

**Regular Meeting of the Board of Directors  
OLYMPIA SCHOOL DISTRICT 111  
August 23, 2004**

**REGULAR MEETING AGENDA**

The regular meeting of the Olympia School District Board of Directors will be held at 7:00 p.m., Monday, August 23, 2004, at the Knox Administrative Center, 1113 Legion Way SE, Olympia, Washington 98501.

**PLEDGE OF ALLEGIANCE**

**APPROVAL OF MINUTES**

The minutes of the regular meeting of August 9, 2004, have been delivered to the Board, and should be amended, if necessary, and approved.

**IDENTIFICATION OF AUDIENCE MEMBERS WHO WISH TO SPEAK TO AGENDA ITEMS**

**COMMUNITY COMMENT**

*The Board recognizes the value of public comment on educational issues and the importance of involving members of the public in its meetings, and so provides this opportunity. Statements or presentations may relate to any aspect of the educational system of the District; **except**, matters pertaining to specific staff or students will not be allowed to be addressed during public meetings.*

**ITEMS TO BE BROUGHT UP BY MEMBERS OF THE BOARD**

**CONSENT AGENDA**

*The basic purpose of the consent agenda is to act upon routine matters in an expeditious manner. Items placed on the consent agenda are determined by the Board President in cooperation with the Superintendent, and are those which are considered common to the operation of the District and normally require no special Board discussion or debate. A Board member, however, may request that any item on the consent agenda be removed and inserted at an appropriate place on the regular agenda.*

**A** = Action Requested

**I** = Informational Only

**D** = Discussion

## Regular Agenda

- 1 SCHOOL DIRECTORS**
- (D/A) 1.1 Appointment of Olympia School District Board Member to the TOGETHER! Board of Directors**  
The two-year term filled by Vice President Michelle Parvinen on the TOGETHER! Board of Directions will expire at the end of September. TOGETHER! has invited the OSD Board to re-appoint Vice President Michelle Parvinen for another two-year term. ***Fifteen Minutes***
- (D/A) 1.2 New & Revised Policies, Section 3000, Students**  
Jeff Carpenter, Coordinator of Physical Education and Health, will present seven health-related policies for second reading. (See *Agenda addendum attached.*) ***Presentation Time  
Ten Minutes***
- (D/A) 1.3 New & Revised Policies, Section 4000, Community Relations**  
Shelley Carr, Director of Communications, will present nine policies for second reading. (See *Agenda addendum attached.*) ***Presentation Time  
Ten Minutes***

### ITEMS TO BE BROUGHT UP BY PERSONS PRESENT

### BOARD MEMBER COMMENTS

### FUTURE AGENDA ITEMS

- Policy Updates
- Board Email Communications
- Student Achievement Data
- Special Education

### EXECUTIVE SESSION

### ACTION AS A RESULT OF EXECUTIVE SESSION

### ADJOURNMENT

## Consent Agenda

### **1 SCHOOL DIRECTORS**

#### **1.1 Board Meeting Schedule**

- Monday, September 13, 2004, 7:00 pm, **Regular Board Meeting**, Knox Administrative Center, 1113 Legion Way SE, Olympia, Washington 98501.
- Monday, September 27, 2004, 7:00 pm, **Regular Board Meeting**, Marshall Middle School, 3939 20<sup>th</sup> Avenue NW, Olympia, Washington 98502.
- Monday, October 11, 2004, 7:00 pm, **Regular Board Meeting**, Knox Administrative Center, 1113 Legion Way SE, Olympia, Washington 98501.
- Monday, October 25, 2004, 7:00 pm, **Regular Board Meeting**, Lincoln Elementary School, 213 21<sup>st</sup> Avenue SE, Olympia, Washington 98501.

### **2 CERTIFICATED PERSONNEL**

#### **2.1 Certificated Personnel Report**

The administration recommends approval of one release from contract, one request to rescind leave of absence, one increase in contract, and two new contracts.

#### **2.2 Executive Session**

An Executive Session is requested for personnel and/or legal matters.

### **3 CLASSIFIED PERSONNEL**

#### **3.1 Classified Personnel Report**

The administration recommends approval of the Classified Personnel Report dated August 23, 2004.

### **6 BUILDINGS & GROUNDS—NEW CONSTRUCTION**

#### **6.1 Call For Bids—Jefferson Middle School, Girls Fast Pitch Fields—Install New Drainage System**

The administration requests Board approval to call for bids for the installation of a new drainage system for the girl's fast pitch fields at Jefferson Middle School.

### **8 FINANCES**

#### **8.1 Approval of Vouchers**

#### **8.2 Financial Reports – July 2004**

The administration recommends approval of the July 2004 Revenue and Expenditure Report for the General, Capital Projects, Debt Service, Associated Student Body and Transportation Vehicle Funds.

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**Addendum to Agenda  
New and Revised Policies Presented for Board Consideration  
Second Reading**

**Agenda Item 1.2, New and Revised Policies, Section 3000 – Students**

**New Policy 3410 - Student Health**

A new and appropriate policy that defines the global, health-related services the District shall provide.

**New Policy 3413 - Student Immunization and Life Threatening Conditions**

This is a health-related policy providing guidance and standards for student immunizations and for dealing with life threatening conditions. This policy is consistent with our current practices and will now clearly be defined within Board policy.

**New Policy 3414 - Infectious Diseases**

This is a health-related policy providing guidance and standards for students with infectious diseases. The policy is consistent with our current practices and will now be clearly defined within Board policy.

**New Policy 3415 - Accommodating Students with Diabetes**

This is a required, health-related policy providing guidance and standards for accommodating students with diabetes. Included is guidance for providing staff training. The policy is consistent with our current practices and will now be clearly defined within Board policy.

**Revised Policy 3416 - Administration of Medication to Students**

There are no substantive changes to policy; however, we are defining procedures for the administration of medication to students at school and on school-sponsored trips away from the building.

**New Policy 3417 - Catheterization**

This is a required, health-related policy. The language reflects state of Washington statute and provides guidance and standards to perform clear, intermittent catheterization for students requiring that procedure.

**New Policy 3418 - Emergency Treatment**

This policy will clearly define the responsibilities of the school district related to the care of students who are in need of emergency treatment and will set forth the standards by which that treatment will be administered, to include guidelines for transport of students in need of emergency treatment. This policy, and its accompanying procedures, is consistent with our current practices.

**Agenda Item 1.3, New and Revised Policies, Section 4000 – Community Relations**

**Revised Policy 4000 - Public Information Program**

This policy declares the Board's commitment to keeping the public informed about public education in the Olympia School District. Only minor revisions have been made, including the addition of "electronic means" as a communication tool, and changing parents to "families".

**New Policy 4020 - Confidential Communications**

No current policy exists that addresses the issue of confidential information about students and school staff. It is important for all staff to know their responsibility to maintain confidentiality about students.

### **Revised Policy 4040 - Public Access to District Records**

Language is changed to match current practice and legal requirements. School District records include any writing, printing, photostating, photographing, or electronic communication relating to the conduct of operations and functions of the District. In accordance with RCW Chapter 42.17, the District shall make available all information to the public except that information covered by the Family Educational Rights and Privacy Act (FERPA), and information considered not for public access under RCW 42.17.310(1) including personnel materials that would violate right to privacy, test questions, real estate matters; and personally identifiable information for special education students (WAC 392-172-422). Language is changed to match current practice and legal requirements; prior policy did not separate procedures.

*Included is information regarding the Family Educational Rights and Privacy Act (FERPA) as it pertains to Policy 4040.*

### **Renumbered Policy 4050 - Business Involvement in Our Schools**

Shifts policy from Section 5000, *Personnel*, Policy 5911, to Section 4000. Policy outlines parameters for business involvement in our schools.

### **Revised Policy 4110 - Citizens' Advisory Committees and Task Forces**

Current policy incorporates procedures in the policy regarding the rationale, authorization, and responsibilities for ad hoc committees and task forces. Recommend that we adopt new language and separate procedures from policy.

### **Revised Policy 4215 - Use of Tobacco On School Property**

Updates language and reinforces prohibition of tobacco products.

### **Revised Policy 4310 - Relations with Law Enforcement, Fire Department, Children's Agencies, and County Health Department**

The primary responsibility for maintaining proper order and conduct in the schools lies within each school. Where there is a substantial threat to the health and safety of students or others as in the case of bomb threats, mass demonstrations with threat of violence, individual threats of bodily harm, trafficking prohibited substances, discovery of weapons, or scheduling of events where large crowds may be difficult to handle, law enforcement shall be called upon for assistance. Any information regarding major violations of the law shall be communicated to the appropriate law enforcement agency. The District shall develop and maintain cooperative working relationships with these agencies as well as child protective authorities and health department officials to establish agreed upon procedures for dealing with child abuse and neglect allegations and any other concerns of health and safety within the school environment. Procedures set forth an explicit process.

### **New Policy 4330 - Cooperation with Private and Parochial Schools and Day Cares**

Legal requirements in RCW 28A.150.350 (part-time students), RCW 28A.235.120 (operation of lunchrooms), and RCW 28A.205 (Educational Centers) require the District to cooperate with private and parochial schools and day cares to provide part-time education and/or food services, as long as these cooperative agreements do not interfere with or diminish the quality of services offered to its students.

### **New Policy 4400 - Election Activities**

New policy outlines the legal requirements of the Public Disclosure Commission related to ballot measures, political candidates, use of public facilities and equipment in campaigns, distribution of materials, and other rights and responsibilities of employees, board members, students, parent organizations, and union representatives.

*Note: Policy Nos. 4010 and 4300, submitted for first reading, have been withdrawn upon further review. Both reflect current practices, and no policy is needed for their continuance.*