but not limited to, grants, donations, state and federal payments in lieu of taxes, or any local revenues that operate as an offset to the district's basic education allocation under RCW 28A.150.250.

Enrichment of the state's program of basic education includes supplementing the following:

- The minimum instructional offerings of RCW 28A.150.220 or 28A.150.260;
- The staffing ratios or program components of RCW 28A.150.260, including providing additional staff for class size reduction beyond class sizes allocated in the prototypical school model and additional staff beyond the staffing ratios allocated in the prototypical school formula;
- The program components of RCW 28A.150.200, 28A.150.220, or 28A.150.260; or
- The program of professional learning as defined by RCW 28A.415.430 beyond that allocated pursuant to RCW 28A.150.415.

The district can pay for the following with local revenues:

- Extracurricular activities;
- Extended school days;
- An extended school year;
- Additional course offerings beyond the minimum instructional program established in the state's statutory program of basic education;
- Activities associated with early learning programs;
- Any additional salary costs attributable to the provision or administration of permitted enrichment activities; and
- Additional activities or enhancements that the office of the superintendent of public instruction determines to be documented and demonstrated enrichment and for which the superintendent approves proposed expenditures during the pre-ballot approval process required by RCW 84.52.053 and 28A.505.240.

Enrichment Levies

- As necessary, the district will consider requesting voter approval of an enrichment levy. Such a levy will be for an amount permitted by law. The board will solicit advice from staff and community members prior to establishing the amount and purposes of the levy. The levy will be presented by program and expenditure in the district's annual descriptive

guide for community members as required by law. OSPI must approve the district's expenditure plan for the enrichment levy before the district can submit the levy to the voters.

Response to Audit Findings on the Use of Local Revenues

- As part of the state auditor's regular financial audit, it will review the district's expenditures to ensure they are in compliance with RCW 28A.150.176, the statute that limits the district's use of local revenues to supplementing the state's basic education program.

Within 30 days of receiving the auditor's findings, the board will hold a public hearing to review the findings.

Revenues From State Resources

The responsibility for financing public education in Washington falls primarily upon the state. To provide educational services beyond the levels possible under the basic education allocation, the district must depend upon state and federal special purpose funding programs and grants or excess property tax levies approved by district voters.

The state provides special purpose appropriations for programs of transportation, for children with dis- abilities and for such other programs as it deems appropriate to assist schools.

If the superintendent or designee identifies an optional state grant and determines that the benefits of accepting the grant outweigh the costs, he or she may provide a report to the board describing the benefits and the costs associated with accepting the grant. After reviewing the report, the board may formally authorize accepting the grant.

Revenues From The Federal Government

The objective of the board is to provide the best educational services possible within resources available to the district. Federal grants and programs may provide helpful financial resources towards pursuing that objective. When it is optional for the district to participate in a federally funded program, the board shall receive detailed analysis from the staff regarding both the advantages to be realized from the pro- gram and the additional costs in terms of staff time, impact on existing programs and new obligations that the program may require. Before authorizing participation in such a program, the board shall first determine that the advantages outweigh the disadvantages and that the program shall not detract from other programs already in operation.

The board agrees to comply with all federal and state requirements that may be a condition to receipt of federal funds including, but not limited to:

- Maintenance of fiscal records which show the receipt and disposition of federal funds;
- Provision for eligible private school students to participate in programs and/or services designed for the educationally disadvantaged as well as other programs which are supported by ECIA funds;

- Provision for testing to identify target students as well as to measure program results; and
- Provision for staff and parent involvement, program planning, budget development and program evaluation.

The district agrees to comply with Title 1 requirements pertaining to the implementation of internal controls for travel, contracted services, training, and capital outlay purchases and expenditures. The following controls are established for the Title I program:

- All Title I funded purchases and expenditures will be directly related to allowable Title I activities and services that are necessary to carry out the objectives of the current program effectively, and for the benefit of eligible participants;
- Title I purchases and expenditures will be restricted to those incurred by persons with direct Title I duties and responsibilities and/or that benefit only eligible Title I participants;
- Title I funded in-service trainings will be directly related to specific Title I program activities and provided only to persons with Title I program responsibilities and duties; and
- Appropriate documentation of all Title I purchases and expenditures incurred will be maintained for accountability and audit purposes.

The district further assures that a district-wide salary schedule is in effect and that the staff are assigned equitably among schools. Instructional material shall also be distributed equitably among all schools.

The board grants authority to directors and staff to participate in the development of any state and/or federal regulations deemed to be necessary for the implementation of federally-funded programs.

Federal Impact Funds

Federal impact funds are provided to the district as a supplement to taxes and other revenue sources. State appropriated funds and local taxes contribute to the development and implementation of a basic education program for all students enrolled in the district. The district gives assurance that tribes and parents of Indian children will be afforded the opportunity to make recommendations regarding the needs of their children and will be involved in the planning and development of the basic education program including those educational programs and services to be provided with federal impact funds. Indian students shall have the equal opportunity to participate in the district's program with other students.

Recognizing that the board is the ultimate authority in defining the educational program of the district, the superintendent shall establish procedures to assure the involvement of the tribe and parents of Indi- an students in the development of the basic education program including the education services to be provided with federal impact funds and the participation of Indian children in the program on an equal basis. The superintendent will provide opportunities for parents and members of the tribal council to suggest if any policy and/or procedure changes as well as program changes are necessary to better serve the needs of the Indian students.

Wenatchee School District
Adoption Date". 12.12.94
Revised: 04.12.11, 8.27.19

Separation from Employment

Certificated Staff

Under Washington law the superintendent has the authority to issue an appropriate notice of probable cause for discharge or nonrenewal to any certificated staff member. A notice of probable cause for discharge will include notice of any appeal rights the employee may have and notice of the appeal processes.

A. **Certificated Staff Member Release from Contract**
Upon request a certificated staff member may be released from contract under the following conditions:

1. A letter requesting release will be submitted to the superintendent's office. If accepted by the board, the staff member may be released from contract.

2. A release from contract may be granted by the board to allow a staff member to accept another position prior to or during the school year provided a satisfactory replacement can be obtained.

3. A release from contract may be granted by the board in case of illness or other personal matters which make it a substantial hardship for the staff member to continue his/her employment in the district.

4. Each request will be reviewed, and a decision rendered based on the totality of the circumstances. The needs of the district and continuity of the educational program offered to students will receive primary consideration in the board's decision.

B. **Resignation**
In order to permit proper staff planning and to minimize inconvenience to others who may be affected, certificated staff who plan to resign at the end of their contract period are requested to notify the superintendent of their resignation or retirement by April 1.

Those staff who are not contractually obligated to complete the current school year should notify the superintendent as early as possible of their intent to resign and no less than 30 days prior to their last working day.

C. **Retirement**
Staff will participate in the retirement programs under the Federal Social Security Act and the Washington State Teachers' Retirement System or the Public Employees' Retirement System. Payroll deductions will be made and paid into the respective retirement programs in the manner prescribed by law.

Staff who become eligible to retire under the controlling retirement system and who intend to retire at the end of the current school year should notify the superintendent or designee prior to April 1st of that year.

Those staff intending to retire who are not contractually obligated to complete the current school year should notify the superintendent as early as possible and no less than 30 days prior to their retirement date.

Program and Staff Reductions
The board determines the educational and operational programs for the district. Program and staff reductions may be required as a result of many factors, including but not limited to enrollment decline, programmatic needs or interests, a change in staffing needs, failure of a special levy election, or other events resulting in a reduction in revenue, increase in costs, and/or termination or reduction of funding of categorically funded projects. The board will review appropriate information and based on administrative recommendations identify those educational programs and services that will be reduced, modified, or eliminated.

Classified Staff
The board will consider the superintendent's recommendation regarding the discharge of a classified staff member and render a decision regarding the discharge. A notice of discharge will include notice of any appeal rights the employee may have and notice of the appeal processes.

Legal References:

- RCW 28A.400.300 Hiring and discharging employees - Written leave policies - Seniority and leave benefits of employees transferring between school districts and other educational employers
- RCW 28A.400.320 Crimes against children - Mandatory termination of classified employees - Appeal - Recovery of salary or compensation by district
- RCW 28A.400.340 Notice of discharge to contain notice of right to appeal if available
- RCW 28A.405.100 Minimum criteria for the evaluation of certificated employees - Four-level rating evaluation system - Procedures - Steering committee - Implementation - Reports - Comprehensive performance evaluation
- RCW 28A.405.140 Assistance for teacher may be required after evaluation
- RCW 28A.405.210 Conditions and contracts of employment - Determination of probable cause for nonrenewal of contracts - Nonrenewal due to enrollment decline or revenue loss - Notice - Opportunity for hearing
- RCW 28A.405.220 Conditions and contracts of employment - Nonrenewal of provisional employees - Notice - Procedure
- RCW 28A.405.300 Adverse change in contract status of certificated employee - Determination of probable cause - Notice - Opportunity for hearing
- RCW 28A.405.310 Adverse change in contract status of certificated employee, including nonrenewal of contract - Hearings - Procedure
- RCW 28A.405.470 Crimes against children - Mandatory termination of certificated employees - Appeal - Recovery of salary or compensation by district
- RCW 28A.410.090 Revocation or suspension of certificate or permit to teach - Reprimand - Criminal basis - Complaints - Investigation - Process
- RCW 41.32.240 Membership in system
- RCW 41.33.020 Terms and provisions of plan
- RCW 41.40.023 Membership

- Chapter 41.41 RCW State Employees - Retirement - Federal Social Security
- Chapter 181-86 WAC Policies and procedures for administration of certification proceedings
- Chapter 181-87 WAC Acts of Unprofessional Conduct
- Chapter 392-191 WAC School Personnel - Evaluation of the Professional Performance Capabilities
- Chapter 50.20 RCW

Management Resources:

- 2023 - November Issue
- 2015 - December Issue
- 2014 - February Issue
- 2013 - February Issue

Cross References:

- 5240 - Evaluation of Staff
- 5006 - Certification Revocation
- 5281 - Disciplinary Action and Discharge

Adoption Date: **1.03**
Classification: **Encouraged**
Revised Dates: **1.17; 3.24**

Leave Sharing

The district shall establish and administer a leave sharing plan in which eligible employees may donate excess leave for use by an eligible recipient who is suffering from, or has a relative or household member suffering from, an extraordinary or severe illness, injury, impairment or physical or mental condition, who is a victim of domestic violence, sexual assault, or stalking; who is temporarily disabled because of pregnancy disability; who is on parental leave; who has been called to service in the uniform services;.
Such a program is intended to extend leave benefits to an eligible recipient who otherwise would have to take leave without pay or terminate his or her employment.

The superintendent or designee is directed to develop a procedure for administering the leave sharing program in a manner consistent with state law and applicable collective bargaining agreements.

Legal References:

- RCW 28A.400.380 Leave sharing program
- RCW 41.04.650-665 Leave sharing program - Intent
- WAC 392-136A – Finance Shared Leave
- WAC 392-126-004 -104 Finance

Management Resources:

- 2018 - May Policy Issue
- 2010 - October Issue
- Policy News, October 2004 Revisions to the State Leave Sharing Program
- Policy News, August 1999 Staff may share personal holiday

Cross References:

- 5021 - Conflicts Between Policy and Bargaining Agreements

Adoption Date: 01.22.01
Classification: Essential
Revised: 10.04, 10.10, 12.11, 05.18
Reviewed: 04.19

System of Funds and Accounts

Funds

The district will maintain a system of funds with the county treasurer in accordance with state law and the accounting manual approved by the State Superintendent of Public Instruction. Below is a description of the district's system of funds.

General Fund

The General Fund (GF) is financed primarily from local taxes, state support funds, federal grants, and local receipts. These revenues are used specifically for financing the ordinary and legally authorized operations of the district for all grades. The GF includes money that has been segregated for the purpose of carrying on specific activities including, but not limited to, the basic and special education programs. The GF is managed in accordance with special regulations, restrictions, and limitations. The GF constitutes an independent fiscal and accounting entity.

As a part of its GF, the district has a local revenue subfund to account for the district's operations that are paid for with local revenues.

The following local revenues will be deposited in the district's local revenue subfund:

- Enrichment levies and transportation levies collected under RCW 82.52.053;
- Local assistance funding received under chapter RCW 28A.500 RCW; and
- Other local revenues such as, but not limited to, grants, donations, and state and federal payment in lieu of taxes, or local revenues that operate as an offset to the district's basic education allocation under RCW 28A.150.250.

The district will track expenditures from the subfund to account for the expenditures based on each of the streams of revenue described above.

Capital Projects Fund

The Capital Projects Fund (CPF) contains:

- Proceeds from the sale of voted bonds (unlimited tax general obligation bonds) and non-voted bonds (limited general obligation bonds);
- State of Washington financing assistance (state matching money);
- Transfers from the district's basic education allotment;
- The proceeds of special levies earmarked for building purposes;
- Earnings from capital projects fund investments, growth management impact fees, state environmental protection act mitigation payments; and
- Rental or lease proceeds and proceeds from the sale of property.

The district may use proceeds from the sale of voted bonds, including the interest earnings thereof, for capital purposes including, but not limited to, the following purposes:

- Funding outstanding indebtedness or bonds already issued;
- Purchasing sites for buildings, playgrounds, physical education, and athletic facilities;
- Erecting buildings and furnishing those buildings with the necessary furniture, apparatuses, and equipment;

- Improving the energy efficiency of the district's buildings and/or installing systems and components to utilize renewable and/or inexhaustible energy resources;
- Making major or minor structural changes and structural additions to buildings, structures, facilities, and sites necessary or proper to carry out the functions of the district; and
- Paying for an installment purchase contract for school plant facilities or a financing lease, the term of which is ten years or longer and that contains an option by the district to purchase the leased property for nominal consideration, but only to the extent such payment constitutes a capital expenditure.

All other money deposited into the CPF may be used for the purposes described above and the following purposes:

- Making major renovations to and replacing facilities and systems where periodical repairs are no longer economical or to extend the useful life of the facility or system beyond its original planned useful life, including but not limited to replacing or refurbishing roofs, exterior walls, windows, heating and ventilating systems, floor covering in classrooms and public common areas, and electrical and plumbing systems;
- Renovating and rehabilitating playfields, athletic fields, and other district real property;
- Conducting preliminary energy audits and energy audits of district buildings and making energy capital improvements that are identified as being cost-effective in the audits;
- Purchasing or installing additional major items of equipment and furniture;
- Paying the costs associated with implementing technology systems, facilities, and projects—including acquiring hardware licenses, licensing software, and online applications—and paying the costs associated with training related to the installation of such systems, facilities, and projects;
- Paying the costs associated with the application and modernization of technology systems for operations and instruction—including, but not limited to, the ongoing fees for online applications, subscriptions, or software licenses, including upgrades and incidental services—and paying for ongoing training related to the installation and integration of such products and services (to the extent funds are used for this purpose, the district will transfer the portion of the capital project funds used to the district's GF); and
- Repairing major equipment, painting facilities, and performing other preventative maintenance (to the extent funds are used for this purpose, the district will transfer the portion of the capital project funds used to the district's GF).

After holding a public hearing, the board may determine by resolution to use any money from the sale of voted bonds and investment earnings thereon remaining after the authorized capital improvements have been completed to acquire, construct, install, equip and make other capital improvements to the district's facilities or to retire and/or defease a portion of voted bonds.

Investment earnings derived from other sources in the CPF should be retained in the CPF and used for statutorily authorized purposes. The district may transfer investment earnings in the CPF that have not been derived from voted bond proceeds to a different fund if the earnings are used only for instructional supplies, equipment, or capital outlay purposes. The superintendent or designee should consult the board and appropriate district staff prior to altering the use of voted bond proceeds and transferring investment earnings out of the CPF.

Debt Service Fund
The money in the Debt Service Fund (DSF) is used to pay for the principal of and interest on outstanding voted and non-voted bonds. Disbursements are made by the county treasurer by means of treasurer's checks. Provision will be made annually for the making of a levy sufficient to meet the annual payments of principal and semiannual payments of interest. The district may transfer surplus investment earnings from the DSF to any other district fund as long as such earnings are spent only for instructional supplies, equipment, or capital outlay purposes. The district may transfer such investment earnings to other district funds unless the resolution authorizing the voted bonds requires investment earnings to remain in the DSF to secure payment of voted bonds, thereby reducing future tax collections and the corresponding tax levy rate. The superintendent or designee should consult with the board and appropriate staff prior to transferring interest earnings out of the DSF.

Non-voted bonds are required to be repaid from the district's DSF, rather than the fund that actually received the non-voted bond proceeds. As a result, to pay the principal of and interest on the non-voted bond, an operating transfer must be used from the CPF (or other fund) to the DSF. The district should create a separate account within the DSF to repay the non-voted bond. The district should internally segregate the money pledged to repay the non-voted bond from any excess property taxes deposited in the DSF for the repayment of voted bonds.

Prior to the issuance of a non-voted bond, the superintendent or a designee will review the repayment process with the board and the county treasurer. The proceeds from the sale of real property may be placed in the DSF or CPF, except for the amount required to be expended for the costs associated with the sale of such property.

Associated Student Body Program Fund
The board is responsible for the protection and control of student body financial resources just as it is for other public funds placed in its custody. The financial resources of the Associated Student Body Program Fund (ASB Fund) are for the benefit of students. Student involvement in the decision-making processes related to the use of this money is an integral part of the associated student body, except that the board may delegate the authority to a staff member to act as the associated student body for any school that does not contain a grade higher than grade six.

Money in the ASB Fund is public money and may not be used to support or oppose any political candidate or ballot measure. Money raised by students through recognized student body organizations will be deposited in and disbursed from the fund maintained by the county treasurer. The ASB Fund is subject to management and accounting procedures that are similar to those required for all other district monies. ASB constitutions will provide for participation by ASB representatives in the decisions to budget for and disburse ASB Fund money. Private non-associated student body fund monies raised for scholarships, student exchanges, and charitable purposes will be held in trust by the district.

Transportation Vehicle Fund
The transportation vehicle fund (TVF) includes:

- The proceeds from the sale of transportation vehicles;

- Lease, rental, or occasional use of surplus buses;
- Depreciation reimbursement for district-owned buses;
- Proceeds of TVF levies;
- Optional transfers from the GF; and
- Investment funds coming from the TVF.
- The TVF may be used to purchase school buses; to pay for major repairs to school buses; to complete a feasibility plan to transition from gas or diesel school buses to electric or zero emission school buses; to purchase, install, and repair electric school bus charging stations and other zero emission school bus fueling stations and for other costs necessary for station installation; and to convert or repower existing gas or diesel school buses to electric or zero emission school buses. Money may be transferred from the TVF to the DSF exclusively for the payment of debt and interest associated with purchase agreements for school buses, including lease purchase agreements.

Skill Center Minor Repair and Maintenance Capital Account
A host district of a cooperative skill center must maintain a separate minor repair and maintenance capital account for facilities constructed or renovated with state funding. Participating districts must make annual deposits into the account to pay for future minor repair and maintenance costs of those facilities. The host district has authority to collect those deposits by charging participating districts an annual per-pupil facility fee.

Bank Accounts
The district will maintain a system of bank accounts as follows:

- A district depository and/or transmittal bank account;
- An associated student body imprest bank account for each school having an associated student body organization approved by the board; and
- Petty cash accounts in such numbers as are necessary to meet the petty cash needs of the schools and divisions of the district.

The board may authorize the establishment of such accounts. Each petty cash account will be approved by the board. A custodian will be appointed for these accounts who will be independent of invoice processing, check signing, general accounting and cash receipts functions. If this separation of functions is not feasible, another employee who is independent of those functions will be responsible for reviewing the management of each account.

Legal References:

- WAC 392-142-260 Allowable use of the transportation vehicle fund
- WAC 392-142-255 Deposit of payments in the transportation vehicle fund
- RCW 28A.245.100 Minor repair and maintenance capital accounts
- RCW 28A.160.130 Transportation vehicle fund - Deposits in - Use - Rules for establishment and use
- RCW28A.320.320Investment of funds of district - Service fee
- RCW 28A.320.330School funds enumerated - Deposits - Uses
-
- RCW 28A.325.010Fees for optional noncredit extracurricular events - Disposition

- RCW 28A.325.020Associated student bodies - Powers and responsibilities affecting
- RCW 28A.325.030Associated student body program fund - Fund-raising activities - Nonassociated student body program fund moneys
- RCW 28A.335.060Surplus school property - Rental, lease or use of disposition of moneys received from
- RCW 28A.505.140Rules for budgetary procedures - Review by superintendent - Separate accounting of state and local revenues - Notice of irregularity - Budget revisions
- RCW 28A.530.010Directors may borrow money, issue bonds
- RCW 28A.530.020Bond issuance - Election - Resolution to specify purposes
- RCW 28A.530.080Additional authority to contract indebtedness - Notice
- RCW 42.17A.555Use of public office or agency facilities in campaigns - Prohibition - Exceptions
- RCW 43.09.200 Local Government Accounting - Uniform system of accounting
- RCW 43.09.210Local Government Accounting Separate accounts for each fund or activity - Exemptions
- RCW 84.52.053Levies by school districts authorized - When - Procedure
- RCW 84.52.056Excess levies for capital purposes authorized
- Chapter 392-123 WAC Finance - School District Budgeting
- Chapter 392-138 WAC Finance - ASB Moneys
- State Auditor Bulletin #301, III(E), Petty Cash, (PT 3, Ch 3, Pg 8)

Cross References:

- 6030 - Financial Reports
- 3510 - Associated Student Bodies
- 6100 - Revenues From Local, State and Federal Sources

Management Resources:

- 2023 - July Issue
- 2019 - March 2019 - March Policy Issue
- 2017 - July Issue

Adoption Date: 12.94
Classification: **Encouraged**
Revised: 4.11; 12.23

Insurance

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

A. Liability Insurance

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

The board will hold individual board members, administrators, staff or agents of the district harmless and defend them from any financial loss, including reasonable attorneys' fees, arising out of any act or failure to act, provided that at the time of the act or omission complained of the individual so indemnified was acting within the scope of his/her responsibilities or employment and in compliance with the policies and procedures of the district.
The district will provide its staff with insurance protection while they are engaged in the maintenance of order and discipline and in the protection of students, other staff and property. Such insurance protection must include liability insurance covering injury to persons and property and insurance protecting staff from loss or damage of their personal property incurred while so engaged.

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

B. Property Damage Insurance

The district will maintain a comprehensive insurance program which will provide adequate coverage, as determined by the board, in the event of loss or damage to school buildings and/or equipment, including motor vehicles. **Staff Insurance**
The district will develop and maintain an effective program of insurance for its staff. Such programs may include, but are not limited to, unemployment compensation, industrial accident and/or injury insurance, liability and medical insurance.

The district may make available medical, dental, vision, liability, life, accident, disability, and salary protection or insurance, direct agreements as defined in chapter 48.150 RCW, or any one of, or a combination of these types of insurance and may contribute all or part of the cost of such insurance to the extent permitted by law.

D. Unemployment Insurance

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

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

E. Workers' Compensation

The district is self-insured through Tri-Star Insurance to provide industrial insurance benefits to employees who sustain job-related injuries or occupational diseases. This trust has been approved by the Washington State Department of Labor and Industries to administer industrial insurance benefits. Employees of a self-insured business have the same rights and responsibilities as other workers insured through the state of Washington. Employees are protected in two ways:

1. Medical costs resulting from job-related injuries or diseases are paid under the claim; and

2. Injured employees are paid a partial wage replacement while off work due to a job-related injury or disease under the claim when certified off work by their doctor.

When an employee is injured on the job and is unable to perform his or her duties as a result of an on-the-job injury or occupational disease and certified off work by a doctor, the employee may elect to use leave as follows (provided the employer does not elect to keep the employee on full salary through means other than use of accrued leave):

1. Choose unpaid leave, thus receiving only his or her entitled temporary total disability (TTD) benefits, or

2. Elect to use a full day of accumulated leave (sick, annual or other similar benefit) in addition to their entitled TTD benefits, or

3. Elect to use a proportionate share of accumulated leave to make up the difference between the workers' compensation payments and the employee's regular pay at the time of injury.

F. F. Medical Insurance

Per state law, the district will offer eligible employees all benefits offered by the School Employees Benefits Board (SEBB), administered by the Washington State Health Care Authority (HCA). The district will pay the employer contributions to the HCA for SEBB insurance coverage for all eligible employees and their dependents as mandated by state laws and the rules promulgated by the HCA. When a staff member is on leave and the staff member's accumulated paid leave has been exhausted, the district will notify the staff member that the medical insurance benefits are exhausted and the premium is due. The district will accept the premium from the staff member and remit it to the carrier

each month during the term of an approved leave of absence. In compliance with COBRA (Consolidated Omnibus Budget Reconciliation Act), the district will offer continuing health care coverage on a self-pay basis to staff members and their dependents following termination (for reasons other than gross misconduct), a reduction in hours, retirement, death, or loss of coverage eligibility to the dependent. These health benefits will be identical to the coverages offered to full-time staff members. For terminated or reduced-hour staff members, the coverage may last up to 18 months or until they become eligible for other health insurance, whichever is earlier. In the event of the staff member's retirement, divorce, separation or death, or loss of dependent eligibility the coverage may last up to 36 months for the staff member and/or qualified beneficiary. The full policy premium plus a 2% administration fee will be paid by the staff member or the beneficiary to the district.

Legal References:

- RCW4.24.470 Liability of officials and members of governing body of public agency - Definitions
- RCW4.96.010 Tortious conduct of local government entities - Liability for damages
- RCW28A.320.060 Officers, employees or agents of school districts or educational service districts, insurance to protect and hold personally harmless
- RCW28A.320.100 Actions against officers, employees or agents of school districts and educational service districts - Defense, costs, fees - Payment of obligation
- RCW28A.335.010 School buildings, maintenance, furnishing and insuring
- RCW28A.400.350 Liability, life, health, health care, accident, disability and salary insurance authorized - when required - Premiums
- RCW28A.400.370 Mandatory insurance protection for employees
- RCW41.50.160 Restoration of withdrawn contributions
- RCW50.20.050 Disqualification for leaving work voluntarily without good cause
- RCW50.44.030(3) Political subdivisions, instrumentalities of this state and other state
- RCW50.44.050 Benefits payable, terms and conditions - Academic year - defined
- RCW51.32.090 Temporary total disability - Partial restoration of earning power - Return to available work - When employer continues wages - Limitations
- 29 U.S.C. 1161-1168 Consolidated Omnibus Budget Reconciliation Act
- Chapter 296-15 WAC Worker's compensation self-insurance rules and regulations
- Chapter 51.14 RCW Self-Insurers
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Cross References:

- 6540 - School District's Responsibility for Privately-Owned Property
- 6535 - Student Insurance
- 6500 - Risk Management
- 5401 - Sick Leave
- 2151 - Interscholastic Activities

Adoption Date: **9.94**
Classification: **Encouraged**

Revised: **4.11; 3.24**

Construction Financing

The board will attempt to add moneys to the capital projects fund regularly in such amounts as are available and appropriate to the district's needs. Moneys in that fund which are not immediately needed will be invested in those securities permitted by law which will provide maximum return to the fund. In addition to those moneys, the board may consider non-voter approved debt within statutory limits and the board will seek authority from district electors to issue bonds or levy a special capital improvements property tax assessment for school construction when specific projects are anticipated. The board will also seek matching funds from the Superintendent of Public Instruction to the maximum extent available as well as any federal funds that may be available.

State School Construction Funds
Immediately after the board has approved the initiation of a construction project, the superintendent or designee will notify the Superintendent of Public Instruction of the board's intent. All studies, notices and other requirements established by the Superintendent of Public Instruction as conditions for eligibility for state construction grants will be completed by the superintendent or designee.

Non-Voter Approved Debt
The district may contract indebtedness for any purpose specified in RCW 28A.530.010 (2), (4), and (5) or for the purpose of purchasing any real or personal property, or property rights, in connection with the exercise of any powers or duties which it is now or hereafter authorized to exercise, and issue bonds, notes, or other evidences of indebtedness therefor without a vote of the qualified electors of the district, subject to the limitations on indebtedness set forth in RCW 39.36.020(3).
Before issuing non-voted bonds in excess of $250,000, the district shall publish notice of intent to issue such bonds and shall hold a public hearing on the proposal at any regular or special meeting of the board. The notice shall designate:

- the date, time, and place of the public hearing;
- the purpose and amount of the bonds;
- the type, terms, and conditions of the bonds;
- the means identified for repayment; and
- a statement that any person may appear and be heard on the issue of issuing such bonds.

The notice shall be published at least once per week for two consecutive weeks in a newspaper of general circulation in the district, or if there is none, in a newspaper of general circulation in the county or counties in which such district is a part.

The last notice shall be published no later than seven days immediately before the hearing.

At the conclusion of public comment, the board may proceed to determine, by resolution, whether to issue such bonds.

The public notice and hearing requirements shall not apply to any refinancing or refunding of outstanding non-voted or voted bonds.

Such bonds, notes, or other evidence of indebtedness shall be issued and sold in accordance with chapter 39.46 RCW, and the proceeds shall be deposited in the capital project fund, the transportation vehicle fund, or the general fund, as applicable.

Bonds
If the board determines that there are insufficient moneys in the capital projects fund for a construction project, the board chooses not to authorize an election for a capital levy, and the district's limit on bonded indebtedness has not been reached, the board will authorize an election to seek the approval of voters to issue bonds in the amount needed for the project.

The legal requirements for bond elections and subsequent issuance and redemption of bonds will be met. The resolution adopted by the board calling for the bond election will specify the purposes of the bond including the specific buildings to be constructed or remodeled and any additional specific purposes authorized in RCW 28A.530.010. The board resolution will also describe the specific purposes the board anticipates for using any state financing assistance, if any. If the board subsequently determines that state or local circumstances should cause any alteration to the specific expenditures from the debt financing or of the state assistance, the board shall first conduct a public hearing to consider those circumstances and to receive public testimony. If the board then determines that any such alterations are in the best interests of the district, it may adopt a new resolution or amend the original resolution at a public meeting held subsequent to the meeting at which public testimony was received.

Upon the sale of bonds duly authorized as prescribed by law, the proceeds will be credited by the county treasurer to the appropriate fund of the district.

Notice of intent to apply for state school construction funds will be submitted to the Superintendent of Public Instruction prior to submitting a bond proposal to district voters.

Legal References:

- RCW 28A.320.300 Investment of funds, including funds received by ESD Authority Procedure
- RCW 28A.320.320 Investment of funds of district Service fee
- RCW 28A.320.330 School district funds
- RCW 28A.320.340 Temporary interfund loans
- RCW 28A.320.310 Investment of building funds - Restrictions
- RCW 28A.525.020 Duties of superintendent of public instruction
- RCW 28A.525.080 Federal funds for school plant facilities - Rules
- RCW 28A.530.030 Disposition of bond proceeds - Capital projects fund
- RCW 28A.530.080 Additional authority to contract indebtedness - Notice
- RCW 39.36.020 Limitation of indebtedness prescribed
- WAC 392-123-180 Bond Proceeds

Last Revised: 1**3.26**
Classification: **Important**
Prior Revised Dates: **9.94; 4.11**