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Date: December 1, 2023

To: Superintendent's Cabinet

From: Kellee McManus

Regarding: For Your Review and Feedback at the Board Presentation Review on December 5

Policy 5280 Program and Staff Reduction

Revisions are from WSSDA to clarify the board's role in the process of terminating staff. The board's role differs depending on the type of employee that's being terminated as noted in the policy.

Schedule 6115S Fees, Fines and Charges

Revisions include the addition of language stating the district reserves the right to require security to be present at any event based upon the type of activity, group size and other factors as it deems appropriate.

Policy 6215 and Procedure 6215P Disbursements

Revisions are from WSSDA to update the current usage terms and to resolve a mismatch between statutory provisions and common practice. The revisions include changing the title from "Disbursements" to "Expense Claim Certification and Approval."

Policy 6217 and Procedure 6217P Electronic Funds Transfer

This new policy and procedure are from WSSDA to authorize the district's use of electronic methods of payment, including Electronic Funds Transfers (EFT) and Automated Clearing House transfers (ACH). Please note that the State Auditor's Office requires adopting an authorizing policy before implementing electronic payments.

Policy 6530 Insurance

Revisions are from WSSDA to better track with [RCW 28A.400.350](#) Medical, dental, vision, liability, life, accident, disability, and salary insurance authorized—Expiration of authority for basic and optional benefits—Health savings accounts—Premiums—Noncompliance, and to comply with [HB 1521](#) – Workers' Compensation Claims – Duties of Self-Insured Employers and Third-Party Administrators. The revisions acknowledge that the School Employees' Benefits Board (SEBB) program governs school employees' medical insurance.

Policy 6555 Capitalization Threshold for Leases and Subscription-Based Information Technology Arrangements (SBITAs)

This new policy is from WSSDA to address recent statements of the Governmental Accounting Standards Board (GASB) regarding lease and subscription-based information technology arrangements. The GASB statements reference a capitalization threshold set by the district, prompting the need for a board policy setting such a threshold. Please note that school districts that do not engage in lease or subscription-based technology arrangements do not need to adopt this policy.