



Centralia School District

August Study Session

Date and Time

Thursday August 14, 2025 at 5:00 PM PDT

Location

Centralia District Office Boardroom
2320 Borst Ave
Centralia, WA 98531

Thursday, August 14, 2025

Centralia District Office Boardroom

5:00 p.m. Board Meeting

Zoom: <https://zoom.us/j/94343410529>

Facebook: <https://www.facebook.com/centraliaschooldistrict>

Our Mission: Prioritize Students- Uphold High Expectations- Champion Hope- Cultivate Collaboration

Our Vision: All Students Achieve Academic and Personal Excellence

Agenda

Presenter

I. Opening Items

- A. Call the Meeting to Order
- B. Flag Salute
- C. Record Attendance

Presenter

Tim Browning, President
Sarah Holmes, Director
Cameron McGee, Director
Kayla Mounts, Director
Deb Parnham, Director

D. Approval of the Agenda

II. Reports to the Board

A. Year End Substitute and Leave Data

Samantha Mitchell,
Exec. Director of
Human Resources

III. Board Policy and Procedure Review

A. Policy and Procedure 3245- Student and Telecommunication Devices

Scot Embrey, CHS
Principal

B. Policy 5400- Personnel Leaves

Samantha Mitchell,
Exec. Director of
Human Resources

IV. Closing Items

A. Future Meeting Schedule and Board Recommended Agenda Items for Future Meetings

Board Regular Board Meeting

Wednesday, August 28, 2025

5:00 p.m. at Centralia District Office Boardroom

Board Study Session

Thursday, September 11, 2025

5:00 p.m. at Centralia High School Performing Arts Center

B. Adjourn Meeting

People with disabilities should contact the superintendent's office at least 24 hours in advance so that arrangements can be made for them to participate in board meetings.

Coversheet

Year End Substitute and Leave Data

Section:	II. Reports to the Board
Item:	A. Year End Substitute and Leave Data
Purpose:	Discuss
Submitted by:	
Related Material:	2025 Board Presentation Leave.pdf



24/25 Leave Data

Vacation

Sick

Personal

Bereavement

Jury

Unpaid

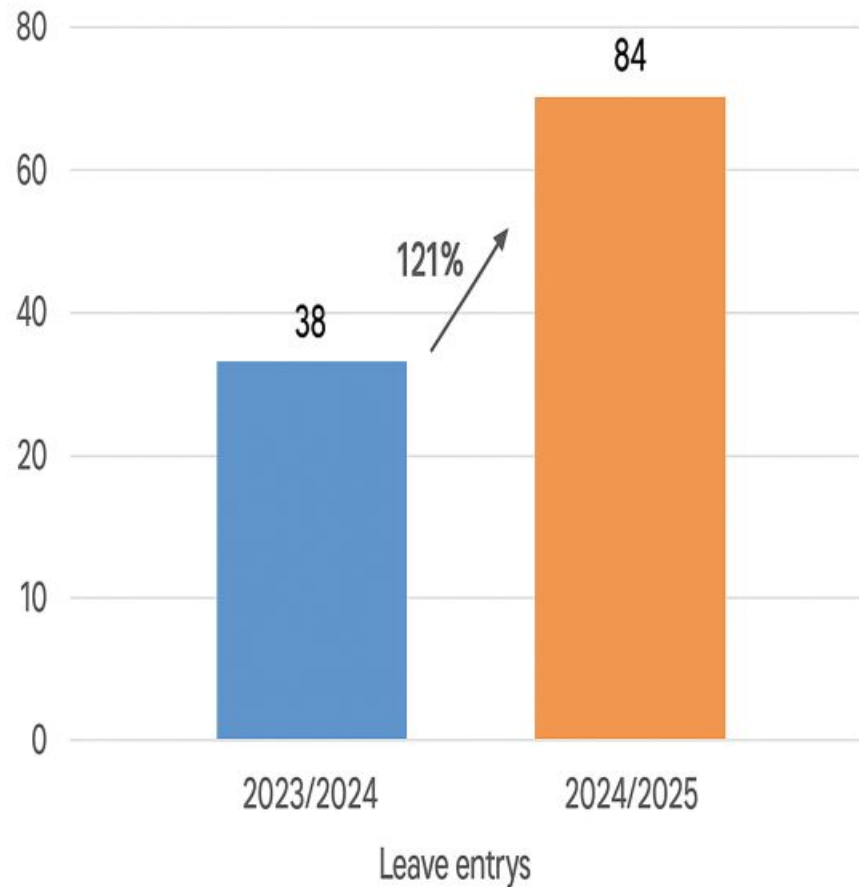
Long-Term

Types of Leaves

Long-Term Leave

- Serious Health Condition
- Maternity/Paternity
- Caring for Family
- Mental Health
- Disability

Year-over-Year Comparison



Long-Term Leave Trends

FMLA (Family and Medical Leave Act established 1993): Federal law allows eligible employees (1250 hours) to take up to 12 weeks of unpaid, job-protected leave per year for certain family or medical reasons.

PFML (Paid Family and Medical Leave established 2020): Washington-run program that provides partial wage replacement for time off to eligible employees (820 hours) for certain family or medical reasons.

Average Leave Duration

- 2024/2025: 10 weeks (70 days)
- 2023/2024: 8 weeks (56 days)

Implications of Long-Term Leave

Disruption to learning continuity

Reduced relationship stability

Students lose a familiar, trusted adult

Inconsistent teaching styles

Lower engagement and motivation

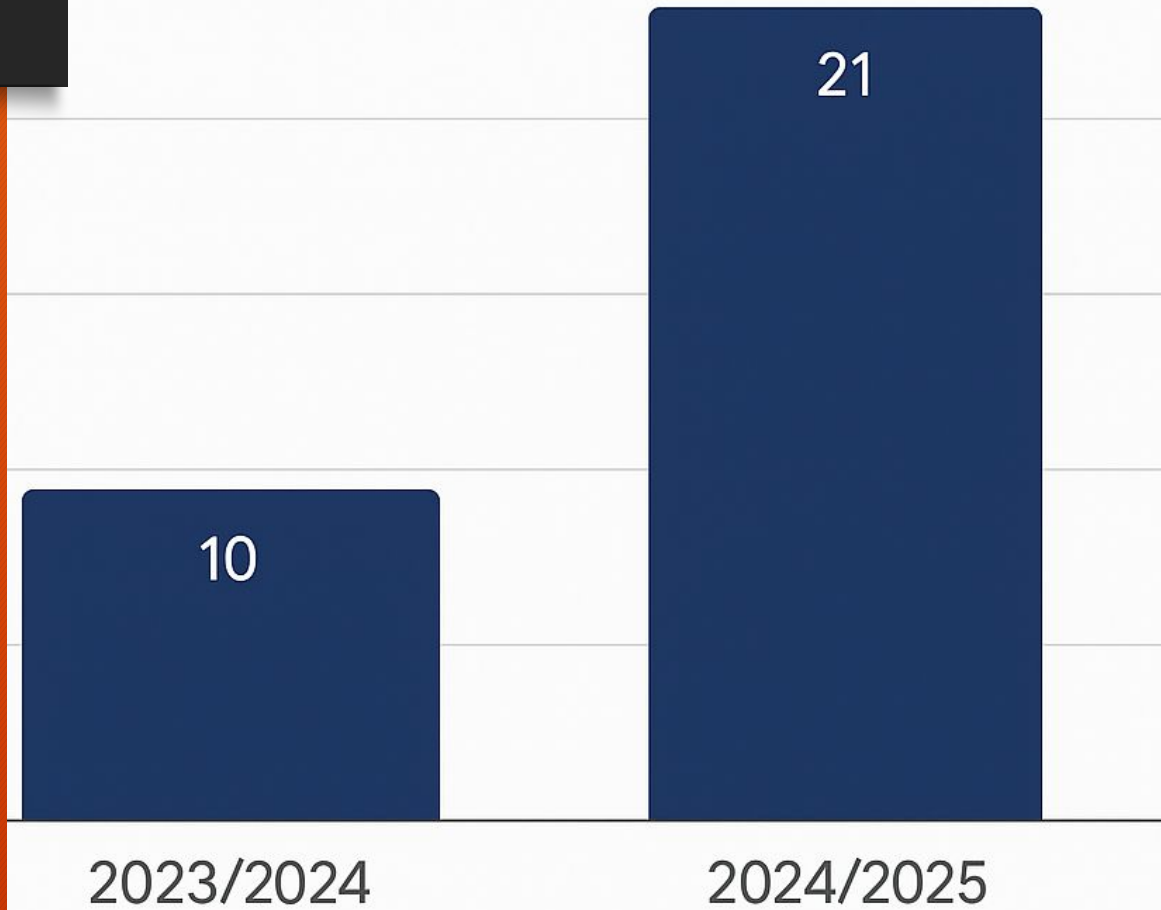
Gaps in feedback and assessment

Increased workload for colleagues

Staff stress and burnout risk

Unpaid Leave During Long-Term Leave

Unpaid Leaves



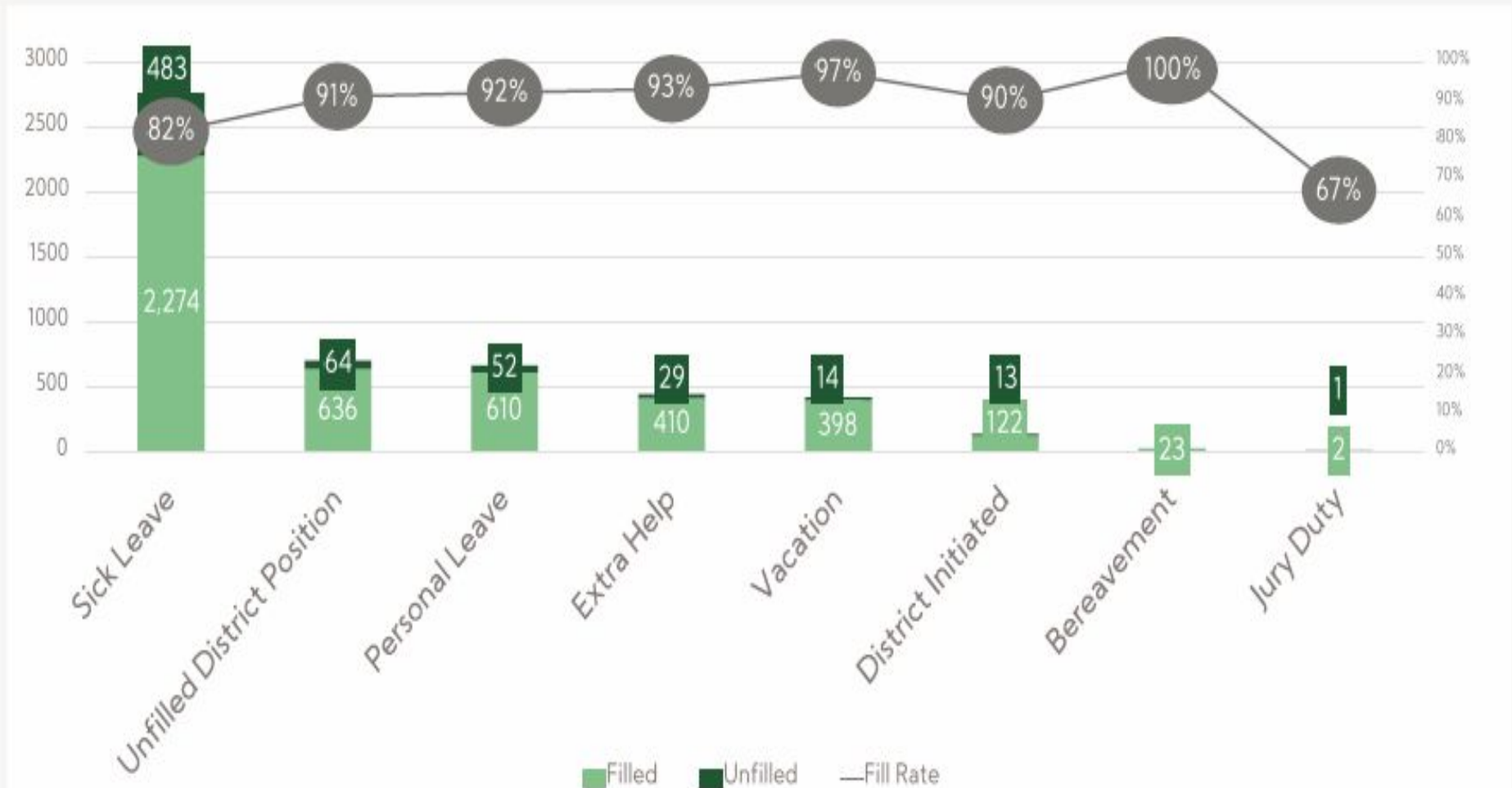
Implications of Unpaid Leave

Unpaid Leave Status is not permitted by the District unless approved in advance by the Superintendent under extenuating circumstances.

- Unpaid leave could lead to progressive discipline.
- Employees on unpaid leave do not accrue experience towards salary schedule placement, retirement credit, or other benefits unless otherwise specified.

All other Leave/Sub Fill Rates

Absence Reason Volume and Fill Rate - OVERALL



Teachers On Call Substitute Fill Rates

Centralia School District Year-End Overview

2024-25 School Year



86%

Overall Fill Rate

93%

Teacher Fill Rate

76%

Paraeducator Fill Rate

158

Substitutes worked in
your district
this school year

5,197










Total # of subs requested
this school year

98%

Substitute
Participation Rate

Year over Year Fill Rate

YOY Key Measures and Results

School Year	TEACHER			PARAEDUCATOR			OVERALL		
	# Filled	Total # Requested	Fill Rate %	# Filled	Total # Requested	Fill Rate %	# Filled	Total # Requested	Fill Rate %
2023-24	2,331	3,000	78%	1,354	1,931	70%	3,685	4,931	75%
									
2024-25	2,943	3,155	93%	1,548	2,042	76%	4,491	5,197	86%

QUESTIONS?

Coversheet

Policy and Procedure 3245- Student and Telecommunication Devices

Section:	III. Board Policy and Procedure Review
Item:	A. Policy and Procedure 3245- Student and Telecommunication Devices
Purpose:	
Submitted by:	
Related Material:	3245 Students and Telecommunication Devices_revised aug 2025.pdf 3245P Students and Telecommunication Devices_revised aug 2025.pdf

CENTRALIA SCHOOL DISTRICT BOARD POLICY # 3245 STUDENTS AND TELECOMMUNICATION DEVICES

While on school property or while attending school-sponsored or school-related activities students shall not use personal telecommunication devices including but not limited to pagers, beepers, smart watches, ear buds, and cellular phones in a manner poses a threat to academic integrity, disrupts the learning environment, or violates the privacy rights of others.

Students in possession of telecommunications devices and other related electronic devices shall observe the following conditions:

- A. **ELEMENTARY:** Devices must be off and away in backpacks before and during the school day. Devices may be turned on and used after school to contact a guardian to confirm safety.
MIDDLE SCHOOL: Devices must be off and away upon entrance into the building at arrival. Devices remain off and away during the school day. They may be turned on and used after the dismissal bell.
HIGH SCHOOL: Devices must be off and away during the instructional period. Devices may be turned on and used before school, during passing times, at lunch, and after school.
BUSSES At elementary, middle school, and high school, if an emergency situation exists that involves imminent physical danger or a school administrator authorizes the student devices may be used.
- B. Students shall not send, share, view or possess pictures, text messages, emails or other material of a sexually explicit nature or in any way that harasses, intimidates, or bullies another individual in electronic or any other form on a cell phone or other electronic device, while the student is on school grounds at school sponsored events, or on school buses or vehicles provided by the district.
- C. ~~If a student who violates this policy~~ **in any way the device will be confiscated for the remainder of the day and the student** will be subject to disciplinary action, including suspension or expulsion; and losing the privilege of bringing the device, or any electronic device, onto school property. In addition, an administrator may ~~confiscate or~~ with reasonable cause, search the device, which shall only be returned to the student's parent/guardian. Content or images that violate criminal laws will be forwarded to law enforcement.
- D. By bringing a cell phone and other electronic devices to school or school sponsored events, the student and guardians consent to the search of the device when school officials have a reasonable suspicion that such a search will reveal a violation of school rules.
- E. Students are responsible for devices they bring to school. The district shall not be responsible for loss, theft or destruction of devices brought onto school property.

Students shall comply with any additional rules develop by the school concerning the appropriate use of telecommunication or other electronic devices.

Policy No. 3245
Students

Cross References: 2022 Electronic Resources
3207 Prohibition of Harassment, Intimidation and Bullying
3241 Classroom Management, Corrective Actions or Punishment
3241P Classroom Management, Corrective Actions or Punishment
4310 Relations with Law Enforcement Agencies, Child Protective
Agencies and County Health

66

Management Resources: *Policy News*, June 2010 Students and Sexting
Policy News, February 2004 Evolution of Cell Phone Use

Adoption Date: December 15, 2010

Centralia School District:

Revised: March 2023

Reviewed: March 2024

Classification: Priority

Administrative procedures for board policy #3245 Students and telecommunication devices

Definitions:

- A. **Sexting** means sending, forwarding, displaying, retaining, storing or posting sexually explicit, lewd, indecent or pornographic photographs, images or messages by or on a cell phone, computer or other electronic means during school hours or school activities on or off campus; while on school district property, during any recess, lunch or leave periods on or off school district property; or beyond the hours of school operation if the behavior detrimentally affects the personal safety or well-being of school-related individuals, the governance, climate or efficient operation of the school; or the educational process or experience.
- B. **Disrupting the Learning Environment:** means any violation of the policy, intentional gesture, any intentional electronic communication or any intentional written, verbal or physical act or statement initiated, occurring, transmitted or received by a student at school that a reasonable person under the circumstance should know will have the effect of:
 - 1. **Having the device out, on or using the device at unsanctioned times; or**
 - 2. Insulting, mocking or demeaning a student or group of students causing substantial disruption in, or substantial interference with, the orderly operation of the school; or
 - 3. Creating an intimidating, threatening, hostile or abusive educational environment for a student or group of students through substantially severe, persistent or pervasive behavior.
- C. **Third parties** include, but are not limited to staff, coaches, school volunteers, parents or guardians, school visitors, service contractors or others engaged in district business or activities that are not directly subject to District control at inter-district and intra-district athletic competitions or other school events.

Reporting Violations:

Any student, employee, parent or guardian or third party who has knowledge of conduct in violation of this policy or any student who feels he/she has been a victim of sexting, menacing, retaliation or reprisal in violation of this policy shall immediately report the concerns to:

- A. The building principal or his/her designee;
- B. A teacher who will be responsible for notifying the building principal or designee immediately if the matter cannot be adequately addressed by the teacher, or warrants administrative intervention;
- C. A counselor, who is responsible for notifying the building principal or designee immediately if the matter cannot be addressed by the counselor or is sufficiently serious to warrant administrative intervention; or
- D. The superintendent of schools or designee.

Investigating:

The principal or designee shall be responsible for timely investigating a complaint made under this policy. The investigation, witness statements and evidence shall be documented along with the outcome of the investigation.

In the course of the investigation, administrative staff will not send, receive or unnecessarily view or transmit sexting photographs or any other inappropriate images on either the district's or their personal electronic devices. The examination or viewing of the evidence/information will be limited to the extent necessary to determine that misconduct occurred.

Parent or Guardian Notification:

Parents or guardians of all students identified in the report shall be notified of the investigation and informed of their students' involvement in the incident.

Discipline:

Students whose behavior violates this policy will **immediately have the cell phone confiscated for the remainder of the day and will** be subject to discipline up to and including expulsion. Law enforcement will also be notified when conduct may violate criminal laws. **Repeated violation of the policy or procedure will result in further action, including a parent conference and may result in loss of the privilege of having a device at school.**

In addition to discipline, the district will make reasonable attempts to assist students and/or parents or guardians to resolve concerns and issues prior to the use of the formal criminal complaint process. Assistance may include consultation, counseling, education, mediation and/or other opportunities for problem-solving.

When administering discipline, the administrator will take into consideration the context of the events, all relevant circumstances, and the parties' prior behavior, the nature of the behavior and its potential harm and the emotional and/or physical harm resulting from the reported party's actions.

Sexting Offenses**First offense:**

- A. Parents or guardians will be notified;
- B. The district will file an information report with the police by phone or in writing;
- C. The student's phone or electronic device will be confiscated, searched and returned only to a parent or guardian;
- D. The district may impose appropriate interventions and make take other actions as appropriate.

Second offense:

- A. Parents or guardians will be notified;
- B. Police may be notified;
- C. The student's phone or electronic device will be confiscated, searched and returned only to a parent or guardian; and

Procedure No. 3245P

- D. The district may administer appropriate interventions and may take other actions as appropriate.

Third offense:

- A. Parents or guardians will be notified;
- B. Police may be notified;
- C. The student's phone or electronic device will be confiscated, searched and returned only to a parent or guardian;
- D. The student may be ineligible to participate in extracurricular activities: and
- E. The district may impose appropriate interventions and may take other actions as appropriate.

Date: December 15, 2010

Revised: March 2023; March 24, 2024; **August 2025**

Coversheet

Policy 5400- Personnel Leaves

Section:	III. Board Policy and Procedure Review
Item:	B. Policy 5400- Personnel Leaves
Purpose:	
Submitted by:	
Related Material:	5400 Personnel Leaves Draft 7.24.25.pdf



CENTRALIA SCHOOL DISTRICT BOARD POLICY #5400 PERSONNEL LEAVES

Upon the recommendation of the superintendent/designee and in accordance with the law and district policy, staff may be granted leaves pursuant to the following conditions, unless the applicable collective bargaining agreement provides otherwise:

- A. **Leave at Full Pay Unless Stated Otherwise.** Leaves shall be with pay unless otherwise stated. If leaves are to include expenses to be paid by the district, that also shall be specifically stated.
- B. **Leaves in Units of Full or Half Days.** Leaves may be granted in units of half or full days except when a substitute is not required to be obtained in which case time may be taken in fifteen (15) minute increments.
- C. **Return from Leaves.** At the end of any leave shorter than 20 days in duration, sabbatical leave, or sick leave which does not exhaust the staff member's accumulated sick leave, the affected staff member is entitled to return to the position held when the leave commenced or to an appropriate comparable position.

Except as may otherwise be specifically provided by law or district policy, a staff member shall be entitled to a position in the district subject to the availability of a position for which the staff member is qualified after leaves of longer duration.
- D. **Prior Notice of Application.** Reasonable advance notice and approval is required for all leaves, with specific advance notice as stated in district policy.
- E. **Flexibility in Granting Leaves.** The superintendent/designee, with approval of the board, may grant leaves to individuals who might not otherwise be covered, or extend leave in excess of the number of days provided by district policy, in unusual or exceptional circumstances.
- F. **Leaves Prorated for Part-Time Staff.** Part-time staff shall be entitled to leave benefits, unless otherwise stated in district policy, provided that the length of leaves shall be prorated according to the ratio of days and/or hours worked to the number of days and/or hours worked by a full-time staff member in the same or a similar position.
- G. **Noncumulative.** Leaves shall be noncumulative from year to year unless otherwise stated.

Unpaid Leaves

Upon employee request, the superintendent/designee has discretion to consider providing unpaid leave to employees in certain extraordinary circumstances. The option to provide unpaid leave does not obligate the district to do so or in any way limit or prevent the district from pursuing other responses. The use of unpaid leave without prior approval shall result in progressive discipline measures up to and including employment termination.

Policy No.5400
Personnel

Cross References: Board Policy 5410
Board Policy 5406
Board Policy 5407
Board Policy 5404

Board Policy 5403
Board Policy 5401

Holidays
Leave Sharing
Military Leave
Family, Maternity, and Military
Caregiver Leave
Emergency and Discretionary Leaves
Sick Leave

Legal References: [RCW 28A.400.300](#)

[AGO 1980 No. 22](#)

Hiring and discharging of employees –
Written leave policies – Seniority and
leave benefits of employees
transferring between school districts
and other educational employers
Limitation on compensated leave for
school district employees

Adoption Date: April 16, 1997
Centralia School District
Revised: December 15, 2010;
April 26, 2023; [September 2025](#)
Classification: Essential