



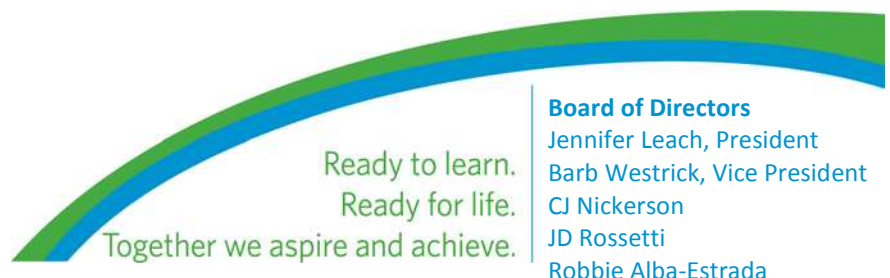
**Longview School District No. 122**  
**2715 Lilac Street, Longview, WA 98632 - (360) 575-7000**

**AGENDA FOR REGULAR BOARD MEETING**

**Date:** October 26, 2015 **Time:** 7:00 p.m.

**Place:** Admin Building Board Room

- 10-26-1 Call Regular Meeting to Order
- 10-26-2 Flag Salute
- 10-26-3 Approval of Regular Meeting Agenda
- 10-26-4 Approval of Consent Agenda
  - a. Approval of October 7, 2015, Special Study Session Minutes
  - b. Approval of October 12, 2015, Regular Meeting Minutes
  - c. Approval of October 19, 2015, Regular Meeting Minutes
  - d. Personnel Report
  - e. Warrants
  - f. Contracts and Personal service agreements
  - g. Revised School Calendar for 2015-16 (3 hr. early release on 11/25/15)
- 10-26-5 Superintendent's Report
- 10-26-6 Requests to address the Board (*three (3) minute limit per person please*)
- 10-26-7 Report on State Assessments
- 10-26-8 November and December 2015 Board Meeting Dates
- 10-26-9 2016 PRAM Projects
- 10-26-10 Policy 6220 Bid Requirements (first reading)
- 10-26-11 Policy 6114 Gifts and Donations (first reading)
- 10-26-12 Procedure 6020 System of Funds and Accounts (first reading)
- 10-26-13 Policy and Procedure 4040 Public Access to District Records (second reading)
- 10-26-14 Resolution 745 Indexing District Records
- 10-26-15 Policy and Procedure 3421 Child Abuse, Neglect, Exploitation Prevention (second reading)
- 10-26-16 Information Items
  - A. Board Subcommittee Reports
  - B. Legislative Updates
- 10-26-17 Adjournment



**LONGVIEW SCHOOL DISTRICT NO. 122**  
**Board of Directors Meeting**  
**Special Study Session on Superintendent Evaluation**  
**October 7, 2015**

The special meeting of the Board of Directors of Longview School District No. 122 was held on Wednesday, October 7, 2015, at 5:00 p.m., in the Administration Building. Present were:

BOARD MEMBERS:	Jennifer Leach, President Barb Westrick, Vice President JD Rossetti CJ Nickerson Roberta Alba-Estrada
SUPERINTENDENT:	Dr. Dan Zorn
ASST. SECRETARY:	Holly Pfenniger
FACILITATOR:	WSSDA Director of Leadership Development Colleen Miller

**Others Present:** Director Elect Richard Lord.

**CALL TO ORDER**

President Jennifer Leach called the special meeting to order at 5:00 p.m. and welcomed Colleen Miller of the Washington State School Directors Association (WSSDA), thanking her for joining the board to work through the development of an evaluation tool to evaluate the superintendent.

**EVALUATION MODEL BACKGROUND**

Miller reported that Washington Association of School Administrators (WASA) and WSSDA worked jointly to develop an evaluation tool for school boards to use to evaluate superintendents. WSSDA board members made it clear that they wanted choices when it came to selecting an evaluation model so five different models were developed. One of those models uses a rubric similar to the new teacher/principal evaluation tool.

During the process of developing evaluation models, the group learned that school boards have traditionally attempted to evaluate superintendents on all aspects of their jobs and would often times become overwhelmed in the process. It is now thought that the board should lay out meaningful standards for the superintendent and evaluate the superintendent based on documented outcomes. Those evaluation models that rose to the top included standard based and outcome based models.

Miller reported that standards should include the following:

- research based standards that promote student learning
- serve the needs of the board
- provide thoughtful feedback to the superintendent
- provide a consistent set of procedures
- reasonable goals (think small, go deep and narrow)
- legal, ethical, and professionally defensible.

Miller also mentioned that it is important for the superintendent's job description, board policy, and superintendent's contract to align with one another. Once these elements are aligned, the board could move forward to develop a meaningful evaluation tool. This work will need to occur this year and be aligned with the evaluation. Miller recommended the superintendent job description be codified so that it will stand the test of time over the years and will make it much easier for new board members to continue on with the board's work.

### **GENERAL SUPERINTENDENT GOALS FOR 2015-16**

Dr. Zorn has provided an entry plan with goals when he accepted the superintendent position. The plan included the following general goals:

1. Build purposeful relationships with the board, central office staff, school administrators, teachers, support staff, students, parents, community members, business community members, and local media;
2. Gain an understanding of student achievement levels and curricular program offerings being implemented throughout the district;
3. Begin to understand the various perspectives and interests of each of the constituency groups identified above;
4. Use the information gathered to position the board, self and other district personnel to engage in effective future planning efforts that will improve upon an already excellent education system.

Miller indicated the board will need to come to consensus on the standards to evaluate the superintendent as well as the evidence that they will base their evaluation on so the superintendent can work on collecting evidence throughout the year.

### **EVALUATION RUBRIC**

Miller reviewed a superintendent evaluation rubric. She explained the rubric model is based on the model used to evaluate teachers and principals in Washington. Under this rubric, the standards include:

1. Visionary leadership
2. Instructional leadership
3. Effective management
4. Inclusive practice
5. Ethical leadership
6. Socio political context

The board decided to incorporate elements of Dr. Zorn's goals, the district's mission and vision statements, and Dr. Zorn's entry plan into an evaluation. The board agreed to take this information home and identify their top priorities and then come back and share their information to see which priorities rise to the top. Those priorities will then be used in the evaluation.

Leach noted that once the board can agree on the standards it will then work on identifying collection of evidence.

**NEXT MEETING**

The board agreed to continue this work in a workshop on October 19, 2015, at 5:30 p.m.

**ADJOURNMENT**

With no further business to come before the board, President Leach adjourned the special meeting at 8:00 p.m.

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Jennifer Leach, President

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Barb Westrick, Vice President

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CJ Nickerson

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JD Rossetti

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Robbie Alba-Estrada

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Attest: Secretary

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Date Minutes Approved

**LONGVIEW SCHOOL DISTRICT NO. 122**  
**Regular Meeting of the Board of Directors**  
**October 12, 2015**

The regular meeting of the Board of Directors of Longview School District No. 122 was held on Monday, October 12, 2015, at 7:00 p.m., in the Administration Building. Present were:

BOARD MEMBERS: Jennifer Leach, President  
Barb Westrick, Vice President  
JD Rossetti  
CJ Nickerson  
~~Roberta Alba-Estrada~~ (excused)

CABINET: Sandy Catt  
Ken Hermanson  
Chris Fritsch

SUPERINTENDENT: Dr. Dan Zorn

ASST. SECRETARY: Holly Pfenniger

**Others Present:** Jill Diehl, Tom Diehl, Richard Lord, Ray Clift, Troy Lomax, Dena Enyeart, Joan Parsons, and Gary Walker.

**CALL TO ORDER**

President Jennifer Leach called the regular meeting to order at 7:00 p.m. and read the mission statement.

**FLAG SALUTE**

Ken Hermanson led the flag salute.

**APPROVAL OF REGULAR MEETING AGENDA**

**Motion:** I move to approve the regular meeting agenda.

Motion by: JD Rossetti  
Seconded by: CJ Nickerson

President Leach called for the vote. Carried.

**APPROVAL OF CONSENT AGENDA**

**Motion:** I move to approve the consent agenda and excuse Robbie Alba-Estrada for work related reasons.

Motion by: JD Rossetti  
Seconded by: CJ Nickerson

The warrants included:

Auditing Officer	Date	<u>10/12/2015</u>				
<u>GENERAL FUND</u>	<u>PAID ON</u>	<u>AMOUNT</u>	<u>WARRANTS</u>			
A/P Payroll	9/30/2015	\$4,997,040.14	1052845	THRU	1052886	
A/P Special Run 2014/15	9/30/2015	\$14,564.64	1052887	THRU	1052894	
A/P Special Run 2015/16	9/30/2015	\$9,875.00	1052895	THRU	1052897	
A/P 2015/16	10/13/2015	\$455,957.36	1052898	THRU	1053065	
<u>PAYROLL</u>	<u>PAID ON</u>	<u>AMOUNT</u>	<u>WARRANTS</u>			
	9/30/2015	\$145,267.36	1052793	THRU	1052844	
<u>CAPITAL PROJ. FUND</u>	<u>PAID ON</u>	<u>AMOUNT</u>	<u>WARRANTS</u>			
A/P 2015/16	10/13/2015	\$24,480.44	13474	THRU	13476	
<u>ASB FUND</u>	<u>PAID ON</u>	<u>AMOUNT</u>	<u>WARRANTS</u>			
A/P Special Run 2014/15	9/30/2015	\$ 1,386.84	37276	THRU	37278	
A/P 2015/16	10/13/2015	\$ 63,414.39	37279	THRU	37318	
<u>PRIVATE PURPOSE TRUST</u>	<u>PAID ON</u>	<u>AMOUNT</u>	<u>WARRANTS</u>			
A/P 2015/16	10/13/2015	\$ 113.01	4461	THRU	4463	
<u>TRANS. VEHICLE FUND</u>	<u>PAID ON</u>	<u>AMOUNT</u>	<u>WARRANTS</u>			
A/P				THRU		

President Leach called for the vote. Carried.

### **SUPERINTENDENT'S REPORT**

Dr. Zorn recognized Lead Accountant Joan Parsons for receiving the prestigious Washington School Business Official certification offered through WASBO.

Dr. Zorn reported that the city council voted to accept a grant to install a traffic signal at the corner of Mark Morris Court and 15<sup>th</sup> Avenue. The light should be installed in July 2016. The city council also accepted the district's match of \$15,000.

Dr. Zorn encouraged the board to attend harvest festivals at various elementary schools. The schools are serving food grown in the gardens. Zorn noted it is a very neat program for our elementary students. Other school events occurring this month include Columbia Heights' "Socktober" event. That school is collecting sock donations for needy families.

Dr. Zorn reminded the board that the WSSDA Annual Conference will occur on November 19-22 in Bellevue. The board was encouraged to verify their plans to attend with the district.

Dr. Zorn reported attending the "23 Club" annual dinner last week. The main program included a showing of a documentary about the history of Longview Public Schools over the past 75 years. President Leach publicly thanked Communications Director Sandy Catt and Secretary Linda Nixon for their many hours of work they contributed to the project and to citizen and former teacher, Cal Fowler, for thinking of the idea and working with community members and the district.

### **REQUESTS TO ADDRESS THE BOARD**

There was no public comment.

### **ALTERNATIVE LEARNING EXPERIENCE REPORT**

Discovery High School Principal Jill Diehl provided a report on Alternative Learning at Longview Public Schools.

Diehl reported Discovery High School has seen strong increases in graduation rates. Fifty-one students graduated last school year from the alternative program. This is a considerable increase over the previous year. Diehl indicated the district has always had a need for alternative learning and is glad to see the students in the program succeeding.

Diehl explained the way the district is handling credit recovery for students who are credit deficient has changed this year. In the recent past, students were able to enroll in credit recovery classes at Discovery High School, but now the high schools are trying to retain their students and provide credit recovery opportunities themselves. This change was made to help students stay in their own buildings and eliminates the problem of students finding transportation to Discovery High School, which was an obstacle for some. Diehl indicated that staffing changes contributed to the change as well.

Diehl explained the Career Education Operations program at Lower Columbia College offers out of school individuals ages 16-21 without a high school diploma the chance to return to school for education and job training. Diehl indicated the CEO program targets students who have dropped out of high school and want to return. Many students enrolled in the CEO program are 13 or 14 year students who did not graduate from high school but who are seeking a diploma. The district has to approve a student's enrollment in this program and is held accountable for the student passing state assessments and graduating. Diehl noted that she carefully screens students to make sure they are suited for the CEO program, which operates differently than a high school program.

### **FINAL ACCEPTANCE OF PRAM PAVEMENT IMPROVEMENT PROJECTS**

**Motion:** I move to accept the pavement improvement projects as presented and authorize final payment.

Motion by: JD Rossetti  
Seconded by: Barb Westrick

Facilities Manager Troy Lomax reported that paving was completed at Broadway Elementary School, R.A. Long High School and seal coating was completed at Monticello Middle School. Change orders were required for additional concrete panels outside of the R.A. Long boiler room, and in front of the grounds area. Lomax explained that the condition of the concrete warranted a change order. Director Nickerson agreed and noted he personally checked out the problem and agreed that something needed to be done for safety reasons.

With no further discussion, President Leach called for the vote. Carried.

### **FINAL ACCEPTANCE OF PRAM REROOFS AND FALL PROJECTION**

**Motion:** I move to accept the reroof and fall protection projects and authorize final payment.

Motion by: Barb Westrick  
Seconded by: JD Rossetti

Lomax reported the roof has a 20-year warranty and a two year installation warranty.

President Leach called for a vote. Carried.

Director Nickerson offered a friendly suggestion for the next time the final acceptance letters are submitted to the board for approval. Nickerson asked staff to provide background information on the projects so the board is reminded of where the work was done.

**POLICY 1805 OPEN GOVERNMENT TRAININGS**

Zorn reported Policy 1805 is a new policy written by WSSDA that reflects the mandates of the Open Government Training Act, which requires school board members and certain district employees to be trained in the Open Public Meeting Act, the Public Records Act, and records retention.

President Leach asked the board if they would like to adopt the policy in a first reading, given that it is state law. The board agreed.

**Motion:** I move to adopt Policy 1805 open government training and consider this first reading a second reading and final passage.

Motion by: JD Rossetti  
Seconded by: Barb Westrick

President Leach called for the vote. Carried.

**POLICY AND PROCEDURE 3421 CHILD ABUSE, NEGLECT, EXPLOITATION PREVENTION**

Dr. Zorn reported that WSSDA is recommending changes to Policy and Procedure 3421 related to student on student abuse and reporting requirements of child abuse. Zorn verified with WSSDA that school board members and district volunteers are also required to report child abuse, neglect or exploitation.

Under the policy, people are not required to go to their building principal or administrator to ask permission to report, but rather are encouraged to report and inform the administrator of their actions.

Assistant Superintendent Chris Fritsch reported that staff is trained on this policy each year.

Dr. Zorn recommended a second reading on this policy and procedure.

Director Nickerson raised concerns about the reporting protocol and asked Dr. Zorn to research whether superintendents should be made aware of all reports to Child Protective Services.

The board agreed to review the changes to the policy and procedure in a second reading on October 26.

**POLICY AND PROCEDURE 4040 PUBLIC ACCESS TO DISTRICT RECORDS**

Dr. Zorn explained that WSSDA has revamped Policy and Procedure 4040. Legal counsel has reviewed the policy and has made further changes.

Director Westrick asked if there is an appeal process in the event a public records request is denied. Dr. Zorn noted that the district would have to cite a legal reason through an exemption log as to why it could not release a record. If a record is denied and a person wanted to question the reasoning, that appeal would go to the superintendent who would review the information and make a decision. If the superintendent decides the record in question could not legally be released due to exemptions cited in law, then the person would need to pursue it through the courts.

### **INFORMATION ITEMS**

#### **Finance, Facilities and Technology Committee (FFT)**

The FFT committee met to talk about the voice over phone system that is still on schedule to be purchased and installed. More information will come forward to the board in January or February.

#### **Special Study Session Set for October 19**

President Leach announced that the board will meet in a special study session on Monday, October 19, at 5:30 p.m. to continue its work on the superintendent evaluation.

### **ADJOURNMENT**

With no further business to come before the board, President Leach adjourned the regular meeting at 8:07 p.m.

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Jennifer Leach, President

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Barb Westrick, Vice President

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JD Rossetti

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CJ Nickerson

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Robbie Alba-Estrada

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Attest: Secretary

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Date Minutes Approved

**LONGVIEW SCHOOL DISTRICT NO. 122**  
**Board of Directors Meeting**  
**Special Study Session on Superintendent Evaluation**  
**October 19, 2015**

The special study session of the Board of Directors of Longview School District No. 122 was held on Monday, October 19, 2015 at 5:30 p.m., in the Administration Building. Present were:

BOARD MEMBERS:	<del>Jennifer Leach, President</del> (excused) Barb Westrick, Vice President JD Rossetti CJ Nickerson <del>Roberta Alba Estrada</del> (excused)
SUPERINTENDENT:	Dr. Dan Zorn
ASST. SECRETARY:	Holly Pfenniger
FACILITATOR:	Colleen Miller, Washington State School Directors Association

**CALL TO ORDER**

The meeting was called to order at 5:30 p.m.

**EVALUATION STANDARDS**

After considerable discussion, the board agreed to use the following standards to evaluate the superintendent for the 2015-16 school year:

Standard #6, Strands 1 and 2, Themes A through F related to the Board/Superintendent Relationship and Standard #2, Strands 1 and 2 related to Student Achievement

Dr. Zorn's entry plan and strategic framework will be considered as well.

Colleen Miller of WSSDA agreed with the board that these standards make sense for a superintendent's first year. She acknowledged that part of Dr. Zorn's entry plan and strategic framework includes building a vision, mission and setting goals. Dr. Zorn acknowledged that goal setting drives the strategic plan. He preferred to stay away from setting firm deadlines for accomplishing goals because as he leads the district through change, he may discover, through assessing the outcomes, that plans may need to be altered or initiatives redirected. He would like the flexibility to move the district forward at a pace that works rather than achieve certain goals by certain dates. The board was agreeable to this approach as long as he continued to provide updates to them on his progress.

**CALENDAR**

In terms of when the board should evaluate the superintendent, the board agreed on the following calendar:

**January**

- Mid-term evaluation (Dan to share evidence with the board)
- Discuss progress on present year goals

- Set evaluation standards for the 2016-17 school year

#### **April/May**

- Superintendent to provide evidence for final evaluation

#### **May/June**

- Final Evaluation

### **EVIDENCE COLLECTION**

The board identified a number of ways that Dr. Zorn could provide evidence of his progress. Some examples included outcomes of professional learning communities, instructional team meeting information, and principal reports to the board. It was suggested that the board should empower Dr. Zorn to collect and share evidence he believes to be important rather than the board limit evidence through their own definition. Dr. Zorn agreed with this concept and preferred it, noting that he is aware that some things he shares will be more meaningful to some board members over others and vice versa.

Colleen Miller recommended that at the mid-term evaluation in January, the board and Dr. Zorn should have a discussion around evidence, review what Dr. Zorn has shared to date and tweak it if necessary. The board can correct course at that time and then evaluate at the end of the school year.

### **FUTURE – NEXT STEPS**

The board agreed that the board and superintendent relationship and instructional leadership are standards that will always be evaluated. These standards are always to be a part of the superintendent evaluation and will be used to begin the discussion around the 2016-17 standards.

It was suggested and generally agreed that the board would select two more standards to focus on for 2016-17, in addition to the Board/Superintendent Relationship and Instructional Leadership. In January of the following year, the board will select two more standards to add to the list of standards they will use to evaluate the superintendent.

Colleen Miller agreed to draft an evaluation tool given the information the board agreed to this evening.

### **ADJOURNMENT**

The meeting was adjourned at 7:45 p.m.

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Jennifer Leach, President

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Barb Westrick, Vice President

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CJ Nickerson

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JD Rossetti

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Robbie Alba-Estrada

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Attest: Secretary

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Date Minutes Approved



## Memorandum

Date: October 26, 2015

To: Board of Directors of the Longview School District

From: Superintendent Dr. Daniel Zorn  
(Prepared by Chris Fritsch, Assistant Superintendent)

Subject: Personnel Report

### **CLASSIFIED PERSONNEL**

The following items are recommended for Board approval:

Name	Position	Location	Date	Hourly Rate
Michael Fisher	Kitchen Helper	R. A. Long	10/14/2015	\$ 12.76
Kelly Hill	Substitute Paraeducator	District	10/19/2015	\$ 13.13
Megan Langlois	Substitute Paraeducator	District	10/26/2015	\$ 13.13
Ryan Moats	Substitute Paraeducator	District	10/19/2015	\$ 13.13
Curtis Mattison	Substitute Bus Driver	District	10/19/2015	\$ 16.95
Kathleen Miller	Substitute Paraeducator	District	9/1/2015	\$ 13.13
Marie Murray	Paraeducator	Kessler	9/13/2015	\$ 13.13
Jennifer Penturf	Substitute Food Service	District	10/12/2015	\$ 12.76
Lori Winiger	Kitchen Helper	Mark Morris	10/13/2015	\$ 12.76
Rachel Wolfe	Substitute Paraeducator	District	10/19/2015	\$ 13.13

Coach	Assignment	Building	Stipend	FTE	Step
Ryan Moats	Assistant Football (Fall)	Monticello	\$ 908.00	0.50	1
Gerald Nelson	Asst Basketball Girls	Cascade	\$ 1,816.00	1	1
Russell Graser	Asst Wrestling	Cascade	\$ 1,816.00	1	1
Andrew Lundberg	Head Basketball Boys	Cascade	\$ 3,087.00	1	3
Andrew Lundberg	Head Basketball Girls	Cascade	\$ 3,087.00	1	3
Leon Kessler	Head Wrestling	Cascade	\$ 3,450.00	1	5
Rachelle Simmons	Asst Basketball Girls	Monticello	\$ 2,179.00	1	3
Brent Courtney	Head Basketball Boys	Monticello	\$ 3,450.00	1	5
Joshua Donaldson	Head Basketball Girls	Monticello	\$ 2,723.00	1	1

Philip Hartley	Head Wrestling	Monticello	\$ 3,450.00	1	5
<b>Coach</b>	<b>Assignment</b>	<b>Building</b>	<b>Stipend</b>	<b>FTE</b>	<b>Step</b>
Patrick Spellmeyer	Asst Basketball Boys	Mt. Solo	\$ 1,997.00	1	2
Cameron Carson	Asst Basketball Girls	Mt. Solo	\$ 2,542.00	1	5
Cameron Carson	Head Basketball Boys	Mt. Solo	\$ 3,450.00	1	5
Jason Gomes	Head Basketball Girls	Mt. Solo	\$ 3,450.00	1	5
James Bair	Head Wrestling	Mt. Solo	\$ 3,450.00	1	5
Jeray Key	Asst Basketball Boys	R. A. Long	\$ 1,846.00	0.5	3
Ralland Wallace JR	Asst Basketball Boys	R. A. Long	\$ 2,027.50	0.5	1
Jan Karnoski	Asst Basketball Girls	R. A. Long	\$ 4,055.00	1	5
Kimberly Barnwell	Asst Drama	R. A. Long	\$ 1,070.32	0.68	1
John Donahue	Asst Drama	R. A. Long	\$ 1,038.84	0.66	1
Cindy Taylor	Asst Drama	R. A. Long	\$ 1,038.84	0.66	1
Ronald Lindsey	Asst Wrestling	R. A. Long	\$ 3,268.00	1	5
Melissa Nading	Asst Wrestling	R. A. Long	\$ 1,452.50	0.5	3
Simon Waite	Athletic Trainer	R. A. Long	\$ 6,052.00	1	5
Ralland Wallace JR	Head Basketball Boys	R. A. Long	\$ 3,026.00	0.5	5
Jeray Key	Head Basketball Boys	R. A. Long	\$ 2,663.00	0.5	1
Erik Bertram	Head Basketball Girls	R. A. Long	\$ 5,326.00	1	1
Brian Wilson	Head Bowling	R. A. Long	\$ 4,297.00	1	2
Tiffany Kotera	Head Rally	R. A. Long	\$ 4,478.00	1	3
Darin Dollemore	Head Wrestling	R. A. Long	\$ 4,842.00	1	5
Steven Kloke	Asst Basketball Boys	Mark Morris	\$ 4,055.00	1	5
Michael Polis	Asst Basketball Boys	Mark Morris	\$ 4,055.00	1	5
Christopher Coffee	Asst Basketball Girls	Mark Morris	\$ 4,055.00	1	5
Calvin Fowler	Asst Basketball Girls	Mark Morris	\$ 4,055.00	1	5
Catherine Carr	Asst Swim Boys	Mark Morris	\$ 3,268.00	1	5
Daniel Ruiz	Athletic Trainer	Mark Morris	\$ 6,052.00	1	5
William Bakamus	Head Basketball Boys	Mark Morris	\$ 6,052.00	1	5
Sean Atkins	Head Basketball Girls	Mark Morris	\$ 5,326.00	1	1
Alvin Rigdon	Head Bowling	Mark Morris	\$ 4,842.00	1	5
Jamie Bennett	Head Rally	Mark Morris	\$ 4,660.00	1	4
Richard Carr	Head Swim Boys	Mark Morris	\$ 4,842.00	1	5
Jeremy Baxter	Head Wrestling	Mark Morris	\$ 4,297.00	1	2

### Retirement

LeAnna Kiggins, Payroll Officer, has submitted her intent to retire, effective January 31, 2016. Ms. Kiggins began working for the district in 1987 as the payroll clerk 1. She became the payroll personnel 1 in 1993. After a leave of absence, Ms. Kiggins returned to the district in 2000 as the payroll specialist, where she has remained for her tenure. The district deeply appreciates Ms. Kiggins dedicated service and wishes her all the best in retirement.

### Resignation

Jeanne Alexander, Purchasing Warehouse Specialist, has tendered her resignation, effective December 31, 2015. Ms. Alexander began working for the district in 2004 as the accounting tech, transferring into the position of purchasing warehouse specialist in 2006. The district deeply appreciates Ms. Alexander's dedicated service and wishes her all the best in her future endeavors.

**Request for Unpaid Leave of Absence**

Ronda Reynoldson, Elementary BMP, has requested an unpaid leave of absence, November 2, 2015, through November 2, 2016. The district recommends approval.

**CERTIFICATED PERSONNEL**

The following items are recommended for Board approval:

**Certificated Substitutes**

The following individuals have met all qualifications and certification requirements to be added to our list of certificated substitutes and are recommended for approval:

- Sara Carlson

**LONGVIEW SCHOOL DISTRICT**  
**CONTRACTS AND PERSONAL SERVICE AGREEMENTS**  
**Oct 26, 2015**

**Contracts**

<b>Purchase Order No.</b>	<b>Vendor</b>	<b>Fund</b>	<b>Description</b>	<b>Department/ School</b>		<b>Amount</b>	<b>Start</b>	<b>Ends</b>
1041600034	All Kids in All Places	GEN	Consultant for Autism programs and training	2114	Autism Support	\$691.20	9/14/2015	6/30/2016
N/A	Clothes for the Cause	ASB	Fundraiser (MM Choir)	N/A	N/A	N/A	10/25/2015	10/25/2015
N/A	Clothes for the Cause	ASB	Fundraiser (RAL Choir)	N/A	N/A	N/A	10/25/2015	10/25/2015
N/A	Clothes for the Cause	ASB	Fundraiser (RAL AVID)	N/A	N/A	N/A	10/25/2015	10/25/2015
1041600020	ESD 112	GEN	Teacher for Hearing Impaired Services	2100	Special Education	\$3,756.80	9/1/2015	8/31/2016
4641600089	FamilyID, Inc.	ASB	Online Registration Service Subscription	1096	Promotions	\$495.00	9/1/2015	8/31/2016
1101600035/ 1101600043	Loving Guidance	GEN	Conscious Discipline Training for Northlake & St Helens	5100/5123	Title I / ESEA Focus Schools	\$11,000.00 & \$550.00	10/27/2015	1/27/2016
1101600024	Loving Guidance	GEN	Conscious Discipline Training for Kessler	5100/5123	Title I / ESEA Focus Schools	\$12,020.00	10/8/2015	10/29/2015
1831600002	NW Installation Enterprises	GEN	Bleacher Inspection & Maintenance	9700	General Support Services	\$16,440.78	9/1/2015	8/31/2016
1101600037/ 1101600038	Parent's Place	GEN	Weekly Read and Grow Sessions at St. Helens, Olympic & Mint Valley. Literacy and Matth screenings.	5100/5115	Title I / Parent Involvement	\$31,948.99 & \$8,177.50	9/28/2015	5/31/2016
1041600023	Progress Center, Inc.	GEN	Early Intervention Services	2210	Sped Birth to 2	\$280,000.00	9/1/2015	6/30/2016
1041600035	Vancouver School Dist./Fir Grove	GEN	Academic & Behavioral needs for Students	2100	Special Education	\$40,000.00	9/1/2015	6/1/2016

**LONGVIEW SCHOOL DISTRICT**  
**CONTRACTS AND PERSONAL SERVICE AGREEMENTS**  
**Oct 26, 2015**

**Personal Service Agreements**

<b>Purchase Order No.</b>	<b>Vendor</b>	<b>Fund</b>	<b>Description</b>	<b>Department/School</b>		<b>Amount</b>	<b>Start</b>	<b>Ends</b>
1101500219	Alabiso, Jacob	GEN	Consultation service for Mint Valley PBIS team and staff	5123	ESEA Focus Schools	\$513.00	5/1/2015	6/15/2016
4661600095	Bergonzine, Michael DBA Mobile Mic Entertainment	ASB	DJ for MM Homecoming	3016	Class of 2016	\$450.00	9/25/2015	9/25/2015
4661600138	Bergonzine, Michael DBA Mobile Mic Entertainment	ASB	DJ for Fall Tolo	4085	Leadership	\$450.00	10/24/2015	10/24/2015
1101600034	Ferrier, Beverly	GEN	SIOP Training	6400	Title III/LEP	\$500.00	10/9/2015	10/10/2015
1101600023	Melville-Irvine, Marilyn	GEN	Teaching Consultation for ELL curriculum	6400	Title III/LEP	\$1,800.00	9/1/2015	6/30/2016
1101600022	Olcott, Peggy	GEN	Training on Coaching for Conversation Foundation Training	5500	Learning Assistant Program	\$4,000.00	8/13/2015	10/16/2015
4641600103	Schatzel, Brian	ASB	DJ for RAL Homecoming	1033	RAL/Homecoming	\$350.00	10/23/2015	10/23/2015
1101600033	Sharp, Suzan F	GEN	SIOP Training	6400	Title III/LEP	\$500.00	10/9/2015	10/10/2015
1641600084	Sparks, Theresa	GEN	Adult/Child First aid training for RAL Coaches	0100	Basic Education	\$480.00	8/23/2015	8/23/2015

**Memorandums of Understanding**

<b>Purchase Order No.</b>	<b>Vendor</b>	<b>Fund</b>	<b>Description</b>	<b>Department/School</b>		<b>Amount</b>	<b>Start</b>	<b>Ends</b>
N/A	Warner Pacific College	N/A	Student Teaching	N/A	N/A	N/A	9/1/2015	6/30/2016



## Memorandum

**Date:** October 26, 2015

**To:** Board of Directors

**From:** Dr. Dan Zorn, Superintendent  
Prepared by Assistant Superintendent Chris Fritsch

**Subject:** Revised School Calendar for 2015-16

**Background:** The district is proposing a change to the 2015-16 school calendar to avoid confusion around school release times for elementary and secondary parent-teacher conferences and the Thanksgiving holiday. Parent-teacher conferences occur November 17 - 24, and early release for Thanksgiving occurs on November 25. Students will be released from school three hours early for parent-teacher conferences. It is proposed that students also be released three hours early on November 25 to remain consistent with the early release occurring throughout that week.

The district has discussed the proposed change to the 2015-16 calendar with the Longview Education Association, Service Employees International Union, and the Longview Classified Public Employee Association and all have agreed that a consistent early release time would be beneficial. The district would remain well within the student contact hours required by state law.

**Proposal:** Consider approving the revised school calendar for 2015-16, which would make the early release for parent-teacher conferences and Thanksgiving holiday consistent.

**Recommended Motion:** Approve as part of the consent agenda.

# Longview School District #122

## 2015 - 2016

REVISED 10/26/2015

### July 2015

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

### January 2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

### August 2015

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

### February 2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29					

### September 2015

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

### March 2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

### October 2015

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

### April 2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

### November 2015

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

### May 2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

### December 2015

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

### June 2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Fourth of July Holidays

July 2-3

New Teacher Training

August 17-21

First Day of School

September 2

Labor Day

September 7

State Inservice

October 9

First Quarter Ends

November

First Trimester Ends

November

Veterans Day Holiday

November 11

Thanksgiving Holidays

November 26-27

Winter Holiday

December 21 -

January 1

School Resumes

January 4

Martin L. King Holiday

January 18

First Semester Ends

January 26

Records Day

January 27

Presidents Day

February 12-15

Second Trimester Ends

March

Third Quarter Ends

March

Spring Break

April 4-8

Memorial Day

May 30

Final Day of School

June 14

Commencement

June 11

#### Elementary Conference Days

November 17-24 (early release)

#### Secondary Conference Days

November 23, 24 (early release)

March 10, 11 (early release)

All Schools--1 hour early release for students every Wednesday beginning September 9 through June 8.

#### All School Two-Hour Early Dismissal Days

November 25, December 18, April 1, June 14

#### All School Three-Hour Early Dismissal Day

November 25

#### School Closure Make-Up Days

After Last Day In June



School Holidays



First and Last Days of School



Conference Days



Commencement



## Memorandum

**Date:** October 26, 2015  
**To:** Board of Directors  
**From:** Dr. Dan Zorn, Superintendent  
**Subject:** Report on State Assessments

**Background:** Attached you will find five charts showing our student's academic performance on several different achievement measures used in the district during the 2014-15 school year. The first two charts show our students' performance in Mathematics and Reading on the Smarter Balanced Assessment (SBA). In these charts you will find the percentage of our students who met established grade level standards and how their performance compared to all students in Washington. Additionally, you will find the percentage of our students in poverty who met established grade level standards and how their performance compared to other students in poverty throughout Washington. This data shows that our students are performing below state averages in each of these comparisons.

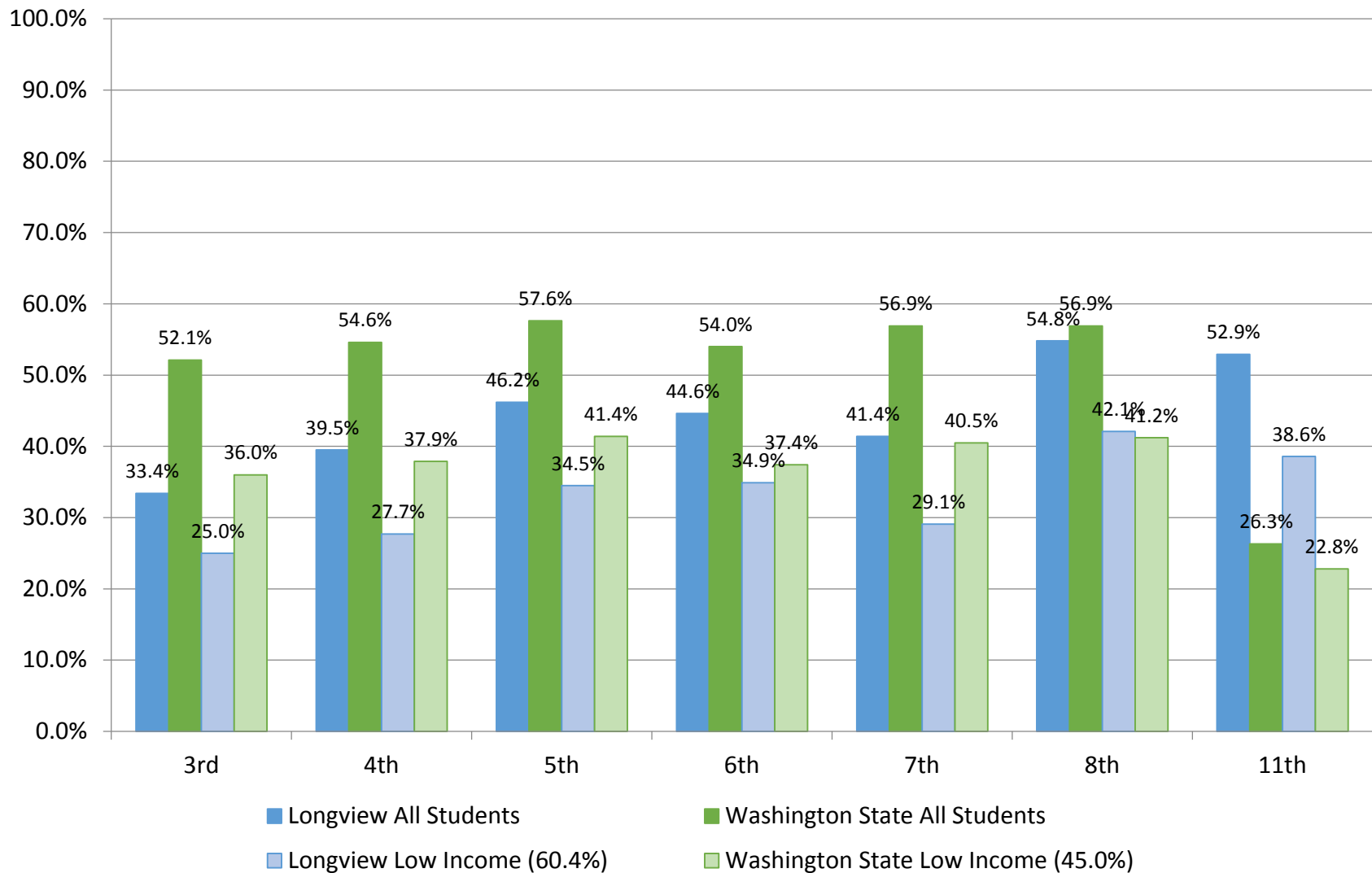
The third chart shows our 2nd-5th grade students' performance in Mathematics and Reading on the MAP (Measures of Academic Progress) assessment. The MAP assessment allows us to determine our students' success in meeting yearly academic growth targets. From this data we find that the percentage of our students who met or exceeded their growth targets is above national averages in all grade levels. This is encouraging. If this continues, we should see a narrowing in the gap between our students' academic achievement and that of the state and the nation.

The fourth and fifth charts show our Kindergarten and 1st grade data in Reading and Mathematics. Our students' Reading performance is measured using the DIBELS Reading assessment. This data reveals that, from fall to spring, many more kindergarten students are reading at levels that are at or above grade level. In the first grade, we experienced a decrease in the number of students reading at or above grade level. This points to our need to continue to provide focused intervention that addresses the reading skills deficits of our students. Our kindergarten and 1st grade Mathematics data is measured using a district created assessment that gauges our students' attainment of expected grade level skills. In each grade level, the percentage of our students meeting grade level expectations increased from the fall to spring

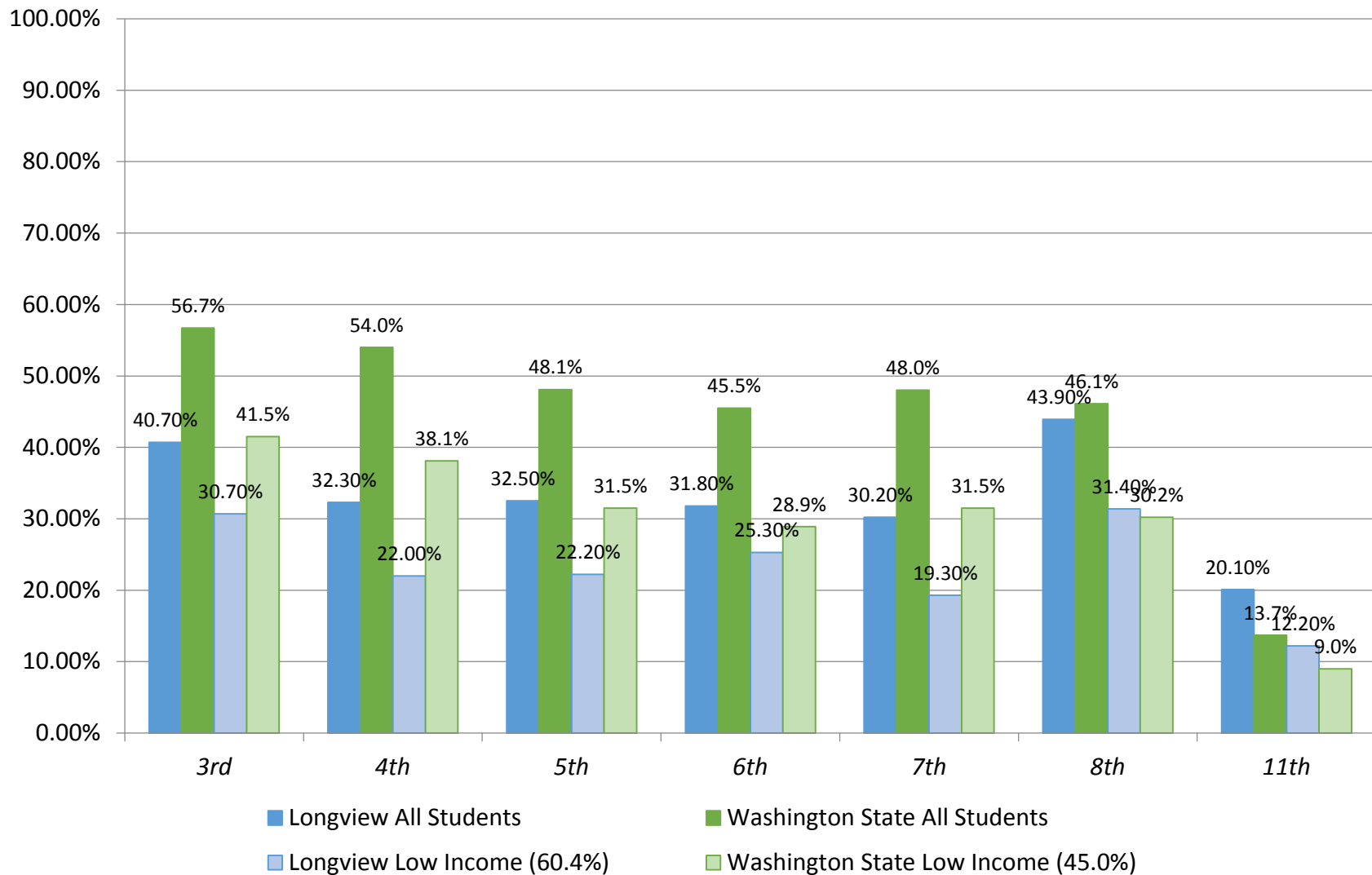
administration of the assessment.

Executive Director of Leadership and Learning, Ken Hermanson will lead an explanation on this data and will be available to answer any questions and provide any further clarification.

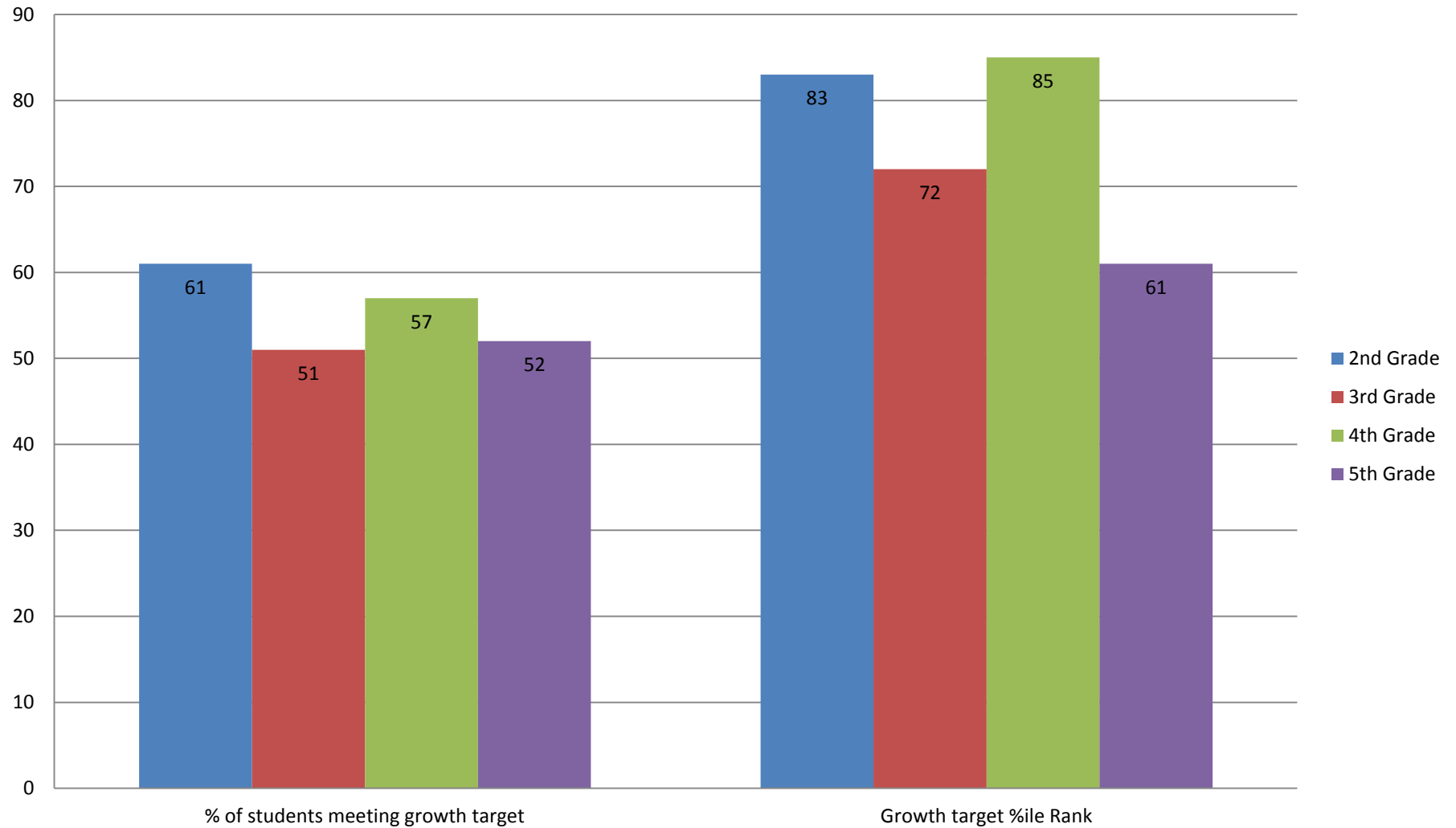
## 2015 Smarter Balanced Assessment Performance by Grade Met Standard in English Language Arts (ELA)



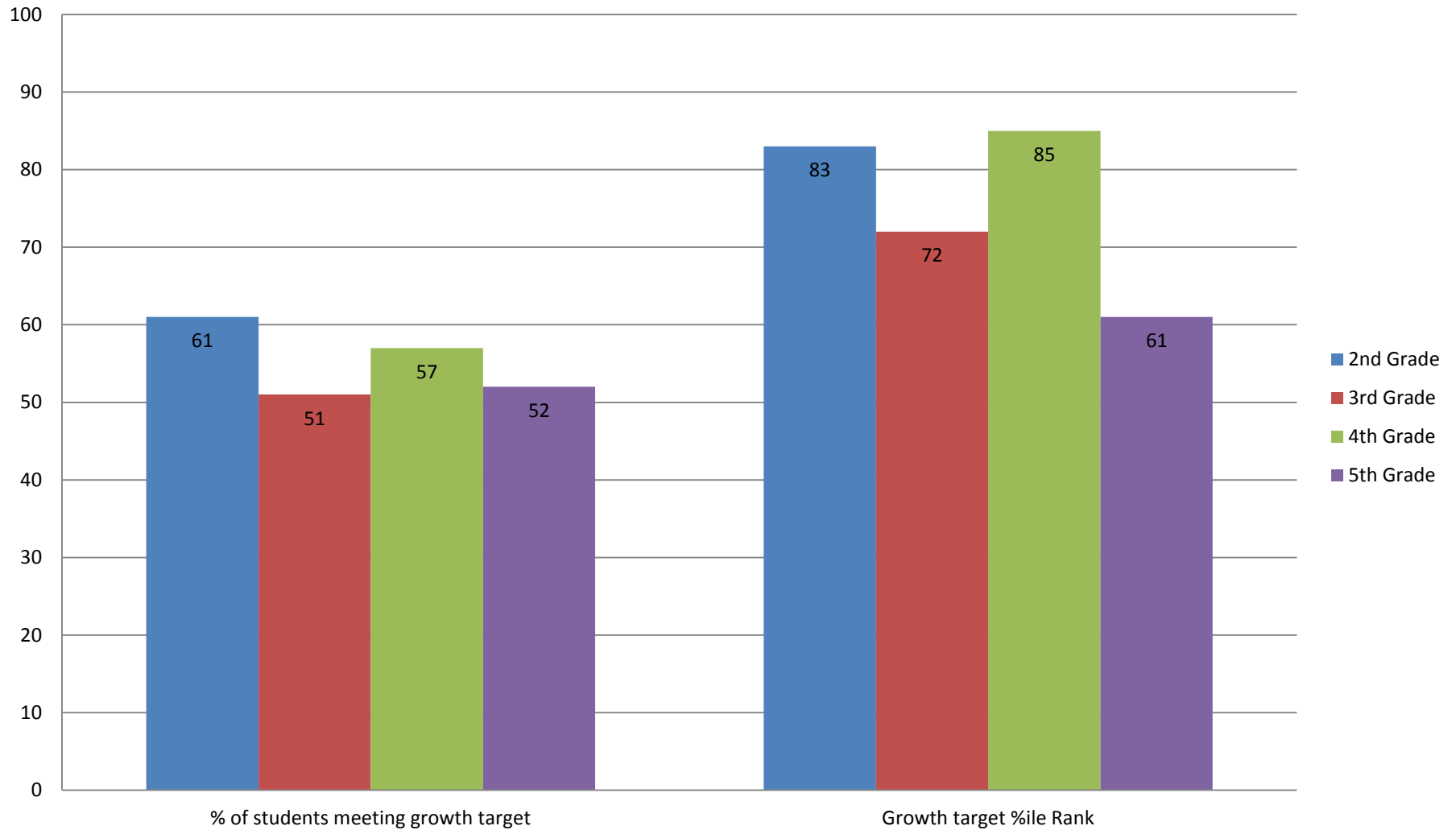
## 2015 Smarter Balanced Assessment Performance by Grade Met Standard in Mathematics



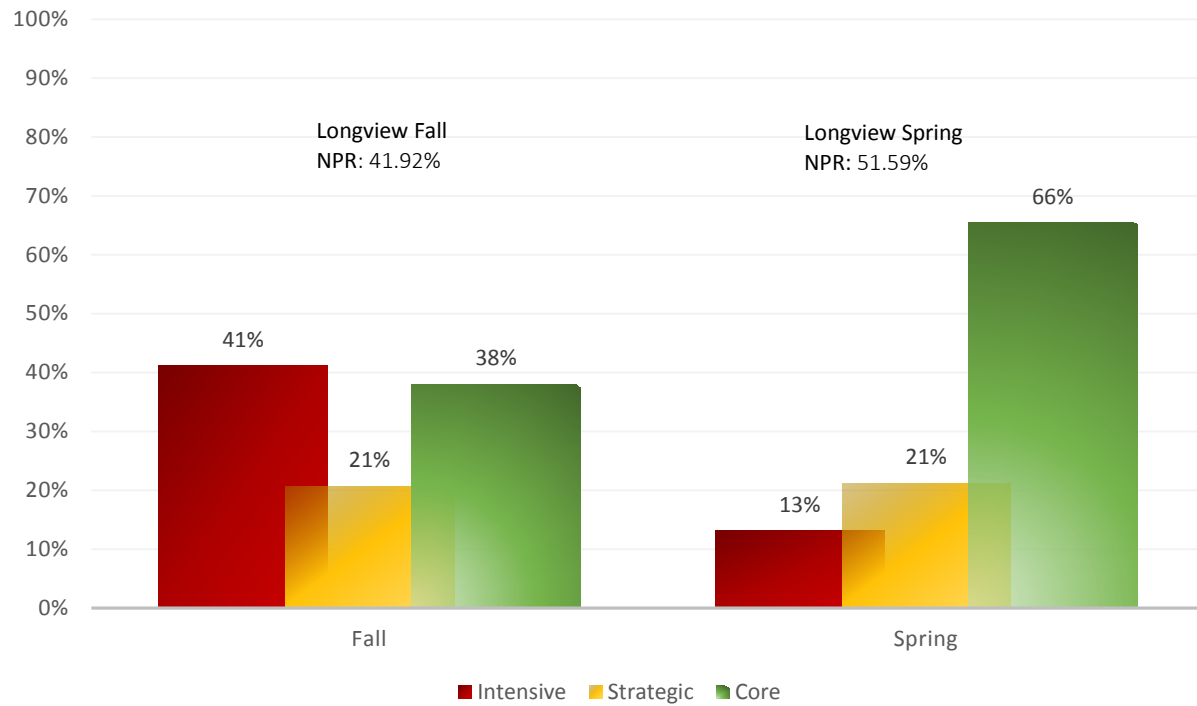
**Longview Public Schools  
Mathematics MAP Assessment  
Growth Target Success  
2014-15**



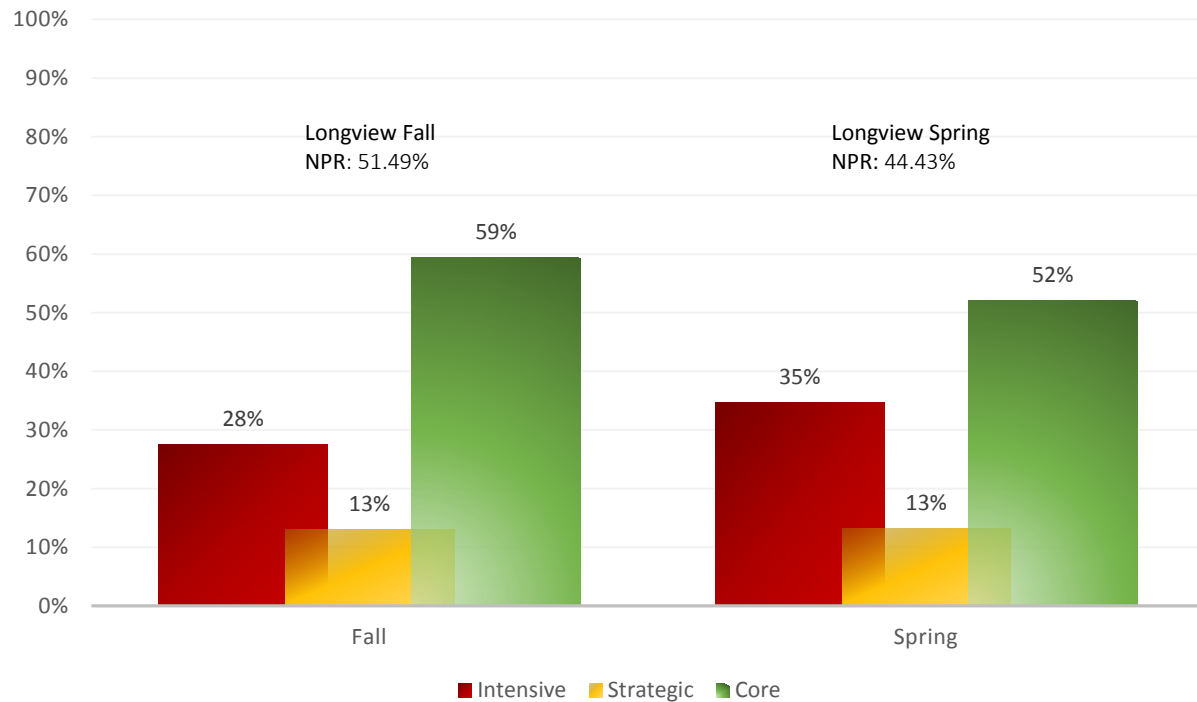
**Longview Public Schools  
Reading MAP Assessment  
Growth Target Success  
2014-15**



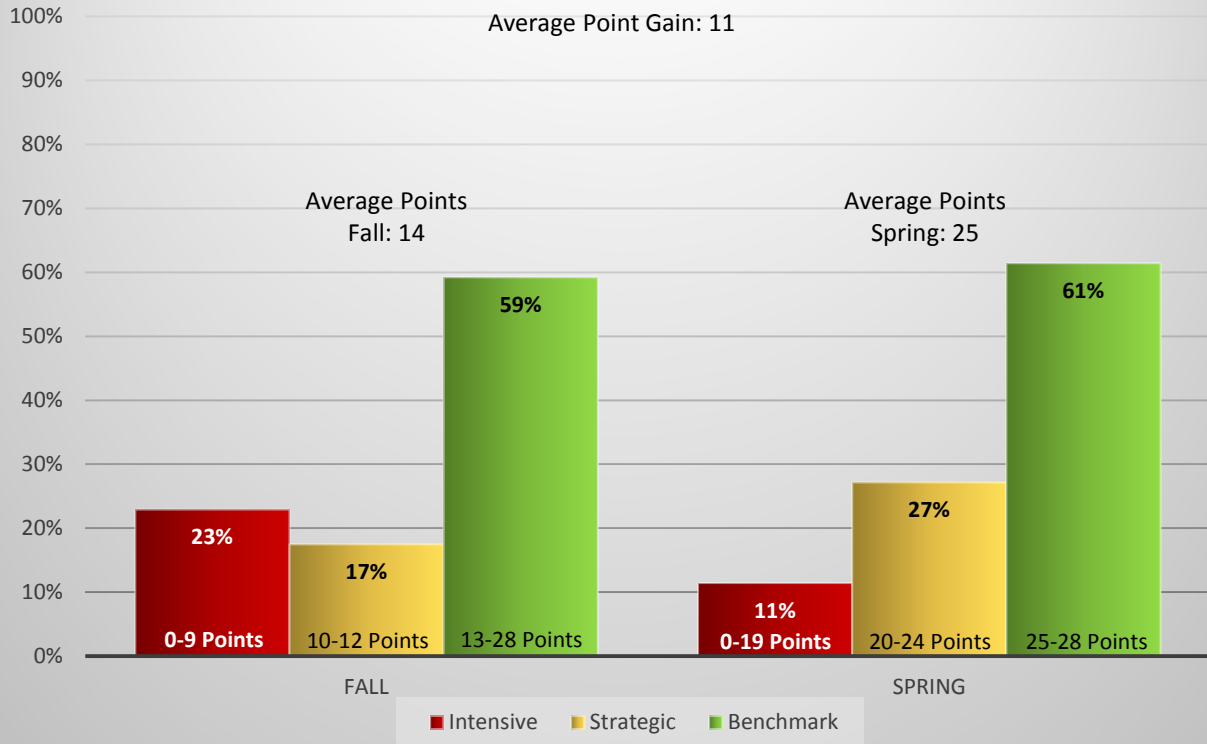
### Gr K DIBELS Composite Fall to Spring 2014-15



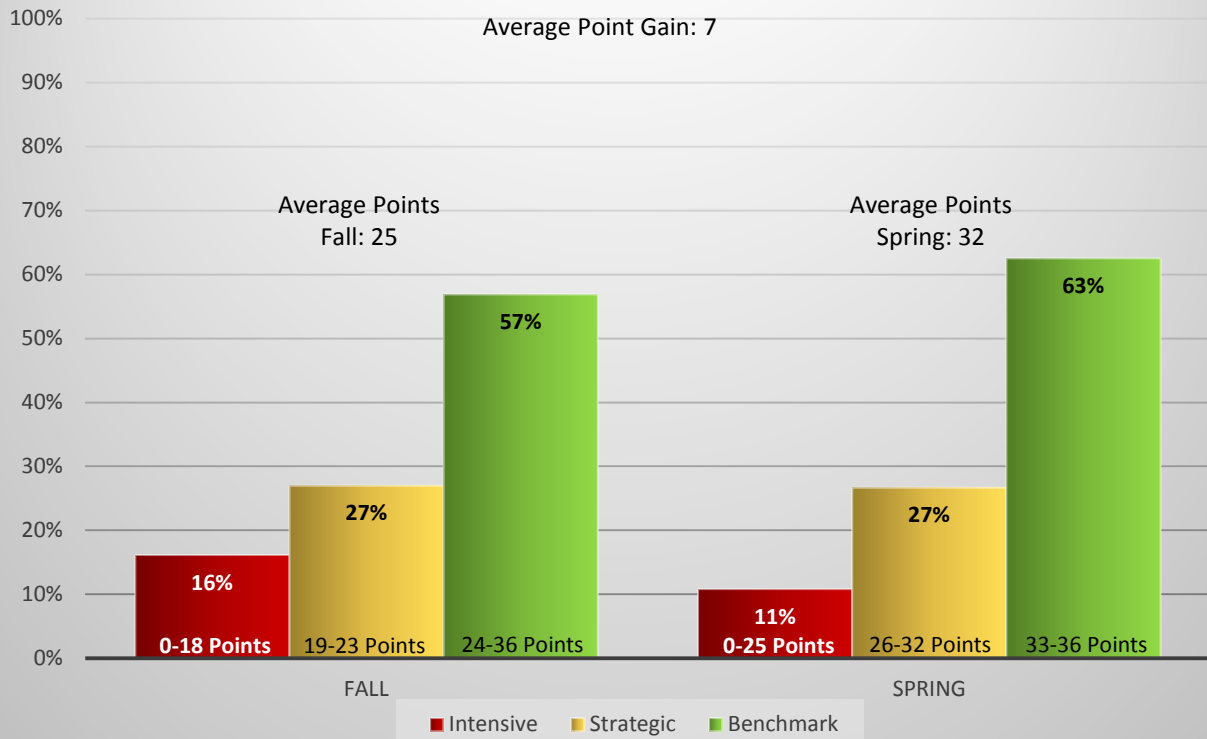
### Gr 1 DIBELS Composite Fall to Spring 2014-15



## Gr K Math Common Assessment 2014-15 Fall to Spring



## Gr 1 Math Common Assessment 2014-15 Fall to Spring





## Memorandum

**Date:** October 26, 2015

**To:** Board of Directors

**From:** Dr. Dan Zorn, Superintendent  
Prepared by Executive Assistant to the Superintendent Holly Pfenniger

**Subject:** Review Meeting Dates in November and December 2015

**Background:** Each year the board reviews meeting dates that occur near or on holidays to consider whether to cancel the meetings.

The November 23, 2015, regular meeting of the board will occur the Monday after the WSSDA Annual Conference (November 19-22), and three days before the Thanksgiving holiday.

The second meeting in December will occur three days after the Christmas holiday and three days before the New Year's holiday. This meeting also occurs during winter break.

**Proposal:** Review the regular meeting dates in November and December 2015 and consider whether to meet on those dates. If the board chooses to meet on the regularly scheduled dates in November and December, no motion is necessary. If the board elects to cancel one or more meetings in November or December a motion will need to be made to cancel the meeting(s).

**Possible Motion:** I move to cancel the regular meetings scheduled for \_\_\_\_\_ and \_\_\_\_\_, 2015.

See calendars on next page...

2015 NOVEMBER						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3	4	5	6	7
8	9 Regular Meeting	10	11 Veterans' Day	12	13	14
15	16	17	18	19	20	21
22	23 Regular Meeting	24	25	26 Thanksgiving	27 Thanksgiving	28
29	30					

WSSDA Annual Conference Nov. 19-22

www.free-printable-calendar.net

2015 DECEMBER						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2	3	4	5
6	7	8	9	10	11	12
13	14 Regular Meeting	15	16	17	18	19
20	21	22	23	24 Christmas Eve and Christmas Day	25	26
27	28 Regular Meeting	29	30	31	New Year's Holiday	

Winter Break  
Dec. 19, 2015 to  
January 3, 2016

www.theprintablecalendar.com



## Memorandum

Date: October 26, 2015

To: Board of Directors

From: Dr. Dan Zorn, Superintendent  
Prepared by Chris Fritsch, Assistant Superintendent and Troy Lomax, Facilities Manager

Subject: 2016 PRAM Projects

**Background:** The Facility Advisory Committee has presented to the Board each year a recommended list of capital projects to be addressed for the upcoming year. Typically these projects are completed during the summer months. The goal each year is to have a recommendation to the Board by November so that if the Board approves, the projects can go out for competitive bidding in a timely manner thus ensuring the best possible bids for each project.

**Proposal:** The Facility Advisory Committee reviewed, discussed and came to consensus on the following documents that accompany this memo at its August 26, 2015 meeting. On October 7, 2015, the FFT discussed and came to consensus on the projects to bring forward to the board for consideration. In the first document in this packet titled, PRAM Priority Spreadsheet, Mr. Lomax has completed an analysis of the systems within each building. He has attempted to rate the systems as well as affix an approximate cost for replacement of each system. The items that were deemed most in need of repair/replacement were highlighted and recommended by Mr. Lomax for serious consideration by the FAC and FFT. On page two of this document, he has identified projects by location and system and priority. Document #3 is the current five-year plan with the proposed 2016 projects highlighted.

**Recommendation:** The Facility Advisory Committee recommends the projects identified in documents #2 & #3 be approved by the Board for completion as the PRAM Capital Projects for 2016.

**Motion:** "I move to approve the 2016 PRAM projects as presented."

## 2016 P.R.A.M. & Capital Levy Projects (Pre Bid Estimate)

<u>Location</u>	<u>Description</u>	<u>Pre Bid Estimate</u>
Roofing Projects	Fall Protection	\$51,900.00
Bus Garage	Roof	\$50,000.00
Mark Morris Robotics	Roof	\$20,000.00
Cascade	Roof	\$100,000.00
CVG	Roof	\$335,750.00
Stadium	Concrete Repair	\$67,743.00
RA Long	Front Stair/Sidewalk Concrete Repair	\$55,000.00
RA Long	Access Controls	\$30,000.00
Columbia Heights	Fire Alarm Repair/Replacement	\$64,000.00
Mark Morris High	Fire Alarm Repair/Replacement	\$420,000.00
Kessler	HVAC Control Upgrade	\$180,155.00
Robert Gray	HVAC Control Upgrade	\$130,521.00
St Helens	HVAC Control Upgrade	\$107,737.00


**Subtotal 2016 Projects** **\$1,612,806.00**

Contingency Allowance	\$161,280.60
Architectural / Engineering fees	\$70,000.00
Project mgmt fees	\$20,000.00
Total	\$1,864,086.60

<b><u>Summary by category</u></b>	<b><u>Scope Amount</u></b>	<b><u>Scope %</u></b>
Roof Repairs	\$557,650.00	34.58%
Fire Alarm Update/Replacement	\$484,000.00	30.01%
HVAC Controls	\$418,413.00	19.15%
Concrete & Pavement	\$122,743.00	7.61%
Repair/Replace HVAC System	\$67,743.00	4.20%
Access Controls	\$30,000.00	1.86%
Total	\$1,612,806.00	95.55%

2015-2016 Budget	\$	1,250,000.00
2014-2015 Carry Over	\$	635,526.68
<b>Total</b>	<b>\$</b>	<b>1,885,526.68</b>

Facility	Roofing	Last Repl	Paving & Concrete	Seal Coat	HVAC Controls	Last Repl	HVAC Equipment	Last Repl	Fire Alarm	Last Repl	Electrical	Last Repl	Plumbing	Last Repl	Boilers	Last Repl	Carpet	Last Repl	Security	Last Repl
Administration Built - 1966	Condition - F \$61,530.00		Condition - U \$332,991.00		Condition - U	N/A	Condition - U	2002	Condition - F \$17,580.00	1999	Condition - F		Condition - F		N/A		Condition - F \$42,150.00			
Broadway Learning Center Built - 1947	Condition P-U \$224,000.00	2000	Condition - E \$30,000.00		Condition - U pneumatic		Condition - U		N/A \$63,648.00		Condition - U		Condition - F		Condition P-U		N/A			
Business Office Built - 2005	Condition - G \$84,763.00	2005	Condition - G \$4,800.00		Condition - F	2005	Condition - F	2005	Condition - G \$24,218.00	2005	Condition - G		Condition - G		N/A		Condition - F \$33,945.00	2005		
Cascade Middle School Remodel - 2005	Condition - F \$581,497.00	2005	Condition - G \$47,184.00	2013	Condition - F-G \$239,215.00	2005	Condition F-G	2005	Condition - G \$212.63	2005	Condition - G-F		Condition - G		Condition - G		Condition - F \$209,800.00	2005		
Central Kitchen Built - 1966	Condition - G		Included-RA Long		Condition - U pneumatic		Condition - U		N/A		Condition - P		Condition - G		Condition - P		N/A			
Columbia Heights Elem Built - 1967	Condition - G-F \$226,247.00	2004	Condition - F \$33,775.00		Condition - F		Condition F		Condition - P-U \$64,000.00		Condition-F-P		Condition - F		N/A		Condition - P \$109,390.00			
C.V.G Elementary Built - 1981	Condition - U \$335,750.00	1996	Condition - F \$54,094.00		Condition - F		Condition - F		Condition - F \$80,942.00		Condition - F		Condition - F		N/A		Condition - P \$128,810.00			
Discovery High School Built - 1963	Condition-F \$67,669.00	1985	Included-RA Long		N/A		Condition - P \$125,000.00		Condition - F \$19,334.00		Condition-F-P		Condition - F		N/A		Condition - P \$32,495.00			
Kessler Elementary Remodel - 2012	Condition - G \$391,496.00	1997	Condition - F \$50,470.00		Condition - U \$180,155.00	2002	Condition - F		Condition - G \$133,448.00	1998	Condition - G		Condition - F		N/A		Condition - G \$217,425.00	2013	Access Control Main BLDG	2012
Mark Morris High School Remodel-1989	Condition - F \$1,218,973.00	Main 2012 Pool 2006	Condition - F \$477,280.00		Condition - F-P \$470,175.00	1998	Condition - U		Condition - P-U \$420,000.00	1989	Condition-F-P		D Wing - P		Condition F-P \$1,350,000.00		Condition - F \$259,060.00	1989		
Mint Valley Elementary Built - 1969	Condition - F \$276,934.00	1998	Condition - G \$10,000.00		Condition - F \$106,817.00		Condition - F		Condition - G \$79,124.00		Condition-F-P		Condition - F		N/A		Condition - F-P \$1,374,000.00			
Monticello Middle School Remodel - 2006	Condition - G \$673,000.00	2006	Condition-G \$55,000.00		Condition - F \$332,404.00	2006	Condition - G	2006	Condition - F \$286,581.60	2011	Condition - G		Condition - G		Condition - G		Condition - F	2006		
MOTF Built - 1968	Condition- F \$260,750.00	2001	Condition - F \$232,233.00		N/A		Condition - P		N/A \$70,718.00		Condition-F-P		Condition - G		N/A		Condition P \$6,205.00			
Mt Solo Middle School Built - 2003	Condition - E \$535,255.00	2013	Condition - E \$64,266.00	2014	Condition - F \$206,406.00	2003	Condition - F	2003	Condition - G \$183,516.00	2003	Condition - G		Irrigation - P		Condition - G		Condition - F \$140,240.00	2003		
Northlake Elementary Built - 1953	Condition - P \$208,852.00	1996	Condition - F-P \$527,050.00		Condition -P \$80,560.00		Condition - F		Condition - G \$59,672.00	1997	Condition - F		Condition - P		Condition - G		Condition - P \$83,060.00			
Olympic Elem School Built - 1946	Condition - F-P \$283,360.00	2002	Condition - F-P \$219,431.00		Condition -F \$109,306.00		Condition - F		Condition - G \$80,960.00	1997	Condition - F		Annex & Gym - P		Condition - G		Condition - P \$116,400.00			
RA Long High School Remodel - 1984	Condition - G \$679,427.00	2014	Condition - F \$194,429.00		Condition-E \$440,000.00	2014	Condition - F-P	1984	Condition-F-P \$320,940.00		Condition-F-P		Drain-P		Condition - E		Multiple Types		Access Contols \$30,000.00	
RA Long Annex Remodel - 1985	Condition - F \$48,510.00		Included Stadium		N/A		Condition - U		Condition - F \$13,248.00		Condition-F-P		Condition - P		N/A		Condition -F-P \$33,120.00			
Robert Gray Elementary Built - 1997	Condition - G \$324,387.00	2011	Condition - G \$24,262.00	2013	Condition - F-P \$130,521.00	1997	Condition - G	1997	Condition - F-P \$96,682.00	1997	Condition - G-F		Condition - G		Condition - G		Condition-P-U \$161,370.00	1997		
St Helens Elementary Built - 1997	Condition - F \$203,000.00	1997	Condition - E \$14,751.00	2014	Condition -F-P \$107,737.00	1997	Condition - G	1997	Condition - G \$79,536.00	1997	Condition - G-F		Condition - G		Condition - G		Condition-F \$127,215.00	1997		
Warehouse Built - 1947	Condition - G		Included RA Long		N/A		Condition - P		N/A		Condition-F-P		Condition - F		N/A		N/A			
Stadium Built - 1973	Condition-		Condition - U \$65,743.00		N/A		Condition - F		Condition - F		Condition - F		Condition - F		Condition-F-P \$45,000.00		N/A			
Totals	\$6,685,400.00		\$2,437,759.00		\$2,600,563.00		\$125,000.00		\$2,094,360.23		\$0.00		\$0.00		\$1,395,000.00		\$0.00		\$30,000.00	
Condition Ratings: E   Excellent Condition - 95%-100%   replacement cost to bring it to like new condition G   Good Condition - 85%-94% or less of replacement cost to bring it to like new condition F   Fair Condition - 62% -84%   of replacement cost to bring it to like new condition P   Poor Condition - 30% - 61%   of replacement cost to bring it to like new condition U   Unsatisfactory - Due for Replacement																			Grand Total \$15,368,082.23	

Priority	Roof	Paving & Concrete	HVAC Controls	HVAC Equipment	Fire Alarm	Electrical	Plumbing	Boilers	Carpet	Security Systems
1	Bus Garage \$50,000.00	Stadium \$ 65,743.00	Kessler \$180,155.00	Discovery High \$125,000.00	Mark Morris \$420,000.00			Mark Morris \$1,350,000.00	Robert Grey \$161,370.00	RA Long-Access \$30,000.00
2	CVG \$335,750.00	RA Long - \$55,000.00	Robert Gray \$130,521.00	R.A.L. Woodshop \$27,000.00	Columbia Heights \$64,000.00			Stadium \$45,000.00	Columbia Heights \$109,390.00	Monticello-Access \$22,500.00
3	Mark Morris Robotics \$20,000.00	Olympic \$219,431.00	St Helens \$107,737.00							
4	Cascade \$100,000.00	Administration \$332,991.00	NorthLake \$80,560.00							
5	NorthLake \$ 208,852.00		Olympic \$109,306.00							
Totals	\$505,750.00	\$607,422.00	\$608,279.00	\$152,000.00	\$484,000.00	\$0.00	\$0.00	\$1,395,000.00	\$270,760.00	\$52,500.00
										Grand Total \$4,075,711.00



## Memorandum

**Date:** October 26, 2015

**To:** Board of Directors

**From:** Dr. Dan Zorn, Superintendent  
Prepared by Chris Fritsch, Assistant Superintendent

**Subject:** Policy 6220 Bid Requirements (first reading)

**Background:** WSSDA has updated Policy 6220 Bid Requirements to reflect new rules issued by the federal Office of Management and Budget (OMB).

**Proposal:** The district is proposing striking the district's existing Policy 6220, which was adopted in January 2014, and replace it with the WSSDA model Policy 6220 which more clearly lays out bid requirements when the district is using state funds vs. federal funds. Business office personnel have reviewed and approve of proposed changes to Policy 6220. This policy change has also been reviewed by the Finance, Facilities and Technology Committee.

**Recommendation:** The superintendent recommends the board review and discuss WSSDA model Policy 6220 Bid Requirements in a first reading and consider forwarding it for a second reading on November 9, 2015.

## **BID REQUIREMENTS**

The board of directors of the Longview School District recognizes the importance of:

- maximizing the use of district resources;
- the need for sound business practices in spending public money;
- the requirement of complying with state and federal laws governing purchasing;
- the importance of standardized purchasing regulations; and
- the need for clear documentation.

### **Procurement Using State Funds**

Whenever the estimated cost of furniture, supplies or equipment (except books) will cost:

- less than \$40,000, no competitive bidding process is required to make the purchase;
- between \$40,000 and \$75,000, the board will follow the informal competitive bidding process by requiring quotes from at least three different sources to be obtained in writing or by telephone and recorded for the public to review;
- over \$75,000, the board will follow the formal competitive bidding process by:
  1. preparing clear and definite plans and specifications for such work or purchases;
  2. providing notice of the call for formal bids by publication in at least one newspaper of general circulation in the district at least once each week for two consecutive weeks;
  3. providing the clear and definite plans and specifications to vendors interested in submitting a bid;
  4. require that bids be in writing;
  5. open and read bids in public on the date and in the place named in the notice; and
  6. file all bids for public inspection after opening.

The board may waive bid requirements for purchases:

- clearly and legitimately limited to a single source of supply;
- involving special facilities or market conditions;
- in the event of an emergency;
- of insurance or bonds; and
- involving public works in the event of an emergency.

"Emergency" means unforeseen circumstances beyond the district's control that present a real, immediate threat to the proper performance of essential functions or will likely result in material loss or damage to property, bodily injury or loss of life if immediate action is not taken.

Whenever bid requirements are waived, a document explaining the factual basis for the exception and the contract will be recorded and open for public inspection.

The board may by resolution reject any and all bids and make further calls for bids in the same manner as the original call. The board reserves the right to purchase through an inter-local

cooperative agreement with another governmental agency provided such agency has complied with the bidding requirements that are applicable to school districts.

The board will include in each contract a proviso requiring the contractor to prohibit any of its employees who has ever been convicted of or pled guilty to any of the child related felonies from working where he/she would have contact with public school students. The contract will also provide that failure to comply with this requirement is grounds for immediate termination of the contract.

The superintendent will establish bidding and contract awarding procedures for all purchases of furniture, equipment, supplies (except books) or public works projects consistent with state law.

### **Use of State Funds for Improvements or Repairs**

The board may make improvements or repairs to district property through a district department without following the competitive bidding process if the total cost of improvements or repairs does not exceed \$75,000. If the board estimates that the total cost is \$75,000 or more, the board will follow the formal competitive bidding process outlined above unless the contract is let using the small works roster process authorized by RCW 39.04.155 or under any other procedure authorized for school districts.

### **Procurement Using Federal Funds**

When federal funds are used for procurement of **goods** (furniture, supplies, equipment, and textbooks):

- Purchases of \$3,000 or less do not require quotes. However, must consider price to be reasonable, and, to the extent practical, distribute equitably among suppliers.
- Purchases between \$3,000 and \$75,000 must be procured using price or rate quotations from three or more qualified sources.
- Purchases of \$75,000 or more must be publicly solicited using sealed bids.

When federal funds are used for procurement of **services**:

- Purchases of \$3,000 or less do not require quotes. However, must consider price to be reasonable, and, to the extent practical, distribute equitably among suppliers.
- Purchases between \$3,000 and \$150,000 must be procured using price or rate quotations from three or more qualified sources.
- Purchases of \$150,000 or more must be publicly solicited using sealed bids.

Procurement by **noncompetitive** proposals may only be used when one of the following four circumstances applies. The district must maintain documentation supporting the applicable circumstance for noncompetitive proposals.

- The item is only available from a single source;
- The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
- The awarding agency (e.g., OSPI) authorizes noncompetitive proposal in response to a written request from the district; or

- After solicitation of a number of sources, competition is determined inadequate.

### **Suspension and Debarment**

Before entering into federally funded vendor contracts for goods and services that equal or exceed \$25,000 and any subcontract award, the district will ensure the vendor is not suspended or debarred from participating in federal assistance programs.

The superintendent will establish bidding and contract awarding procedures consistent with state and federal law.

### **Conflict of Interest**

No employee, officer or agent may participate in the selection, award or administration of a contract supported by federal funds if he or she has a real or apparent conflict of interest. Such a conflict would arise when the employee, officer or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

No employee, officer or agent of the district may solicit or accept gratuities, favors or anything of monetary value from contractors or parties to subcontracts. Violation of these standards may result in disciplinary action including, but not limited to, suspension, dismissal or removal.

#### Legal

#### References:

RCW 28A.335.190 Advertising for bids — Competitive bid procedures — Purchases from inmate work programs — Telephone or written quotation solicitation, limitations — Emergencies

RCW 28A.400.330 Crimes against children — Contractor employees — Termination of contract

RCW 39.04.155 Small works roster contract procedures — Limited public works process Definition

RCW 39.04.280 Competitive bidding requirements — Exemptions

RCW 39.30.060 Bids on public works — Identification, substitution of contractors

2 CFR 200.318 – General Procurement Standards

34 CFR 80.36 Procurement

34 CFR 85 Debarment and Suspension

Management 2015 – June Issue

Resources: 2013 - June Issue

2012 - April Issue

2011 - February Issue

Policy News, October 2005 Competitive Bid Process Changes

Policy News, June 2001 Legislation Further Simplifies Bid Compliance

OSPI Memorandum No. 007-15M – Office of Management and Budget-Uniform Grant  
Guidance, January 9, 2015

Adoption Date: Initially Adopted: January 13, 2014  
Revised: (Date)

## **BID REQUIREMENTS**

The Board of Directors of the Longview School District recognizes the importance of:

- maximizing the use of district resources;
- the need for sound business practices in spending public money;
- the requirement of complying with state laws governing purchasing;
- the importance of standardized purchasing regulations; and
- the need for clear documentation in meeting auditing requirements.

Whenever the estimated cost of furniture, supplies, equipment or work meets or exceeds the amount specified by law for formal bids, formal bids will be called for by issuing public notice in at least one (1) newspaper of general circulation once each week for two (2) consecutive weeks. Clear and definite specifications will be prepared and made available to vendors interested in submitting a bid.

When the estimated cost of furniture, supplies, equipment or work meets or exceeds the amount specified by law for informal bids, informal bids will be solicited from responsible vendors or, if a works project, licensed contractors who appear on the district's small works roster.

Bid procedures will be waived when the Board declares an emergency for purchases involving special facilities or market conditions, for purchases of insurance or bonds or when purchases are clearly limited to a single source of supply. Any time bid requirements are waived pursuant to this provision, a document explaining the factual basis for the exception and the contract will be recorded and open for public inspection.

The Board may by resolution reject any and all bids and make further calls for bids in the same manner as the original call. The Board reserves the right to purchase through an inter-local cooperative agreement with another governmental agency provided such agency has complied with the bidding requirements that are applicable to school districts.

The Board will include in each contract a proviso requiring the contractor to prohibit any of its employees who has ever been convicted of or pled guilty to any of the child related felonies from working where he/she would have contact with public school children. The contract will also provide that failure to comply with this requirement be grounds for immediate termination of the contract.

When federal funds are used for procurement of supplies, other property, or professional services, the following steps will be followed:

1. An order for supplies or other property that totals \$75,000 or more must be publicly solicited using sealed bids. Orders for less than \$75,000 may be procured using price or rate quotations from three or more qualified sources;
2. A professional services contract that totals \$100,000 or more must be publicly solicited using sealed bids. Services contracts for less than \$100,000 may be procured using price or rate quotations from three or more qualified sources;

3. Procurement by noncompetitive proposals may only be used when it is infeasible to use informal quotes or sealed bids and one of the following circumstances applies:
  - a. The item is only available from a single source;
  - b. The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
  - c. The awarding agency (e.g. OSPI) authorizes noncompetitive proposals; or
  - d. After solicitation of a number of sources, competition is determined inadequate;
4. For any procurement transaction over \$25,000 the vendor or contractor must not be suspended or debarred from participating in federal assistance programs; and
5. For any subcontract award in any amount, the grantee must not be suspended or debarred.

The superintendent will establish bidding and contract awarding procedures for all purchases of furniture, equipment, supplies (except books) or public works projects consistent with state and federal law.

Legal References:	<a href="#">RCW 28A.335.190</a>	Advertising for bids — Competitive bid procedures — Purchases from inmate work programs — Telephone or written quotation solicitation; limitations — Emergencies
	<a href="#">RCW 28A.400.330</a>	Crimes Against Children — Contractor Employees — Termination of Contract
	<a href="#">39.04.155</a>	Small works roster contract procedures — Limited public works process Definition
	<a href="#">39.04.280</a>	Competitive Bidding Requirements — Exemptions
	<a href="#">39.30.060</a>	Bids on public works — Identification; substitution of contractors
	<a href="#">43.19.1911</a>	Competitive Bids — Notice Of Modification Or Cancellation — Cancellation Requirements — Lowest Responsible Bidder — Preferential Purchase — Life Cycle Costing
	<a href="#">34 CFR § 80.36</a>	Procurement
	<a href="#">34 CFR § 85</a>	Debarment and Suspension

Management Resources:

<a href="#">Policy News, April 2012</a>	Bid requirements policy revised to address audit concerns
<a href="#">Policy News, February 2011</a>	Bid requirements
<a href="#">Policy News, October 2005</a>	Competitive bid process changes
<a href="#">Policy News, June 2001</a>	Legislation further simplifies bid compliance

Initially Adopted: January 13, 2014

**INFORMATION ONLY. NO CHANGES RECOMMENDED AT THIS TIME.**

## **Bid Requirements**

The following procedures will be in effect for purchasing through the bidding process:

- A. Formal bids will be opened at the time and place stated in the official advertisement for bids, and any interested member of the public may attend the bid opening. It will be the bidder's sole responsibility to see that his/her bid is delivered to the district prior to the time set for opening of bids. Any bid received after the time set for opening the bids will be returned to the bidder unopened and will receive no consideration by the district;
- B. Formal bid tabulations will be presented at the next regular meeting of the Board of Directors for study purposes;
- C. Formal bid awards will be made by the Board of Directors on the basis of staff recommendations at the second meeting after the bid opening except that the Board of Directors can waive this requirement when time is of the essence, this requirement is also not required for routine annual bids, such as warehouse paper, yearbook, fuel (diesel & gasoline) and cafeteria – paper, produce, bakery, dairy, grocery and supplemental specialty food products;
- D. Brand names and manufacturers' catalog numbers used in specifications are for the purpose of identification and to establish a standard of quality. Bids on equal items will be considered providing the bidder specifies brand and model and furnishes descriptive literature. The acceptance of alternative "equal" items will be conditioned on the district's inspection and testing after receipt. If not found to be equal, the material will be returned at the seller's expense and the contract canceled;
- E. The Board will reserve the right to reject any or all bids, waive any formalities and cancel the solicitation, if a compelling reason exists;
- F. On construction projects, the bidder will agree to comply with prevailing wage and affirmative action requirements and provide a performance bond, as required;
- G. The superintendent or designee may solicit bids by telephone and/or written quotation for furniture, equipment and supplies which have an estimated cost between \$40,000 and \$75,000. At least three written bids will be secured prior to the date established by the superintendent or designee.
- H. For construction projects estimated to cost less than \$200,000 the superintendent may solicit bids by telephone, electronic means and/or written quotations from contractors who have requested to be placed on the small works roster. The district will not break a project into units or phases in order to come within the scope of the small works roster. The small works roster will be revised at least once each year by publishing a notice of such opportunity in at least one newspaper of general circulation in the district. Also, responsible contractors will be added to the small works roster any time they submit a written request and necessary records. The application form is designed to collect such information as (1) name of contractor, (2) state of Washington contractor license number, (3) bonding verification, (4) liability coverage, (5) related contracts completed, and (6) references (bond and clients). Contractors desiring to be placed on or remain on the small works roster are required to keep current records of applicable licenses, certifications, registrations, bonding and insurance on file with the district.

The following steps will be employed to engage a contractor for a small works project:

- 1. Written specifications will be prepared which describe the work to be completed and the materials to be used. Completion date; contractor's assurances (prevailing wages,

- fair employment, etc.); bid and performance bond requirements; opportunity to visit the work site; closing date; and bid form may be provided, detailed plans and specifications need not be included in the invitation;
2. All qualified small works contractors may receive written invitation to bid. In the alternative, quotations may be invited from at least five contractors on the roster qualified to do the work being contracted in a manner that will equitably distribute the opportunity among qualified contractors on the roster. If the estimated cost of the work is between \$100,000 and \$200,000 and five or more contractors are invited to offer quotations, all other contractors on the roster will be notified of the quotations being sought by one of the following methods; publishing notice in a newspaper in general circulation in the District, notification by mail, notification by facsimile or other electronic means.
  3. After the closing time, bids will be opened, recorded and made available for inspection or telephone inquiry; and
  4. The superintendent will award the contract to the lowest responsible bidder. The district will post a list of contracts awarded pursuant to the small works roster once every two months, including the name of the contractor or vendor, amount of the contract a brief description of the work done or items purchased and the date awarded. The notification must also include the location where quotations for the contracts listed are available for public inspection.
- I. Formal written contracts will be prepared for all major construction and repair projects. Such contracts will be signed by the Board President and secretary on behalf of the district after the contracts have been awarded by a majority vote of the Board of Directors with action recorded in the minutes of the Board of Directors meeting. All contracts will provide that, in the event of a suit by the district to enforce the terms of the contract, venue for the suit will be county in which the district is located and that, if the district is successful in the suit, the court may order reimbursement of the district's attorney's fees and court costs in such amount as the court deems reasonable. The contract will contain a proviso requiring the contractor to prohibit any of its employees who has ever been convicted of or pled guilty to any child related felonies from working where he/she has contact with public school children. The contract will also provide that failure to comply with this requirement is grounds for immediate termination of the contract. For all construction contracts estimated to cost one million dollars or more, all specifications shall require that no less than fifteen percent of the labor hours be performed by apprentices.

Legal References:

RCW 28A.335.190	Advertising for bids – Competitive bid procedure – Purchases from inmate work programs – Telephone written quotations solicitation, limitations – Emergencies.
RCW 39.04.155	Small works roster contract procedure – limited public works process – Definition.
RCW 39.04.280	Competitive bidding requirements – Exemptions.
RCW 39.04.320	Apprenticeship training programs – Public works contracts – Adjustment of specific projects – Report and collection of agency data – Apprenticeship utilization advisory committee created.

**INFORMATION ONLY. NO CHANGES RECOMMENDED AT THIS TIME.**

RCW 39.04.350	Bidder responsibility criteria – Supplemental criteria.
RCW 39.30.060	Bids on public works – Identification, substitution of subcontractors.
RCW 43.19.1911	Department of General Administration
34 CFR 80.36	(Federal) Procurement
34 CFR 85	(Federal) Governmentwide Debarment and Suspension (Nonprocurement)

**Initially Adopted:** January 13, 2014  
**Revised:** May 11, 2015



## Memorandum

Date: October 26, 2015

To: Board of Directors of the Longview School District

From: Superintendent Dr. Daniel Zorn  
Prepared by Executive Assistant to the Superintendent Holly Pfenniger

Subject: Policy 6114 Gifts or Donations (first reading)

**Background:** Washington State School Directors Association is recommending changes to Policy 6114 Gifts or Donations. The board reviewed the revisions to the policy on September 28, 2015 and forwarded it for a second “first” reading. For information purposes, the accompanying procedure is included.

**Proposal:** The superintendent recommends the board approve revisions to Policy 6114 Gifts or Donations.

**Recommended Motion:** I move to approve revisions to Policy 6114 Gifts or Donations as presented.

## GIFTS AND DONATIONS

The board recognizes that individuals and organizations in the community may wish to contribute financial support, supplies, equipment, or property to enhance or extend the district's programs and facilities. Any gift to the district or to an individual school or department having a value of \$10,000 or greater shall be subject to board approval.

The board is committed to the fair and equitable provision of educational opportunities within the district. Opportunities to enhance or supplement traditional sources of district revenue will be considered. Designated gifts may be accepted if the gift does not create significant inequity of student programs between or within schools. Such designated gifts should be made to support unfunded and/or under funded district or building priorities. Money or additional supplies and equipment that are donated by booster clubs or other groups or patrons to support specific teams or extra-curricular activities are not to result in unacceptable disparity of allocation favoring one team or gender.

The board will not authorize acceptance of gifts that are inappropriate, which carry with them unsuitable conditions, which will obligate the district to future expenditures from the general fund, or which are out of proportion to the value of the gift. All gifts will become district property and will be accepted without obligation relative to use and /or disposal.

Any gift which will require maintenance or installation shall be reviewed by the Facilities Manager prior to acceptance to make certain it is compatible with district standards and that installation can be made at a reasonable cost.

All fundraising activities shall comply with applicable state laws and Longview School District policies and procedures. Fundraising activities that include a naming opportunities plan does not constitute approval for a naming request. The board of directors reserves all rights in naming of facilities as outlined in policy and does not delegate this authority under any circumstances.

The naming of district facilities can present an opportunity for revenue enhancement and fundraising. Naming rights can provide resources to complement public funding for education when they appropriately support the mission, goals, and policies of the district. Revenue from naming rights must comply with all provisions of Policy 6970 and must include:

- support activities that improve student achievement and/or school-approved student activities;
- assist in the maintenance of existing district educational and athletic programs and facilities;
- assist in the development and funding of new educational and athletic programs and facilities; and/or
- provide merit-based or need-based scholarships for students participating in athletic, academic and activity programs.

Nothing in this policy shall preclude the placement of an appropriately-sized recognition plaque, name plate, or donor wall in a room or other portion of a school (or district property) in recognition of donors, including a corporate sponsor, provided no advertising is involved.

Staff seeking donations for their classrooms or programs must obtain prior approval from the building principal. Staff who are seeking donations for an entire school or the district as a whole must obtain prior approval from the Superintendent or his/her designee. In no event will any commitment be made by a staff member or other individuals in return for any gift to the district or to a school or department without the board's authorization.

The superintendent shall establish administrative regulations that include criteria and procedures for the acceptance of gifts.

Cross References: Policy and Procedure 6970 Naming Facilities

Legal References:	RCW 28A.320.030	Gifts, Conveyances, etc., for Scholarship and Student Aid
		Purposes, Receipt and Administration
	RCW 9.46.0233	Fund Raising Event
	RCW 19.09.100	Conditions Applicable to Solicitations

Management Resources: June, 2015

Initially Adopted: November 10, 2003

Adopted: March 22, 2010

Revised: October 26, 2015

## **~~ACCEPTANCE OF GIFTS, CONVEYANCES, DEVICES AND BEQUESTS~~**

### **GIFTS AND DONATIONS**

The board recognizes that individuals and organizations in the community may wish to contribute financial support, supplies, equipment, or property to enhance or extend the district's programs and facilities. ~~The board's preference is for unrestricted gifts provided through existing charitable organizations.~~ Any gift to the district or to an individual school or department having a value of \$10,000 or greater shall be subject to board approval.

~~Any fundraising activities or naming opportunities associated with a proposed gift having a value of \$10,000 or greater shall be subject to preliminary approval by the board of directors prior to any solicitations of funds or other donations supporting the proposed gift. Preliminary approval of fundraising activities does not constitute final acceptance of the gift by the board of directors.~~

The board is committed to the fair and equitable provision of educational opportunities within the district. **Opportunities to enhance or supplement traditional sources of district revenue will be considered.** Designated gifts may be accepted if the gift does not create significant inequity of student programs between or within schools. Such designated gifts should be made to support unfunded and/or under funded district or building priorities. **Money or additional supplies and equipment that are donated by booster clubs or other groups or patrons to support specific teams or extra-curricular activities are not to result in unacceptable disparity of allocation favoring one team or gender.**

**The board will not authorize acceptance of gifts that are inappropriate, which carry with them unsuitable conditions, which will obligate the district to future expenditures from the general fund, or which are out of proportion to the value of the gift. All gifts will become district property and will be accepted without obligation relative to use and /or disposal.**

Any gift which will require maintenance or installation shall be reviewed **by the Facilities Manager** prior to acceptance to make certain it is compatible with district standards and that installation can be made at a reasonable cost.

~~Development of varied sources of funding for the district's educational programs and facilities is a desirable goal of the Longview School District Board of Directors. Opportunities to enhance or supplement traditional sources of district revenue will be considered.~~

All fundraising activities shall comply with applicable state laws and Longview School District policies and procedures. Fundraising activities that include a naming opportunities plan does not constitute approval for a naming request. The board of directors reserves all rights in naming of facilities as outlined in policy and does not delegate this authority under any circumstances.

The naming of district facilities can present an opportunity for revenue enhancement and fundraising. Naming rights can provide resources to complement public funding for education when they appropriately support the mission, goals, and policies of the district. Revenue from naming rights must comply with all provisions of Policy 6970 and must include:

- support activities that improve student achievement and/or school-approved student activities;
- assist in the maintenance of existing district educational and athletic programs and facilities;
- assist in the development and funding of new educational and athletic programs and facilities; and/or
- provide merit-based or need-based scholarships for students participating in athletic, academic and activity programs.

Nothing in this policy shall preclude the placement of an appropriately-sized recognition plaque, name plate, or donor wall in a room or other portion of a school **(or district property)** in recognition of donors, including a corporate sponsor, provided no advertising is involved.

~~In no event shall any commitment, obligation, or offer, be made by a staff member or other individuals in return for any gift to the district or to a school or department without the board's authorization. Neither the board nor individual board members shall authorize gifts that are inappropriate or contrary to the mission, goals, and policies of the district, which carry with them unsuitable conditions; or which shall obligate the district to expenditures from the general fund which are out of proportion to the value of the gift.~~

**Staff seeking donations for their classrooms or programs must obtain prior approval from the building principal. Staff who are seeking donations for an entire school or the district as a whole must obtain prior approval from the Superintendent or his/her designee. In no event will any commitment be made by a staff member or other individuals in return for any gift to the district or to a school or department without the board's authorization.**

~~All gifts shall, except as otherwise agreed, become district property and shall be accepted without obligation relative to use and/or disposal. The district may sell, lease, rent, or exchange and invest or expend any income from gifts and enter into contracts and adopt regulations deemed necessary by the board to provide for the receipt, utilization, and/or expenditures of the gifts, conveyances, devises, or bequests.~~

The superintendent shall establish administrative regulations that include criteria and procedures for the acceptance of gifts.

**Cross References: Policy and Procedure 6970 Naming Facilities**

Legal References:	RCW 28A.320.030	Gifts, Conveyances, etc., for Scholarship and Student Aid Purposes, Receipt and Administration Fund Raising Event Conditions Applicable to Solicitations
	RCW 9.46.0233	
	RCW 19.09.100	

**Management Resources: June, 2015**

Initially Adopted: November 10, 2003

Adopted: March 22, 2010

**Amended: (DATE)**

**INFORMATION ONLY. NOT RECOMMENDED FOR CHANGE AT THIS TIME.****Procedures and Criteria for Acceptance of Gifts****1. Procedures and Criteria for Acceptance of Gifts –****General Acceptance Criteria and Limitations**

All gifts accepted by the district shall:

- a. be for a purpose consistent with the mission, objectives, goals, and policies of the school district;
- b. be appropriate to the best interest of students;
- c. not create significant, ongoing inequity of programs and/or facilities available to students within or between schools;
- d. be in support of those programs deemed a priority of the district;
- e. not obligate the district to financial support or continuing costs without the board's approval;
- f. not unreasonably add to staff workload;
- g. be subject to the normal curriculum approval process prior to acceptance of curriculum materials and/or program gifts;
- h. not place any restrictions on a school program or district operations;
- i. not imply endorsement of any business or product;
- j. comply with all provisions of board policy, collective bargaining agreements, district standards and specifications and public law; and
- k. not be related to directly funding district employees.

All naming agreements must be in writing, on the gift proposal form and the goals, objectives, benefits and other terms and conditions of the relationships, including length of this agreement, must be stated clearly at the outset. Additionally, the roles and responsibilities of all parties (students, teachers, parents, schools, the district, sponsors) must be clearly defined and resources provided by all parties must be clearly described.

The building principal will be the initial point of contact for gifts to individual schools. For gift amounts above \$10,000, the principal and potential donor shall complete a gift proposal form and submit it to the superintendent to be scheduled for board approval.

The superintendent shall be the initial point of contact for gifts for more than one school. The superintendent and the potential donor shall complete a gift proposal form and will consult with building and program administrators before initial presentation and scheduling of board consideration for preliminary approval.

The executive director(s) of leadership and learning and the executive director of finance and technology must review all proposed gifts of computers, software, and related technology.

All gifts of material or equipment that improve, add, or alter district facilities, structures, or real property must be reviewed as indicated on the completed gift proposal form by the executive director of human resources and the manager of facilities prior to acceptance to ensure appropriate safety and compatibility standards and to determine that any installation and ongoing

**INFORMATION ONLY. NOT RECOMMENDED FOR CHANGE AT THIS TIME.**

maintenance costs are warranted. Individuals and groups planning such gifts shall contact the office of MOTF as early as possible for technical assistance.

**2. Conduct of Fundraising Activities**

All fundraising activities shall comply with applicable state laws and Longview School District policies and regulations.

All fundraising associated with a proposed gift to the district must be conducted to ensure that all donations are voluntary and that no person is compelled to donate. Any fundraising campaigns designed to address a potential gift must be submitted to the superintendent or designee for prior approval along with the gift proposal form associated with this procedure. Such requests should include:

1. a description of the purpose for the campaign;
2. any printed or electronically distributed campaign materials that will be used;
3. any proposed plans to recognize donors, including naming opportunities (Policy 6970 - Naming Facilities); and
4. identification of corporate, foundation, and other major individual donor prospects.

Donations should not create expectations of special treatment by district staff for donor's children or other family members. No preferential treatment or expectation of preferential treatment of the donor's children or family shall be provided by staff. The donor will place no expectations on staff related to the gift except those that are clearly stated on the gift proposal form and approved by the board. The board of directors must take final action on the proposed gift.

Fundraising activities that include a naming opportunities plan does not constitute approval for a naming request. Once a gift or bequest has been secured for a naming opportunity, the request shall be submitted to the board for action in accordance to procedure 6970 "naming facilities." The board of directors reserve all rights in naming of facilities as outlined in policy and does not delegate this authority under any circumstances.

Persons wishing to donate to a specific class, extracurricular group or program should contact the principal rather than the teacher. Staff should make no direct requests to parents for substantial donations.

Initially Adopted: November 10, 2003

**Adopted: March 22, 2010**



## Memorandum

Date: October 26, 2015

To: Board of Directors of the Longview School District

From: Superintendent Dr. Daniel Zorn  
(Prepared by Joan Parsons, Lead Accountant)

Subject: Procedure No. 6020 – System of Funds and Accounts

**Background:** A revision to Procedure No. 6020 is requested to align the authorized limits of the revolving funds with the current needs of the individual schools and the district as a whole.

It is requested that the authorized amounts of the middle school revolving funds be removed. The middle school revolving funds were not being used and have been closed to remove the burden of securing the checks and preparing reconciliations. Request for checks are processed centrally by the Business Office revolving fund.

It is requested the authorized amount of the R.A. Long and Mark Morris High School revolving fund balances be reduced to \$500.00. Keeping the authorized amount at the minimum required to adequately meet the need for immediate payments improves internal control and minimizes risk of loss. Larger requests are to be processed centrally by the Business Office revolving fund.

It is requested the authorized amount of the Business Office revolving fund be increased to \$10,000.00 and the Advance Travel revolving fund be increased to \$3,000.00. The volume and amount of check requests processed by the Business Office revolving fund has increased as the other accounts were closed or decreased. Currently we are not efficiently able to meet the needs for urgent payments.

It is requested the authorized amount of the Food Services revolving fund be decreased to \$300.00.

**Proposal:** The attached Revolving Fund Bank Accounts schedule has been amended to reflect decreases and increases of monies kept in revolving fund accounts for schools and Administration to pay minor bills. The board may approve this procedure in a first reading.

**Recommended Motion:** I move to approve revisions to Procedure 6020 – System of Funds and Accounts as recommended in attachment 10-26-12.

## **System of Funds and Accounts**

The following guidelines shall be used in managing bank accounts:

- A. The amount of the imprest fund of a school shall be based on the highest amount of funds expended in one month. The amount shall be approved by the board of directors.
- B. The board of directors shall appoint a staff member to serve as custodian of the fund
- C. Use of imprest funds and/or petty cash shall be restricted to those obligations which cannot be handled by voucher.
- D. Imprest funds and/or petty cash may not be used to circumvent any laws related to purchasing.
- E. All receipts which are submitted for reimbursement shall be dated and signed by the submitter.
- F. Imprest accounts shall be replenished at least monthly by warrant payable to the custodian. The replenishment must be made by voucher with appropriate receipts attached.
- G. Whenever an individual's appointment as custodian is terminated the imprest fund must be replenished and turned over to the fiscal officer.
- H. Local audits of each imprest account by someone other than the custodian of the account shall be made on a surprise and unscheduled basis at least twice per year.

## **Associated Student Body Fund Procedures**

The following guidelines shall be in effect in the operation of the respective associated student bodies:

- A. The principal shall appoint the primary advisor to the ASB. He/she shall be responsible for designating advisors to the various student subgroup organizations affiliated with the ASB. For schools with no grade higher than grade six, the board may delegate the authority to a staff member to act as the associated student body.
- B. The principal shall be responsible for supervising the accounting functions to be performed at the building level. The building level accounting procedures shall be consistent with the accounting functions performed at the district office level.
- C. At the beginning of each year, the ASB shall submit a report which describes in summary those activities which constitute ASB programs.
- D. The ASB shall participate in the determination of the purposes for which ASB financial resources shall be budgeted and disbursed. Such purposes shall be reflected in the ASB budget which is submitted to the board of directors for its approval.
- E. The ASB shall approve all expenditures before money shall be disbursed from the fund. In the event that an associated student body student group conducts fund raising or solicits donations for scholarships, student exchanges and charitable purposes, the associated student body group shall approve all expenditures of money so raised.

- F. ASB funds may be used for purposes consistent with school district policy and approved by the governing body of the organization, subject to the provisions incorporated into the student body constitution and bylaws. Private non-associated student body fund money held by the district is limited to scholarships, charitable contributions, and student exchange programs, and is limited to funds denoted for that specific purpose, that have been so identified at the time of their collection, and that have been held in trust exclusively for donative purpose. Such funds must be contributed and raised on a voluntary basis.
- G. Fundraising activities not associated with an ASB sponsored organization, including raising private non-associated student body funds, are not permitted by law to be done under the direction or supervision of staff nor with the use of district equipment, supplies, facilities or other district resources unless the district is fully reimbursed for all such costs. The principal shall have the authority to arrange for non-ASB funds to be held in trust in separate accounts in the fund so long as students are informed in advance that a charge shall be made to cover the full cost of the service.
- H. For schools with students in grade seven or above, evidence of student approval must appear on all vouchers supporting a disbursement of ASB money. This includes purchase orders and imprest fund check requests.
- I. ASB moneys must be on deposit with the county treasurer with the exception of an imprest banking account and petty cash. Such funds shall be administered in the manner required by the regulations of the state board of education.

### **Management Of District Bank Accounts**

Moneys received for the district shall be handled as follows:

- A. Receipts shall be given for all moneys. All moneys received by the district, except those received by the county treasurer on behalf of the district, shall be deposited in the district's transmittal account;
- B. Receipts from special events shall be deposited intact;
- C. All moneys in the transmittal account shall be transmitted to the county treasurer no later than the first of each month. Such transmittals shall be accompanied by a report indicating the sums to be credited to each of the district's funds;
- D. An accurate record shall be kept of all expenditures from each imprest account. Reimbursement to the maximum permitted shall be made to each imprest account by voucher each month; and
- E. Local audits of each imprest account shall be made on a surprise and unscheduled basis at least twice per year. In addition, whenever there is a change of administrator, the imprest accounts which he/she administered shall be audited by the district.

## Revolving Fund Bank Account

The following general purpose revolving funds shall be established in the amount indicated, at a local bank, in the name of Longview School District No. 122. They shall be used to pay minor bills. An advance travel expense revolving fund shall be established at a local bank in the account name of Longview School District No. 122. It shall be used to make advances for travel expenses for officers and employees of the district. Drafts drawn on the accounts shall be jointly signed by two individuals as designated by the Superintendent or the Deputy Superintendent. An accurate record shall be kept of all expenditures from these funds and reimbursement to the funds shall be made by warrant in the same manner prescribed by the State Auditor and by the State Accounting Manual for Schools.

### General Fund

Middle Schools:	Cascade	\$1,000.00	
	Monticello	\$1,000.00	
	Mt. Solo	\$1,000.00	
High Schools:	R.A. Long	\$1,000.00	\$500.00
	Mark Morris	\$1,000.00	\$500.00
Administration:	Business Office (petty cash)	\$ 300.00	
	Business Office	\$5,000.00	\$10,000.00
	Advance Travel	\$1,500.00	\$3,000.00
	Transportation	\$ 300.00	
	Food Services	\$500.00	\$300.00
	<b>TOTAL</b>	<b>12,600.00</b>	<b>\$14,900.00</b>

### A.S.B. Fund

R.A. Long	\$5,000.00
Mark Morris	\$5,000.00
<b>TOTAL</b>	<b>\$10,000.00</b>

**Initially Adopted: March 22, 2010**

Amended: January 14, 2013

Amended: (DATE)



## Memorandum

Date: October 26, 2015

To: Board of Directors of the Longview School District

From: Superintendent Dr. Daniel Zorn  
Prepared by Executive Assistant to the Superintendent Holly Pfenniger

Subject: Policy and Procedure 4040 Public Access to District Records (second reading)

**Background:** Washington State School Directors Association (WSSDA) is recommending changes to Policy and Procedure 4040 Public Access to District records to reflect changes in recommended practice and model rules related to the Public Records Act. Legal counsel has reviewed the policy and procedure and provided further revisions and has also recommended the board adopt a resolution related to not indexing district records. This resolution will follow in Attachment 10-26-14. The board reviewed the policy and procedure in a first reading on October 12, 2015.

*Note: The district's existing Policy and Procedure 4040 has been stricken in its entirety.*

**Proposal:** The superintendent recommends the board review and approve the new model policy and procedure as revised by legal counsel and consider adopting it.

**Recommended Motion:** I move to approve revisions to Policy and Procedure 4040 Public Access to District Records.

Consistent with the Washington Public Records Act (PRA), Chapter 42.56 RCW, the Board is committed to providing the public full access to records concerning the administration and operations of the District. Such access promotes important public policy, maintains public confidence in the fairness of governmental processes, and protects the community's interest in the control and operation of its common school district. At the same time, the Board desires to preserve the efficient administration of government and acknowledges the privacy rights of individuals whose records may be maintained by the District. This policy and the accompanying procedure are intended to facilitate access to District records without compromising operational efficiency or privacy rights.

Because of the tremendous volume and diversity of records continuously generated by the District, the Board has declared by formal resolution that maintaining a current index of all of the District's records would be impracticable, unduly burdensome, and ultimately interfere with the operational work of the District.

The Superintendent will develop—and the Board will periodically review—procedures consistent with state law that will facilitate this policy. The Superintendent will also appoint a Public Records Officer (PRO) who will serve as a point of contact for members of the public who request the disclosure of public records. The PRO will be trained in the laws and regulations governing the retention and disclosure of records and will oversee the District’s compliance with this policy and state law.

Cross References:

- 4000 – Public Information Program
- 4041 – Retention of Public Records

3231 – Student Records

Legal References:

Chapter 42.56 RCW Public Records Act

Chapter 44-14 WAC Public Records Act—Model Rules

Chapter 40.14 RCW Preservation and Destruction of Public Records

Management Resources: 2015 - April Policy Issue

2012 - April Issue

2010 - February Issue

Policy News, June 2006

Policy News, October 2005

Washington State Office of the Attorney General – Open Government  
Training

Initially Adopted: August 29, 1988

Adoption Date: October 12, 2009

Revised Dates: (date)

## PUBLIC ACCESS TO DISTRICT RECORDS

Consistent with ~~the~~ Washington ~~State law~~ Public Records Act (PRA), Chapter 42.56 RCW, the Board is committed to providing the public full access to records concerning the administration and operations of the District. Such access promotes important public policy, maintains public confidence in the fairness of governmental processes, and protects the community's interest in the control and operation of its common school district. At the same time, the Board desires to preserve the efficient administration of government and acknowledges the privacy rights of individuals whose records may be maintained by the District. This policy and the accompanying procedure are intended to facilitate access to ~~school-district~~ District records without compromising operational efficiency or privacy rights.

As used in this policy and the accompanying procedure, ~~“school-district records” is a broad term that includes~~ public record” means any writing containing information relating to the conduct of the District or the performance of any District ~~governmental or proprietary~~ function prepared, owned, used, or retained by the District regardless of physical form or characteristics. A “writing” as used in this policy and procedure is likewise a broad term that ~~means any handwriting, typewriting, printing, photocopying, photographing, or other means of recording any form of communication or representation~~ includes any means of recording any form of communication or representation (e.g., handwritten, typewritten, printed, photostated, or photographed), including, but not limited to: letters, words, pictures, sounds, symbols, or combinations thereof; papers; maps; magnetic or paper tapes; photographic films and prints; motion picture, film, and video recordings; magnetic or punched cards; discs; drums; diskettes; sound recordings; and other documents including existing data compilations from which information may be obtained or translated.

Because of the tremendous volume and diversity of records continuously generated by ~~a public school-district~~ the District, the Board has declared by formal resolution that ~~trying to maintain~~ maintaining a current index of all of the District's records would be impracticable, unduly burdensome, and ultimately interfere with the operational work of the District.—

The District has determined that calculating the actual per-page or other costs charged for providing photocopies of public records would be unduly burdensome. The Superintendent may establish charges for providing copies of requested records.

The Superintendent will develop—and the Board will periodically review—procedures consistent with state law that will facilitate this policy. The Superintendent will also appoint a Public Records Officer (PRO) who will serve as a point of contact for members of the public who request the disclosure of public records. The ~~Public Records Officer~~ PRO will be trained in the laws and regulations governing the retention and disclosure of records, and ~~shall~~ will oversee the District's compliance with this policy and state law.—

All elected officials of the District will complete a training course regarding the provisions of the PRA and Chapter 40.14 RCW regarding records retention as required by law.

Cross References:        4000 – Public Information Program  
                                 4041 – Retention of Public Records  
                                 3231 – Student Records

CrossLegal References: ~~3231—Student~~Chapter 42.56 RCW Public Records Act  
                                 Chapter 44-14 WAC Public Records Act—Model Rules  
                                 Chapter 40.14 RCW Preservation and Destruction of Public Records

Legal References:        ~~Chapter 5.60 RCW WITNESSES—COMPETENCY~~  
                                 ~~Chapter 13.04.155(3) RCW Notification to school principal of conviction, adjudication, or diversion agreement—Provision of information to teachers and other personnel—Confidentiality.~~  
                                 ~~Chapter 26.44.010 RCW Declaration of purpose.~~  
                                 ~~Chapter 26.44.030(9) RCW Reports—Duty and authority to make—Duty of receiving agency—Duty to notify—Case planning and consultation—Penalty for unauthorized exchange of information—Filing dependency petitions—Investigations—Interviews of children—Records—Risk assessment process.~~  
                                 ~~Chapter 28A.605.030 RCW Student education records—Parental review—Release of records—Procedure.~~  
                                 ~~Chapter 28A.635.040 RCW Examination questions—Disclosing—Penalty.~~  
                                 ~~Chapter 40.14 RCW Preservation and destruction of public records~~  
                                 ~~Chapter 42.17A RCW Campaign Disclosure and Contribution~~  
                                 ~~Chapter 42.56 RCW Public Records Act~~  
                                 ~~WAC 392-172A Rules for the provision of special education~~  
                                 ~~Public Law 98-24, Section 527 of the Public Health Services Act, 42 USC 290dd-2~~  
                                 ~~20 U.S.C. 1232g Federal Education Rights Privacy Act (FERPA)~~  
                                 ~~20 U.S.C. 1400 et. seq. Individuals with Disabilities Education Act (IDEA)~~  
                                 ~~42 U.S.C. 1758(b)(6)~~  
                                 ~~34 CFR Part 300—ASSISTANCE TO STATES FOR THE EDUCATION OF CHILDREN WITH DISABILITIES~~  
                                 ~~45 CFR Part 160—164—GENERAL ADMINISTRATIVE REQUIREMENTS, ADMINISTRATIVE REQUIREMENTS AND SECURITY AND PRIVACY~~

Management Resources: 2015 - April Policy Issue  
                                 2012 - April Issue

2010 - February Issue

Policy News, June 2006

Policy News, October 2005

Washington State Office of the Attorney General – Open Government  
Training

~~Washington State Office of the Attorney General – Model Rules on  
Public Disclosure~~

~~Adoption Date:~~

~~Classification: **Priority**~~

~~Revised Dates: **08.98; 10.05; 05.06; 02.10; 12.11; 04.15**~~

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Initially Adopted: August 29, 1988

**Adopted: October 12, 2009**

**Revised: (date)**

## **Public Access to District Records**

These procedures have been established by the Superintendent and published pursuant to Board Policy 4040 and RCW 42.56.040 to explain the process for public access to records of the District and to provide guidance regarding how the District will respond to records requests. When processing records requests, the District will provide the fullest assistance to the requestor and provide a response in the most timely manner possible.

### **I. Public Records Officer**

The District's Public Records Officer (PRO) is responsible for serving as a point of contact for members of the public who request public records and overseeing the District's compliance with the Public Records Act (PRA) and Policy 4040. For the most timely and efficient response, requests for District records should be directed in writing to the PRO listed below:

Holly Pfenniger  
Executive Assistant to the Superintendent and  
Assistant Secretary to the Board of Directors  
2715 Lilac Street  
Longview, Washington 98632  
Phone: 360-575-7016  
Fax: (360) 575-7022  
E-mail: [publicrecordsrequest@longview.k12.wa.us](mailto:publicrecordsrequest@longview.k12.wa.us)

Information regarding contacting the PRO is also available on the District's website at <http://www.longview.k12.wa.us/FIA-info.html>.

Consistent with RCW 42.56.152, the PRO will complete trainings related to the PRA and public records retention no later than 90 days after assuming his or her responsibilities. After the initial training(s), the PRO will complete refresher training at intervals of no more than four years.

### **II. Availability of Public Records**

#### **A. Organization of Records**

The District will maintain its records in a reasonable, organized manner and take reasonable actions to protect records from damage and disorganization.

#### **B. Inspection of Records**

Public records are available for inspection and copying during normal business hours of the District, which are 8 a.m. to 4:30 p.m. Monday through Friday during the school year and 8:00 a.m. to 4:00 p.m. [A1] on days that school is not in session, excluding legal holidays. Records must be inspected at the District's central office, 2715 Lilac Street, Longview, Washington 98632.

A requestor will not take records from District offices without the permission of the PRO or designee. A requestor must not alter or destroy any record during inspection. During the inspection of records, a District employee will typically be present to protect records from damage or disorganization.

### **C. Costs for Copying and Scanning of Records**

There is no charge for records inspected in-person. When a requester asks for copies of all or a portion of the records requested, however, the District will assess the following costs:

- 1. Photocopies:** The District has determined that calculating the actual per-page cost or other costs charged for providing photocopies of public records would be unduly burdensome. Therefore, the District will charge 15 cents per page for photocopies of public records.
- 2. Electronic records:** When a response requires scanning of existing paper records into electronic form, the District may charge scanning fees consistent with Washington State Archives Imaging Services Rates List found at: [http://www.sos.wa.gov/\\_assets/archives/Effective-20150115-Imaging-Services-Rates.pdf](http://www.sos.wa.gov/_assets/archives/Effective-20150115-Imaging-Services-Rates.pdf). The cost of records provided on CD, DVD, or other media will be the actual cost of the medium used.
- 3. Mailing:** In addition to other costs, the District may also charge actual costs of mailing, including the cost of postage and the shipping container.

Costs less than \$15 per requester may be waived. Payment may be made by cash, check, or money order payable to the District.

The District may require a deposit of 10 percent of the estimated cost of providing copies of all of the records requested.

If the District makes a request available on a partial or installment basis, the District may charge for each part of the request as it is provided. If an installment of a records request is not claimed or reviewed, the District is not obligated to fulfill the balance of the request.

### **D. Information Available Online**

A variety of records and information is available on the District website at <http://www.longview.k12.wa.us>. Requestors are encouraged to view the documents available on the website prior to submitting a records request.

### **III. Making a Request for Public Records**

#### **A. Request to PRO**

Any person wishing to inspect or copy public records of the District should make the request in writing by letter, fax, or e-mail addressed to the PRO and including the following information:

- Name, address, telephone number, and e-mail address of requestor;
- Identification of the public records adequate for the PRO or designee to locate the records;
- The date the request is submitted to the District; and
- Whether the requester seeks to *inspect* responsive records or wants *copies* of the records (which may be subject to a fee, as explained above).

The District encourages requesters to use the “Request for Public Record” form prepared by the District, which is available at the District’s central office and online at <http://www.longview.k12.wa.us/FIA-info.html>.

Although written requests are always preferred to avoid confusion or misunderstanding regarding a request, the PRO or designee may accept informal requests for public records by telephone or in person. If the PRO or designee receives a verbal records request, the PRO will confirm his or her understanding of the request with the requestor in writing<sup>[A2]</sup>.

#### **B. Identifiable Records**

A request under the PRA and Policy 4040 must seek an identifiable *record*. General requests for *information* from the District that do not seek identifiable records are not covered by Policy 4040 or this procedure. Similarly, the District is not obligated by law to create a new record to satisfy a records request. However, the District may choose to create a record depending on the nature of the request and the convenience of providing the information in a new document, such as when data from multiple locations is requested and can be more easily combined into a single new record.

### **IV. Responding to Public Records Requests**

#### **A. Central Review**

Any District employee other than the PRO who receives a request for public records, whether written or verbal, will promptly notify and forward the request to the PRO for processing. Building-level staff will not respond to public records requests directly unless directed by the PRO or designee. The PRO or designee will conduct a diligent search for the records requested.

## **B. Order of Processing Requests**

The District will typically process requests in the order received. However, requests may also be processed out of order if doing so allows requests to be processed in the most efficient manner.

## **C. Five-Day Response**

Within five (5) business days of receipt of a request, the PRO or designee will respond in writing acknowledging receipt of the request and notifying the requester that the District will do one or more of the following:

1. Provide copies of the records requested or make the records available for inspection. In the alternative, the PRO or designee may provide an Internet address where the records can be accessed (provided that the requestor has not notified the District that he or she cannot access the records through the Internet);
2. Acknowledge that the District has received the request and provide a reasonable estimate of the time it will require to fully respond;
3. Seek clarification of the request; or
4. Deny the request because no responsive records exist or all responsive records are exempt from disclosure (although no request will be denied solely on the basis that the request is overbroad). When there are responsive records that are exempt, the PRO or designee will provide an exemption log per Section F, below.

The District may require additional time to respond to the request based upon the need to clarify the intent of the request, to locate and assemble the information requested, to notify third persons or agencies affected by the request, or to determine whether any of the information requested is exempt and that a denial should be made as to all or part of the request. The PRO or designee will state the reason(s) additional time is needed in the five-day response.

In the event that a requester fails to respond to a request for clarification, the District will not respond to the request.

The PRO or designee may ask the requester to prioritize the records he or she is requesting so that the District provides the most desired records first. A requester is not required to provide prioritization information, and the District is not required to provide records in the order prioritized by a requester.

In unusual circumstances, the District may also seek a court order enjoining disclosure pursuant to law.

If the District does not respond in writing within five business days of receipt of the request for disclosure, the requestor should contact the PRO to determine the reason for the failure to respond.

#### **D. Purpose of Request**

The District may inquire into the purpose for which a record is requested and may use the answer to aid in gathering responsive records and determining whether the public has a legitimate interest in obtaining the information. However, with the exception of requests for lists of individuals, a requester is not required to provide a purpose for a request and the District may not decline to furnish the records solely because the requester refuses to furnish a purpose.

#### **E. Protecting Rights of Others**

In the event that the requested records contain information that may affect rights of students, parents, employees, or other people and may arguably be exempt from disclosure, the PRO may, prior to providing the records, give notice to such persons. The notice will make it possible for the affected people to contact the requestor and ask him or her to revise the request, or, if necessary, to seek a court order to prevent or limit disclosure of the requested records. The notice to the affected persons will also include a copy of the request.

#### **F. Records Exempt from Disclosure**

Some records are exempt from disclosure, in whole or in part, under a specific exemption contained in the PRA or another statute that exempts or prohibits disclosure of specific information or records. If the District believes that a record is exempt from disclosure and should be withheld, the PRO or designee will state in writing the specific exemption (including the statutory or regulatory section) that applies and provide a brief explanation of how the exemption applies to the record being withheld or redacted. This exemption and explanation will be provided to the requestor in a withholding index or log.

If only a portion of a record is exempt from disclosure, but the remainder is not exempt, the PRO or designee will redact the exempt portions, provide the nonexempt portions, and indicate to the requestor why portions of the record are being redacted in the withholding index or log.

Pursuant to RCW 42.56.070(2), the District has identified the following statutes or regulations appearing outside the PRA itself that may exempt disclosure of certain public records or portions of records:

- The Family Educational and Privacy Rights Act (FERPA), 20 USC § 1232g *et seq.*; 34 C.F.R. Part 99 (regarding student educational records);
- Washington Student Education Records Law, RCW 28A.605.030;
- The Individuals with Disabilities Education Act (IDEA), 20 U.S.C. § 1400 *et seq.*; 34 C.F.R. Part 300 (protecting the confidentiality of personally identifying information contained in records of students with disabilities);

- Attorney-client privileged communications and work product prepared in anticipation of litigation, such as set forth in Chapter 5.60 RCW;
- Information on students receiving free or reduced lunch, 42 U.S.C. § 1758(b)(6);
- Health Insurance Portability and Accountability Act (HIPPA), 45 C.F.R. Parts 160-164 (regarding health care information privacy and security);
- Washington Uniform Health Care Information Act, Chapter 70.02 RCW (protecting personal health care information);
- Abuse of Children – Protection and Procedure, RCW 26.44.010; RCW 26.44.030(9);
- Notification of Juvenile Offenders, RCW 13.04.155(3);
- Juvenile Justice or Care Agencies, Chapter 13.50 RCW (requiring confidentiality of certain records related to juvenile offenses and CPS reports);
- Examination Questions, RCW 28A.635.040; and
- Public Law 98-24, Section 527 of the Public Health Services Act, 41 U.S.C. § 290dd-2 (confidentiality of alcohol and drug abuse patient records).

The above list is for informational purposes only and is not intended to cover all possible exemptions from the public records law. The above list includes only exemptions that may be in addition to those set forth in Chapter 42.56 RCW. Under appropriate circumstances, the District may rely upon other legal exemptions which are not set forth above or contained within the PRA.

In addition to these exemptions, RCW 42.56.070(9) prohibits providing access to lists of individuals requested for commercial purposes.

#### **G. Providing Records in Installments**

When the request is for a large number of records, the PRO or designee may provide access by inspection or copying in installments. If, within thirty (30) days, a requestor fails to inspect the entire set of records or one or more of the installments, the PRO or designee may close the request and not provide further records.

#### **H. Completion of Inspection**

When the inspection of the requested records is complete and/or all requested copies are provided, the PRO or designee will indicate to the requester that the District has completed a diligent search for the requested records and made any responsive, nonexempt records available for inspection.

#### **J. Copy to be Retained**

The PRO will retain a copy of all paper records given to a requester for purposes of documenting which records were provided. Consistent with the “Local Government Common Records Retention Schedule (CORE),” the District will retain records relating to public records requests for two years. Records related to public records requests, including correspondence with requesters and documentation of records provided, are themselves public records that may be subject to public disclosure.

#### **I. Closing Withdrawn or Abandoned Request**

The requestor must claim or review the assembled records within thirty (30) days of the District’s notification to him or her that the records are available for inspection or copying. If the requestor or a representative of the requestor fails to claim or review the records within the 30-day period or make other arrangements, the District will close the request.

When the requestor either withdraws the request or fails to fulfill his or her obligations to inspect the records or pay the deposit, installment, or final payment for the requested copies, the PRO will close the request and notify the requester.

#### **J. Later-Discovered Documents**

If the District becomes aware of additional responsive documents existing at the time of the request after it has informed the requestor that it has provided all available records, the District will promptly inform the requestor of the additional documents and provide them on an expedited basis.

#### **K. Notification of Staff**

When a record naming an employee has been requested, the PRO or designee will inform the employee and his or her collective bargaining unit representative, if any, of the request and the District’s intended response

### **V. Electronic Records**

#### **A. Requesting Electronic Records**

The process for requesting electronic public records is the same as for requesting paper public records. A person seeking electronic records should specify in the request that electronic records are sought. To assist the District in responding to a request for electronic records, a requestor should provide specific search terms, if applicable, that will allow the PRO or designee to locate and assemble identifiable records responsive to the request.

## **B. Providing Electronic Records**

When a person requests records in electronic format that already exist in electronic format, the PRO or designee will provide the nonexempt responsive records or portions of such records in an electronic format that is used by the District and is generally commercially available, or in a format that is reasonably translatable from the format in which the District keeps the record. The District may provide electronic copies of paper documents, subject to a scanning charge (discussed above).

Some electronic records, such as e-mail metadata, may require redactions completed by creating paper documents. The District will print electronic records, redact them, and scan them back into electronic format in order to disclose them electronically only if reasonable and feasible.

The District will keep an electronic copy, when feasible, of electronic records that it provides to a requestor to show the exact records provided.

## **VI. Internal Review of Denials of Public Records**

### **A. Petition for Internal Administrative Review of Denial of Access**

Any person who objects to the initial denial (in whole or in part) of a records request may petition in writing (including e-mail) to the PRO for a review of that decision. The petition will include a copy of or reasonably identify the written statement by the PRO or designee denying the request.

### **B. Consideration of Petition for Review**

The PRO will promptly provide the petition and any other relevant information to the Superintendent or designee, who will consider the petition and either affirm or reverse the denial within two (2) business days following the District's receipt of the petition, or within such other time as the District and the requester mutually agree to. The Superintendent or designee's decision will be final for the District.

**Adopted: October 12, 2009**

Revised: October 26, 2015

Procedure No. 4040P

## Public Access to ~~School~~ District Records

### ~~Purpose of these Procedures and General Principles~~

-  
These procedures have been established by the Superintendent and published pursuant to Board Policy 4040 and RCW 42.56.040 to explain the process for public access to ~~school district~~ records of the District and to provide guidance in regarding how the District will respond to ~~such~~ records requests.-

-  
~~School district records relating to the conduct of operations and functions of the District that have been prepared, owned, used, or retained by the District in any format are, in fact, public records to which members of the public may request access consistent with this procedure.-~~

-  
When processing ~~such~~ records requests, the District will provide the fullest assistance to the requestor and provide a response in the most timely manner possible.-

### ~~District I.~~ Public Records Officer

#### The District's Public Records Officer

-  
~~For the most timely and efficient response, requests for school district records should be directed in writing to the Public Records Officer listed below, whose responsibilities include~~ (PRO) is responsible for serving as a point of contact for members of the public ~~in this process who request public records~~ and overseeing the District's compliance with the ~~Washington~~ Public Records Act, Chapter 42.56 RCW, (PRA) and Policy 4040. For the most timely and efficient response, requests for District records should be directed in writing to the PRO listed below:

-  
~~The current Public Records Officer of the District may be reached at the District's Central Administrative Building as follows:~~

-  
[INSERT NAME / TITLE] Holly Pfenniger  
Executive Assistant to the Superintendent and  
Assistant Secretary to the Board of Directors  
[INSERT ADDRESS]  
2715 Lilac Street  
Longview, Washington 98632  
Phone: 360-575-7016  
Fax: (360) 575-7022  
Email:

-  
E-mail:

[publicrecordsrequest@longview.k12.wa.us](mailto:publicrecordsrequest@longview.k12.wa.us)~~publicrecordsrequest@longview.k12.wa.us~~

Information regarding contacting the ~~Public Records Officer~~PRO is also available ~~at~~on the ~~District~~District's website at ~~{INSERT WEB ADDRESS}~~<http://www.longview.k12.wa.us/FIA-info.html>.

-  
**~~Public Records Officer Training~~**

Consistent with ~~state law~~RCW 42.56.152, the ~~Public Records Officer shall~~PRO will complete trainings related to the ~~Washington Public Records Act~~PRA and public records retention no later than ~~ninety (90)~~ days after assuming ~~the~~his or her responsibilities ~~of the Public Records Officer.~~. After the initial training(s), the ~~Public Records Officer must~~PRO will complete refresher training at intervals of no more than four years ~~as long as he or she remains the District's Public Records Officer.~~.

-  
**II. Availability of Public Records**

-  
**~~Hours for Inspection~~**

~~Public records are available for inspection and copying during normal business hours of the District, Monday through Friday, 8:00 a.m. to 5:00 p.m., during the school year, and 8:00 a.m. to 4:30 p.m., on days school is not in session, excluding legal holidays. Records must be inspected at the offices of the District.~~

-  
**A. Organization of Records**

The District will maintain its records in a reasonable, organized manner and take reasonable actions to protect records from damage and disorganization.

**B. Inspection of Records**

Public records are available for inspection and copying during normal business hours of the District, which are 8 a.m. to 5:30 p.m. Monday through Friday during the school year and 8:00 a.m. to 4:30 p.m. [A1] on days that school is not in session, excluding legal holidays. Records must be inspected at the District's central office, 2715 Lilac Street, Longview, Washington 98632.

A requestor ~~shall~~will not take ~~District~~ records from District offices without the permission of the ~~Public Records Officer~~PRO or designee. A requester must not alter or destroy any record during inspection. During the inspection of records, a District employee will typically be present to protect records from damage or disorganization.-

-  
**C. Costs for Copying and Scanning of Records**

There is no charge for records inspected in-person. When a requester asks for copies of all or a portion of the records requested, however, the District will assess the following costs:

1. **Photocopies:** The District has determined that calculating the actual per-page cost or other costs charged for providing photocopies of public records would be unduly burdensome. Therefore, the District will charge 15 cents per page for photocopies of public records.

2. **Electronic records:** When a response requires scanning of existing paper records into electronic form, the District will charge        cents per page for the may charge for the actual costs of scanning fees consistent with Washington State Archives Imaging Services Rates List found at: [http://www.sos.wa.gov/\\_assets/archives/Effective-20150115-Imaging-Services-Rates.pdf](http://www.sos.wa.gov/_assets/archives/Effective-20150115-Imaging-Services-Rates.pdf). The cost of records provided on CD, DVD, or other media will be the actual cost of the medium used.

3. **Mailing:** In addition to other costs, the District may also charge actual costs of mailing, including the cost of postage and the shipping container.

Costs less than \$15 per requester may be waived. Payment may be made by cash, check, or money order payable to the District.

The District may require a deposit of 10 percent of the estimated cost of providing copies of all of the records requested.

If the District makes a request available on a partial or installment basis, the District may charge for each part of the request as it is provided. If an installment of a records request is not claimed or reviewed, the District is not obligated to fulfill the balance of the request.

#### **D. Information Available Online**

A variety of records and information ~~are~~is available on the District website at ~~[INSERT WEB ADDRESS]~~<http://www.longview.k12.wa.us>. Requestors are encouraged to view the documents available on the website prior to submitting a records request.

### **III. Making a Request for Public Records**

#### **A. Request to ~~Public Records Officer~~PRO**

Any person wishing to inspect or copy public records of the District ~~shall~~should make the request in writing by letter, fax, or ~~email~~e-mail addressed to the ~~Public Records Officer~~PRO and including the following information:

- Name, address, telephone number, and ~~email~~e-mail address of requestor;
- Identification of the public records adequate for the ~~Public Records Officer~~PRO or designee to locate the records; ~~and~~
- The date the request is submitted to the District; ~~and~~

- Whether the requester seeks to *inspect* responsive records or wants *copies* of the records (which may be subject to a fee, as explained above).

The ~~District's Public Records~~District encourages requesters to use the "Request Form for Public Record" form prepared by the District, which is available ~~for use by requesters at~~ the District's central office and online at ~~{INSERT WEB ADDRESS}~~http://www.longview.k12.wa.us/FIA-info.html.

Although written requests are always preferred to avoid confusion or misunderstanding regarding a request, the PRO or designee may accept informal requests for public records by telephone or in person. If the PRO or designee receives a verbal records request, the PRO will confirm his or her understanding of the request with the requestor in writing<sup>[A2]</sup>.

## **B. Identifiable Records**

A request under the ~~Washington Public Records Act, Chapter 42.56 RCW and District PRA~~and Policy 4040 must seek an identifiable *record*. ~~General requests for information from the District that do not seek identifiable records are not covered by Policy 4040—~~or this procedure. Similarly, the District is not obligated by law to create a new record to satisfy a records request ~~for information. The~~However, the District may choose to create a record depending on the nature of the request and the convenience of providing the information in a new document, such as when data from multiple locations is requested and can be more easily combined into a single new record.

### **Copies of Records**

~~If the requestor wishes to have copies of the records made instead of inspecting them, he or she shall make this clear in the request and make arrangements to pay for copies of the records or a deposit.~~

### **Requests Not in Writing**

~~The Public Records Officer or designee may accept informal requests for public records by telephone or in person. To avoid any confusion or misunderstanding, however, requestors should be mindful that a request reduced to writing is always the preferred method. If the Public Records Officer or designee receives a request by telephone or in person, the Public Records Officer will confirm his or her understanding of the request with the requestor in writing.~~

### **Processing of Public Records Requests**

## **IV. Responding to Public Records Requests**

## **A. Central Review**

Any District employee other than the PRO who receives a request for public records, whether written or verbal, will promptly notify and forward the request to the PRO for processing. Building-level staff will not respond to public records requests directly unless directed by the PRO or designee. The PRO or designee will conduct a diligent search for the records requested.

## **B. Order of Processing Requests**

The District will typically process requests in the order received. However, requests may also be processed out of order if doing so allows ~~the most~~ requests to be processed in the most efficient manner.

### ~~**Central Review**~~

~~Records requests not made to the Public Records Officer of the District will be forwarded by building level administrators, program administrators, or other staff receiving the request to the Public Records Officer for processing.~~

## **C. Five-Day Response**

Within five (5) business days of receipt of a request, the ~~Public Records Officer~~ PRO or designee will respond in writing acknowledging receipt of the request and notifying the requester that the District will do one or more of the following:

1. Provide copies of the record(s) requested or make the records available for inspection ~~or, in, In~~ the alternative, the PRO or designee may provide an internetInternet address and link to the District's website where the specific records can be accessed (provided that the requestor has not notified the District that he or she cannot access the records through the internet) ; or Internet);
2. Acknowledge that the District has received the request and provide a reasonable estimate of the time it will require to fully respond; ~~or~~
3. Seek clarification of the request; or
4. Deny the request ~~because no responsive records exist or all responsive records are exempt from disclosure~~ (although no request will be denied solely on the basis that the request is overbroad). When there are responsive records that are exempt, the PRO or designee will provide an exemption log per Section F, below.

The District may require additional time to respond to the request based upon the need to clarify the intent of the request, to locate and assemble the information requested, to notify third persons or agencies affected by the request, or to determine whether any of the information requested is exempt and that a denial should be made as to all or part of the request. The PRO or designee will state the reason(s) additional time is needed in the five-day response.

In the event that a requester fails to respond to a request for clarification, the District will not respond to the request.

The PRO or designee may ask the requester to prioritize the records he or she is requesting so that the District provides the most desired records first. A requester is not required to provide prioritization information, and the District is not required to provide records in the order prioritized by a requester.

In unusual circumstances, the District may also seek a court order enjoining disclosure pursuant to law.

- If the District does not respond in writing within five business days of receipt of the request for disclosure, the requestor should contact the ~~Public Records Officer~~ PRO to determine the reason for the failure to respond.

#### **D. Purpose of Request**

The District may inquire into the purpose for which a record is requested and may use the answer to aid in gathering responsive records and determining whether the public has a legitimate interest in obtaining the information.- However, with the exception of requests for lists of individuals, a requester is not required to provide a purpose for a request and the District may not decline to furnish the records solely because the requester refuses to furnish a purpose ~~for the request~~.

#### **E. Protecting Rights of Others**

- In the event that the requested records contain information that may affect rights of ~~others~~ students, parents, employees, or other people and may ~~be~~ arguably be exempt from disclosure, the ~~Public Records Officer~~ PRO may, prior to providing the records, give notice to such ~~others- persons~~. The notice ~~may~~ will make it possible for the ~~others~~ affected people to contact the requestor and ask him or her to revise the request, or, if necessary, to seek a court order to prevent or limit ~~the disclosure- of the requested records~~. The notice to the affected persons ~~may~~ will also include a copy of the request.

#### **F. Records Exempt from Disclosure**

- Some records are exempt from disclosure, in whole or in part, under a specific exemption contained in ~~chapter 42.56 RCW~~ the PRA or another statute ~~which~~ that exempts or prohibits disclosure of specific information or records.

- If the District believes that a record is exempt from disclosure and should be withheld, the ~~Public Records Officer~~ PRO or designee will state in writing the specific exemption (~~and~~ including the statutory or regulatory section) ~~which~~ that applies and provide a brief

explanation of how the exemption applies to the record being withheld or redacted.- This exemption and explanation will be provided to the requestor in a withholding index or log.

- If only a portion of a record is exempt from disclosure, but the remainder is not exempt, the ~~Public Records Officer~~PRO or designee will redact the exempt portions, provide the nonexempt portions, and indicate to the requestor why portions of the record are being redacted in the withholding index or log.

- **List of Laws Exempting or Prohibiting Disclosure**

Pursuant to RCW 42.56.070-(2), ~~these rules contain a list of laws other than those specifically listed in the Washington Public Records Act, Chapter 42.56 RCW which~~District has identified the following statutes or regulations appearing outside the PRA itself that may exempt disclosure of certain public records or portions of records. The District has identified the following laws:

- The Family Educational and Privacy Rights Act (FERPA), 20 USC § 1232g et seq.; 34 C.F.R. Part 99 (regarding student educational records);
- Washington-~~State~~ Student Education Records Law, RCW 28A.605.030;
- The Individuals with Disabilities Education Act (IDEA), 20 U.S.C. § 1400 ~~et seq. and;~~  
34 C.F.R. Part 300 (protecting the confidentiality of personally identifying information contained in ~~student~~-records of students with disabilities)-);
- ~~Privileged~~Attorney-client privileged communications and ~~attorney~~-work product prepared in anticipation of litigation, such as set forth in Chapter 5.60 RCW;
- Information on students receiving free or reduced lunch, 42 ~~use~~U.S.C. § 1758(b)(6);
- Health Insurance Portability and Accountability Act (HIPPA), 45 ~~GFR-parts~~C.F.R. Parts 160-164 (regarding health care information privacy and security);
- Washington Uniform Health Care Information Act, Chapter 70.02 RCW (protecting personal health care information);
- Abuse of Children – Protection and Procedure, RCW 26.44.010; RCW 26.44.030(9);
- Notification of Juvenile Offenders, RCW 13.04.155(3);
- Juvenile Justice or Care Agencies, Chapter 13.50 RCW (requiring confidentiality of certain records related to juvenile offenses and CPS reports);
- Examination Questions, RCW 28A.635.040; and

- Public Law 98-24, Section 527 of the Public Health Services Act, 41 ~~use~~U.S.C. § 290dd-2 (confidentiality of alcohol and drug abuse patient records); ~~);~~ ).

~~• United States and Washington Constitutional provisions including, but not limited to, the right of privacy and freedom of association.~~

~~In addition to these exemptions, RCW 42.56.070 (9) prohibits providing access to lists of individuals requested for commercial purposes, and the District may not do so unless specifically authorized or directed by law.~~

The above list is for informational purposes only and is not intended to cover all possible exemptions from the public records law. The above list includes only exemptions ~~which~~that may be in addition to those set forth in Chapter 42.56 RCW. Under appropriate circumstances, the District may rely upon other legal exemptions which are not set forth above or contained within the ~~public disclosure law~~PRA.

#### **~~Inspection of Records~~**

~~Consistent with other demands, and without unreasonably disrupting District operations, the District shall promptly provide for the inspection of nonexempt public records. No member of the public may remove a document from the viewing area without the permission of the Public Records Officer, nor may he or she disassemble or alter any document. The requestor shall indicate which documents he or she wishes the District to copy. There is no cost to inspect District records.~~

#### **~~Providing Copies of Records~~**

~~After inspection is complete, the Public Records Officer or designee shall make the requested copies or arrange for copying. The cost for copies is \_\_\_ cents per page for copies that exceed twenty five (25) pages. Payment may be made by cash, check, or money order payable to the District.~~

~~The District may also charge actual costs of mailing, including the cost of the shipping container.~~

~~Before beginning to make the copies, the Public Records Officer or designee may require a deposit of up to ten percent of the estimated costs of copying all the records selected by the requestor. The Public Records Officer or designee may also require the payment of the remainder of the copying costs before providing all the records, or the payment of the costs of copying an installment before providing that installment.~~

In addition to these exemptions, RCW 42.56.070(9) prohibits providing access to lists of individuals requested for commercial purposes.

### **G. Providing Records in Installments**

When the request is for a large number of records, the ~~Public Records Officer~~PRO or designee ~~has the right to~~may provide access ~~for~~by inspection ~~and/or~~ copying in installments. If, within thirty (30) days, ~~the~~a requestor fails to inspect the entire set of records or one or more of the installments, the ~~Public Records Officer~~PRO or designee may ~~stop searching for the remaining records and~~ close the request and ~~discussed~~not provide further below~~records~~.

### **H. Completion of Inspection**

When the inspection of the requested records is complete and/or all requested copies are provided, the ~~Public Records Officer~~PRO or designee will indicate to the requester that the District has completed a diligent search for the requested records and made any ~~located~~responsive, nonexempt records available for inspection.

#### **J. Copy to be Retained**

The PRO will retain a copy of all paper records given to a requester for purposes of documenting which records were provided. Consistent with the “Local Government Common Records Retention Schedule (CORE),” the District will retain records relating to public records requests for two years. Records related to public records requests, including correspondence with requesters and documentation of records provided, are themselves public records that may be subject to public disclosure.

#### **I. Closing Withdrawn or Abandoned Request**

The requestor must claim or review the assembled records within thirty (30) days of the ~~District's~~District's notification to him or her that the records are available for inspection or copying. ~~The District should notify the requestor in writing of this requirement and inform the requestor that he or she should contact the District to make arrangements to claim or review the records.~~ If the requestor or a representative of the requestor fails to claim or review the records within the ~~thirty~~30-day period or make other arrangements, the District may will close the request ~~and refile the assembled records.~~

When the requestor either withdraws the request or fails to fulfill his or her obligations to inspect the records or pay the deposit, installment, or final payment for the requested copies, the ~~Public Records Officer~~PRO will close the request and ~~indicate to~~notify the ~~requestor that the District has closed the request~~requester.

#### **J. Later-Discovered Documents**

~~If, the District becomes aware of additional responsive documents existing at the time of the request~~ after ~~the District~~it has informed the requestor that it has provided all available records, the District ~~becomes aware of additional responsive documents existing at the time of the request, it~~ will promptly inform the requestor of the additional documents and provide them on an expedited basis.

#### **K. Notification of Staff**

When a record naming an employee has been requested, the PRO or designee will inform the employee and his or her collective bargaining unit representative, if any, of the request and the District's intended response

## ~~Processing of Public Records Requests for~~ V. Electronic Records

### A. Requesting Electronic Records

The process for requesting electronic public records is the same as for requesting paper public records. ~~However, to~~ A person seeking electronic records should specify in the request that electronic records are sought. To assist the District in responding to a request for electronic records, a requestor should provide specific search terms, if applicable, that will allow the ~~Public Records Officer~~ PRO or designee to locate and assemble identifiable records responsive to the request.

### B. Providing Electronic Records

When a ~~requestor~~ person requests records in ~~an~~ electronic format that already exist in electronic format, the ~~Public Records Officer~~ PRO or designee will provide the nonexempt responsive records or portions of such records ~~that are reasonably locatable~~ in an electronic format that is used by the District and is generally commercially available, or in a format that is reasonably translatable from the format in which the District keeps the record. The District may provide electronic copies of paper documents, subject to a scanning charge (discussed above).

Some electronic records, such as e-mail metadata, may require redactions completed by creating paper documents. The District will print electronic records, redact them, and scan them back into electronic format in order to disclose them electronically only if reasonable and feasible.

### ~~Cost for Electronic Records~~

~~The cost of electronic copies of records shall be \$2.50 for information provided by CD or DVD. There will be no charge for smaller requests which can be fulfilled by e-mailing electronic records to a requestor. The Public Records Officer or designee may also require the payment of the costs of the CD or DVD before providing that installment.~~

~~The District may also charge actual costs of mailing, including the cost of the shipping container.~~

The District will keep an electronic copy, when feasible, of electronic records that it provides to a requestor to show the exact records provided.

## VI. Internal Review of Denials of Public Records

### A. Petition for Internal Administrative Review of Denial of Access

Any person who objects to the initial denial (in whole or ~~partial denial~~ in part) of a records request may petition in writing (including email/e-mail) to the ~~Public Records Officer~~ PRO

for a review of that decision. The petition ~~shall~~will include a copy of or reasonably identify the written statement by the ~~Public Records Officer~~PRO or designee denying the request.

**B. Consideration of Petition for Review**

The ~~Public Records Officer shall immediately~~PRO will promptly provide the petition and any other relevant information to the Superintendent -or designee, who will consider the petition and ~~shall~~ either affirm or reverse the denial within two (2) business days following the District's receipt of the petition, or within such other time as the District and the ~~requester~~requester mutually agree to. The Superintendent or designee's decision will be final for the District.

~~Adoption Date:~~

~~Classification:~~ **Priority**

~~Revised Dates:~~ **08.98; 10.05; 12.11; 04.15**

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**Adopted: October 12, 2009**

Revised:



## Memorandum

Date: October 26, 2015

To: Board of Directors of the Longview School District

From: Superintendent Dr. Daniel Zorn  
Prepared by Executive Assistant to the Superintendent Holly Pfenniger

Subject: Resolution 745 Indexing District Records

**Background:** As allowed under RCW 42.56.070(4) and by adoption of Policy 4040 Public Access to District Records, legal counsel prepared a resolution for the board to adopt related to not indexing all district records. An excerpt from the policy states:

*Because of the tremendous volume and diversity of records continuously generated by the District, the Board has declared by formal resolution that maintaining a current index of all of the District's records would be impracticable, unduly burdensome, and ultimately interfere with the operational work of the District.*

**Proposal:** The superintendent recommends the board review and approve Resolution 745 Indexing District Records.

**Recommended Motion:** I move to adopt Resolution 745 Indexing District Records.

**LONGVIEW SCHOOL DISTRICT NO. 122**  
**RESOLUTION NO. 745**  
**INDEXING DISTRICT RECORDS**

**WHEREAS**, the Longview School District Board of Directors (“Board”) is committed to providing the public full access to records concerning the administration and operations of the District in compliance with the Washington Public Records Act, Chapter 42.56 RCW; and

**WHEREAS** the Board recognizes that the District continuously generates a tremendous volume and diversity of records; and

**WHEREAS** attempting to maintain a current index of all the District’s records would be impracticable, unduly burdensome, and ultimately interfere with the operational work of the District;

**NOW, THEREFORE BE IT RESOLVED**, that the District will not maintain a current index of all the District’s records and that a copy of this resolution will be made available upon request.

**ADOPTED** by the Board of Directors of Longview School District No. 122 at an open public meeting held on October 26, 2015, the following directors being present and voting therefore.

BOARD OF DIRECTORS  
LONGVIEW SCHOOL DISTRICT NO. 122

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Attest:

\_\_\_\_\_  
Daniel Zorn, Superintendent/Secretary to the Board



## Memorandum

**Date:** October 26, 2015

**To:** Board of Directors

**From:** Dr. Dan Zorn, Superintendent  
Prepared by Holly Pfenniger, Executive Assistant to the Superintendent

**Subject:** Policy and Procedure 3421 Child Abuse, Neglect and Exploitation  
Prevention (second reading)

**Background:** WSSDA has updated Policy and Procedure 3421, Child Abuse, Neglect and Exploitation Prevention to expand its definitions to align with current law and to underscore that student-on-student abuse, neglect or exploitation can and does happen and does trigger the mandatory reporting statute. The board reviewed the policy and procedure in a first reading on October 12, 2015.

**Proposal:** Review revisions to Policy and Procedure 3421 Child Abuse, Neglect and Exploitation Prevention in a second reading on October 26, 2015 and consider approving the revisions.

**Recommended Motion:** I move to approve revisions to Policy and Procedure 3421 Child Abuse, Neglect and Exploitation Prevention.

## **CHILD ABUSE, NEGLECT AND EXPLOITATION PREVENTION**

Child abuse, neglect and exploitation are violations of children's human rights and an obstacle to their educational development. The board directs that staff shall be alert for any evidence of such abuse, neglect or exploitation. For purposes of this policy, "child abuse, neglect or exploitation" shall mean:

For the purposes of this policy, the term "child" means anyone under the age of 18 and/or any current student of the district, including home-schooled students or any other person classified as a student in the district's database.

Child abuse, neglect, or exploitation means:

- A. Inflicting physical injury on a child by other than accidental means, causing death, disfigurement, skin bruising, impairment of physical or emotional health, or loss or impairment of any bodily function.
- B. Creating a substantial risk of physical harm to a child's bodily functioning.
- C. Attempting, committing, or allowing any sexual offense against a child as defined in the criminal code. This definition also includes any communications with a child for immoral purposes or viewing, possessing, or distributing any sexually explicit images of a child. It also includes, intentionally contacting, directly or through the clothing, the genitals, anus or breasts of a child unless the contact is necessary for the child's hygiene, or health care. This also includes a child's intentional or coerced contact with anyone's genitals, anus, or breasts;
- D. Committing acts that are cruel or inhumane regardless of observable injury. These acts may include, but are not limited to, instances of extreme discipline demonstrating a disregard of a child's pain or mental suffering.
- E. Assaulting or criminally mistreating a child as defined by the criminal code.
- F. Failing to provide food, shelter, clothing, supervision or health care necessary to a child's health or safety.
- G. Engaging in actions or omissions resulting in a substantial risk to the physical or mental health or development of a child.
- H. Failing to take reasonable steps to prevent the occurrence of the preceding actions.

Children (including other students), family members, and any other adult can engage in child abuse, neglect, or exploitation. This may include incidents of student or student misconduct. Staff should report all incidents of abuse regardless of the age of the person who engages in it.

Subject to the definition above, staff should not focus on a person's mental status to determine if she or he has committed child abuse, neglect or exploitation. The law governing mandated reporting does not allow for exceptions for people with medical conditions that may mitigate the intent for committing child abuse, neglect, or exploitation.

The superintendent shall develop reporting procedures, and provide them to all staff on an annual basis. The purpose is to identify and timely report evidence of child abuse, neglect, or

exploitation to the proper authorities. Staff will receive training regarding reporting obligations during their initial orientation and every three years after initial employment.

All staff are responsible for reporting all suspected cases of child abuse, neglect, and exploitation to the proper authorities and/or the appropriate school administrator. Under state law staff are free from liability for reporting a reasonable suspicion of child abuse, neglect, or exploitation. However, failing to report the incident may result in criminal liability regardless of whether the authorities determine the incident is provable in a subsequent legal proceeding.

Staff need not verify a report that a child has been abused, neglected, or exploited. Any conditions or information that may reasonably be related to child abuse neglect, or exploitation should be reported. Legal authorities have the responsibility for investigating each case and taking appropriate action under the circumstances.

Legal References:	RCW 13.34.300	Failure to cause juvenile to attend school as evidence under neglect petition
	26.44.020	Child abuse — Definitions
	26.44.030	Reports — Duty and authority to make — Duty of receiving agency — Duty to notify — Case planning and consultation — Penalty for unauthorized exchange of information — Filing dependency petitions — Interviews of children — Records — Risk assessment process
	28A.620.010	Community education provisions — Purposes
	28A.620.020	Community education provisions — Restrictions
	43.43.830	Background checks — Access to children or vulnerable persons
	28A.320.160	Alleged sexual misconduct by school employee — Parental notification — Information on public records act.
	28A.400.317	Physical abuse or sexual misconduct by school employees — Duty to Report — Training
	WAC 388-15-009	Definition of child abuse, neglect or exploitation
	AGO 1987, No. 9	Children — Child Abuse — Reporting by School Officials — Alleged Abuse by Student

*Policy News*, February 2007

*Policy News*, June 1999

*Policy News*, June 2015

Physical Abuse and Sexual Misconduct  
Notice Requirements

23% of districts out-of-compliance on  
child abuse policies

*Child abuse prevention policy reinforced*

Cross References: Board Policy 4310

Relations with the Law Enforcement,  
Child Protective Agencies and the  
County Health Department

Initially Adopted: March 5, 1981

Adopted: February 22, 2010

Revised:

## **CHILD ABUSE, NEGLECT AND EXPLOITATION PREVENTION**

Child abuse, neglect and exploitation are violations of children's human rights and an obstacle to their educational development. The board directs that staff shall be alert for any evidence of such abuse, neglect or exploitation. For purposes of this policy, “child abuse, neglect or exploitation” shall mean:

For the purposes of this policy, the term “child” means anyone under the age of 18 and/or any current student of the district, including home-schooled students or any other person classified as a student in the district’s database.

Child abuse, neglect, or exploitation means:

- A. Inflicting physical injury on a child by other than accidental means, causing death, disfigurement, skin bruising, impairment of physical or emotional health, or loss or impairment of any bodily function.
- B. Creating a substantial risk of physical harm to a child’s bodily functioning.
- C. Attempting, committing, or allowing to be committed any sexual offense against a child as defined in the criminal code. This definition also includes any communications with a child for immoral purposes or viewing, possessing, or distributing any sexually explicit images of a child. It also includes, or intentionally contacting, touching, either directly or through the clothing, the genitals, anus or breasts of a child unless the contact is necessary for the child’s for other than hygiene, child care or health care purposes. This also includes a child’s intentional or coerced contact with anyone’s genitals, anus, or breasts;
- D. Committing acts ~~which~~ that are cruel or inhumane regardless of observable injury. These such acts may include, but are not limited to, instances of extreme discipline demonstrating a disregard of a child’s pain or mental suffering.
- E. Assaulting or criminally mistreating a child as defined by the criminal code.
- F. Failing to provide food, shelter, clothing, supervision or health care necessary to a child’s health or safety.
- G. Engaging in actions or omissions resulting in ~~injury to, or creating~~ a substantial risk to the physical or mental health or development of a child.
- H. Failing to take reasonable steps to prevent the occurrence of the preceding actions.

Children (including other students), family members, and any other adult can engage in child abuse, neglect, or exploitation. This may include incidents of student or student misconduct. Staff should report all incidents of abuse regardless of the age of the person who engages in it.

Subject to the definition above, staff should not focus on a person’s mental status to determine if she or he has committed child abuse, neglect or exploitation. The law governing mandated reporting does not allow for exceptions for people with medical conditions that may mitigate the intent for committing child abuse, neglect, or exploitation.

~~Child abuse can include abuse by another minor and so may be included in incidents of student misconduct.~~

The superintendent shall develop reporting procedures, and provide them to including sample indicators of abuse and neglect, and shall disseminate the procedures to all staff on an annual basis. The purpose is to identify and timely report as soon as possible to the proper authorities all evidence of child abuse, or neglect, or exploitation to the proper authorities. Staff ~~shall~~ will receive training regarding reporting obligations during their initial orientation and every three years after initial employment.

All Classified and certified staff are legally responsible for reporting all suspected cases of child abuse, and neglect, and exploitation to the proper authorities and/or the appropriate school administrator. ~~A certificated or classified school employee who has knowledge or reasonable cause to believe that a student has been a victim of physical abuse or sexual misconduct by another school employee shall report such abuse or misconduct to the appropriate school administrator. The administrator shall report to the proper law enforcement agency if he or she has reasonable cause to believe that the misconduct or abuse has occurred as required under RCW 26.44.030. Under state law staff are free from liability for reporting a reasonable suspicion of child instances of abuse, or neglect, or exploitation, and professional staff are criminally liable for failure to do so. However, failing to report the incident may result in criminal liability regardless of whether the authorities determine the incident is provable in a subsequent legal proceeding.~~

Staff need not verify ~~that a report that a child has in fact been abused, or neglected, or exploited.~~ Any conditions or information that may reasonably be related to child abuse or neglect, or exploitation should be reported. Legal authorities have the responsibility for investigating each case and taking appropriate ~~such action as is appropriate~~ under the circumstances.

Legal References:	RCW 13.34.300	Failure to cause juvenile to attend school as evidence under neglect petition
	26.44.020	Child abuse — Definitions
	26.44.030	Reports — Duty and authority to make — Duty of receiving agency — Duty to notify — Case planning and consultation — Penalty for unauthorized exchange of information — Filing dependency petitions — Interviews of children — Records — Risk assessment process
	28A.620.010	Community education provisions — Purposes
	28A.620.020	Community education provisions — Restrictions
	43.43.830	Background checks — Access to children or vulnerable persons

28A.320.160	Alleged sexual misconduct by school employee — Parental notification — Information on public records act.
28A.400.317	Physical abuse or sexual misconduct by school employees — Duty to Report — Training
WAC 388-15-009	Definition of child abuse, neglect or exploitation
AGO 1987, No. 9	Children — Child Abuse — Reporting by School Officials — Alleged Abuse by Student
<i>Policy News</i> , February 2007	Physical Abuse and Sexual Misconduct Notice Requirements
<i>Policy News</i> , June 1999	23% of districts out-of-compliance on child abuse policies
<i>Policy News</i> , June 2015	<i>Child abuse prevention policy reinforced</i>
Cross References:	
Board Policy 4310	Relations with the Law Enforcement, Child Protective Agencies and the County Health Department

Initially Adopted: March 5, 1981

Adopted: February 22, 2010

**Revised: (date)**

## **Child Abuse, Neglect, and Exploitation Prevention**

### **Reporting Responsibilities**

Staff are expected to report every instance of suspected child abuse, neglect, or exploitation. Child abuse as defined by the statutes can be inflicted “by any person” and may include student-on-student abuse. Sample indicators of abuse and neglect are listed below.

All staff are reminded of their legal obligation as district employees to report suspected child abuse, neglect, or exploitation. All staff are also reminded of their immunity from potential liability for doing so.

The following procedures are to be used in reporting instances of suspected child abuse, neglect, or exploitation:

1. When there is reasonable cause to believe that a student has suffered abuse or neglect, or exploitation, staff or the principal shall contact the nearest office of the child protective services (CPS) of the department of social and health services (DSHS) and the police or sheriff. Such contact must be made within forty-eight (48) hours.

The legal authority has the responsibility of determining the fact of child abuse or neglect.

2. Staff shall inform the principal/designee of instances of reported suspected abuse, neglect, or exploitation. In his or her absence, the report will be made to the nurse or counselor.
3. A written report shall be submitted promptly to the agency to which the phone report was made. The report shall include:
  - a. the name, address, and birth date of the child;
  - b. the name and address of the parent or person having custody of the child;
  - c. the nature and extent of the suspected abuse or neglect;
  - d. any evidence of previous abuse or neglect or any other information that may relate to the cause or extent of the abuse or neglect;
  - e. siblings and/or other members of the home; and
  - f. the identify, if known, of the person accused of inflicting the abuse.
4. When the district receives a report that a school employee has committed an act of sexual misconduct, it will notify the parents of the alleged victim within forty-eight (48) hours.

### **Abuse Indicators**

#### Physical abuse indicators:

1. Bilateral bruises, extensive bruises, bruises of different ages, patterns of bruises caused by a particular instrument (belt buckle, wire, straight edge, coat hanger, etc.) or

- unreasonable use of force (grabbing, pinching, dragging, and/or other unapproved forms of restraint);
2. Burn patterns consistent with forced immersion in a hot liquid (a distinct boundary line where the burn stops), burn patterns consistent with a spattering by hot liquids, patterns caused by a particular kind of implement (electric iron, etc.) or instrument (circular cigarette burns, etc.).
  3. Lacerations, welts, abrasions.
  4. Injuries inconsistent with information offered by the child.
  5. Injuries inconsistent with the child's age.
  6. injuries that regularly appear after absence or vacation.

Emotional Abuse Indicators:

1. Lags in physical development;
2. Extreme behavior disorder;
3. Fearfulness of adults or authority figures; or
4. Revelations of highly inappropriate adult behavior, i.e., being enclosed in a dark closet, forced to drink or eat inedible items.

**Sexual Abuse Indicators**

Sexual abuse, whether physical injuries are sustained or not, is any act or acts involving intentional sexual contact, conduct or communication with a child. Beyond direct evidence of this kind of abuse, indicators may include but are not limited to:

1. A child's developmentally inappropriate sexual conduct, regardless of the child's own mental status or development;
2. Child engaging in "sex talk", drawing, or attempting to access pornography;
3. Child's disclosure of "grooming behavior" or inappropriate conduct that does not necessarily rise to a specific sexual act;
4. An adult's attempt to form a secret or unreasonably special relationship with a child;
5. Venereal disease in a child of any age;
6. Evidence of physical trauma or bleeding to the oral, genital or anal areas; or
7. Pregnancy.

Physical Neglect Indicators

1. Lack of basic needs (food, clothing, safety, shelter).
2. Inadequate supervision.
3. Lack of essential health care and high incidence of illness.
4. Poor hygiene on a regular basis;
5. Inappropriate clothing in inclement weather; or
6. Abandonment.

Some Behavioral Indicators of Abuse:

1. Wary of adult contact;
2. Frightened of parents;
3. Afraid to go home;
4. Habitually truant or late to school;
5. Arrives at school early and remains after school later than other students;
6. Weary of physical contact by adults;
7. Shows evidence of overall poor care;
8. Parents or caretakers describe child as “difficult” or “bad”
9. Inappropriately dressed for the weather – no coat or shoes in cold weather or long sleeves and high necklines in hot weather (possibly hiding marks of abuse); or
10. Exhibits behavioral extremes: crying often or never, unusually aggressive or withdrawn and fearful.

Note: Indicators in and of themselves do not necessarily prove that abuse, neglect, or exploitation has occurred. However, they still may warrant a referral to CPS or law enforcement. When in doubt, staff should consult with CPS about making a report.

Child abuse as defined by the statutes can be inflicted by any person and may include student-on-student abuse. These cases also require reporting to CPS or law enforcement.

Initially Adopted: March 5, 1981

Adopted: February 22, 2010

Amended: April 11, 2011

Amended: date

## **Child Abuse, and Neglect, and Exploitation Prevention**

### **Reporting Responsibilities**

All Staff are expected to report to the proper legal authorities every instance of suspected child abuse or neglect, or exploitation; ~~this includes child disclosures of abuse or neglect.~~ Child abuse as defined by the statutes can be inflicted “by any person” and may include student-on-student abuse. Sample indicators of abuse and neglect are listed below.

All staff are reminded of their legal obligation as district employees to report suspected child abuse, neglect, or exploitation. ~~and sexual abuse.~~ All staff are also reminded of their immunity from potential liability for doing so.

The following procedures are to be used in reporting instances of suspected child abuse, neglect, or exploitation: ~~and sexual abuse:~~

1. When there is reasonable cause to believe that a student has suffered abuse or neglect, or exploitation, staff or the principal shall contact the nearest office of the child protective services (CPS) of the department of social and health services (DSHS) and the police or sheriff. Such contact must be made within forty-eight (48) hours.

The legal authority has the responsibility of determining the fact of child abuse or neglect.

2. Staff shall inform the principal/designee of instances of reported suspected abuse or neglect, or exploitation. In his or her absence, the report will be made to the nurse or counselor.
3. A written report shall be submitted promptly to the agency to which the phone report was made. The report shall include:
  - a. the name, address, and birth date of the child;
  - b. the name and address of the parent or person having custody of the child;
  - c. the nature and extent of the suspected abuse or neglect;
  - d. any evidence of previous abuse or neglect or any other information that may relate to the cause or extent of the abuse or neglect;
  - e. siblings and/or other members of the home; and
  - f. the identify, if known, of the person accused of inflicting the abuse.

- ~~4. Staff members should make a reasonable effort to assist investigators or caseworkers assigned by child protective services. Contact should be maintained with an assigned caseworker after referral has been made in order to offer needed support for the child.~~

4. When the district receives a report that a school employee has committed an act of sexual misconduct, it will notify the parents of the alleged victim within forty-eight (48) hours.

### **Sample Indicators of Observable Abuse of a Child**

## **Abuse Indicators**

### **Physical abuse indicators:**

1. Bilateral bruises, extensive bruises, bruises of different ages, patterns of bruises caused by a particular instrument (belt buckle, wire, straight edge, coat hanger, etc.) or unreasonable use of force (grabbing, pinching, dragging, and/or other unapproved forms of restraint);
2. Burn patterns consistent with forced immersion in a hot liquid (a distinct boundary line where the burn stops), burn patterns consistent with a spattering by hot liquids, patterns caused by a particular kind of implement (electric iron, etc.) or instrument (circular cigarette burns, etc.).
3. Lacerations, welts, abrasions.
4. Injuries inconsistent with information offered by the child.
5. Injuries inconsistent with the child's age.
6. injuries that regularly appear after absence or vacation.

### **Emotional Abuse Indicators:**

1. Lags in physical development;
2. Extreme behavior disorder;
3. Fearfulness of adults or authority figures; or
4. Revelations of highly inappropriate adult behavior, i.e., being enclosed in a dark closet, forced to drink or eat inedible items.

## **Sexual Abuse Indicators**

Sexual abuse, whether physical injuries are sustained or not, is any act or acts involving intentional sexual contact, conduct or communication with a child. Beyond direct evidence of this kind of abuse, molestation or exploitation, including but not limited to incest, rape, carnal knowledge, sodomy, or unnatural or perverted sexual practices. Indicators may include but are not limited to:

1. A child's developmentally inappropriate sexual conduct, regardless of the child's own mental status or development;
2. Child engaging in "sex talk", drawing, or attempting to access pornography;
3. Child's disclosure of "grooming behavior" or inappropriate conduct that does not necessarily rise to a specific sexual act;
4. An adult's attempt to form a secret or unreasonably special relationship with a child;
5. Venereal disease in a child of any age;
6. Evidence of physical trauma or bleeding to the oral, genital or anal areas; or
7. Pregnancy.

—~~a. Child having difficulty sitting down;~~

- ~~— b. Child refusing to change into gym clothes (when he/she has been willing to change clothes in the past);~~
- ~~— c. Child running away from home and not giving any specific complaint about what is wrong at home;~~
- ~~— d. Young child daydreaming to an excessive degree—almost out of touch;~~
- ~~— e. Child "dropping" lots of questions to the nurse about how pregnancy occurs; or~~
- ~~— f. Young child engaging in sexual acting-out behaviors (self-stimulation; engaging peers in sexual behavior; attempting to touch adults sexually; sexual play, i.e. explicit drawings, placing dolls and/or stuffed animals in sexual positions).~~

### **Physical Neglect Indicators**

#### **Sample Indicators of Observable Neglect of a Child**

1. Lack of basic needs (food, clothing, **safety**, shelter).
2. Inadequate supervision (~~unattended~~).
3. Lack of essential health care and high incidence of illness.
4. ~~Lack of experiences that produce feelings of being loved, wanted, secure (emotional neglect).~~ Poor hygiene on a regular basis;
5. ~~Irregular school attendance.~~ Inappropriate clothing in inclement weather; or
6. Abandonment.
7. ~~Continuous friction in the home; marital discord; mentally ill parents; parent(s') substance abuse significantly impairs parenting; parent(s') criminal lifestyle significantly impacts child.~~

NOTE: ~~The above examples do not prove that abuse or neglect has actually occurred, but provide evidence for further investigation.~~

#### **Some Behavioral Indicators of Abuse:**

1. Wary of adult contact;
2. Frightened of parents;
3. Afraid to go home;
4. Habitually truant or late to school;
5. Arrives at school early and remains after school later than other students;
6. Weary of physical contact by adults;
7. Shows evidence of overall poor care;
8. Parents or caretakers describe child as "difficult" or "bad"
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Note: Indicators in and of themselves do not necessarily prove that abuse, neglect, or exploitation has occurred. However, they still may warrant a referral to CPS or law enforcement. When in doubt, staff should consult with CPS about making a report.

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