

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: BOARD GOVERNANCE	Date Adopted	Date(s) Revised
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, 09/20/22
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
109	Procedure for NEWESD Board to Appoint Local School Board Member	05/17/88	08/15/06

Policy Number	Title of Policy: STRUCTURE AND ORGANIZATION	Date Adopted	Date(s) Revised
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 08/17/21
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	
226	Pioid Related Overdose Reversal	06/20/23	

Policy Number	Title of Policy: FISCAL MANAGEMENT	Date Adopted	Date(s) Revised
301	Establishment of Fund Entities	05/17/88	10/17/06
302	Finance and Accounting	05/17/88	10/17/06
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	04/19/22
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
312	Use of Electronic Signature	1/17/21	

Policy Number	Title of Policy: PERSONNEL	Date Adopted	Date(s) Revised
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, 12/21/21
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
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/Personal Leave	05/17/88	08/15/06, 03/15/11, 03/17/15, 06/20/17, 09/19/23
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
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	04/19/22
432	Maintaining Professional Staff/Student/Youth and Young Adult Boundaries	01/18/11	

433	Telecommuting Arrangements	12/16/14	04/20/21
434	Service Animals in NEWESD Programs	01/19/16	
435	Prohibition of Firearms and Weapons	2/20/24	

Policy Number	Title of Policy: TRAVEL AND TRANSPORTATION	Date Adopted	Date(s) Revised
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 Deleted 04/19/22
509	Meals and Light Refreshments with Meetings	09/01/94	

Policy Number	Title of Policy BEHAVIORAL HEALTH AND STUDENT SUPPORT SERVICES	Date Adopted	Date(s) Revised
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 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
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	
-----	--------------------------	----------	--

Policy Number	Title of Policy: YOUTH AND YOUNG ADULTS	Date Adopted	Date(s) Revised
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	