

Policy Adoption and Revisions

Changing times, circumstances and conditions may from time to time require additional policies and/or revisions of policies currently in effect. In order that these considerations be attended to in a timely and orderly fashion, it is necessary that a procedural policy be implemented. Therefore, the following policy adoption and revision procedures are hereby adopted.

Proposing a new or revised policy to present Board policy:

- A. Anyone proposing a new policy or a revision to a present policy must present the proposed statement to the Superintendent in written form at least fifteen
- B. (15) days prior to the next regularly scheduled Board meeting.
- C. The proposed new policy or policy revision must be written in language that is concise, understandable and clearly reflects the specific intent of the statement.
- D. The proposed new policy or policy revision must be identified by series, section and number for appropriate placement in the policy manual.
- E. Copies of proposed policy statements will be presented to the Board and given a first reading. Final passage shall not be considered at the first reading provided that, emergency adoption may occur on the first reading, pending review at the next meeting when final adoption or rejection shall occur.

The proposed policy statement will again be read and discussed at the next regular Board meeting. At this second reading, the policy statement may be amended and/or acted upon by the Board.

| Policy Number | Title of Policy | Date Adopted | Date(s) Revised |
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| 101 | Director Districts | 05/17/88 | 08/15/06 |
| 102 | Election-Qualification | 05/17/88 | 08/15/06 |
| 103 | Affiliations | 05/17/88 | |
| 104 | Board Meetings | 05/17/88 | 08/15/06 |
| 105 | Board Organization | 05/17/88 | 08/15/06 05/20/14 06/21/16 01/16/18 |
| 106 | Methods of Operation | 05/17/88 | 08/15/06 |
| 107 | Duties of Chairman, Vice Chairman and Secretary | 05/17/88 | 08/15/06 |
| 108 | Access to Board Agenda | 05/17/88 | 08/15/06 |

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| 109 | Procedure for NEWESD Board to Appoint Local School Board Member | 05/17/88 | 08/15/06 |
| 201 | Headquarters Office | 05/17/88 | 08/15/06 |
| 202 | Duties of the Superintendent | 05/17/88 | 08/15/06 |
| 203 | Selection of ESD Superintendent/Superintendent Review Committee | 05/17/88 | 08/15/06 |
| 204 | Administrative Functions | 05/17/88 | 08/15/06 |
| 205 | Public Access to NEWESD Records | 05/17/88 | 08/15/06 02/15/11 09/15/20 |
| 206 | Cooperative Programs | 05/17/88 | 08/15/06 |
| 207 | Direct Student Services | 05/17/88 | 08/15/06 |
| 208 | Media/Communications | 05/17/88 | 09/18/12 |
| 209 | Political Activity | 05/17/88 | 08/15/06 |
| 210 | Legal Assistance | 05/17/88 | |
| 211 | Reporting Suspected Child Abuse and Neglect | 05/17/88 | 08/15/06 |
| 212 | Insurance-Commitment to Hold Harmless | 05/17/88 | 08/15/06 |
| 213 | Indemnification | 05/17/88 | 08/15/06 |
| 214 | State Environmental Policy Act (SEPA) | 05/17/88 | 08/15/06 |
| 215 | Responsible Official for SEPA Policy | 05/17/88 | 08/15/06 |
| 216 | Safety and Health | 05/17/88 | |
| 217 | Copyright Policy | 05/17/88 | 07/20/99 08/15/06 09/15/20 |
| 218 | Smoking on Premises—including E-Cigarettes and Vaping Devices | 05/17/88 | 08/15/06 03/19/19 |
| 219 | Confidentiality of Student Records | 05/17/88 | 08/15/06 |
| 220 | Access to NEWESD Records | 09/16/97 | Deleted 08/15/06 |
| 221 | Facility Use | 12/18/01 | 12/18/01 02/21/12 03/19/19 03/17/20 |
| 222 | Sale of Advertising for NEWESD | 06/15/04 | |
| 223 | Automated External Defibrillators (AED) Program | 10/16/07 | |
| 224 | Records Management and Retention Policy | 09/15/09 | 06/17/14 |
| 225 | Providing Clock Hours | 02/16/16 | |
| 301 | Establishment of Fund Entities | 05/17/88 | 10/17/06 |
| 302 | Finance and Accounting | 05/17/88 | 10/17/06 |

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| 303 | NEWESD Budget | 05/17/88 | 10/17/06 |
| 304 | Purchasing and Bids | 05/17/88 | 02/21/89 10/17/06 10/15/19 |
| 305 | General Fund Unreserved Fund Balance Goal | 09/15/09 | |
| 306 | Small and Attractive Equipment | 09/21/10 | |
| 307 | Asset Capitalization Policy | 12/11/12 | |
| 308 | Cash Management | 08/15/17 | |
| 309 | Internal Controls | 08/15/17 | |
| 310 | Allowable Cost | 08/15/17 | |
| 311 | Fraud Reporting | 08/15/17 | 06/19/18 |
| 400 | Introduction | 08/15/06 | |
| 401 | Personnel Service Goals | 05/17/88 | 04/20/04 08/15/06 |
| 402 | Personnel Records | 05/17/88 | 04/20/04 |
| 403 | Nondiscrimination and Equal Employment Opportunity | 05/17/88 | 05/18/04 11/20/12 12/17/19 06/16/20 |
| 404 | Title IX Compliance | 05/17/88 | 05/18/04 |
| 405 | Sexual Harassment | 05/17/88 | 08/15/06 11/20/12 11/21/17 |
| 406 | Selection and Hiring of Personnel | 05/17/88 | 06/15/04 08/15/06 10/16/07 04/21/15 |
| 407 | Types of Employment/Definitions | 05/17/88 | 07/23/96 08/17/04 08/15/06 12/17/19 06/16/20 |
| 408 | Certificated Employment Contracts and Certification | 05/17/88 | 08/17/04 08/15/06 |
| 409 | Classified Employment Contracts | 05/17/88 | 09/21/04 08/15/06 09/15/09 |
| 410 | Cabinet Level Employment Contracts | 05/17/88 | 09/21/04 08/15/06 |
| 411 | Discipline/Discharge/Non-renewal of Certificated Employee | 05/17/88 | 11/19/02 08/15/06 |

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| 412 | Garnishment and Personal Credit Problems | 05/17/88 | 10/19/04 |
| 413 | Conflict of Interest | 05/17/88 | 12/21/04 |
| 414 | Employee Evaluation | 05/17/88 | 01/25/05 08/15/06 09/18/13 11/15/16 |
| 415 | Employee Assistance Program | 05/17/88 | 02/15/05 |
| 416 | Employee Conduct/Ethics | 05/17/88 | 02/15/05 |
| 417 | Grievances | 05/17/88 | 08/15/06 12/11/12 |
| 418 | Salary Schedule(s) | 05/17/88 | 04/19/05 08/15/06 08/15/17 |
| 419 | Pay Deductions | 05/17/88 | 04/19/05 |
| 420 | Employer Paid Benefits | 05/17/88 | 08/15/06 |
| 421 | Length of Workday/Compensatory Time | 05/17/88 | 08/15/06 |
| 422 | Staff Leaves and Absences | 05/17/88 | 08/15/06 |
| 422-A | Sick Leave | 05/17/88 | 08/15/06 11/20/12 |
| 422-B | Annual Leave | 05/17/88 | 08/15/06 03/15/11 03/17/15 06/20/17 |
| 422-C | Bereavement and Critical Illness Leave | 05/17/88 | 08/15/06 09/16/08 09/21/10 |
| 422-D | Jury Duty | 05/17/88 | 02/18/14 |
| 422-E | Military Leave | 05/17/88 | 08/15/06 03/16/10 |
| 422-F | Parental Leave | 05/17/88 | 08/15/06 |
| 422-G | Extended and Miscellaneous Leave | 05/17/88 | 08/15/06 03/16/10 |
| 422-H | Emergency Leave | 05/17/88 | 08/15/06 |
| 422-I | Family, Medical and Military Caregiver Leave Act | 08/15/06 | 03/21/17 |
| 422-J | Holidays | 05/17/88 | 08/15/06 06/16/15 |
| 422-K | Professional Leave | 05/17/88 | 08/15/06 |
| 422-L | Replacing Certificated Staff on Leave | 05/17/88 | 08/15/06 |
| 423 | Drug-Free Workplace | 01/16/90 | 05/17/05 03/19/19 |

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| 424 | Infection Control Program | 12/15/92 | 06/15/10 |
| 425 | Reporting Local Governmental Misconduct | 02/16/93 | 08/15/06 |
| 426 | Retirement System Eligibility for Classified Positions | 03/16/93 | 08/15/06 |
| 427 | Leave Sharing | 04/20/99 | 08/15/06 01/18/11 |
| 428 | Electronic Resources (includes CIPA Compliance) | 10/16/01 | 06/19/12 06/21/16 |
| 429 | Cellular Telephone and Mobile Access Device Usage | 03/19/02 | 06/21/16 |
| 430 | Health Insurance Portability and Accountability Act | 08/15/06 | |
| 431 | Procurement Card Usage | 10/16/07 | |
| 432 | Maintaining Professional Staff/Student/Youth and Young Adult Boundaries | 01/18/11 | |
| 433 | Telecommuting Arrangements | 12/16/14 | |
| 434 | Service Animals in NEWESD Programs | 01/19/16 | |
| 501 | General Travel-Purpose | 09/15/87 | 09/01/94 11/21/06 |
| 502 | General Policies | 09/15/87 | 09/01/94 11/21/06 |
| 503 | Subsistence and Lodging | 09/15/87 | 09/01/94 10/16/01 01/17/17 |
| 504 | Other Travel Expenses | 09/15/87 | 09/01/94 02/21/12 |
| 505 | Travel Expense Vouchers | 09/15/87 | 09/01/94 11/21/06 |
| 506 | Travel Expense Advances | 09/15/87 | Deleted 11/21/06 |
| 507 | Use of Public or Leased Automobiles | 09/15/87 | 09/01/94 |
| 508 | Credit Card Usage | 02/21/89 | 09/01/94 11/21/06 |
| 509 | Meals and Light Refreshments with Meetings | 09/01/94 | |
| 600 | Confidentiality of Records | 09/15/20 | |
| 601 | Reporting Critical Incidents | 09/15/20 | |
| 601 | Self-funded Insurance Plan for Employee Benefits | 09/20/88 | Deleted 08/15/06 |
| 602 | Reporting Death of Individual | 09/15/20 | |
| 602 | Membership and Termination Procedures | 09/20/88 | Deleted 08/15/06 |
| 603 | Duty to Warn | 09/15/20 | |
| 603 | Effective Dates of Insurance Coverage | 09/20/88 | Deleted |

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| | | | 08/15/06 |
| 604 | Evacuation Plan | 09/15/20 | |
| 604 | Determination of Rates, Risks, Benefits and Terms of the Self-funded Insurance Plan(s) and Notice to Members | 09/20/88 | Deleted 08/15/06 |
| 605 | Facilities | 09/15/20 | |
| 605 | Advisory Board of the Members | 09/20/88 | Deleted 08/15/06 |
| 606 | Governing Board | 09/15/20 | |
| 606 | Reinsurance | 09/20/88 | Deleted 08/15/06 |
| 607 | HIPPA | 09/15/20 | |
| 607 | Determination of Premium Contributions | 09/20/88 | Deleted 08/15/06 |
| 608 | Individual Rights | 09/15/20 | |
| 608 | Determination of Claim Eligibility | 09/20/88 | Deleted 08/15/06 |
| 609 | Internal Quality Management Plan | 09/15/20 | |
| 609 | Adjudication of Disputes | 09/20/88 | Deleted 08/15/06 |
| 610 | Interpreter Services | 09/15/20 | |
| 610 | Accounting and Reporting of Claim for Each Member | 09/20/88 | Deleted 08/15/06 |
| 611 | Nondiscrimination | 09/15/20 | |
| 611 | Payment of Expenses | 09/20/88 | Deleted 08/15/06 |
| 612 | Professional Boundaries | 09/15/20 | |
| 612 | Safe Keeping, Handling and Investing of Monies | 09/20/88 | Deleted 08/15/06 |
| 613 | Quality Management Process | 09/15/20 | |
| 613 | Record Requirements for Billing, Enrollment and Claims Payments | 09/20/88 | Deleted 08/15/06 |
| 614 | Reasonable Access | 09/15/20 | |
| 614 | Fidelity Bond Requirements | 09/20/88 | Deleted 08/15/06 |
| 615 | Clinical Record System | 09/15/20 | |
| 615 | Annual Audit of Financial Statements | 09/20/88 | Deleted 08/15/06 |
| 616 | Required Reporting | 09/15/20 | |
| 616 | Duties of Plan Administrator | 09/20/88 | Deleted 08/15/06 |

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| 617 | Smoking | 09/15/20 | |
| 617 | Incurrence of Expenses and Entering Into Agreements | 09/20/88 | Deleted 08/15/06 |
| 618 | Staffing and Supervision | 09/15/20 | |
| 618 | Contracting for Services | 09/20/88 | Deleted 08/15/06 |
| 619 | Youth Protection and Special Needs | 09/15/20 | |
| 619 | Approval of Contracts, Leases, Agreements and Legal Documents | 09/20/88 | Deleted 08/15/06 |
| 620 | Individual Record Content | 09/15/20 | |
| 620 | Prohibited Interests | 09/20/88 | Deleted 08/15/06 |
| 621 | Individual Service Plan | 09/15/20 | |
| 622 | Outpatient Treatment Services | 09/15/20 | |
| 623 | Individual Record System | 09/15/20 | |
| 624 | Hiring Practice | 09/15/20 | |
| 625 | Personnel Files | 09/15/20 | |
| 626 | Staff Training | 09/15/20 | |
| 627 | Trainees, Interns, Volunteers and Students | 09/15/20 | |
| 628 | Supervision | 09/15/20 | |
| 629 | Complaints and Grievance | 09/15/20 | |
| 701 | Criteria for Admission to Early Childhood Programs | 02/20/01 | 10/21/08 |
| 702 | Section 504 Compliance | 10/19/10 | 09/15/20 |
| 703 | Student Internet Usage | 10/15/13 | |
| 704 | Prohibition of Harassment, Intimidation, and Bullying | 11/21/17 | |