



Deer Park Board of Directors

July 13, 2026 Regular Board Meeting

Published on July 9, 2026 at 11:17 AM PDT

Date and Time

Monday July 13, 2026 at 6:00 PM PDT

Location

District Administration - Board Room

Agenda

I. Opening Items

- A. Record Attendance
- B. Call the Meeting to Order

II. SUPERINTENDENT'S REPORT

- A. 2025-26 Year - End Report
- B. Zero Emissions - Solar Energy

III. CONSENT AGENDA ITEMS

- A. MINUTES OF PREVIOUS MEETINGS

B. VOUCHERS

C. PAYROLL

D. HUMAN RESOURCES REPORT

IV. ITEMS FROM THE FLOOR

V. CONSIDERATION OF ACTION ITEMS

A. FFA - Student Travel

B. Policies for First Read:

C. Leave of Absence: Kelly, Barbara - Student Teaching

HL Para - Student Teaching 1/14/2027 - 4/28/2027

VI. Closing Items

A. Adjourn Meeting

Coversheet

MINUTES OF PREVIOUS MEETINGS

Section:	III. CONSENT AGENDA ITEMS
Item:	A. MINUTES OF PREVIOUS MEETINGS
Purpose:	
Submitted by:	
Related Material:	Board Meeting Minutes June 22, 2026.pdf

DEER PARK SCHOOL DISTRICT NO. 414
Board of Directors Meeting
June 22, 2026

President Craig Phillips called the meeting to order at 6:00 pm, all members were present. Dr. Alexa Allman, Superintendent was also present.

ENROLLMENT REPORT: Brendon Myers reported that at the end of the school year we were still above our budgeted enrollment.

SUPERINTENDENT REPORT:

Facilities Update: Cody Ramsden reported on the progress of the current projects underway and which projects will be starting this summer.

Impact Fees/ Capital Projects: Steve Howard reported on the requirements to qualify for impact fees.

Solar Energy Grant: Alexa reported on the topic of solar energy and that our secondary schools are eligible. The conversation will continue with the utility companies and the process for applying for grant money.

Vice President Eric Keller announced his retirement from the Board of Directors after 19.5 years.

Board Vacancy: Applications will be accepted until July 15 to fill the vacancy; interviews will take place August 10. A press release will be in the paper(s) and on our website for the details of the process.

CONSENT AGENDA:

Check Approval: Checks audited and certified by the auditing officer as required by RCW 42.24.80, and those expense reimbursement claims certified as required by RCW 42.24.90, have been recorded on a listing which has been made available to the board. As of this date, the board by a 4/1 vote does approve for payment, those checks included in the above listing and further described as follows: General Fund Check Numbers 171593 through 171651 in the amount of \$390,995.89; Capital Projects Fund Check Numbers 171652 through 171653 in the amount of \$12,394.30; Associated Student Body Fund Check Numbers 171654 through 171664 in the amount of \$23,316.76; General Fund ACH Numbers 252600421 through 252600437 in the amount of \$1,960.12; Associated Student Body ACH Numbers 252600438 through 252600442 in the amount of \$352.92; General Fund Wire Transfer Number 202500095 in the amount of \$1030.20; Associated Student Body Fund Wire Transfer Number 202500096 in the amount of \$91.29; General Fund Check Numbers 171683 through 171761 in the amount of \$437,342.32; Capital Projects Fund Check Number 171762 in the amount of \$6,702.20; Associated Student Body Fund Check Numbers 171763 through 171777 in the amount of \$9,278.51; General Fund ACH Numbers 252600443 through 252600469 in the amount of \$6,673.54; Associated Student Body Fund ACH Numbers 525600470 through 252600480 in the amount of \$1,510.16; General Fund Check Numbers 171778 through 171779 in the amount of \$16,141.80; General Fund ACH Numbers 252600481 through 252600492 in the amount of \$2,475.25; Payroll Report: Payroll Warrants 171665 - 171666, Payroll AP Warrants 171667 - 171682 in the amount of \$2,949,325.14; HR Report: Terminations/Resignations: (Dolle, Rachel - Para - Resign end of 25-26 School Year); (Bryan, Alora - HL Specialist - Resigned); (Rosen, Joshua - DPHS Assistant Tennis Coach - Resigned); (Talbot, Traci - HL Academic Specialist - Resigned); (Scott, Christina - DPMS Para - Resigned); (Reed, Ryan - DPMS Assistant Football Coach - Resigned); (Amistoso, Moria - HL Specialist - Resigned); (Hatley, Bonnie - HL Specialist - Resigned); (Chambers, Tristan - HL Specialist - Resigned); (Brose, Michael - DPHS Assistant Basketball Coach - Resigned); (Hand, Chad - DPHS Assistant Principal - Resigned); (Holm, Eli - HL Assistant Principal - Resigned); (Champoux, Robert - Head Soccer Coach - Resigned); (Hamrick, Alyssa - Head Tennis Coach - Resigned); Retirees: (Cook, John - Maintenance); Classified Employees: (Kernkamp, Andrea - Bus Driver - 26-27 School Year); (Flippen, Mark - 26-27 HL Specialist); (Carter, Amber - 26-27 HL Specialist); (Davis, Hailey - 26-27 HL Specialist); (Butler, Margo - 26-27 HL Specialist); (McAnally, Alexandra - 26-27 HL Specialist); (Plese, Lynda - 26-27 HL Specialist); (Vander Mey, Laura - 26-27 HL Specialist); (Decristoforo, Sara Catherine - 26-27 HL Specialist); (Shewchuk, Abigail - 26-27 HL Specialist); (Crenshaw, Stephanie - 26-27 HL Specialist); (Henning, Audry - Transportation Type 2 Sub Driver); (Gibson, Heather - Assistant Summer Food Service); (Saario, Krystal - Lead Summer Food Service); (Russell, Emily - Assistant Summer Food Service); Coaches: (Lofstrom, Jared - DPHS Assistant Football Coach); Stipends: (Elmore, Matt - Golf Spring Ext Season - \$692.53); (Wallblom, Matt - Golf Spring Ext Season - \$874.62); (Shaw, Dana - Softball Spring Ext Season - \$1768.85); (Moore, Erin - Softball Spring Ext Season - \$1001.11); (Schupman, Brittany - Softball Spring Ext Season - \$1125.19); (Foley, Kieran - Track Spring Ext Season \$1149.50); (Wilson, Riley - Track Spring Ext Season \$530.83); (Mulvania, Ken - Track Spring

Ext Season \$1265); (Tiderman, William - Track Spring Ext Season \$1265); (Brudwick, Taylor - Track Spring Ext Season \$1642.25); (Holmes, Micah - Track Spring Ext Season \$1300); (Orndorff, Megan - SPED Case Overload Stipend \$1200); (Young, Rich - SPED Case Overload Stipend \$4800); (Lazott, Laci - SPED Case Overload Stipend \$800); Certificated out of Endorsement Waiver: (Snyder, Darren - Art, Music, Math for 25-26 School Year); Surplus Items; A motion was made by Eric Keller to approve the consent agenda and was approved by 4/1 vote (Gerry Ashby opposed).

Action Items:

2027-2028 School Calendar

A motion to approve was made by Eric Keller and was approved unanimously.

Social Studies - Curriculum Adoption

A motion to approve was made by Eric Keller and was approved 4/1 (Gerry Ashby abstained).

2026-27 High School Course Guide

A motion to approve was made by Eric Keller and was approved 4/1 (Gerry Ashby Abstained).

At 7:00 pm President Craig Phillips recessed the regular meeting to enter Executive Session to Discuss Litigation or Potential Litigation per RCW 42.30.110(i)

No action was taken.

There being no further business, the meeting was adjourned at 7:33 pm.

Regular Board meetings are recorded and found on the district website on the Board of Directors page.

Dated this

Board President

Superintendent

Coversheet

PAYROLL

Section:	III. CONSENT AGENDA ITEMS
Item:	C. PAYROLL
Purpose:	
Submitted by:	
Related Material:	6 - JUNE PAYROLL BOARD APPROVAL (3).pdf

DEER PARK SCHOOL DISTRICT NO. 414

Payroll for the month of **June 2026 Payroll**

We, the undersigned, do hereby certify that the foregoing payroll is just, true and correct; that the persons whose names appear hereon actually performed services as stated for the time shown, and that the amounts are actually due and unpaid.

Clerk of District

Approved gross in the sum of **\$3,009,524.66**

Payroll Warrant's #171853-171854

Payroll AP Warrant's #171855-171870

DIRECTORS:

_____	_____
_____	_____
_____	_____

Provision is made for the adjusting of employee and employer benefits as necessary.

Coversheet

HUMAN RESOURCES REPORT

Section:	III. CONSENT AGENDA ITEMS
Item:	D. HUMAN RESOURCES REPORT
Purpose:	
Submitted by:	
Related Material:	HR Report - July.pdf

Deer Park School District No. 414
Deer Park, WA 99006

Date: July 2026
To: Deer Park School District Board of Directors
From: Terra Sirevog
RE: Human Resources Board Report

The following staff changes are being submitted for school board approval at the board meeting.

Terminations/Resignations

Maxfield, Haley - DPE Assistant Principal - Resigned
Wiesner, Stephanie - Bus Driver - Resigned

Retirees

Howard, Kelli - Food Service - Retire

Layoff/Furlough

Employment

Certified Employees:

Belarde, Carolyn - ECEAP Teacher

Administrators

Abrams, Samuel - HL Assistant Principal

Classified Employees:

Asay, Kimberley - HL Specialist
Chantry, Alexis - HL Specialist
Lehto, Tammi - HL Specialist
Morris, Kerri - HL Specialist
Hayward, Lorin - HL Specialist

Substitutes:

Coaches

Shelton, Michele - DPHS Assistant Soccer Coach

Stipends

Bachman, Amy-National Board Stipend-\$6,514.00

Corkins, Miriam-National Board Stipend-\$3,908.40
Demke, Cheryl-National Board Stipend-\$9,514.00
Dotts, Trisha-National Board Stipend-\$6,514.00
Emtman, Monica-National Board Stipend- \$6,514.00
Feist, Shanna-National Board Stipend-\$11,514.00
Gosney, Breezy-National Board Stipend-\$6,514.00
Guhlke-Whitmore, Erica-National Board Stipend- \$6,514.00
Hanlin, Stefany-National Board Stipend-\$6,514.00
Hilts, Lesley-National Board Stipend-\$6,514.00
Messick, Matthew-National Board Stipend-\$6,514.00
Ranger, Christine-National Board Stipend-\$6,514.00
Rasmussen, Rachel- National Board Stipend-\$6,514.00
Rosenberger, Emily- National Board Stipend-\$3,908.40
Schoenrock, Jessica-National Board Stipend-\$6,514.00
Stoyko, Ryan- National Board Stipend-\$6,514.00
Troup, Danielle-National Board Stipend-\$6,514.00
Wallace, Lauren-National Board Stipend-\$6,514.00
White, Marlee -National Board Stipend-\$6,514.00

Certificated out of Endorsement Waiver

Leave of Absence - Separate Action Item:

Kelly, Barbara - HL Para - 1/14/27-4/28/27 - Student Teaching

Coversheet

FFA - Student Travel

Section:	V. CONSIDERATION OF ACTION ITEMS
Item:	A. FFA - Student Travel
Purpose:	
Submitted by:	
Related Material:	FFA - Student Travel.pdf

2026-27 School Year Extra Curricular / Travel with Students

July 29-31

Per Policy 2320: Field Trips, Excursions and Outdoor Education, The board recognizes that field trips, when used as a device for teaching and learning integral to the curriculum, are an educationally sound and important ingredient in the instructional program of the schools. Such trips can supplement and enrich classroom activities by providing learning experiences in an environment beyond the classroom. Field trips that take students out of the state or keep students out of the district overnight must be approved in advance by the board. Outdoor education resident school plans will be presented to the board for annual approval. The superintendent has the authority to approve all other field trips.

Green = Elementary, Purple = Arcadia, Gold = Middle School, Blue = High School

SCHOOL	SPORT/ACTIVITY	DESTINATION	DATES
Deer Park High School	FFA/Wa Ag Leadership Experience	Yakima, WA	07/29-07/31

Coversheet

Policies for First Read:

Section: V. CONSIDERATION OF ACTION ITEMS

Item: B. Policies for First Read:

Purpose:

Submitted by:

Related Material:

5253 Maintaining Professional Staff Student Boundaries (redlined).pdf

5010 Nondiscrimination Affirmative Action (redline).pdf

5001 Retire Rehire (redline).pdf

5005 Employment and Volunteers Disclosures Certification Requirements Assurances and Approvals (redlined).pdf

5011 Sexual Harassment of District Staff Prohibited (redlined).pdf

Policy: 5253
Section: 5000 - Personnel

Maintaining Professional Staff/Student Boundaries

Purpose

~~The purpose of this policy is to provide~~ This policy ~~is to provide~~ all staff, students, volunteers, and community members with information about their role in protecting children from inappropriate conduct by adults. This policy applies to all district staff and volunteers. For purposes of this policy and its procedure, the terms "district staff," "staff member(s)," and "staff" also include volunteers.

General Standards

The board expects all district staff to maintain the highest professional standards when they interact with students. District staff are required to maintain an atmosphere conducive to learning by consistently maintaining professional boundaries.

Professional staff/student boundaries are consistent with the legal and ethical duty of care that district employees have for students.

The interactions and relationships between district staff and students should be based upon mutual respect, ~~and trust, and commitment to an understanding of~~ the ~~professional~~ appropriate boundaries between ~~staff~~ adults and students in and outside of the educational setting, and consistently with the educational mission of the district.

District staff will not intrude on a student's physical and emotional boundaries unless the intrusion is necessary to serve a demonstrated educational purpose. An educational purpose is one that relates to the staff member's duties in the district. Inappropriate boundary invasions can take various forms. Any type of sexual conduct with a student is an inappropriate boundary invasion.

Additionally, staff members are expected to be aware of the appearance of impropriety in their own conduct and the conduct of other staff when interacting with students. Staff members will notify and discuss issues with their building administrator or supervisor whenever they suspect or question whether their own or another staff member's conduct is inappropriate or constitutes a violation of this policy.

The board recognizes that staff may have familial and pre-existing social relationships with parents or guardians and students. Staff members should use appropriate professional judgment when they have a dual relationship to students to avoid violating this policy, the appearance of impropriety, and the appearance of favoritism. Staff members shall pro-actively discuss these circumstances with their building administrator or supervisor.

Use of Technology

The board supports the use of technology to communicate for educational purposes. However, when the communication is unrelated to school work or other legitimate school business district staff are prohibited from ~~inappropriately~~ communicating with students by phone, e-mail, text, instant messenger, or other forms of electronic or written communication. District staff members are prohibited ~~on-line or~~ from engaging in any conduct on social networking websites that violates the law, district policies or procedures, or other generally recognized professional standards. This prohibition includes prohibiting staff from "friending" and/or "following" students on social media.

Staff whose conduct violates this policy may face discipline and/or termination consistent with the district's policies and procedures, acceptable use agreement, and collective bargaining agreements, as applicable.

The superintendent will develop protocols for reporting and investigating allegations and develop procedures and training to accompany this policy.

Cross References: 3205 - Sexual Harassment of Students Prohibited
3207 - Prohibition of Harassment, Intimidation and Bullying
3210 - Nondiscrimination

Legal References: Title IX of the Education Amendments of 1972

Chapter 9A.44, RCW – Sex offenses

Chapter 9A.88, RCW – Indecent exposure – Prostitution

RCW 28A.400.320 Crimes against children — Mandatory termination of classified employees — Appeal — Recovery of salary or compensation by district

RCW 28A.405.470 Crimes against children — Mandatory termination of certificated employees — Appeal — Recovery of salary or compensation by district

RCW 28A.405.475 Termination of certificated employee based on guilty plea or conviction of certain felonies — Notice to superintendent of public instruction - Record of notices

RCW 28A.410.090 Revocation or suspension of certificate or permit to teach — Criminal basis — Complaints — Investigation - Process

RCW 28A.410.095 Violation or noncompliance — Investigatory powers of superintendent of public instruction — Requirements for investigation of alleged sexual misconduct towards a child — Court orders — Contempt — Written findings required

RCW 28A.410.100 Revocation of authority to teach — Hearings

Chapter 28A.640, RCW Sexual Equality

Chapter 28A.642, RCW Discrimination Prohibition

Chapter 49.60, RCW – Washington State Law Against Discrimination

Chapter 181-87 WAC Professional certification — Acts of unprofessional conduct

Chapter 181-88 WAC Definitions of sexual misconduct, verbal and physical abuse - Mandatory disclosure — Prohibited agreements

Classification: Important

Adoption Date: 03/27/2017

Revised Dates:

**Policy:
5010 Section:
5000 - Personnel**

Discrimination-Free Workplace~~Nondiscrimination and Affirmative Action~~

Definition

"Protected status" is short for the phrase "age, sex, race, ethnicity, creed, religion, color, national origin, honorably discharged veteran or military status, sexual orientation, gender expression, gender identity, homelessness, immigration or citizenship status, marital status, the presence of any sensory, mental, or physical disability, ne or the use of a trained dog guide or service animal by a person with a disability."

Nondiscrimination

The district is committed to an educational and working environment free from discrimination and harassment based on a person's protected status.

The district will not deny any person the benefit of, or subject any person to discrimination in employment, recruitment, promotion, advancement, consideration, or selection in connection with employment based on their protected status.

The district will make all employment decisions in a non-discriminatory manner and will not limit, segregate, or classify any person in a way that could adversely affect their employment opportunities or status based on their protected status.

The district will not enter into any contractual or other relationship that directly or indirectly results in the discrimination of any person in connection with employment based on their protected status.

The district will not grant preferential treatment to applications for employment based on an applicant's enrollment at any education institution or entity that only predominantly admits students based on sex, race, color, or national origin if the giving of such preferences has the effect of discriminating based on sex, race, color, or national origin.

Equal Employment Opportunity

The district will provide equal employment opportunity and treatment for all applicants and staff in recruitment, hiring, retention, assignment, transfer, promotion, and training.

To promote equal employment opportunities, the district will develop a program or plan in accordance with WAC 392-190-0592.

Examples of Employment Discrimination

Employment discrimination may include the following:

1. Unfair treatment based on an employee's protected status, including unfair or separate treatment in pay scale, assignment of duties, opportunities for advancement, conditions of employment, hiring practices, leaves of absence, hours of employment, and assignment of instructional and non-instructional duties.
2. Harassment based on an employee's protected status by supervisors, co-workers, or others in the workplace that is so severe or persistent that it creates a hostile environment.
3. Denial of a reasonable workplace accommodation that an employee needs because of religious beliefs or a disability.
4. Retaliation because an employee complained about employment discrimination or assisted with an employment discrimination investigation or lawsuit.
5. Making employment or placement decisions based on stereotypes or assumptions about one's protected status.
6. Discriminating against individuals married to or otherwise associated with people of a certain group.
7. Prohibiting an employee from using the restroom consistent with his or her gender identity.

These are examples of employment discrimination and are not an exhaustive list.

Discriminatory Harassment

The district prohibits discriminatory harassment in the workplace.

Discriminatory harassment is unwelcome or offensive conduct directed toward a person based on their protected status that is sufficiently severe or pervasive to create an environment that a reasonable person would consider intimidating, hostile, or offensive. Petty slights, annoyances, or isolated incidents, unless extremely serious, will not rise to the level of discriminatory harassment.

Harassing conduct may include, but is not limited to, offensive jokes, slurs, epithets, name-calling, physical assaults, threats, intimidation, ridicule, mockery, insults, put-downs, offensive objects or pictures, and interference with work performance.

When the district becomes aware of potential discriminatory harassment, it will promptly investigate the conduct and, as appropriate, take reasonable steps to prevent and promptly correct the harassing conduct.

Employment of Persons with Disabilities

To fulfill its commitment of nondiscrimination to those with disabilities, the following conditions will prevail:

1. The district will not discriminate against a qualified individual based on their disability, nor will the district limit, segregate, or classify any applicants for employment or any staff member in any way that adversely affects their opportunities or status because of their disability. This prohibition applies to all aspects of employment from recruitment to promotions and includes fringe benefits and other elements of compensation.
2. The district will reasonably accommodate the known physical or mental limitations of an otherwise qualified disabled applicant or staff member unless it is clear that an accommodation would impose an undue hardship.

Reasonable accommodations may include making facilities used by staff readily accessible and usable by persons with disabilities; job restructuring; part-time or modified work schedules; acquisition or modification of equipment or devices; the provision of readers or interpreters; and other similar actions.

An undue hardship means an accommodation would be unduly costly, extensive, substantial or disruptive or would fundamentally alter the nature or operation of the district. In determining whether an accommodation would impose an undue hardship on the district, the district may consider, among other things, the cost of the accommodation, the district's size, the district's financial resources, and the nature and structure of its operations.

3. The district will not use any employment tests or criteria that screen out persons with disabilities unless the test or criteria is clearly and specifically job-related, and the district will not use such tests or criteria if alternative tests or criteria that do not screen out persons with disabilities are available.
4. While the district may not make pre-employment inquiries as to whether an applicant has a disability or as to the nature and severity of any such disability, it may inquire into an applicant's ability to perform job-related functions.

Nondiscrimination for Military Service

The district will not discriminate against any person who is a member of, applies to be a member of, or performs, has performed, applies to perform, or has an obligation to perform service in a uniformed service, on the basis of their participation in a uniformed service. This includes initial employment, retention in employment, promotion, or any benefit of employment. The district will also not discriminate against any person who has participated in the enforcement of these rights under state or federal law.

~~Affirmative Action Program~~

~~The district will develop an affirmative action employment plan or program~~

~~that includes appropriate provisions designed to eliminate discrimination based on protected status.~~

~~Regarding sex discrimination, the district's affirmative action employment plan or program must include the requirements to maintain credential requirements for all personnel without regard to sex; make no differentiation in pay scale based on sex; make no differentiation in the assignment of school duties based on sex except where an assignment would involve duty areas or situations such as, but not limited to, a shower room, where persons might be disrobed; provide the same opportunities for advancement for males and females; and make no differentiation in conditions of employment based on sex, including, but not limited to, hiring practices, leaves of absence, hours of employment, and assignment of or payment for instructional or noninstructional duties.~~

Complaint Procedure

The district will adopt a complaint procedure in accordance with chapter 392-190 WAC.

Annually, the district will publish a notice of the complaint procedure in a way that is reasonably calculated to inform all employees of it. The district will provide the notice in a language each employee can understand, which may require language assistance in accordance with Title VI of the Civil Rights Act of 1964 for those with limited English proficiency.

The district will not adopt any policy, procedure, or practice that would limit a person's right to file a complaint under the complaint procedure.

Compliance Officer

The superintendent will designate an employee who is responsible for monitoring and coordinating the district's compliance with chapter 392-190 WAC and the guidelines the Office of the Superintendent of Public Instruction has adopted under WAC 392-190-005.

The compliance officer is responsible for ensuring that all complaints filed under the complaint procedure are promptly investigated and resolved.

Retaliation Prohibited

The district will not intimidate, threaten, coerce, or discriminate against any individual who seeks to secure their rights under this policy or chapter 392-190 WAC or because the individual has filed a complaint under the complaint procedure. Further, the district will not tolerate someone else retaliating against another because they sought to secure their rights under this policy or chapter 392-190 WAC or because they have filed a complaint under the complaint procedure.

Any person who retaliates will be subject to appropriate discipline.

Cross References:

2030 - Service Animals in Schools
5011 - Sex Discrimination and Sex-Based Harassment of District
Staff Prohibited 5270 - Resolution of Staff Complaints
5407 - Military Leave

Legal References:

RCW 28A.400.310 Law against discrimination applicable to districts
employment practices
RCW 28A.640.020 Regulations, guidelines to eliminate discrimination Scope
Sexual harassment policies
RCW 28A.642 Discrimination prohibition
RCW 49.60 Discrimination Human rights commission
RCW 49.60.030 Freedom from discrimination Declaration of civil rights
RCW 49.60.180 Unfair practices of employers
RCW 49.60.400 Discrimination, preferential treatment prohibited
RCW 73.16 Employment and Reemployment
WAC 392-190 Equal Education Opportunity Unlawful Discrimination
Prohibited
WAC 392-190-0592 Public school employment Affirmative action program
42 USC 2000e1 2000e10 Title VII of the Civil Rights Act of 1964
20 USC 1681 - 1688 Title IX Educational Amendments of 1972
42 USC 12101 12213 Americans with Disabilities Act
8 USC 1324 (IRCA) Immigration Reform and Control Act of 1986
38 USC 4301-4333 Uniformed Services Employment and Reemployment
Rights Act
29 USC 794 Vocational Rehabilitation Act of 1973
34 CFR 104 Nondiscrimination on the basis of handicap in Programs or
activities receiving federal financial assistance
38 USC 4212 Vietnam Era Veterans Readjustment Assistance Act of 1974
(VEVRAA)
WAC 392-190-0591 Public school employment and contract Practices
Nondiscrimination

Classification: Important

Adoption Date: 07/11/1984

Revised Dates: 02/25/02, 11/26/07, 05/09/11, 02/04/13, 05/22/17, 3/24/25

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Policy: 5001
Section: 5000 - Personnel

Hiring of Retired School Employees

The district will recruit, select, and employ the best-qualified individuals as employees. The district may employ persons retired from the Teachers' Retirement System (TRS), the School Employees' Retirement System (SERS) or the Public Employees' Retirement System (PERS). A retired employee will only be rehired pursuant to this district policy.

TRS Plan 1 Retirees

TRS Plan 1 retirees who reenter employment more than one calendar month after their accrual date may be employed in a non-administrative position for up to 867 hours in a school year without suspension of their pension benefits.

Until July 1, 2025, TRS Plan 1 retirees who enter reemployment more than one calendar month after their accrual date may work in a school district in a non-administrative position for up to 1,040 hours in a school year and continue to receive their pension payments.

[If your district is a second-class district as defined in RCW 28A.300.065, you can include this language in addition to what's above: Until July 1, 2025, TRS Plan 1 retirees who retired before January 1, 2022, may be employed as a superintendent or an in-school administrator for up to 1,040 hours in a school year and continue to receive pension payments.]

TRS Plan 2 & Plan 3 Retirees

TRS Plan 2 and Plan 3 retirees who reenter employment more than one calendar month after their accrual date may be employed in an eligible position as defined in RCW 41.32.010, 41.35.010, or 41.40.010 for up to 867 hours in a calendar year without suspension of their pension benefits.

TRS Plan 2 and Plan 3 retirees who have retired under the alternate early retirement provisions of RCW 41.32.765(3)(b) or 41.32.875(3)(b) and who reenter employment more than one calendar month after their accrual date and after June 9, 2016, may be employed in a non-administrative capacity for up to 867 hours in a calendar year without suspension of their pension benefits.

Until July 1, 2025, TRS Plan 2 and Plan 3 retirees who enter reemployment more than one calendar month after their accrual date may work in a school district in a non-administrative position for up to 1,040 hours in a calendar year and continue to receive their pension payments.

[If your district is a second-class district as defined in RCW 28A.300.065, you can include this language in addition to what's above: Until July 1, 2025, TRS Plan 2 and Plan 3 retirees who retired before January 1, 2022, may be employed as a superintendent or an in-school administrator for up to 1,040 hours in a calendar year and continue to receive pension payments.]

SERS Plan 2 & 3 Retirees

SERS Plan 2 and Plan 3 retirees who reenter employment more than one calendar month after their accrual date may be employed in an eligible position as defined in RCW 41.32.010, 41.35.010, or 41.40.010 for up to 867 hours in a calendar year without suspension of their pension benefits.

SERS Plan 2 and Plan 3 retirees who have retired under the alternate early retirement provisions of RCW 41.35.420(3)(b) and who reenter employment more than one calendar month after their accrual date may be employed in a non-administrative capacity for up to 867 hours in a calendar year without suspension of their pension benefits.

Until July 1, 2025, SERS Plan 2 and Plan 3 retirees who enter reemployment more than one calendar month after their accrual date, including those who have retired under the alternate early retirement provisions of RCW 41.35.420(3)(b) or 41.35.680(3)(b), may work in a school district in a non-administrative position for up to 1,040 hours in a calendar year and continue to receive their pension payments.

PERS Retirees

PERS retirees who reenter employment more than one calendar month after their accrual date may be employed in an eligible position as defined in RCW 41.32.010, 41.35.010, or 41.40.010 for up to 867 hours in a calendar year without suspension of their pension benefits.

Until July 1, 2025, PERS retirees who enter reemployment more than 100 days after their accrual date, including those who have retired under the alternate early retirement provisions of RCW 41.40.630(3)(b) or 41.40.820(3)(b), may work in a school district in a non-administrative position for up to 1,040 hours in a calendar year and continue to receive their pension payments.

~~Until August 1, 2020, the district may employ teachers in TRS Plan 2 or 3 who have retired under the alternate early retirement provisions of RCW 41.32.765(3)(b) or RCW 41.32.875(3)(b). Such employment is subject to the following conditions: 1) One calendar month must have elapsed since the retiree's accrual date; 2) the retiree must be employed exclusively as either a substitute teacher as defined in RCW 41.32.010(48)(a) or in an instructional capacity (as opposed to an administrative or supervisory capacity); and 3) the district must compensate its substitute teachers at a rate that is at least 85% of the full daily amount allocated by the state to the district for substitute teacher compensation.~~

~~All retirees of TRS, SERS or PERS may work an annual threshold of eight hundred sixty seven (867) hours per year while receiving retirement benefits. The annual threshold for TRS Plan 1 retirees is calculated per fiscal year. All other plans are calculated per calendar year. Qualified hours are determined by whether the retiree works in an eligible position as defined by RCW 41.32.010(48)(a) or by the Department of Retirement Systems (DRS).~~

District Responsibilities

The district will abide by the following process when considering a retiree for employment:

- A. The board of directors will approve a process for recruitment and selection of employees, including those vacancies for which a retiree applicant may be considered;
- B. Applicant(s) will be evaluated and considered equally, selecting the candidate who best meets the needs of the district;
- C. There will be no prearranged employment agreement or commitment to rehire an employee after retirement. Mere inquiries about post-retirement employment do not constitute an agreement;
- D. Employment will be limited to a maximum of a one-year, non-continuing contract or appointment;
- E. Subject to any applicable bargaining agreements, vacancies filled by retirees will be annually reviewed by the board to determine whether the retiree will be rehired for another year of employment;
- F. The district will provide the retiree with the same terms and conditions of employment as other appointees or employees in comparable positions with the exception of sick-leave cash-out; and
- G. The district will report the number of hours worked by the retiree to DRS.

Retired Employee Responsibilities

The following conditions of employment will apply to retirees that are re-employed:

- A. Retired applicants will disclose to the district whether they are retired from a Washington state retirement plan.

- B. Employees must satisfy the DRS requirement for separation and retirement from service prior to accepting a retire/rehire position with the district.
- C. Retirees are subject to the same collective bargaining membership as other one-year temporary employees.
- D. Retirees are responsible for tracking service hours during post-retirement employment among multiple employers.

Cross References: 5612 - Temporary Administrators
5610 - Substitute Employment
5050 - Contracts

Legal References: Chapter 41.32 RCW Teachers' retirement
Chapter 41.40 RCW Washington public employees' retirement system
[RCW 28A.405.900 Certain certificated employees exempt from chapter provisions](#)
[RCW 41.32.570 Post-retirement employment - Reduction or suspension of pension payments](#)
[RCW 41.32.802 Reduction of retirement allowance upon reemployment or if covered by plan under RCW 28B.10.400 Reestablishment of membership](#)
[RCW 41.32.862 Reduction of retirement allowance upon reemployment or if covered by plan under RCW 28B.10.400 Reestablishment of membership](#)
[Chapter 41.35 RCW Washington school employees retirement system](#)
[RCW 41.35.060 Reduction of retirement allowance upon reemployment or if covered by plan under RCW 28B.10.400 Reestablishment of membership](#)
[RCW 41.40.037 Service by retirees - Break in employment requirement - Reduction of retirement allowance upon reemployment - Reestablishment of membership](#)

Classification: Critical

Adoption Date: 07/23/07

Revised Dates: **07/23/07, 12/12/11, 08/22/16**

Employment and Volunteers: Disclosures, Certification Requirements, Assurances and Approval

Federal Immigration Law Compliance for Staff

The board has the legal responsibility of employing all staff. The responsibility of administering the recruitment process is assigned to the superintendent/designee. Prior to final action by the board, a prospective staff member will present necessary documents which establish eligibility to work as required by federal immigration law. The superintendent/designee will certify that he/she has: "examined the documents which were presented to me by the new hire, that the documents appear to be genuine, that they appear to relate to the individual named, and that the individual is a U.S. citizen, a legal permanent resident, or a non-immigrant alien with authorization to work." This certification will be made on the I-9 form issued by the Federal Immigration and Naturalization Service.

Child Support Reporting for Staff

The district will report all new hires to the state Department of Social and Health Services Division of Child Support as required by [P.L. 104-193, the Personal Responsibility and Work Opportunity Reconciliation Act of 1996](#).

Sexual Misconduct Release Form for Staff

Pursuant to state law, the district will require that every prospective staff member sign a release form allowing the district to contact school employers regarding prior acts of sexual misconduct. The applicant will authorize current and past school district employers including employers outside of Washington to disclose to the district sexual misconduct, if any, and make available to the district all documents in the employer's personnel, investigative or other files related to the sexual misconduct. The applicant is not prohibited from employment in Washington state if the laws or policies of another state prohibit disclosure of this information or if the out-of-state district denies the request.

Disclosures for Staff and Volunteers

Prior to employment of any unsupervised staff member or volunteer, the district will require the applicant to disclose whether he/she has been:

- A. Convicted of any crime against persons;
- B. Found in any dependency action under [RCW 13.34](#) to have sexually assaulted or exploited any minor or to have physically abused any minor;
- C. Found by a court in a domestic relations proceeding under [Title 26 RCW](#) to have sexually abused or exploited any minor or to have physically abused any minor;
- D. Found in any disciplinary board final decision to have sexually abused or exploited any minor or to have physically abused any minor: or
- E. Convicted of a crime related to drugs: manufacture, delivery, or possession with intent to manufacture or deliver a controlled substance.

For purposes of this policy, unsupervised means not in the presence of another employee or volunteer and working with children under sixteen years of age or developmentally disabled persons. The disclosure will be made in writing and signed by the applicant and sworn to under penalty of perjury. The disclosure sheet will specify all crimes committed against persons.

Background Check for Staff and Volunteers

Definition: "Unsupervised Access to Children" means contact with children that provides personal interaction when not under the direct supervision of a child care provider or staff with supervisor authority, whether in person or virtual.

Staff and Volunteers with Regularly Scheduled Unsupervised Access to Children:

Prospective staff members and volunteers, who will have regularly scheduled unsupervised access to children, will have their records checked through the Washington State Patrol criminal identification system and through the Federal Bureau of Investigation. The record check will include a fingerprint check using a complete Washington state criminal identification fingerprint card.

All Other Staff and Volunteers:

Supervised Staff and volunteers ~~without unsupervised access to children~~ will undergo a name and birth date background check with the Washington State Patrol.

If a volunteer has undergone a criminal record check in the last two years for another entity, the district will request a copy from the volunteer, or have the volunteer sign a release permitting the entity for whom the check was conducted to provide a copy to the district.

Conditional Employment:

New hires will be employed on a conditional basis pending the outcome of the background check and may begin conditional employment once completed fingerprint cards have been sent to the Washington State Patrol. If the background check reveals evidence of convictions, the candidate will not be recommended for employment, or if conditionally employed, may be terminated. When such a background check is received, the superintendent/designee is directed to consult with legal counsel.

Pre-employment Drug Testing

If the district requires prospective staff members to undergo pre-employment drug testing, the district will comply with the requirements of RCW 49.44.240.

Record Check Database Access Designee

The superintendent/designee is directed to establish procedures for determining which staff members are authorized to access the Office of Superintendent of Public Instruction's (OSPI) record check database. Fingerprint record information is highly confidential and will not be re-disseminated to any organization or individual by district staff. Records of arrest and prosecution (RAP sheets) will be stored in a secure location separate from personnel and applicant files and access to this information is limited to those authorized to access the OSPi record check database.

Certification Requirements

The district will require that certificated staff hold a Washington state certificate, with proper endorsement (if required for that certificate and unless eligible for out-of-endorsement assignment), or such other documentation as may be required by the professional educator standards board with respect to alternative route programs, for the role and responsibilities for which they are employed. Failure to meet this requirement will be just and sufficient cause for termination of employment. State law requires that the initial application for certification will require a background check of the applicant through the Washington State Patrol criminal identification system and Federal Bureau of Investigation. No salary warrants may be issued to the staff member until the district has registered a valid certificate for the role to which he/she has been assigned.

All certificated staff members are required to maintain their certification in accordance with state and federal requirements.

Classified Staff

Classified staff who are engaged to serve less than twelve (12) months, will be advised of their employment status for the ensuing school year prior to the close of the school year. If the district chooses to reemploy the staff member the following year, the superintendent/designee will give "reasonable assurance" by written notice that the staff member will be employed during the next school year.

Board Approval

All staff members selected for employment will be recommended by the superintendent. Staff members must receive an affirmative vote from a majority of all members of the board. In the event an authorized position must be filled before the board can take action, the superintendent has the authority to fill the position with a temporary employee who will receive the same salary and benefits as a permanent staff member. The board will act on the superintendent's recommendation to fill the vacancy at its next regular

meeting.

Cross References: 6530 - Insurance
5610 - Substitute Employment

5520 - Staff Development
5281 - Disciplinary Action and Discharge
5252 - Staff Participation in Political Activities
5006 - Certification Revocation
1610 - Conflicts of Interest 1st Class Districts

Legal References: RCW 9.96A.020 Employment, occupational licensing by public entity — Prior felony conviction no disqualification — Exceptions
RCW 28A.320.155 Criminal history record information — School volunteers
RCW 28A.400.300 Hiring and discharging of employees — Written leave policies — Seniority and leave benefits of employees transferring between school districts and other educational employers
RCW 28A.400.301 Information on past sexual misconduct - Requirement for applicants - Limitation on contracts and agreements - Employee right to review personnel file
RCW 28A.400.303 Record checks for employees
RCW 28A.405.060 Course of study and regulations — Enforcement — Withholding salary warrant for failure
RCW 28A. 405.210 Conditions and contracts of employment — Determination of probable cause for nonrenewal of contracts — Nonrenewal due to enrollment decline or revenue loss — Notice — Opportunity for hearing
RCW 28A.410.010 Certification — Duty of professional educator standards board — Rules — Record check — Lapsed certificates — Superintendent of public instruction as administrator
RCW 28A.660.020 Proposals - Funding
RCW 28A.660.035 Partnership grant programs - Priority assistance in advancing cultural competency skills
RCW 43.43.830 Background checks — Access to children or vulnerable persons — Definitions
RCW 50.44.050 Benefits payable, terms and conditions — "Academic year" defined
RCW 50.44.053 "Reasonable assurance" defined — Presumption, employees of educational institutions
P.L. 99-603 Immigration Reform and Control Act of 1986 (IRCA)
P.L. 104-193 Personal Responsibility and Work Opportunity Reconciliation Act of 1996
WAC 162-12 Preemployment Inquiry Guide (Human Rights Commission)

WAC 180-16-220 Supplemental basic education program approval requirements
WAC 181-79A Standards for teacher, administrator and educational staff associate certification
WAC 181-82-105 Assignment of classroom teachers within districts
WAC 181-82-110 School district response and support for nonmatched endorsements to course assignment of teachers
WAC 181-85 Professional certification — Continuing education requirement
WAC 392-300-050 Access to record check data base
WAC 392-300-055 Prohibition of redissemination of fingerprint record information by educational service districts, the State School for the Deaf, the State School for the Blind, school districts, and Bureau of Indian Affairs funded schools
WAC 392-300-060 Protection of fingerprint record information by educational service district, the State School for the Deaf, the State School for the Blind, school districts, and Bureau of Indian Affairs funded schools
WAC 446-20-280 Employment — Conviction records

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Revised Dates: **08/07, 06/26/06, 02/12/18**

Policy: 5011
Section: 5000 - Personnel

Sexual Harassment of District Staff Prohibited

This district is committed to a positive and productive working environment free from discrimination, including sexual harassment. This commitment extends to all employees and other persons involved in academic, educational, extracurricular, athletic, and other programs or activities of the school, whether that program or activity is in a school facility, on school transportation, or at a class training held elsewhere.

Definitions

For purposes of this policy, sexual harassment means unwelcome conduct or communication of a sexual nature. Sexual harassment can occur student to adult, adult to adult or can be carried out by a group of students or adults and will be investigated by the District even if the alleged harasser is not a part of the school staff or student body. The district prohibits sexual harassment of district employees by other students, employees or third parties involved in school district activities.

The term "sexual harassment" is defined by the regulations implementing the federal law Title IX of the Education Amendments Act of 1972 at 34 C.F.R. § 106.30.

Under federal and state law, the term "sexual harassment" includes:

- acts of sexual violence;
- unwelcome sexual or gender-directed conduct or communications that interferes with an individual's employment performance or creates an intimidation, hostile, or offensive environment;
- unwelcome sexual advances;
- unwelcome requests for sexual favors;
- sexual demands when submission is a stated or implied obtaining work opportunity or other benefit;
- sexual demands where submission or rejection is a factor in a work or other school-related decision affecting an individual.

A "hostile environment" for an employee is created where the unwanted conduct is sufficiently severe or pervasive to create a work environment that a reasonable person would consider intimidation, hostile, or abusive.

Investigation and Response

If the district knows, or reasonably should know, that sexual harassment has created a hostile environment, the district will promptly investigate to determine what occurred and will take appropriate steps to resolve the situation. If an investigation reveals that sexual harassment has created a hostile environment, the district will take prompt and effective steps reasonably calculated to end sexual harassment, eliminate the hostile environment, prevent its occurrence and, as appropriate, remedy its effects. The district will take prompt, equitable and remedial action within its authority every time a report, complaint and grievance alleging sexual harassment comes to the attention of the district, either formally or informally.

Allegations of criminal misconduct will be reported to law enforcement and suspected child abuse will be reported to law enforcement or Child Protective Services. Regardless of whether the misconduct is reported to law enforcement, school staff will promptly investigate to determine what occurred and take appropriate steps to resolve the situation to the extent that such investigation does not interfere with an on-going criminal investigation. A criminal investigation does not relieve the district of its independent obligation to investigate and resolve sexual harassment.

Engaging in sexual harassment will result in appropriate discipline or other appropriate sanctions against offending staff or third parties involved in school district activities. Anyone else who engages in sexual harassment on school property or at school activities will have their access to school property and activities restricted, as appropriate.

Retaliation and False Allegations

Retaliation against any person who makes or is a witness in a sexual harassment complaint is prohibited and will result in appropriate discipline. The district will take appropriate actions to protect involved persons from retaliation.

It is a violation of this policy to knowingly report false allegations of sexual harassment. Persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline

Staff Responsibilities

The superintendent will develop and implement formal and informal procedures for receiving, investigating and resolving complaints or reports of sexual harassment. The procedures will include reasonable and prompt timelines and delineate staff responsibilities under this policy.

Any school employee who witnesses sexual harassment or receives report, informal complaint, or written complaint about sexual harassment is responsible for informing the district's Title IX or Civil Rights Compliance Coordinator. All staff are also responsible for directing complainants to the formal complaint process.

This policy applies to sexual harassment (including sexual violence) targeted at district employees carried out by a student, employee, or a third party involved in school district activities.

A formal complaint filed by an employee or filed by or on behalf of a student complainant against an employee respondent will be investigated under the definitions, requirements, and procedures of Policy 3205 and Procedure 3205P.

Reports of ~~sex~~ discrimination and ~~discriminatorysexual~~ harassment will be referred to the district's Title IX/~~Civil Rights Compliance~~ Coordinator.

Reports of discrimination based on sexual orientation, gender expression, gender identity, ethnicity, race, creed, color, national origin, religion, homelessness, immigration or citizenship status, the presence of any sensory, mental, or physical disability, neurodivergence, or the use of a trained guide dog or service animal, honorably discharged veteran or military status, or age, or complaints alleging violations of the Boy Scouts of America Act will be referred to the district's Civil Rights Compliance Coordinator.

Reports of disability discrimination or harassment will be referred to the district's Section 504 Coordinator.

Notice and Training

The superintendent will develop procedures to provide information and education to district staff, parents and volunteers regarding this policy and the recognition and prevention of sexual harassment. At a minimum, sexual harassment recognition and prevention and the elements of this policy will be included in staff and regular volunteer orientation. This policy and the procedure, which includes the complaint process, will be posted in each district building in a place available to staff, parents, volunteers and visitors. Information about the policy and procedure will be clearly stated and conspicuously posted throughout each school building, provided to each employee and reproduce in each staff, volunteer and parent handbook. Such notices will identify the District's Title IX coordinator and provide contact information, including the coordinator's email address.

Policy Review

The superintendent will make an annual report to the board reviewing the use and efficacy of this policy and related procedures. Recommendations for changes to this policy, if applicable, will be included in the report. The superintendent is encouraged to involve staff, volunteers and parents in the review process.

Cross References: 3205 - Sexual Harassment of Students Prohibited
 3207 - Prohibition of Harassment, Intimidation and Bullying
 3210 - Nondiscrimination
 3211 - Transgender Students
 3240 - Student Conduct Expectations and Reasonable Sanctions
 3421 - Child Abuse, Neglect, and Exploitation Prevention
 5010 - Nondiscrimination and Affirmative Action

Legal References: RCW 28A.640.020 Regulations, guidelines to eliminate discrimination — Scope — Sexual harassment policies
 WAC 392-190-058 Sexual harassment
 20 U.S.C. 1681-1688

34 C.F.R. 106

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