



# WHITE SALMON VALLEY SCHOOLS

*KEY TO THE FUTURE*

Dr. Jerry Lewis, Superintendent  
District Office  
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**Board Meeting Agenda  
Columbia High School Library  
November 21, 2019  
7:00 p.m.**

1. Call to order
2. Flag salute
3. Student Presentation: Columbia High School
4. Additions/deletions to agenda
5. Adoption of agenda
6. Consent agenda:
  - a. Minutes
  - b. Bills
7. Audience Comment: *Comments are limited to 2 minutes per individual for a total of 10 minutes for all audience comments.*
8. Reports
  - a. ESD-112 Regional Superintendent 2020 Legislative Priorities
  - b. Enrollment Report
  - c. District Instruction and Learning
  - d. Bond Project Updates
  - e. Pool Property Lease
  - f. Employees of the Month
  - g. Volunteer Hours
9. Action items
  - a. Resolution No. 19/20-04: 2020 District Enrichment Levy
  - b. WSVSD Staff Responsible User Policy
  - c. Second Reading of Policies
    - a. Policy No. 3141: Nonresident Students
  - d. Resignations/Leaves
  - e. New Hires

The regular meeting of the Board of Education, White Salmon Valley School District, Klickitat and Skamania Counties, White Salmon, WA was called to order at 7:00 p.m. Thursday, October 24, 2019 in the Whitson Elementary School Library, located at 450 N. Main St., White Salmon, WA. Present: Chairman Alan Reitz, Vice Chairman David Karlson, Andrea VanSickle, Laurie Stanton, Paul Mosbrucker, Supt. Jerry Lewis, and guests.

Whitson Elementary students, along with Dixie Thiesies, 1<sup>st</sup> grade teacher, presented to the board regarding the Ready Gen. unit they have been working on. The focus of the unit was how to ask questions. The students shared a project that they had completed as part of the unit. They were to develop a question and follow with research to find the answer. Each student shared their question with the board, and the answer that they had found. The board enjoyed the presentation and thanked the students.

**Public Hearing Disposition of School District Property:**

Comment was given by Lloyd Dekay, Brian Morris, and an employee of the White Salmon Preschool located next to the proposed site.

Additions/Deletions to Agenda: None

David Karlson moved to adopt the agenda. Seconded by Andrea VanSickle. Carried.

David Karlson moved to accept the Consent Agenda, general fund bills including checks 49281 through 49371, totaling \$189,002.45, and checks 49395 through 49402, totaling \$6,152.53. ASB fund checks 49372 through 49391, totaling \$9,813.10. Expendable Trust check 49393 through 49394 totaling \$1,711.50. Capital Project check 49392 totaling \$21,187.38. Electronic deposits to the Department of Revenue of \$1,434.40, \$55.97, and \$2,497.17. Payroll checks 49403 through 49476 including electronic deposits and payroll tax in the amount of \$1,118,970.08. Seconded by Andrea VanSickle. Carried.

**Audience Comments:**

Audience comment was given by: Brian Fraser.

**Reports:**

- a) **Enrollment Report:** Dr. Lewis updated the board on the month's enrollment. Enrollment for October dropped by 1.82 FTE, leaving the district 4.60 FTE above the projected budget.
- b) **District Instruction and Learning:** Dr. Lewis update the board in regards to the continued growth of the health and wellness center as well as the implementation of student services. Dr. Lewis shared that he is working along with multiple organizations to locally organize a student behavioral health and day treatment option for both Washington and Oregon students in our area. It was also shared that Columbia High School received a donation in the approximate amount of \$2,000.00 of lighting equipment that can be used for events and dances.
- c) **District Safety:** The board was updated regarding the outcomes of the administration meetings around the information received from the community, students, and families through the community forum, emails and September board meeting. Communication was the most discussed topic and continues to be one of the main areas of focus moving forward with district security. Updated lockdown procedures are still under work.
- d) **Bond Projects Update:** Dr. Lewis shared an update on the bond projects and their timeline. It was also shared that cost estimates currently seem to be coming in aligned with the budget.
- e) **2020 M&O Levy Update:** Dr. Lewis shared the status and timeline on moving forward with the replacement levy. Dr. Lewis requested a special meeting for the following week in regards to this topic, so that he can share the finalized information for the board to review and approve.
- f) **Employees of the Month:** Employees of the month for the month of September were: Elizabeth Orr, Whitson Elementary School, Tanya Cochran, Wallace and Priscilla Stevenson Intermediate School, Rylee Gross, Henkle Middle School, and Peter Knowles, Columbia High School. The board gave them a round of applause.
- g) **Volunteer Hours:** Volunteer hours for the month of September were: 59.25 hours at Whitson Elementary, 61.15 hours at Wallace and Priscilla Stevenson Intermediate, 62.8 hours at Henkle Middle School, and 42 hours at Columbia High School. The hours for the month totaled 225.2 with an annual total of 229.7 volunteer hours. The board thanked the volunteers.
- h) **First Reading of Policies:**
  - i. Policy No. 3141: Nonresident Students

**Action Items:**

- a) **Resolution Number 19/20-03: Cancelled Warrants:**  
Paul Mosbrucker moved to approve resolution 19/20-03. Seconded by Andrea VanSickle. Carried.
- b) **WSVSD Staff Responsible User Policy:** This item was tabled for further review.
- c) **Engineering and Design Contract for Bond Projects:** David Karlson moved to approve the contract. Seconded by Andrea VanSickle. Carried.

d) **Second Reading of Policies:**

- i. Policy No. 6212: District Charge Cards
- ii. Policy No. 1105: Electoral System
- iii. Policy No. 2100: Educational Opportunities for Students with a Parent in the Military
- iv. Policy No. 2195: Academic Acceleration
- v. Policy No. 2410: High School Graduation Requirements
- vi. Policy No. 2413: Equivalency Credit for Career and Technical Education Courses
- vii. Policy No. 2418: Waiver of High School Graduation Credits
- viii. Policy No. 3115: Students Experiencing Homelessness Enrollment Rights and Services
- ix. Policy No. 3120: Enrollment
- x. Policy No. 3211: Gender Inclusive Schools
- xi. Policy No. 3231: Student Records
- xii. Policy No. 3416: Medication at School
- xiii. Policy No. 3520: Student Fees, Fines, or Charges
- xiv. Policy No. 35201: Drug-Free Schools, Community, and Workplace
- xv. Policy No. 5253: Maintaining Professional Staff/Student Boundaries
- xvi. Policy No. 3245: Students and Electronic Devices
- xvii. Policy No. 3200: Rights and Responsibilities
- xviii. Policy No. 3205: Sexual Harassment of Students Prohibited
- xix. Policy No. 6020: System of Funds and Accounts
- xx. Policy No. 3207: Prohibition of Harassment, Intimidation, or Bullying

David Karlson moved to approve the policies. Seconded by Paul Mosbrucker. Carried.

- e) **Resignations/Leaves/ Retirements:** Andrea VanSickle moved to approve the resignation of Jenna Mobley, CHS Lunch Duty position. Seconded by Laurie Stanton. Carried.
- f) **New Hires:** David Karlson moved to approve the hiring of Terry Parchuk, CHS Custodian, Carolina Avila, WES A-list Para educator, and Kristen McCreath, WES A-list Para educator. Seconded by Paul Mosbrucker. Carried.

At 7:54 p.m. Chairman Reitz adjourned the meeting with a motion by Laurie Stanton seconded by Paul Mosbrucker. Carried.

The next regular board meeting will be at 7:00 p.m., Thursday, November 21, 2019 at the Columbia High School Library, located at 1455 NW Bruin Country Rd., White Salmon, WA 98672.

ATTEST:

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Chairman

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Secretary

Special meeting of the Board of Education, White Salmon Valley School District, Klickitat and Skamania Counties, White Salmon, WA. was called to order at 4:30 p.m. Wednesday, October 30, 2019 in the White Salmon Valley School District Administrative Office, located at 171 N.W. Washington St., White Salmon, WA 98672. Present: Alan Reitz, David Karlson, Paul Mosbrucker, Laurie Stanton, Superintendent Jerry Lewis and guests.

The purpose of the special board meeting was to share information and receive verbal approval from the board to submit the Enrichment Levy: OSPI Pre-Ballot Approval Form.

The board discussed the upcoming 2020 Enrichment Levy and agreed to move forward with the submission of the Enrichment Levy: OSPI Pre-Ballot Approval Form.

No official action was taken.

At 4:50 p.m. Chairman Reitz adjourned the meeting with a motion by Laurie Stanton, seconded by Paul Mosbrucker. Carried.

ATTEST:

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Chairman

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Secretary

10--General Fund-- CASH BASIS -- AGENCY ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT  
Fiscal Year 2019 (September 1, 2019 - August 31, 2020)

For the White Salmon School District for the Month of October, 2019

Sept 1 Beginning Cash and Investment Balance

G/L 200 IMPREST FUNDS	5,000.00
G/L 230 CASH ON HAND	40,169.05
G/L 240 CASH ON DEPOSIT CTY TREAS	697,202.93
G/L 250 CASH WITH FISCAL AGENT	.00
G/L 450 INVESTMENTS	2,469,000.00
G/L 451 Investment/Cash With Trustee	.00
Subtotal - Cash and Investments	3,211,371.98 *
G/L 241 WARRANTS OUTSTANDING	595,689.43-

A. Net Beginning Cash and Investments 2,615,682.55 \*\*

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
<u>REVENUES</u>						
1000 LOCAL TAXES	2,502,753	523,022.01	549,475.52		1,953,277.48	21.95
2000 LOCAL SUPPORT NONTAX	446,842	28,854.78	103,745.87		343,096.13	23.22
3000 STATE, GENERAL PURPOSE	10,911,793	883,757.31	1,853,292.16		9,058,500.84	16.98
4000 STATE, SPECIAL PURPOSE	3,426,738	267,991.71	481,786.04		2,944,951.96	14.06
5000 FEDERAL, GENERAL PURPOSE	7,500	.00	.00		7,500.00	0.00
6000 FEDERAL, SPECIAL PURPOSE	1,293,387	77,949.98	79,260.01		1,214,126.99	6.13
7000 REVENUES FR OTH SCH DIST	0	.00	.00		.00	0.00
8000 OTHER AGENCIES AND ASSOCIATES	95,500	8,571.04	4,468.88		91,031.12	4.68
9000 OTHER FINANCING SOURCES	1,000	.00	.00		1,000.00	0.00

B. Total REVENUES 18,685,513 1,790,146.83 3,072,028.48 15,613,484.52 16.44

C. Beginning Net Cash and Investments Plus Revenues (A+B) 5,687,711.03 \*\*

EXPENDITURES

00 Regular Instruction	10,318,882	847,192.89	1,672,277.22	7,431,443.76	1,215,161.02	88.22
10 Federal Stimulus	0	.00	.00	0.00	.00	0.00
20 Special Ed Instruction	2,234,362	171,270.65	342,722.08	0.00	1,891,639.92	15.34
30 Voc. Ed Instruction	474,843	38,841.90	80,746.32	368,467.17	25,629.51	94.60
40 Skills Center Instruction	0	.00	.00	0.00	.00	0.00
50+60 Compensatory Ed Instruct.	1,507,261	101,280.19	205,839.87	909,047.17	392,373.96	73.97
70 Other Instructional Pgms	846,832	9,902.59	21,864.38	66,250.04	758,717.58	10.41
80 Community Services	149,482	5,114.67	5,174.31	35,215.00	109,092.69	27.02
90 Support Services	3,808,061	308,785.15	685,285.83	2,513,427.28	609,347.89	84.00

D. Total EXPENDITURES 19,339,723 1,482,388.04 3,013,910.01 11,323,850.42 5,001,962.57 74.14

Current Cash and Investments

G/L 200 IMPREST FUNDS	5,000.00
G/L 230 CASH ON HAND	34,869.61
G/L 240 CASH ON DEPOSIT CTY TREAS	1,158,339.58
G/L 250 CASH WITH FISCAL AGENT	.00
G/L 450 INVESTMENTS	2,000,000.00
G/L 451 Investment/Cash With Trustee	.00
G/L 241 WARRANTS OUTSTANDING	601,974.77-
	2,596,234.42 *

Ending Net Cash and Investments 2,673,801.02 \*\*

Adjustments 77,566.60-

Total Ending Cash & Investments & Adjustments 2,596,234.42 \*\*

Net Change in Cash Since Sept 1 19,448.13-

20--Capital Projects-- CASH BASIS -- AGENCY ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT  
Fiscal Year 2019 (September 1, 2019 - August 31, 2020)

For the White Salmon School District for the Month of October, 2019

Sept 1 Beginning Cash and Investment Balance

G/L 200 Imprest Cash	.00
G/L 230 CASH ON HAND	.00
G/L 240 CASH ON DEPOSIT CTY TREAS	7,014,893.50
G/L 250 Cash with Fiscal Agent	.00
G/L 450 INVESTMENTS	394,000.00
G/L 451 Investment/Cash With Trustee	.00
Subtotal - Cash and Investments	7,408,893.50 *
G/L 241 WARRANTS OUTSTANDING	24,880.94-

A. Net Beginning Cash and Investments 7,384,012.56 \*\*

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
<u>REVENUES</u>						
1000 Local Taxes	0	.00	.00		.00	0.00
2000 Local Support Nontax	141,640	653.04	20,718.28		120,921.72	14.63
3000 State, General Purpose	0	.00	.00		.00	0.00
4000 State, Special Purpose	0	.00	.00		.00	0.00
5000 Federal, General Purpose	0	.00	.00		.00	0.00
6000 Federal, Special Purpose	0	.00	.00		.00	0.00
7000 Revenues Fr Oth Sch Dist	0	.00	.00		.00	0.00
8000 Other Agencies and Associates	0	.00	.00		.00	0.00
9000 Other Financing Sources	0	.00	.00		.00	0.00

B. Total REVENUES 141,640 653.04 20,718.28 120,921.72 14.63

C. Beginning Net Cash and Investments Plus Revenues (A+B) 7,404,730.84 \*\*

EXPENDITURES

10 Sites	1,040,391	.00	.00	535,651.42	504,739.58	51.49
20 Buildings	4,992,066	21,187.38	52,224.95	144,580.64	4,795,260.41	3.94
30 Equipment	0	.00	.00	0.00	.00	0.00
40 Energy	0	.00	.00	0.00	.00	0.00
50 Sales & Lease Expenditure	0	.00	.00	0.00	.00	0.00
60 Bond Issuance Expenditure	297,383	.00	15,210.00	0.00	282,173.00	5.11
90 Debt	0	.00	.00	0.00	.00	0.00

D. Total EXPENDITURES 6,329,840 21,187.38 67,434.95 680,232.06 5,582,172.99 11.81

Current Cash and Investments

G/L 200 Imprest Cash	.00
G/L 230 CASH ON HAND	.00
G/L 240 CASH ON DEPOSIT CTY TREAS	43,483.27
G/L 250 Cash with Fiscal Agent	.00
G/L 450 INVESTMENTS	7,315,000.00
G/L 451 Investment/Cash With Trustee	.00
G/L 241 WARRANTS OUTSTANDING	21,187.38-
	7,337,295.89 *

Ending Net Cash and Investments 7,337,295.89 \*\*

Adjustments .00

Total Ending Cash & Investments & Adjustments 7,337,295.89 \*\*

Net Change in Cash Since Sept 1 46,716.67-

30--Debt Service Fund-- CASH BASIS -- AGENCY ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT  
Fiscal Year 2019 (September 1, 2019 - August 31, 2020)

For the White Salmon School District for the Month of October, 2019

Sept 1 Beginning Cash and Investment Balance

G/L 230 -- NEW ACCOUNT --	.00	
G/L 240 CASH ON DEPOSIT CTY TREAS	4,713.91	
G/L 250 CASH WITH FISCAL AGENT	.00	
G/L 450 INVESTMENTS	378,000.00	
G/L 451 Investment/Cash With Trustee	.00	
Subtotal - Cash and Investments	382,713.91	*
G/L 241 Warrants Outstanding	.00	
<b>A. Net Beginning Cash and Investments</b>	<b>382,713.91</b>	<b>**</b>

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
<u>REVENUES</u>						
1000 Local Taxes	460,406	120,348.65	126,460.65		333,945.35	27.47
2000 Local Support Nontax	2,851	626.55	1,319.20		1,531.80	46.27
3000 State, General Purpose	0	.00	.00		.00	0.00
5000 Federal, General Purpose	0	.00	.00		.00	0.00
9000 Other Financing Sources	0	.00	.00		.00	0.00
<b>B. Total REVENUES</b>	<b>463,257</b>	<b>120,975.20</b>	<b>127,779.85</b>		<b>335,477.15</b>	<b>27.58</b>
<b>C. Beginning Net Cash and Investments Plus Revenues (A+B)</b>			<b>510,493.76</b>			<b>**</b>

EXPENDITURES

11 Matured Bond Expenditures	420,000	.00	.00	0.00	420,000.00	0.00
21 Interest On Bonds	239,499	.00	.00	0.00	239,499.00	0.00
31 Interfund Loan Interest	0	.00	.00	0.00	.00	0.00
41 Bond Transfer Fees	0	.00	.00	0.00	.00	0.00
51 Arbitrage Rebate	0	.00	.00	0.00	.00	0.00
61 Underwriter's Fees	10,000	.00	.00	0.00	10,000.00	0.00
<b>D. Total EXPENDITURES</b>	<b>669,499</b>	<b>.00</b>	<b>.00</b>	<b>0.00</b>	<b>669,499.00</b>	<b>0.00</b>

Current Cash and Investments

G/L 230 -- NEW ACCOUNT --	.00	
G/L 240 CASH ON DEPOSIT CTY TREAS	122,493.76	
G/L 250 CASH WITH FISCAL AGENT	.00	
G/L 450 INVESTMENTS	388,000.00	
G/L 451 Investment/Cash With Trustee	.00	
G/L 241 Warrants Outstanding	.00	
	510,493.76	*
<b>Ending Net Cash and Investments</b>	<b>510,493.76</b>	<b>**</b>
<b>Adjustments</b>	<b>.00</b>	
<b>Total Ending Cash &amp; Investments &amp; Adjustments</b>	<b>510,493.76</b>	<b>**</b>
<b>Net Change in Cash Since Sept 1</b>	<b>127,779.85</b>	

40--Associated Student Body Fund-- CASH BASIS -- AGENCY ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT  
Fiscal Year 2019 (September 1, 2019 - August 31, 2020)

For the White Salmon School District for the Month of October, 2019

Sept 1 Beginning Cash and Investment Balance

G/L 200 IMPREST FUNDS	7,300.00
G/L 230 CASH ON HAND	2,918.34
G/L 240 CASH ON DEPOSIT CTY TREAS	15,205.30
G/L 450 INVESTMENTS	124,000.00
Subtotal - Cash and Investments	149,423.64 *
G/L 241 WARRANTS OUTSTANDING	10,579.53-

A. Net Beginning Cash and Investments 138,844.11 \*\*

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
<u>REVENUES AND OTHER FIN. SOURCES</u>						
1000 General Student Body	126,600	3,137.54	11,846.74		114,753.26	9.36
2000 Athletics	166,900	9,683.00	19,845.00		147,055.00	11.89
3000 Classes	34,000	142.00	1,655.00		32,345.00	4.87
4000 Clubs	100,500	79.50	1,079.50		99,420.50	1.07
6000 Private Moneys	6,500	.00	.00		6,500.00	0.00

B. Total REVENUES 434,500 13,042.04 34,426.24 400,073.76 7.92

C. Beginning Net Cash and Investments Plus Revenues (A+B) 173,270.35 \*\*

EXPENDITURES

1000 General Student Body	102,600	5,733.52	5,880.52	0.00	96,719.48	5.73
2000 Athletics	156,800	3,668.84	15,763.07	0.00	141,036.93	10.05
3000 Classes	21,500	369.81	966.81	0.00	20,533.19	4.50
4000 Clubs	99,500	50.50	2,364.40	0.00	97,135.60	2.38
6000 Private Moneys	7,500	.00	.00	0.00	7,500.00	0.00

D. Total EXPENDITURES 387,900 9,822.67 24,974.80 0.00 362,925.20 6.44

Current Cash and Investments

G/L 200 IMPREST FUNDS	7,300.00
G/L 230 CASH ON HAND	11,353.46
G/L 240 CASH ON DEPOSIT CTY TREAS	29,497.01
G/L 450 INVESTMENTS	105,000.00
G/L 241 WARRANTS OUTSTANDING	7,609.30-
	145,541.17 *

Ending Net Cash and Investments 148,295.55 \*\*

Adjustments 2,754.38-

Total Ending Cash & Investments & Adjustments 145,541.17 \*\*

Net Change in Cash Since Sept 1 6,697.06



90--Transportation Vehicle Fund-- CASH BASIS -- AGENCY ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT  
Fiscal Year 2019 (September 1, 2019 - August 31, 2020)

For the White Salmon School District for the Month of October, 2019

Sept 1 Beginning Cash and Investment Balance

G/L 230 CASH ON HAND	.00	
G/L 240 CASH ON DPT. CO. TREAS	70,205.89	
G/L 250 Cash with Fiscal Agent	.00	
G/L 450 INVESTMENTS	269,000.00	
G/L 451 Investment/Cash With Trustee	.00	
Subtotal - Cash and Investments	339,205.89	*
G/L 241 WARRANTS OUTSTANDING	.00	
<b>A. Net Beginning Cash and Investments</b>	<b>339,205.89</b>	<b>**</b>

<u>REVENUES AND OTHER FIN. SOURCES</u>	<u>ANNUAL BUDGET</u>	<u>ACTUAL FOR MONTH</u>	<u>ACTUAL FOR YEAR</u>	<u>ENCUMBRANCES</u>	<u>BALANCE</u>	<u>PERCENT</u>
1000 Local Taxes	0	.00	.00		.00	0.00
2000 Local Nontax	3,500	445.88	940.76		2,559.24	26.88
3000 State, General Purpose	0	.00	.00		.00	0.00
4000 State, Special Purpose	81,243	.00	.00		81,243.00	0.00
5000 Federal, General Purpose	0	.00	.00		.00	0.00
6000 Federal, Special Purpose	0	.00	.00		.00	0.00
8000 Other Agencies and Associates	0	.00	.00		.00	0.00
9000 Other Financing Sources	0	.00	.00		.00	0.00
From the General Fund	0	.00	.00		.00	0.00
<b>B. Total REVENUES</b>	<b>84,743</b>	<b>445.88</b>	<b>940.76</b>		<b>83,802.24</b>	<b>1.11</b>

C. Beginning Net Cash and Investments Plus Revenues (A+B) 340,146.65 \*\*

EXPENDITURES

Type 30 Equipment	350,000	.00	.00	0.00	350,000.00	0.00
Type 60 Bond Levy Issuance	0	.00	.00	0.00	.00	0.00
Type 90 Debt	0	.00	.00	0.00	.00	0.00
<b>D. Total EXPENDITURES</b>	<b>350,000</b>	<b>.00</b>	<b>.00</b>	<b>0.00</b>	<b>350,000.00</b>	<b>0.00</b>

Current Cash and Investments

G/L 230 CASH ON HAND	.00
G/L 240 CASH ON DPT. CO. TREAS	3,146.65
G/L 250 Cash with Fiscal Agent	.00
G/L 450 INVESTMENTS	337,000.00
G/L 451 Investment/Cash With Trustee	.00
G/L 241 WARRANTS OUTSTANDING	.00
	340,146.65 *

Ending Net Cash and Investments 340,146.65 \*\*

Adjustments .00

Total Ending Cash & Investments & Adjustments 340,146.65 \*\*

Net Change in Cash Since Sept 1 940.76

\*\*\*\*\* End of report \*\*\*\*\*



# CUB NEWS



**November 2019**

Hulan Whitson Elementary School  
Mr. Todd McCauley, Principal  
509 493 1560

**Upcoming Events:**

**3rd Grade Music Program**

**Nov. 7 @ 6:00**

**NO SCHOOL – Veterans Day**

**Monday – November 11**

**Canned Food Drive**

**Nov. 12 – Nov. 26**

**FIRE DRILL**

**November 13**

**Cub Pride Assembly–**

**BE RESPONSIBLE**

**November 27 @ 9:30**

**Spirit Theme– Pajamas**

**12:05 RELEASE**

**November 22**

**NO SCHOOL – Thanksgiving Break**

**Nov. 28 & 29**

**1:30 EARLY RELEASE**

**WEDNESDAY'S**

**Nov 6**

**12:05 EARLY RELEASE**

**November 22 & 27**

## Principal Corner

**Principal corner** – Every year as Thanksgiving approaches, I reflect on how fortunate I am to be the Principal of Whitson Elementary School. When walking through the halls and classrooms, I am inspired by the students and staff. The environment of supportive learning can be seen and felt. Whitson parents are another example of what makes our school a special place. One demonstration of parent support of children and their school was the 97% involvement in Fall Conferences. All of these things contribute to making a great school and a grateful principal.

Have a Happy Thanksgiving.

**Chess Club Volunteers needed** - We currently have 28 students in our Whitson Chess club, that meets every other Thursday from 3:00 - 4:15. If you are interested in volunteering, even just once or twice, please stop by the office to complete a volunteer packet and get more detailed information. You do not need to be an expert chess player, in fact you could be learning right along side the students.



# CUB NEWS



## Reminder from Student Handbook:

### A Change in Destination

If you were unable to write a note or if your child's destination has changed during the school day, call the school with specific instructions by 2:00 p.m. (11:30 p.m. on Early Release days.)

Remember Cold weather is upon us, please send your student to school, with hat, gloves, boots and coat. We will be going outside.

Thank You!

### Notes from PTO:

#### PTO:

PTO meeting – Nov 12 **TUESDAY**

@ 6:00 pm at Whitson.

**COFFEE with the PRINCIPAL** – Nov. 13 W

am–9:30 am in the Conference Room.



8:30

### SKATE NIGHT:

Dates: Most Tuesday Nights starting Nov. 5

Time: 6:00-7:00pm

Doors open at 5:55

Cost: \$2.00 per Whitson skater. Adults and younger siblings skate free. Older siblings or guests are also \$2.00 A parent **MUST** stay for the entire session (skating not required)

No drop offs!

### CANNED FOOD DRIVE

Nov. 12 - Nov. 26

This month's Cub Code is "Be Kind" to others. It is a time to be thankful for what we have and to share with others. We will be collecting cans of food and nonperishable items. The grade level with the most items collected will win a popcorn party. The winners will be announced at the assembly.

### Nondiscrimination Statement

The White Salmon Valley School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination:

**Title IX Coordinator-Name and/or Title:** Kristyn Bryan, Administrative Assistant

**Address:** P.O. Box 157; White Salmon, WA 98672

**Telephone:** 509-493-1500

**Email:** [kristyn.bryan@whitesalmonschoools.org](mailto:kristyn.bryan@whitesalmonschoools.org)

**Section 504/ADA Coordinator-Name and/or Title:** Haley Ortega, Principal

**Address:** P.O. Box 157; White Salmon, WA 98672

**Telephone:** 509-493-1500

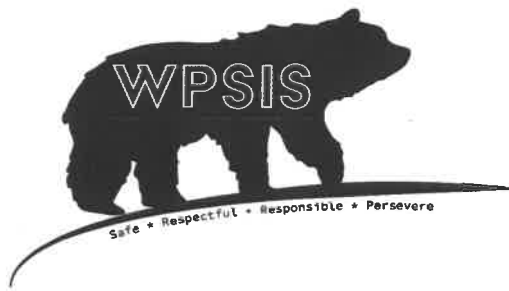
**Email:** [haley.ortega@whitesalmonschoools.org](mailto:haley.ortega@whitesalmonschoools.org)

**Civil Rights Compliance Coordinator-Name/Title:** Jerry Lewis, White Salmon Valley Schools School Superintendent

**Address:** P.O. Box 157; White Salmon, WA 98672

**Telephone:** 509-493-1500

**Email:** [jerry.lewis@whitesalmonschoools.org](mailto:jerry.lewis@whitesalmonschoools.org)



**BRIAN FRASER, PRINCIPAL**

PO Box 2550

White Salmon, WA 98672

(509) 493-4028

[brian.fraser@whitesalmonschools.org](mailto:brian.fraser@whitesalmonschools.org)

Report to the School Board, November 2019  
Wallace and Priscilla Stevenson Intermediate School

November is Gratitude Month here at WPSIS- to encourage students to focus on the good things in their life, we are having everyone write in a 'gratitude journal' each day after the morning announcements. Each teacher is doing it a little differently from there, some having time to share out, adding these thoughts to their morning meetings, making displays for their classroom, or taking time to visit the interactive art display in the music hall. For that display, our ASB Arts Committee created a sun with rays that anyone can write what they are grateful for and it will be taped up and added to the display. It has been popular so far and we are hoping HMS will join in soon, and we will have lots of parents and community members add to it during 'Breakfast and Books'.

Also, Breakfast and Books is coming this weekend! Our Title 1 staff has been diligently working to finalize the planning and preparation, they do report that it is easier now on the second run through. We put this event on for the first time last April and moved it to November to be a better preview of the Title 1 program and curriculums. This will also allow us to have a separate event in the spring to kick off summer reading. There will be a free breakfast, free books, a 'knowledge quest' to guide parents to see what their kids are learning, the library will have a booth, a local author will be here, a photo booth, bookmark making, math games... lots of fun and learning. To encourage more of our Title 1 students to attend, each of their families were called and personally invited, here's hoping for a great turn-out!

Another way we are working towards a culture of achievement and involving more families is to add awards to our Kodiak Friday assemblies. Each of these assemblies features a portion of the Kodiak Code and kids spend Kodiak Cash to have free time in various locations with different activities. Now there are also Kodiak Kindness Awards given to two students per grade level. These awards are designed to target kids who deserve recognition, but might not get it from academic performance or attendance. All parents were sent a letter to invite them to come see their kids receive the award and many did; it was great to see these kids light up when given the award, and even better when they shared their pride with their families. I'm looking forward to giving more out in the future. Our Title 1 staff also gave a special award to a deserving student who was celebrated by his peers. Our ASB Student Recognition Committee leader was there and is already thinking of ways for kids to be recognized by kids, which would be really powerful for our school culture.

Finally, today is vaccine exemption day- we had 22 kids that were sent certified mail notifying them that if they did not meet the requirements by state law for vaccines, they would not be permitted to come to school. As I write this, we have 15 kids who are being sent home or were kept home, which equals 5% of our total student body. I understand that there was a push from the state to be more strict about this, but it doesn't feel great to tell kids they have to go home and can't come back, some for almost a week. It also seems to be affecting our more vulnerable students more than our general population; several of these kids are homeless, lack basic medical care, are or are new to the country. Next year I hope we can do more to stress the situation to families to get ahead of the issue, but with a nurse here only once a week, I realize that we may not have the capacity to do any better.

To end on a more positive note, we are ending our first module of Wit and Wisdom just in time for the end of the first Trimester. If you recall last year, pacing was a major concern- this year we are on track and teachers are feeling much more comfortable with the material and the pace at which they are moving through it. We still will be slowing down some in the next module as we don't enough books, but year two marks significant improvement already.

Go Kodiaks!

## Henkle Middle School November Board Report

Greetings WSVSD Board Members,

### School Events

- ❖ **Winter Sports** - 31 students are participating in wrestling and 23 students in girls basketball. Jeff Lindstrom is coaching our wrestling team. I am coaching girls basketball this year alongside Jim Anderson. Games have started up this week and we are excited to see our student-athletes perform on the mat and basketball court. Check out the website for our schedule!
- ❖ **Discovery Museum Field Trip** - organized by Kelsi Erkkila was a success! We also had a great turnout with our 7th grade parent volunteers.
- ❖ **Artist In Residence** - Hopefully you had a chance to walk downtown WS when the Art Viewing was taking place. If so, you might have caught a glimpse of Amy Sacquety's student artwork representing what they pictured when they thought of the gorge. Amanda Kitchings was from the WS Arts Council and came in to work with Amy and her students on the project.
- ❖ **Veterans Day Assembly** - Ashley Howe's ELA Seminar classes organized the assembly, which involved a few students speeches, the band, and two of our students from our local Boy Scouts. It was a great success. PJ, the music teacher from the high school and Ariyah Nelson, CHS student, performed "Amazing Grace."

### PD & TPEP

- ❖ **Trauma-Informed** - Tessa and Karin, our Behavior Specialists from Northshore, came in last week and provided Trauma-Informed PD for staff. They tailored the PD to staff questions and our student needs. Teachers walked away with specific insights and ah-has around how to provide support for our students in trauma, in addition to specific emotional regulation skills to help students during stressful and/or emotional situations.
- ❖ **Round 1 of TPEP** - We are finishing up the first round of observations. Teachers have self-assessed using the state rubric and created student growth goals. I truly enjoy the conversations with teachers reflecting on their personal practice, highlighting their strengths, and brainstorming ways to continue to enhance their practice.

### SIP

- ❖ We are working on scheduling our first SIP meeting for the first of December. We will work on analyzing the EL data and progress this year using I-Ready data and classroom assessment data, as well reviewing where we are at in regards to our plan and what action steps need to be assigned.
- ❖ We will also discuss the Learning Walk process and schedule dates each month for the remainder of the year.

### PLCs

- ❖ We are continuing to send positive emails to parents/guardians about their child at the beginning of each PLC. The responses from parents is extremely heart-warming and helps build positive relationships between staff, students, and families. We have struggled this fall with continuity in our PLCs due to the number of staff that coach during the fall sports season at both the middle and high school level. I would encourage the board to look at considering the option of going to a late start vs. early release.

Go Grizzlies,  
Haley Ortega

# Columbia High School



**School Board Report 11/21/19**  
**By Craig McKee & Brian Morris**

## College Fair

This year our juniors and seniors took part in the Gorge Regional College Fair hosted by the Columbia Gorge Community College on Thursday, November 7, at the Columbia Gorge Community College Readiness Center. Over 60 colleges, universities, trade schools, and various branches of the military have committed to attending this event.



## Band and Choir

On October 30 at 7:00 p.m. in the CHS gym, we had our fall band and choir concert. The stands were packed, and all those who attended enjoyed an outstanding performance. I would also like to thank the band for their inspirational music during the state cross country send off and the Veterans Day Assembly.

On Monday, October 28, the CHS band visited Whitson Elementary School to perform their Halloween themed tunes and promote the band. Then on Friday, November 1, the CHS band took a field trip to Portland to watch an Oregon Symphony rehearsal.

## Veterans Day Assembly

CHS had its Veterans Day Assembly on Friday, November 8. The organizer and MC for the event was Steve Larsen. Ricky Knowles, a former CHS student, and Naval Academy graduate was the guest speaker. Brian Morris read the president's address. The band played a military song. Staff, students, and visiting Veterans' enjoyed the assembly.

## Employee of the Month

Jose Maya is the CHS Employee of the Month for October. Jose cares deeply about every one of our students. Students gravitate toward Jose, and they enjoy being around him. He has high expectations for all students and works very hard to make sure they are successful in the classroom as well as in life. Jose is a team player and often helps out translating documents or translating at parent meetings. His translation workload has doubled this year because he has been the only translator in our building. Jose has never complained and always makes sure translations are done promptly. He is an integral part of our school and is appreciated by both students and staff.

## Athletics



The boys' cross country team won our district title and finished 13<sup>th</sup> at the state meet. Our girls' team finished third in districts and 14<sup>th</sup> at the state meet. List of state participants: Joules Hope, Mae Robinson, Christine Garza, Hannah Leon, Vera Flores, Rhiann Black, Dylan Beneventi, Jacob Lockman, Tommy Ziegler, LeBron Munoz, Luke Samuels, Jed Matthias, Camden Uffelman, and Noah Roden.



## October Students of the Month

9 <sup>th</sup> Grade	Camden Uffelman & Alberto Farias
10 <sup>th</sup> Grade	Hailley Gross & Wyatt Sheaves
11 <sup>th</sup> Grade	Juan Acosta & Josie Cobb
12 <sup>th</sup> Grade	Beatriz Cortez & Daniel Cazares

**Sources of Strength**

On Friday, November 1, selected students and staff members took part in the Sources of Strength leadership training in the CHS library. Curtis Miller led the training, which included activities, food, and strategies to help students become peer leaders.

**Scholarship Preparation Night**

On Tuesday, November 5, senior students and their parents were invited to scholarship preparation night. Janet McCutcheon gave our seniors advice on how to fill out a scholarship packet and create an outstanding scholarship portfolio. The students were also able to look at exemplary packets from former students. I want to thank Janet McCutcheon, Jenny Hallead and Crystal Rude for all their help in making the event successful.



## Board Report for November 2019

Things continue to be busy in the special education department in White Salmon Schools. Teachers, both special education and general education, are collaborating to make sure all students' needs are met. We have been focusing on our Intermediate school programs these last few weeks and increasing direct services for students who need more time in special education services. This seems to be the time every year when we relook at services and how we are working with behavioral needs. This process is one that takes a considerable amount of collaboration and I appreciate the incredible thoughtfulness of all staff. I am very thankful for the relationships we have to work together; keeping students at the center of our focus.

### Highlights:

- Special education TPEP is DONE for fall!
- Our teachers are acting as mentors (Life Skills) for neighboring districts; they are sharing their expertise, techniques, and supporting new and old teachers develop/enrich teaching practices.
- We continue to have one posting for SPED in the WPSIS building for life skills. Please encourage candidates to apply, or contact me directly, if you hear of anyone interested.
- Staff will be attending trainings specific to ELL and working with students dually identified in ELL and SPED. A plan to share what is learned at the Critical Data Conference will be created for PD spring development.
- Our monthly PLC meeting this month focused on progress monitoring and informative practices using data collection.

Thank you for all your support, please let me know if I can provide any additional information.

Have a wonderful Thanksgiving break,

Janelle Tuttle,  
Assistant Director for Special Education  
[Janelle.tuttle@esd12.org](mailto:Janelle.tuttle@esd12.org)  
206-841-5811

**November 2019**  
**Board Technology Report**

November is well on its way and we continue to support staff with their technology needs. Below are some of the projects we are currently working on:

- 4 new cameras have been installed at HMS/WPSIS
- New desktop computers have been ordered for the District Office
- Chromebooks have been setup at Whitson in some of the 1st and 2nd grade classrooms so they can access eSpark
- We are still researching vendors for our new phone system and are in the quote process
- We are researching a new mass communication app/website and hope to make a decision by Spring so we can implement next fall
- Jeff has been doing some network reconfiguration for our network switches

The final draft of the new Acceptable Use Policy for staff is ready for you to view in your board packet.

Thank you for your continued support,

Rhonda Hardisty -Technology Director  
White Salmon Valley Schools

State of Washington  
Superintendent of Public Instruction  
Summary of Full-Time Equivalent Enrollment as Reported on Form P223 for School Year Ending 2020

White Salmon Valley S.D. No. 405			Klickitat County No. 20			ESD-112
Grades	September	October	November	December	January	
Half-DY.	88.00	87.00	-1.00	88.00	1.00	
First	103.00	102.00	-1.00	102.00	0.00	
Second	98.01	98.01	0.00	98.01	0.00	
Third	97.00	96.00	-1.00	95.00	-1.00	
Fourth	95.00	95.00	0.00	95.00	0.00	
Fifth	88.00	88.00	0.00	88.00	0.00	
Sixth	106.00	106.00	0.00	107.08	1.08	
Seventh	104.76	104.76	0.00	105.76	1.00	
Eighth	95.00	95.00	0.00	93.17	-1.83	
Ninth	81.00	79.00	-2.00	78.00	-1.00	
Tenth	104.05	105.28	1.23	103.35	-1.93	
Eleventh	81.71	81.66	-0.05	80.66	-1.00	
Twelfth	98.98	100.98	2.00	100.33	-0.65	
Kindergarten	88.00	87.00	-1.00	88.00	1.00	
Grades 1-3	298.01	296.01	-2.00	295.01	-1.00	
Grades 4	95.00	95.00	0.00	95.00	0.00	
Grades 5-6	194.00	194.00	0.00	195.08	1.08	
Grades 7-8	199.76	199.76	0.00	198.93	-0.83	
Grades 9-12	365.74	366.92	1.18	362.34	-4.58	
District Total	1240.51	1238.69	-1.82	1234.36	-4.33	
The Vocational/Secondary and Skill Enrollment Below is Included in Grade 9-12 Enrollment:						
Voc-Secndry	58.38	58.17	-0.21	58.17	0.00	
The College Enrollment is Reported Below and is not Included in Enrollment Reported Above						
Nonvoc		19.00		19.00	0.00	

	19-20 Budget	November	Year to Date	Over/Under	
Whitson	387.00	383.01	-3.99	384.01	-2.99
Intermediate	290.00	290.08	0.08	289.36	-0.64
Henkle	192.00	198.93	6.93	199.48	7.48
Columbia	366.00	362.34	-3.66	365.00	-1.00
Total	1235.00	1234.36	-0.64	1237.85	2.85
Running Start		19.00			
Total		1253.36			

## **EMPLOYEE OF THE MONTH**

### **October 2019**

#### **WHITSON**

Whitson Elementary School's Employee of the Month for October is Baylee Fox. Baylee is an outstanding Kindergarten teacher. This is her first year in the White Salmon School District, but not her first year teaching. She brings experience from teaching in both the Salt Lake, and Seattle area. Baylee has jumped right in this fall. She has put in a tremendous amount of hours already this year, and has worked incredibly hard. She has done a fabulous job of creating a wonderfully caring, focused, learning environment that allows everyone to thrive. Baylee makes a real difference, and we are very lucky to have her.

#### **WP STEVENSON**

The employee of the month for October at Wallace and Priscilla Stevenson Intermediate School is Shelley Wilson. Shelley is an instructional leader here at WPSIS and we are very fortunate to have her expertise. From leading GLAD training sessions for the whole staff, to bringing her new learning from Teaching Tolerance to share at a staff meeting, Shelley is setting a great example of continuous improvement and helping us all become better educators. Thank you and congratulations Mrs. Wilson!

#### **HENKLE**

Henkle's Employee of the Month is Ashley Howe. Ashley wears many hats; an 8th grade ELA teacher, Cross Country Coach, PTO Representative, and Track Coach to name a few. As she plans her curriculum, Ashley is very intentional on specific strategies, scaffolds, and pacing to help her students acquire academic knowledge and skills. Her positive energy is contagious and you can count on her to brew coffee for staff in the morning or bring homemade treats to share. This past week, her ELA Seminar class put together an extremely thoughtful Veterans Day Assembly. We are lucky to have her as part of our awesome team!

#### **COLUMBIA**

Jose Maya is the CHS Employee of the Month for October. Jose cares deeply about every one of our students. Students gravitate toward Jose, and they enjoy being around him. He has high expectations for all students and works very hard to make sure they are successful in the classroom as well as in life. Jose is a team player and often helps out translating documents or translating at parent meetings. His translation workload has doubled this year because he has been the only translator in our building. Jose has never complained and always makes sure translations are done promptly. He is an integral part of our school and is appreciated by both students and staff.

Month	WES	WPSIS	HMS	CHS	TOTAL
Aug-19	2.5	0	0	2	4.5
Sep-19	59.25	61.15	62.8	42	225.2
Oct-19	287.5	104.75	111.5	153	656.75
Nov-19					0
Dec-19					0
Jan-20					0
Feb-20					0
Mar-20					0
Apr-20					0
May-20					
Jun-20					0
TOTAL	349.25	165.9	174.3	197	886.45

## **White Salmon Valley School District Responsible User Agreement**

The purpose of the White Salmon Valley School District Responsible Use Policy (RUP) is to provide guidelines, rules, and the code of conduct for the use of electronic devices, technology resources and the WSVSD network. The WSVSD School Board of Directors recognizes that information posted on the Internet is public and permanent and can have a long-term impact on an individual's life and career. These procedures are written to support policies 3245 & 2022 and to promote positive and effective digital citizenship.

Users of the district's electronic resources need to read, understand, and abide by the policies spelled out in this Responsible User Agreement. It outlines the guidelines and behaviors users are expected to follow when using the WSVSD network.

- The network is intended for educational purposes.
- All activity over the network or using district technologies, including privately owned technology that is connected to the WSVSD network, may be monitored and retained.
- Access to online content via the network will be restricted in accordance with our policies and federal regulations, such as the Children's Internet Protection Act (CIPA).
- Staff is expected to follow the same rules for good behavior and respectful conduct online as offline.
- Misuse of school resources can result in disciplinary action. Law enforcement will be consulted when necessary.
- Users of the network or other technologies are expected to alert The Technology Department immediately of any concerns for safety or security.

### **Technologies Covered**

WSVSD may provide Internet access, desktop computers, mobile computers or devices, video conferencing capabilities, online collaboration capabilities, message boards, email, and more. The district reserves the right to prioritize the use of, and access to, the network. All use of the network must support education and research and be consistent with the mission of the district. As new technologies emerge, WSVSD will attempt to provide access to them. The policies outlined in this document are intended to cover all available technologies, not just those specifically listed.

### **Usage Policies**

All users are expected to use good judgment and to follow the specifics of this document as well as the spirit of it: be safe, appropriate, careful and kind; don't try to get around technological protection measures; use good common sense; and ask if you don't know.

### **No Expectations of Privacy**

- Employees are to utilize school information technology only for purposes related to the schools mission and the performance of their jobs. Incidental personal use of school information technology is permitted as long as such use does not interfere with the employee's job duties and performance, system operations or other system users. "Incidental personal use" is defined as use by an individual employee for occasional personal communications. Any personal use by employees must comply with this Policy and rules.
- The District retains control, custody, and supervision of all school information technology owned, leased or paid for by it. The District reserves the right to monitor all computers, Internet, Email and telephony activity by employees and other system users. Employees have no expectation of privacy in their use of school information technology, including Email messages and stored files, regardless of whether such use is for school purposes or incidental personal use.
- The district reserves the right to disclose any electronic messages to law enforcement officials or third parties as appropriate. All documents are subject to the public records disclosure laws of the State of Washington.

### **Web Access & Filtering/Monitoring**

WSVSD provides its users with access to the Internet, including web sites, resources, content, and online tools. The district reserves the right to monitor, inspect, copy, review and store without prior notice information about the content and usage of:

- User applications and bandwidth utilization;
- User document files, folders and electronic communications;
- Web/Internet access; and
- Any and all information transmitted or received in connection with network and e-mail use

Access will be restricted in compliance with the Children's Internet Protection Act (CIPA) regulations and school policies. Filtering software is used to block or filter access to visual depictions that are obscene and all child pornography in accordance with the CIPA, and other objectionable material may also be filtered. The determination of what constitutes "other objectionable" material is a local decision. Users should keep in mind:

- Filtering software is not 100 percent effective. While filters make it more difficult for objectionable material to be received or accessed, filters are not a solution in themselves. Every user must take responsibility for his/her use of the network and Internet and avoid objectionable sites;
- Any attempts to defeat or bypass the district's Internet filter or conceal Internet activity are prohibited (e.g., proxies, https, special ports, modifications to district browser settings and any other techniques designed to evade

## White Salmon Valley School District Responsible User Agreement

filtering or enable the publication of inappropriate content);

- E-mail inconsistent with the educational and research mission of the district will be considered SPAM and blocked from entering district e-mail boxes;
- The district will provide appropriate adult supervision of Internet use. The first line of defense in controlling access by minors to inappropriate material on the Internet is deliberate and consistent monitoring of student access on district devices;
- Staff members who supervise students, control electronic equipment or have occasion to observe student use of said equipment online, must make a reasonable effort to monitor the use of this equipment to assure that students use conforms to the mission and goals of the district; and
- Staff must make a reasonable effort to become familiar with the Internet and to monitor, instruct and assist effectively.

Users are expected to respect that the web filter is a safety precaution, and should not try to circumvent it when browsing the Web. If a site is blocked and a user believes it shouldn't be, the user should follow protocol to alert an IT staff member or submit the site for review.

To comply with requirements under CIPA, all students will be educated about appropriate online behavior, including interacting with other individuals on social networking websites and cyberbullying awareness and response. Age appropriate materials will be made available for use across grade levels. Training on online safety issues and materials for implementation will be made available to administration, staff and families.

### Email Guidelines

The WSVSD may provide users with email accounts for the purpose of school-related communication. We are in a time of increasing openness, and face increasingly more issues related to online safety and information security. Legal requirements such as the Family Education Rights and Privacy Act (FERPA), Children's Internet Protection Act (CIPA) and the Health Insurance Portability and Accountability Act (HIPAA), require us to manage email, as well as all other written correspondence, in a specific way, which sometimes includes providing copies of email to third parties, thereby exposing correspondence that may have been sent assuming there was some degree of privacy.

- Email is a public record. Keep all language professional and cordial. Email that is too casual or harsh is prone to misinterpretation. Email should pass the "elevator test". If you are in a crowded elevator with colleagues, parents and reporters, what would you say? If you wouldn't say it aloud in an elevator, don't write it in an email. All email sent and received is saved and archived and subject to search and public disclosure even if you have deleted it from your mailbox. You also don't know who else might receive a forwarded copy of your email.
- Be specific and clear. Be respectful to the recipient(s) of your email by keeping them brief and to the point. If you need to be lengthy, consider using another format. If sending an email to several people that requires action, be specific about who you expect to take action.
- Pick up the telephone or talk face-to-face. Email is not appropriate or most effective for all communication. Consider other methods of communication and if the content or issue being addressed is not resolved or understood within 2-3 email exchanges, pick up the phone or schedule a face-to-face meeting.
- Limit use of reply-all for simple email exchanges that really do not require an answer to "ALL".
- Limit recipients to only those needing to know. Don't become a spammer who sends unnecessary emails, "just in case" someone might want to know.
- Limit Personal Email. Personal use of the school district's computing and email system must be limited to occasional and infrequent use and only during break or after work hours.
- Backups are made of all district e-mail correspondence for purposes of public disclosure and disaster recovery. Barring power outage or intermittent technical issues, staff files are backed up on district servers regularly. Refer to the district retention policy for specific records retention requirements.
- Staff should only use District email accounts, District websites, or District network to communicate electronically with students
- It is unacceptable to use Email for:
  - personal gain, commercial solicitation and compensation of any kind, including fundraisers not supported by the district
  - Actions that are unethical, illegal or result in liability or cost incurred by the WSVSD
  - Support or oppose ballot measures, candidates and any other political activity
  - Cyberbullying, hate mail, defamation, harassment of any kind, discriminatory jokes and remarks, distribution of obscene, pornographic or sexually explicit material

## White Salmon Valley School District Responsible User Agreement

### Social Media Guidelines

The lines between public and private, personal and professional are blurred in the digital world. By virtue of identifying yourself as a White Salmon Valley School District employee, you are now connected to colleagues, students, parents and the school community.

- It is inappropriate to use email, text messaging, instant messaging or social networking sites to discuss with a student a matter that does not pertain to school-related activities. Appropriate discussions would include the student's homework, class activity, school sports or club, or other school-sponsored activities. Electronic communications with students are to be sent simultaneously to multiple recipients, not to just one student, except where the communication is clearly school related and inappropriate for persons other than the individual student to receive. In the later situation, you must include another school employee, preferable the parent, in the electronic communication.
- Engaging in social networking friendships on Facebook, Twitter, Instagram, or other social networking sites is strongly discouraged with current students, and with parents or guardians of students. WSVSD recognizes that staff members may have students that are family members or close personal friends. However, WSVSD cautions staff member against engaging in such social networking friendships with these individuals and the potential perceived perception.
- Employees are expected to uphold the District's value of respect and avoid making defamatory or derogatory statements about the District, its employees, its students, or their families. While employees may share their viewpoints on current issues, it is important that they distinguish their personal views from those of the White Salmon Valley School District.
- Material that WSVSD employees post on social networks that is publicly available to those in the school community should reflect the professional image applicable to the employee's position, and It should not impair the employee's capacity to maintain the respect of students and parents/guardians or impair the employee's ability to serve as a role model for children.
- Do not share student information, photos or videos on your personal social networking sites
- Do not use school building names, school or district logos, or endorsements or representation of the endorsement from the district on your personal networking sites.

### Security

Passwords are the first level of security for a user account. System logins and accounts are to be used only by the authorized owner of the account for authorized district purposes. Students and staff are responsible for all activity on their account and must not share their account password. The following procedures are designed to safeguard network user accounts:

All users must be positively identified, by using a user ID and password, prior to being able to use any network or information resource.

Change passwords according to district policy;

- Users are prohibited from using a user ID that is assigned to another user
- Users **must log off or lock** their computer when leaving it unattended for any period of time
- Users are prohibited from using an anonymous or guest user id, although generic accounts may be allowed with the permission of IT staff
- Do not insert passwords into e-mail or other communications;
- If you write down your user account password, keep it in a secure location;
- Do not store passwords in a file without encryption;
- Do not use the "remember password" feature of Internet browsers; and
- Lock the screen or log off if leaving the computer.

Users are expected to take reasonable safeguards against the transmission of security threats over the school network. This includes not opening or distributing infected files or programs and not opening files or programs of unknown or untrusted origin. If you believe a computer or mobile device you are using might be infected with a virus, please alert IT staff. Do not attempt to remove the virus yourself or download any programs to help remove the virus.

### Downloads

- Users should not download, attempt to download, or run executable programs over the school network or onto school resources without express permission from IT staff. You may be able to download other file types, such as images or videos. For the security of our network, download such files only from reputable sites, and only for educational purposes. Only software that has been approved by the District and The Technology Department, with the appropriate licenses owned by the District, can be installed on district technology. All software, apps and online programs must be submitted to The Technology Department for review. Only programs that have an acceptable "Privacy Policy" in place will be approved.

### Netiquette

Netiquette is a term that describes proper online behavior.

- Users should always use the Internet, network resources, and online sites in a courteous and respectful manner.



## **White Salmon Valley School District Responsible User Agreement**

- Users should also recognize that among the valuable content online, there is unverified, incorrect, or inappropriate content. Users should use trusted sources when conducting research.
- Users should also remember not to post anything online that they wouldn't want parents, colleges or employers to see. Once something is online, it's out there and can sometimes be shared and spread in ways you never intended.

### **Personal Safety**

If you see a message, comment, image, or anything else online that makes you concerned for your personal safety, bring it to the attention of administration immediately.

- Users should never share personal information about themselves or another individual, including phone number, address, social security number, birthday, or financial information, over the Internet.
- Users should recognize that communicating over the Internet brings anonymity and associated risks, and should carefully safeguard the personal information of themselves and others.
- Users may not post student pictures or names on any public class, school or district website unless the appropriate permission has been obtained according to district policy; and
- If users encounter dangerous or inappropriate information or messages, they should notify the appropriate school authority immediately.

### **Limitation of Liability**

The district will not be responsible for any damages suffered by any user, including but not limited to, loss of data resulting from delays, non-deliveries, misdeliveries or service interruptions caused by his/her own negligence or any other errors or omissions. The district will not be responsible for unauthorized financial obligations resulting from the use of, or access to, the district's computer network or the Internet.

Compensation for Losses, Costs and/or Damages

- Employees shall be responsible for any losses, costs, or damages incurred by the District related to violations of this Policy or rules governing employee use of school information technology. Employees that are issued laptops are responsible for the laptop at all times in school and outside of school. There should be no expectation that stolen or damaged laptops will be replaced.

### **Ownership of Work**

Under federal copyright law, all work completed by employees as part of their employment is property of the district, including copyright ownership of the work. The District will own any and all rights to such work including any and all derivative works, unless there is a written agreement to the contrary between the employee, acting through any bargaining representative, and the District, approved by the Superintendent and Board of Directors.

Downloading, copying, duplicating and distributing software, music, sound files, movies, images or other copyrighted materials without the specific written permission of the copyright owner is generally prohibited. However, the duplication and distribution of materials for educational purposes is permitted when such duplication and distribution falls within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC) and content is cited appropriately.

### **Student Data is Confidential**

District staff must maintain the confidentiality of student data in accordance with the Family Educational Rights and Privacy Act (FERPA). With this in mind, staff will not allow substitutes, other staff (e.g. paras), students, teacher assistants (TA), parents, spouse or their son/daughter to:

- Input grades into their gradebooks (e.g. Skyward)
- Use electronic devices while still logged in as staff member (e.g. staff laptop)
- Use their accounts (e.g. Skyward, email, computer id)

### **What the District may publish online**

To function effectively as a communication tool, the White Salmon Valley Schools website will publish basic information about staff and faculty members who work at its schools. Much of this information is of the type that is currently included in print-based publications such as newsletters, handbooks, and handouts. This information may include:

- First and last names staff members
- School phone and voicemail numbers
- Work address and email address
- Information about classes taught by staff members
- Coaching and leadership roles in school sports, clubs and activities
- Photographs showing staff members in their professional duties

Staff members who prefer that any of these items not be published on district web pages should contact the superintendent.

## White Salmon Valley School District Responsible User Agreement

### Staff Responsible Use Policy Signature Page

#### **Violations of this Responsible Use Policy**

Violation of any of the conditions of use explained in the White Salmon Valley School District's Electronic Resources policy 2022 or in these procedures could be cause for disciplinary action, including suspension or expulsion from school and suspension or revocation of network and computer access privileges.

I agree to abide by the District's Policy and Procedures for Electronic Information Systems, which I have reviewed and understand, and I acknowledge that failure to comply with the policy and procedures may result in revocation of network use privileges as well as further disciplinary action as may be deemed appropriate. I acknowledge and agree that White Salmon Valley Schools have the right to remove any materials installed, used, stored or distributed on or through the network or District's system including e-mail or other electronic messages and attached documents and I hereby acknowledge that I do not have the expectation of privacy in such material. All documents are subject to the Public Records Act (PRA) for the State of Washington. (42.56, RCW)

Clearly print your first and last name exactly as you wish it to appear in your email address.

District Staff:

\_\_\_\_\_  
First Name

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
Location - Whitson, Columbia, etc

\_\_\_\_\_  
User Signature/Date