The best education for every student.

STEILACOOM Historical School District No. 1

Est. 1854

Regular Meeting Agenda

Pioneer Middle School 1750 Bob's Hollow Lane DuPont, Washington

STUDY SESSION: The School Board normally convenes at 6:30 pm just prior to the start of the formal Board meeting, to discuss the Board agenda and to have a brief dinner. No decision making is undertaken. These study sessions are open to the Public; however, food is not provided for the general public.

4/24/2019 07:00 PM

I. CALL TO ORDER (Action)

A. Pledge of Allegiance
B. Roll Call
C. Approval of Agenda

II. COMMENTS FROM THE AUDIENCE (Information)

Members of the audience wishing to comment on specific items on this agenda will be allowed to comment briefly during the Comments From the Audience portion of the agenda. Those wishing to speak will please sign the Speaker List in order to be recognized by the Board. **Please limit your comments to three (3) minutes.** The Board will not entertain comments during any other part of the meeting. Remarks of a negative nature singling out specific employees, other than the Board or Superintendent, will be heard in executive session following the business meeting. The Board reserves the right to terminate presentations containing personal attacks on individuals.

III. PRESENTATION

a. Volunteer Appreciation (Information)

Presenter: Dana Ballou

2019 SHSD Volunteer Summary.pdf (p. 4)

b. Certificated School Employees Recognition (Information)

Proclamation Cert 2019.pdf (p. 5)

IV. REPORTS

a. Legislative Update (Information)

Presenter: Jennifer McDonald

V. CONSENT AGENDA (Action)

The purpose of the consent agenda is to reduce time going through motion, second and voting on issues of common consent. Any Board member can ask for any item to be removed from the consent agenda. There is no discussion of items on the consent agenda. By motion of the Board, remaining items are approved without discussion as part of the consent agenda. Discussion of items removed from the consent agenda occurs immediately following action on the consent agenda.

Approval of March & April 2019 Accounts Payable & March 2019 Payroll.PDF (p. 6)

Approval of Financial Reports.PDF (p. 7)

Approval of March 27, 2019 Regular Meeting Minutes.pdf (p. 17)

Approval of April 10, 2019 Study Session Minutes.pdf (p. 20)

Approval of Administrative Personnel Report.pdf (p. 22)

Approval of Certificated Personnel Report.pdf (p. 23)

Approval of Classified Personnel Report.pdf (p. 24)

Approval of Co-Curricular Personnel Report.pdf (p. 25)

VI. OLD BUSINESS

a. Second Reading of Policy 5050 Contracts (Action)

Presenter: Paul Harvey

Policy 5050.pdf (p. 26)

VII. NEW BUSINESS

a. Approval of Resolution 850-04-24-19 Certificated Staff Contracts 2019-20 School Year (Action)

Presenter: Paul Harvey

Approval of Resolution 850-4-24-19 Certificated Contracts 2019-20 School Year.pdf (p. 29)

b. First Reading of Policy 3520 Student Fees, Fines, Charges (Action)

Presenter: Melissa Beard

Policy 3520.pdf (p. 35)

VIII. COMMENTS FROM THE AUDIENCE (Information)

Members of the audience wishing to comment on specific items on this agenda will be allowed to comment briefly during the Comments From the Audience portion of the agenda. Those wishing to speak will please sign the Speaker List in order to be recognized by the Board. **Please limit your comments to three (3) minutes.** The Board will not entertain comments during any other part of the meeting. Remarks of a negative nature singling out specific employees, other than the Board or Superintendent, will be heard in executive session following the business meeting. The Board reserves the right to terminate presentations containing personal attacks on individuals.

IX. BOARD COMMUNICATION (Information)

X. ANNOUNCEMENTS (Information)

XI. RECESS TO EXECUTIVE SESSION

XII. EXECUTIVE SESSION (Executive Session)

per RCW 42.30.110(1)(g) to review the performance of a public employee

(g) To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. However, subject to RCW 42.30.140(4), discussion by a governing body of salaries, wages, and other conditions of employment to be generally applied within the agency shall occur in a meeting open to the public, and when a governing body elects to take final action hiring, setting the salary of an individual employee or class of employees, or discharging or disciplining an employee, that action shall be taken in a meeting open to the public

XIII. RETURN TO PUBLIC MEETING

XIV. ADJOURNMENT (Action)

2018-19 Volunteer Update

SHSD Board April 24, 2019

Year to date as of April 17, 2019

Total Volunteers 853

Total Volunteer Hours 11,516



We are on track to meet our 15,000 hour average as a majority of hours will be spring sports and fieldtrips.

Continuing trend of same overall number of volunteer hours with a decrease in total volunteers. Less people volunteering more hours.

2019-20 Planning

Attendance and recruitment at all back to school activities, as well as attendance at a PTA/Booster Club meeting at each school will hopefully increase our total number of volunteers.

Continue to encourage Middle school and High school volunteer involvement to support our students and promote safety k-12.

Volunteers of the Year

Annie Burg-Anderson Island
Roberta Arif-Chloe Clark
Jessie and Kathy Garza Cherrydale
Denise Isler-Saltar's Point
Alex Chaney-Pioneer Middle School
Teresa Shird-Steilacoom High School

The best education for every student.
STEILACOOM
Est. 1854
Historical School District No. 1

PROCLAMATION

WHEREAS, a strong, effective system of free public school education for all children and youth is essential to our democratic system of government; and

WHEREAS, the United States has made considerable progress in the social, technological, and scientific fields due to our system of free and universal public education; and

WHEREAS, much of this progress can be attributed to the qualified and dedicated certificated school employees entrusted with the educational development of our children; and

WHEREAS, certificated school employees provide opportunities for students to connect with the world around them, develop basic skills for success in life and work, experience the realization of high expectations and the fulfillment of steps toward achievable goals; and

WHEREAS, certificated school employees are accorded high public esteem, reflecting the value placed on their skills and abilities, and the importance of public education; and

WHEREAS, it is appropriate that certificated staff be recognized for their dedication and commitment to educating their students:

NOW THEREFORE, we, Kathi Weight, Superintendent of the Steilacoom Historical School District, and the Board of Directors of Steilacoom Historical School District #1, do hereby proclaim May 2019 as

CERTIFICATED SCHOOL EMPLOYEES MONTH

in Steilacoom Historical School District #1 and urge all citizens to join us in this special observance.

Signed this 24th day of April, 2019

Kathi Weight, Superintendent

Robert Forbes, Board Chair

Jason Pierce, Board Vice Chair

Samuel Scott, Board Director

Steve Schenk, Board Director

Jennifer McDonald, Board Director

Steilacoom Historical School District

Affidavit covering payment of payroll and invoices for General Fund, Capital Projects Fund, Associated Student Body Fund, Private Purpose Trust Fund and Transportation Vehicle Fund.

DATE: **April 24, 2019**

THIS IS TO CERTIFY, under penalty of perjury, that the undersigned has examined the attached vouchers and payroll , and that each of the invoices and vouchers were duly certified to have been received and checked as to price and quantity and have been duly certified by the claimant, as required by law; that the extensions and additions of said invoices and vouchers have been checked by Business Office staff and were found to be correct.

Mark Beard

Dr. Melissa Beard, Chief of Finance and Operations

THIS IS TO CERTIFY that the warrants and electronic transfers of the Steilacoom Historical School District No. 1, Pierce County, Washington, as listed below, have been allowed by the School Board of this district.

FUND NAME		WARRANTS (INCLUSIVE)			AMOUNT
GENERAL FUND:					
			to		
			to		
	Payroll	800836	to	800838	$ 6,567.14
March 26, 2019	Payroll A/P	125774	to	125797	$ 819,079.45
	Payroll Taxes				$ 490,387.81
	Direct Deposit				$ 1,414,968.36
March 28, 2019	Accounts Payable	125798	to	125815	$ 47,034.73
March 29, 2019	Accounts Payable	125816	to	125816	$ 44,555.05
March 29, 2019	Accounts Payable	125817	to	125826	$ 22,265.43
April 3, 2019	Accounts Payable	125827	to	125828	$ 23,237.85
April 10, 2019	Accounts Payable	125829	to	125831	$ 1,146.88
April 15, 2019	Accounts Payable	125832	to	125855	$ 491,454.78
			TOTAL GENERAL FUND:		$ 3,360,697.48
CAPITAL PROJECTS FUND:					
March 27, 2019	Accounts Payable	200346	to	200346	$ 46,918.54
April 4, 2019	Accounts Payable	200347	to	200348	$ 42,368.50
			to		
			TOTAL CAPITAL PROJECTS FUND:		$ 89,287.04
ASSOCIATED STUDENT BODY FUND:					
March 26, 2019	Accounts Payable	404034	to	404034	$ 49.42
			to		
			to		
			to		
			TOTAL ASSOCIATED STUDENT BODY FUND:		$ 49.42

TRANSPORTATION VEHICLE FUND:

Board of Directors of Steilacoom Historical School District No. 1

I, Kathi Weight, being duly sworn, depose and say: That I am the Secretary to the Board of Steilacoom Historical School District No. 1, Pierce County, Washington, and that the above signatories are personally known to me and have signed these statements in my presence.

Kathi Weight, Secretary to the Board

Steilacoom Historical School District No. 1
Financial Report - March 31, 2019
Budget/Year-End Projection/YTD Actual

The following information is a summary of the financial position as of March 31, 2019 for the district's five operating funds. It provides the School Board fiscal information to evaluate the fiscal stability and operations of the district. The information is unaudited but supported by the attached monthly budget status reports.

General Fund Budget/YTD Actual:

	Annual Budget	YTD Actual	
Revenues & Other Financing Sources	42,686,670	25,763,081	60.35%
Expenditures & Other Financing Uses	42,584,622	24,800,512	58.24%
Excess Revenues/Other Financing Sources Over (under) Expend & Other Financing Uses	102,048	962,569	
Transfer to Capital Projects		(100,000)	
Net Change in Unassigned Fund Balance		862,569	

Fund Balances	9/1/2018	3/31/2019	Variance
Restricted for Carryover		148,271	
Nonspendable Fund Balance-prepaids		2,508	
Committed for Other Purposes	(74,631)	25,229	99,860
Unassigned Fund Balance	1,791,928	3,301,472	1,509,544
Unassigned Minimum Fund Balance	2,610,000	2,610,000	-
Fund Balance	4,327,297	6,087,480	1,760,183

Capital Projects Fund:

Fund Balance - Impact Fees $401,735 - Turf Field Replacement $200,000

Beginning Fund Balance		1,856,813	
GF Transfer to Capital Projects	100,000		
Revenues	105,023		
Expenses	96,722		
		108,300	
Ending Fund Balance 3/31/2019			1,965,114

	9/1/2018 Beginning Fund Balance	3/31/2019 Ending Fund Balance	Variance
Debt Service Fund*:	3,650,047	1,431,653	(2,218,394)
Transportation Fund:	105,362	106,505	1,143
ASB Fund:	280,669	429,569	148,900

*12/1/2018 Principal and Interest - $6,338,650; 6/1/2019 Interest payment - $ 933,850

10--General Fund-- FUND BALANCE -- SPI ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT
Fiscal Year 2018 (September 1, 2018 - August 31, 2019)

For the STEILACOOM SCHOOL DISTRICT #1 School District for the Month of March, 2019

A. REVENUES/OTHER FIN. SOURCES	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
1000 LOCAL TAXES	5,745,095	418,250.24	3,818,056.48		1,927,038.52	66.46
2000 LOCAL SUPPORT NONTAX	994,500	95,809.44	567,261.80		427,238.20	57.04
3000 STATE, GENERAL PURPOSE	26,717,087	2,492,564.89	16,441,073.78		10,276,013.22	61.54
4000 STATE, SPECIAL PURPOSE	6,639,215	552,603.50	3,579,334.88		3,059,880.12	53.91
5000 FEDERAL, GENERAL PURPOSE	354,000	.00	292,581.68		61,418.32	82.65
6000 FEDERAL, SPECIAL PURPOSE	2,210,273	222,934.61	1,050,484.77		1,159,788.23	47.53
7000 REVENUES FR OTH SCH DIST	0	.00	.00		.00	0.00
8000 OTHER AGENCIES AND ASSOCIATES	21,500	.00	.00		21,500.00	0.00
9000 OTHER FINANCING SOURCES	5,000	.00	14,287.55		9,287.55-	285.75
Total REVENUES/OTHER FIN. SOURCES	42,686,670	3,782,162.68	25,763,080.94		16,923,589.06	60.35
B. EXPENDITURES						
00 Regular Instruction	23,558,339	1,938,832.80	13,972,801.56	8,815,411.13	770,126.31	96.73
10 Federal Stimulus	0	.00	.00	0.00	.00	0.00
20 Special Ed Instruction	5,089,622	472,803.60	3,104,328.20	2,246,652.50	261,358.70-	105.14
30 Voc. Ed Instruction	2,022,217	139,672.81	1,126,519.49	711,378.18	184,319.33	90.89
40 Skills Center Instruction	0	.00	.00	0.00	.00	0.00
50+60 Compensatory Ed Instruct.	1,225,079	75,272.81	713,692.51	364,201.08	147,185.41	87.99
70 Other Instructional Pgms	1,468,426	31,946.89	385,372.47	148,194.46	934,859.07	36.34
80 Community Services	0	.00	.00	0.00	.00	0.00
90 Support Services	9,220,941	809,630.95	5,497,798.18	3,161,169.89	561,972.93	93.91
Total EXPENDITURES	42,584,624	3,468,159.86	24,800,512.41	15,447,007.24	2,337,104.35	94.51
C. OTHER FIN. USES TRANS. OUT (GL 536)	100,000	.00	.00			
D. OTHER FINANCING USES (GL 535)	0	.00	.00			
E. EXCESS OF REVENUES/OTHER FIN.SOURCES OVER(UNDER) EXP/OTH FIN USES (A-B-C-D)	2,046	314,002.82	962,568.53		960,522.53	> 1000
F. TOTAL BEGINNING FUND BALANCE	5,250,369		5,124,911.73			
G. G/L 898 PRIOR YEAR ADJUSTMENTS(+OR-)	XXXXXXXXX		.00			
H. TOTAL ENDING FUND BALANCE (E+F + OR - G)	5,252,415		6,087,480.26			

I. ENDING FUND BALANCE ACCOUNTS:

G/L 810 Restricted For Other Items	0	.00
G/L 815 Restric Unequalized Deduct Rev	0	.00
G/L 821 Restrictd for Carryover	0	148,271.49
G/L 825 Restricted for Skills Center	0	.00
G/L 828 Restricted for C/O of FS Rev	0	.00
G/L 830 Restricted for Debt Service	0	.00
G/L 835 Restrictd For Arbitrage Rebate	0	.00
G/L 840 Nonspnd FB - Invent/Prepd Itms	0	2,507.50
G/L 845 Restricted for Self-Insurance	0	.00
G/L 850 Restricted for Uninsured Risks	0	.00
G/L 870 Committed to Other Purposes	74,631-	25,229.27
G/L 872 Committd to Econmc Stabilizatn	0	.00
G/L 875 Assigned Contingencies	0	.00
G/L 884 Assigned to Other Cap Projects	0	.00
G/L 888 Assigned to Other Purposes	0	.00
G/L 890 Unassigned Fund Balance	2,717,046	3,301,472.00
G/L 891 Unassigned Min Fnd Bal Policy	2,610,000	2,610,000.00
TOTAL	5,252,415	6,087,480.26

20--CAPITAL PROJECT FUND-- FUND BALANCE -- SPI ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT
Fiscal Year 2018 (September 1, 2018 - August 31, 2019)

For the STEILACOOM SCHOOL DISTRICT #1 School District for the Month of March, 2019

A. REVENUES/OTHER FIN. SOURCES	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
1000 Local Taxes	0	.00	.00		.00	0.00
2000 Local Support Nontax	105,000	5,244.18	105,022.70		22.70-	100.02
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	100,000	.00	.00		100,000.00	0.00
Total REVENUES/OTHER FIN. SOURCES	205,000	5,244.18	105,022.70		99,977.30	51.23
B. EXPENDITURES						
10 Sites	0	.00	670.77	0.00	670.77-	0.00
20 Buildings	850,000	108,964.51	88,051.50	396,904.77	365,043.73	57.05
30 Equipment	0	.00	.00	0.00	.00	0.00
40 Energy	0	.00	.00	0.00	.00	0.00
50 Sales & Lease Expenditure	10,000	.00	8,000.00	0.00	2,000.00	80.00
60 Bond Issuance Expenditure	0	.00	.00	0.00	.00	0.00
90 Debt	0	.00	.00	0.00	.00	0.00
Total EXPENDITURES	860,000	108,964.51	96,722.27	396,904.77	366,372.96	57.40
C. OTHER FIN. USES TRANS. OUT (GL 536)	0	.00	.00			
D. OTHER FINANCING USES (GL 535)	0	.00	.00			
E. EXCESS OF REVENUES/OTHER FIN.SOURCES OVER(UNDER) EXP/OTH FIN USES (A-B-C-D)	655,000-	103,720.33-	8,300.43		663,300.43	101.27-
F. TOTAL BEGINNING FUND BALANCE	1,900,000		1,856,813.27			
G. G/L 898 PRIOR YEAR ADJUSTMENTS(+OR-)	XXXXXXXXX		.00			
H. TOTAL ENDING FUND BALANCE (E+F + OR - G)	1,245,000		1,865,113.70			

I. ENDING FUND BALANCE ACCOUNTS:

G/L 810 Restricted For Other Items	0	.00
G/L 825 Restricted for Skills Center	0	.00
G/L 830 Restricted for Debt Service	0	.00
G/L 835 Restrictd For Arbitrage Rebate	0	.00
G/L 840 Nonspnd FB - Invent/Prepd Itms	0	.00
G/L 850 Restricted for Uninsured Risks	0	.00
G/L 861 Restricted from Bond Proceeds	0	.00
G/L 862 Committed from Levy Proceeds	0	.00
G/L 863 Restricted from State Proceeds	0	.00
G/L 864 Restricted from Fed Proceeds	0	.00
G/L 865 Restricted from Other Proceeds	0	.00
G/L 866 Restrictd from Impact Proceeds	250,000	459,323.00
G/L 867 Restricted from Mitigation Fees	0	.00
G/L 869 Restricted fr Undistr Proceeds	0	.00
G/L 870 Committed to Other Purposes	200,000	200,000.00
G/L 889 Assigned to Fund Purposes	795,000	1,205,790.70
G/L 890 Unassigned Fund Balance	0	.00
TOTAL	1,245,000	1,865,113.70

30--DEBT SERVICE FUND-- FUND BALANCE -- SPI ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT
Fiscal Year 2018 (September 1, 2018 - August 31, 2019)

For the STEILACOOM SCHOOL DISTRICT #1 School District for the Month of March, 2019

A. REVENUES/OTHER FIN. SOURCES	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
1000 Local Taxes	7,494,447	656,742.42	4,120,465.18		3,373,981.82	54.98
2000 Local Support Nontax	15,000	1,028.32	20,291.05		5,291.05-	135.27
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
Total REVENUES/OTHER FIN. SOURCES	7,509,447	657,770.74	4,140,756.23		3,368,690.77	55.14
B. EXPENDITURES						
Matured Bond Expenditures	5,425,000	.00	5,425,000.00	0.00	.00	100.00
Interest On Bonds	1,753,575	.00	933,850.00	0.00	819,725.00	53.25
Interfund Loan Interest	0	.00	.00	0.00	.00	0.00
Bond Transfer Fees	2,500	.00	300.00	0.00	2,200.00	12.00
Arbitrage Rebate	0	.00	.00	0.00	.00	0.00
Underwriter's Fees	0	.00	.00	0.00	.00	0.00
Total EXPENDITURES	7,181,075	.00	6,359,150.00	0.00	821,925.00	88.55
C. OTHER FIN. USES TRANS. OUT (GL 536)	0	.00	.00			
D. OTHER FINANCING USES (GL 535)	0	.00	.00			
E. EXCESS OF REVENUES/OTHER FIN.SOURCES OVER(UNDER) EXPENDITURES (A-B-C-D)	328,372	657,770.74	2,218,393.77-		2,546,765.77-	775.57-
F. TOTAL BEGINNING FUND BALANCE	3,650,047		3,650,046.52			
G. G/L 898 PRIOR YEAR ADJUSTMENTS(+OR-)	XXXXXXXXX		.00			
H. TOTAL ENDING FUND BALANCE (E+F + OR - G)	3,978,419		1,431,652.75			
I. ENDING FUND BALANCE ACCOUNTS:						
G/L 810 Restricted for Other Items	0		.00			
G/L 830 Restricted for Debt Service	3,978,419		1,431,652.75			
G/L 835 Restrictd For Arbitrage Rebate	0		.00			
G/L 870 Committed to Other Purposes	0		.00			
G/L 889 Assigned to Fund Purposes	0		.00			
G/L 890 Unassigned Fund Balance	0		.00			
TOTAL	3,978,419		1,431,652.75			

40--ASB FUND-- FUND BALANCE -- SPI ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT
Fiscal Year 2018 (September 1, 2018 - August 31, 2019)

For the STEILACOOM SCHOOL DISTRICT #1 School District for the Month of March, 2019

A. REVENUES	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
1000 General Student Body	201,100	5,322.55	129,111.47		71,988.53	64.20
2000 Athletics	261,404	6,203.00	44,022.05		217,381.95	16.84
3000 Classes	62,300	5,322.15	28,220.35		34,079.65	45.30
4000 Clubs	477,200	32,663.78	161,253.82		315,946.18	33.79
6000 Private Moneys	25,500	1,000.00	7,584.86		17,915.14	29.74
Total REVENUES	1,027,504	50,511.48	370,192.55		657,311.45	36.03
B. EXPENDITURES						
1000 General Student Body	214,007	3,051.35	23,393.22	5,004.72	185,609.06	13.27
2000 Athletics	227,183	6,577.21	55,896.99	10,648.68	160,637.33	29.29
3000 Classes	66,483	1,656.20	25,434.16	6,259.32	34,789.52	47.67
4000 Clubs	484,989	11,648.74	113,494.60	14,796.27	356,698.13	26.45
6000 Private Moneys	22,814	200.00	3,073.21	0.00	19,740.79	13.47
Total EXPENDITURES	1,015,476	23,133.50	221,292.18	36,708.99	757,474.83	25.41
C. EXCESS OF REVENUES OVER(UNDER) EXPENDITURES (A-B)	12,028	27,377.98	148,900.37		136,872.37	> 1000
D. TOTAL BEGINNING FUND BALANCE	270,217		280,668.94			
E. G/L 898 PRIOR YEAR ADJUSTMENTS(+OR-)	XXXXXXXXX		.00			
F. TOTAL ENDING FUND BALANCE C+D + OR - E)	282,245		429,569.31			
G. ENDING FUND BALANCE ACCOUNTS:						
G/L 810 Restricted for Other Items	0		.00			
G/L 819 Restricted for Fund Purposes	282,245		422,501.02			
G/L 840 Nonspnd FB - Invent/Prepd Itms	0		7,068.29			
G/L 850 Restricted for Uninsured Risks	0		.00			
G/L 870 Committed to Other Purposes	0		.00			
G/L 889 Assigned to Fund Purposes	0		.00			
G/L 890 Unassigned Fund Balance	0		.00			
TOTAL	282,245		429,569.31			

90--TRANSPORTATION VEHICLE FUND-- FUND BALANCE -- SPI ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT
Fiscal Year 2018 (September 1, 2018 - August 31, 2019)

For the STEILACOOM SCHOOL DISTRICT #1 School District for the Month of March, 2019

A. REVENUES/OTHER FIN. SOURCES	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
1000 Local Taxes	0	.00	.00		.00	0.00
2000 Local Nontax	1,000	204.88	1,142.80		142.80-	114.28
3000 State, General Purpose	0	.00	.00		.00	0.00
4000 State, Special Purpose	7,500	.00	.00		7,500.00	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
A. TOTAL REV/OTHER FIN.SRCS(LESS TRANS)	8,500	204.88	1,142.80		7,357.20	13.44
B. 9900 TRANSFERS IN FROM GF	0	.00	.00		.00	0.00
C. Total REV./OTHER FIN. SOURCES	8,500	204.88	1,142.80		7,357.20	13.44
D. EXPENDITURES						
Type 30 Equipment	10,000	.00	.00	0.00	10,000.00	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
Total EXPENDITURES	10,000	.00	.00	0.00	10,000.00	0.00
E. OTHER FIN. USES TRANS. OUT (GL 536)	0	.00	.00			
F. OTHER FINANCING USES (GL 535)	0	.00	.00			
G. EXCESS OF REVENUES/OTHER FIN SOURCES OVER(UNDER) EXP/OTH FIN USES (C-D-E-F)	1,500-	204.88	1,142.80		2,642.80	176.19-
H. TOTAL BEGINNING FUND BALANCE	105,362		105,362.25			
I. G/L 898 PRIOR YEAR ADJUSTMENTS(+OR-)	XXXXXXXXX		.00			
J. TOTAL ENDING FUND BALANCE (G+H + OR - I)	103,862		106,505.05			
K. ENDING FUND BALANCE ACCOUNTS:						
G/L 810 Restricted For Other Items	0		.00			
G/L 819 Restricted for Fund Purposes	103,862		106,505.05			
G/L 830 Restricted for Debt Service	0		.00			
G/L 835 Restrictd For Arbitrage Rebate	0		.00			
G/L 850 Restricted for Uninsured Risks	0		.00			
G/L 889 Assigned to Fund Purposes	0		.00			
G/L 890 Unassigned Fund Balance	0		.00			
TOTAL	103,862		106,505.05			

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

The best education for every student.

STEILACOOM Historical School District No. 1

Est. 1854

Regular Meeting Minutes
Steilacoom High School 54 Sentinel Drive Steilacoom, Washington
Wednesday, 3/27/2019

STUDY SESSION:

- Review agenda

REGULAR MEETING:

1. **CALL TO ORDER**

Chair Forbes called the meeting to order at 7 pm.
Executive Director Beauchaine led the Pledge of Allegiance.
All directors and Superintendent Weight present.
Chair Forbes recognized Steilacoom Mayor Ron Lucas and Steilacoom Police Chief T.J. Rodriguez in attendance.
Director Pierce made a motion to amend the agenda to add a Superintendent Update after the first *Comments from the Audience*; Director Schenk seconded the motion and the motion passed (5/0).

2. **COMMENTS FROM THE AUDIENCE**

No comments.

3. SUPERINTENDENT UPDATE

Superintendent Weight read the attached statement. Chair Forbes commended Superintendent Weight and Administrative Team on the response and communications involved with the student incident.

4. **RECOGNITION of CLASSIFIED SCHOOL EMPLOYEES**

Chair Forbes publicly thanked the 133 Classified School Employees of the district.

5. **REPORTS**

a. **Winter Sports Update**

Steilacoom High Athletic Coordinator Blair Suek updated the school board on high school winter sports which included boys swim, girls basketball, boys basketball, boys and girls wrestling, girls bowling and cheer. A special thank you to the School Board for the newly renovated Weight and Fitness Rooms and other improvements to the gym facilities area.

b. **Asset Preservation Program**

Anna Garvin, Maintenance & Facilities Supervisor, presented the 2018 Asset Preservation Program report. She informed the Board of future maintenance/repair/replace items for each building.

c. **Legislative Update**

Director McDonald reported there are many bills in process. A few of interest are: sexual health education, fully funding special education, increasing mental health supports in schools and NARCAN available in schools.

6. **CONSENT AGENDA**

Director McDonald made a motion to approve the Consent Agenda which included financial reports, accounts payable and payroll, 2/27/19 and 3/13/19 minutes, attached personnel reports and an SHS DECA Trip; Director Scott seconded the motion and the motion passed (5/0).

7. **NEW BUSINESS**

a. **First Reading of Policy 6210 Purchasing Authorization and Control**

Director Pierce made a motion to approve the deletion of Policy 6210; Director Schenk seconded the motion and the motion passed (5/0).

b. **First Reading of Policy 6220 Bid Requirements**

Director McDonald made a motion to approve Policy 6220; Director Scott seconded the motion and the motion passed (5/0).

c. **First Reading of Policy 3141 Nonresident Students**

Director Schenk made a motion to approve Policy 3141; Director Pierce seconded the motion and the motion passed (5/0).

d. First Reading of Policy 3226 Interviews & Interrogations of Students on School Premises

Director Scott made a motion to approve Policy 3226; Director McDonald seconded the motion and the motion passed (5/0).

e. **First Reading of Policy 3231 Student Records**

Director Pierce made a motion to approve Policy 3231; Director Schenk seconded the motion and the motion passed (5/0).

f. **First Reading of Policy 5050 Contracts**

Director Scott made a motion to move Policy 5050 to a second reading; Director McDonald seconded the motion and the motion passed (5/0).

8. **COMMENTS FROM THE AUDIENCE**

- Sherrie Raygor, Lakewood, following the student incident this week, she feels a need for more student connections, especially the Running Start students. More student involvement in ideas and planning amongst staff and parents, offering various suggestions.

9. **BOARD COMMUNICATION**

- Director Pierce was contacted by a parent; Superintendent Weight addressing the concern.

10. **ANNOUNCEMENTS**

- Director Schenk - echoed Chair Forbes positive sentiments about District response to the incident and continued work in the area of incident response and communications.
- Director McDonald - communications well done; appreciate the parent comment earlier tonight regarding parent involvement at the high school.
- Director Pierce – suggestion of parent involvement - utilize the PTAs and Booster Clubs.
- Chair Forbes encouraged attendance at spring sport and the SHS Drama production - April 11 & 12th.

11. **ADJOURNMENT**

Director Schenk made a motion to adjourn the meeting at 7:50 pm; Director Pierce seconded the motion and the motion passed (5/0).

_____

(Chair)

_____

_____

_____ _____

(Secretary/Superintendent)

_____

Study Session of the Board of Directors Meeting Minutes
Pioneer Middle School 1750 Bob's Hollow Lane DuPont, WA
Wednesday, 4/10/2019

1. **CALL TO ORDER**

Chair Forbes called the meeting to order at 6:00 pm.
Executive Director Beauchaine led the Pledge of Allegiance.
Director Scott made a motion to excuse Director McDonald; Director Pierce seconded the motion and the motion passed (4/0).
Director Schenk made a motion to approve the agenda; Director Pierce seconded the motion and the motion passed (4/0).

2. **TOPIC FOR BOARD DISCUSSION**
    a. **CTE Advisory Committee**

Steilacoom High School Assistant Principal Krista Lallemand discussed the CTE Programs of Study. STEM focus classes have been added; half science classes are CTE. She showed a new CTE video created by Photo Video students Joshua Kim and Alyson Marquardt, to market all the CTE/AP classes.

    b. **Social Emotional Learning Update**

Executive Director Beauchaine introduced Mary Snyder, Social Emotional Learning Coordinator, who explained the progress made in the area of student and staff Social Emotional Learning and student academic progress. Progress and advancements in this area have been made possible by the DODEA grant and ongoing professional learning for staff.
Zones of Regulations

    c. **ASB Budgeting**

Assistant Principal Tyrrell explained rules and regulations regarding ASB funds. What counts as ASB, the difference between ASB & athletics budget and various ASB scenarios regarding use of funds. He also explained the athletic uniform fees and rotation. The board, high school administration and district office staff discussed student fees and carryover, planning budgets and communication with parents. This topic will continue with high school ASB leadership during their work on the upcoming school year budget. Currently the Board is informed of student fees and fines; the Board proposed to change this to an annual approval item.

    d. **May 8, 2019 Study Session Agenda**

- Topics will include Curriculum Review & OER committee, Standards Based Grading and ASB Fees & Club budgets.
- Chair Forbes announced the Steilacoom High Drama Production April 11 & 12th at 6:30 pm.
- Director Pierce announce the Alaska Airline Aviation Day, 5/4/19, for students 13-18 years of age.

3. **ADJOURNMENT**

Director Scott made a motion to adjourn the meeting at 7:39 PM; Director Schenk seconded the motion and the motion passed (4/0).

_____

(Chair)

_____

_____

_____ _____

(Secretary/Superintendent)

_____

Steilacoom Historical School District No. 1
Admin Personnel Report

Personnel Report 4-24-19					
Name	**Position**	**Location**	**Effective Date**	**Action**	**Comment**
SULLIVAN GUDRUN	EXECUTIVE DIRECTOR OF STUDENT SERVICES	DISTRICT OFFICE	7/1/2019	NEW HIRE	

Steilacoom Historical School District No. 1
Certificated Personnel Report

Personnel Report 4-24-19						
Name	**Position**	**FTE**	**Location**	**Effective Date**	**Action**	**Comment**
EASLEY JOSHUA	TEACHER	1.00	SALTAR'S POINT	8/29/2019	NEW HIRE	
HILL KELLY	TEACHER	1.00	PIONEER	8/29/2019	NEW HIRE	Non-continuing leave replacement
JOHNSON JOSHUA	TEACHER	1.00	HIGH SCHOOL	8/29/2019	NEW HIRE	Non-continuing leave replacement
SMITH KYLE	TEACHER	1.00	SALTAR'S POINT	8/29/2019	NEW HIRE	
STUGELMEYER SCOTT	TEACHER	1.00	CHLOE CLARK	8/29/2019	NEW HIRE	

Steilacoom Historical School District No. 1
Classified Personnel Report

Personnel Report 4-24-19						
Name	**Position**	**Hours**	**Location**	**Effective Date**	**Action**	**Comment**
MANLEY STEPHANIE	LPN	7.00	PIONEER MIDDLE	6/3/2019	NEW HIRE	
ROSALES ROSA	PARAPROFESSIONAL	3.25	PIONEER MIDDLE	6/14/2019	RESIGNATION	
ODEN JORDAN	SECRETARY	8.00	SALTAR'S POINT	5/23/2019	NEW HIRE	

Steilacoom Historical School District No. 1
Co-Curricular Personnel Report

Personnel Report 4-24-19					
Name	**Position**	**Location**	**Effective Date**	**Amount**	**Comment**
BLANCHARD STANLEY	ASSISTANT TRACK COACH	PIONEER	3/27/2019	3,176.25	

STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1
BOARD OF DIRECTORS

Board Meeting Date: __4/24/19_____

Strategic Focus Area

☐ Achieve

☐ Support

☐ Connect

☒ Plan

BACKGROUND INFORMATION

Second Reading of Policy 5050 Contracts

No changes since first reading.

RECOMMENDED ACTION:

It is the recommendation of the Superintendent to approve Policy 5050.

Report prepared by:
Paul Harvey, Executive Director of Student Achievement

CONTRACTS

A. Certificated Staff Contracts

The district will write contracts for certificated staff for a period not to exceed one year. Upon recommendation of the superintendent and approval by a majority of the board of directors, the district will offer a certificated staff contract to the recommended and approved applicant. Such contract will state the salary to be paid based upon the applicable salary schedule, the number of days of service, effective date and term of the contract.

The district will issue a "provisional contract' to first, second and third year certificated teaching staff and other non-supervisory certificated staff who are "provisional employees," subject to non-renewal of employment as provided by law.

Contracts with retire-rehires and persons preplacing certificated staff on leave are not subject to the continuing contract law, and will include the following rider: "It is understood and agreed that the staff member is employed pursuant to the provisions of RCW28A.405.900. In accordance with the provisions of RCW 28A.405.900, this contract expires automatically at the end of contract terms set forth herein and is not subject to the provisions of RCW28A.405.210."

B. Classified Staff Contracts

Upon the recommendation of the superintendent, contracts for selected classified staff may be in writing and/or for a specific period of time not to exceed one year. Otherwise, the employment of classified staff will be on a month-to-month basis commencing from the first day of work.

C. Supplemental Contracts

The district may separate supplemental contracts, which are not subject to the continuing contract statute, for services to be rendered in additional to a staff member's normal "full-time" assignment. Supplemental contracts will not exceed one year and, if not renewed, will not constitute an adverse change in contract status.

D. Consultants

The district may obtain staff consultant services when unique knowledge or technical skills are needed. A description of desired services and an estimate of time and costs will be submitted to the superintendent or designee for action. The superintendent or designee will determine compensation, but normally, compensation may not exceed that paid to a regular staff member with comparable duties. The superintendent or designee determines the honorarium paid to a consultant, taking into account cost incurred and benefits derived therefrom. The district will determine compensation classification of a consultant on a personal services contract or payroll in compliance with the guidelines of the Internal Revenue Service.

E. Paraeducators

All paraeducators must be 18 years of age, must hold a high school diploma or a recognized equivalent and must have done one of the following:

1. Earned 72 quarter credits or 48 semester credits at an institution of higher learning;
2. Obtained at least an associate's degree; or
3. Received a passing grade on the education testing service paraeducator assessment; or
4. Completed a registered apprenticeship program.

Cross References:	Board Policy 5280	Separationg from Employment
Legal References:	RCW 28A.330.100	Additional powers of the board
	28A.400.300	Hiring and discharging employees — Written leave policies — Seniority and leave benefits for employees transferring between school districts and other educational employer
	28A.400.315	Employment contracts
	28A.405.210	Conditions and contracts of employment Determination of probable cause for non-renewal of contracts —Notice — Opportunity for hearing
	28A.405.220	Conditions and contracts of employment — Non-renewal of provisional employees — Procedure
	28A.405.240	Conditions and contracts of employment Supplemental contracts, when — Continuing contract provisions, not applicable to
	28A.405.900	Certain certificated employees exempt from chapter provisions
	20 U.S.C. 6319	Qualifications for teachers and paraprofessionals

Management Resources:	*Policy News*, October 2010	Employment Disclosures
	Policy News, August 2003	No Child Left Behind Update
	Policy News, August 2001	Legislature Authorizes “Retire-Rehire”

Adoption Date: 2.27.08
School District Name: Steilacoom Historical School District
Revised: 2.13.13; 4.24.19

Steilacoom Historical School District No. 1
511 Chambers
Steilacoom, WA 98388

Resolution No. 850-04-24-19

AUTHORIZATION TO EMPLOY CERTIFICATED PERSONNEL FOR 2019-2020 SCHOOL YEAR

WHEREAS, the Board of Directors of Steilacoom Historical School District No. 1 has a statutory obligation to employ certificated personnel by written contract; and

WHEREAS, it is essential to the success of the District's educational program that personnel vacancies for the ensuing school year be identified in advance so that well-qualified replacements may be located and employed; and

NOW, THEREFORE, BE IT RESOLVED:

The individual employment contracts shall be issued forthwith to those certificated personnel determined by the Superintendent to be entitled to an offer of employment for the 2019-2020 school year.

APPROVED this 24th day of April 2019, in regular session, by the Steilacoom Historical School District No. 1 Board of Directors.

_____
Chair

_____
Vice Chair

_____

_____

_____

ATTEST:

_____
Secretary/Superintendent

Resolution 850-04-24-19	
NAME	**FTE**
ALBERT ROYCE F	1.00
ALLEN RON	1.00
ALMEIDA KAITLYN	1.00
AMAN RENAE	1.00
ANDERSON ERIN	1.00
ANDERSON-GONZALEZ BARBIE L	1.00
ANTONOWICZ KAREN	1.00
BALDO EARTHA	1.00
BARTLETT TYLER JASON	1.00
BARTON KRISTEN JEANNETTE	1.00
BATHURST ERIN	1.00
BEAULIEU DEREK M	1.00
BERENTSON, LISA	1.00
BETHMAN KURT VON	1.00
BIRBECK LAURA	1.00
BLACK ROBERTA J	0.60
BLANCHARD DIANA	1.00
BLANCHARD STANLEY	1.00
BOCHENEK KELSEY	1.00
BRADBURY THOMAS	1.00
BRADSHAW BRETT EDWARD	1.00
BROBERG RACHEL	1.00
BRODZIAK JOANNA	1.00
BROWN AIMEE NALEE	1.00
BROWN KRISTI MARIE	1.00
BROWN-JOLLY MYRANDA	1.00
BUCKHOLZ SARAH	1.00
BUCKMISTER AMANDA	1.00
BURCHETTE GENA	1.00
BURKES RODERICK	1.00
BURNS BARBARA	1.00
BYRD MEGAN	1.00
BYRD NATHAN	1.00
CAMPBELL SARAH	1.00
CARGILL REBEKAH	1.00
CHASE RENEE	1.00
CHRISTENSEN LEANN L	1.00
CLAPP NANCY	1.00
COPE BRIANNA	1.00
CORNISH MEGAN	1.00
CUNNINGHAM ABBY	1.00
CUSHMAN HELEN LOUISE	1.00
DAVIES COLBY	1.00
DIAZ JACQUELINE	1.00
DILL MICAH	1.00

DIXON STACY	1.00
DORSCH SARAH	1.00
DUFFY DAWN	1.00
EASLEY JOSHUA	1.00
EASTMAN KATHLEEN A	1.00
ELLISON TABITHA	1.00
ELSHIRE KATHERINE	1.00
ENGQUIST SHEREE KAY	1.00
ENGSTROM HANNAH C	1.00
ENOS ROD	1.00
EVANS BETTINA B	1.00
FANNIN COLEMAN F	1.00
FOHRMAN JAMES	1.00
FORD JEREMIAH	1.00
FRENCH TIMOTHY	1.00
FREUDENSTEIN ANGELA	1.00
FRIEDLOS JANET	1.00
FROEHLE STEFANIE	1.00
GALLIGAN PAUL A	1.00
GARRETT ERIC J	1.00
GIDLEY AMANDA JOANN	1.00
GILLIAM JASON M	1.00
GOLLE JONATHAN	1.00
GOODMAN RACHEL	1.00
GRAY BROOKE	1.00
GRIFFIN KATELYN	1.00
HALL DIANE	1.00
HALLER KYLE	1.00
HANSEN KEANE	0.80
HARPER KRISTINE	1.00
HAYDEN CHRISTINA MARIE	1.00
HAYES BRUCE DELEKLI	1.00
HEINLEN MICHAEL	1.00
HENDERSON SAMANTHA	1.00
HERIG JILL	1.00
HEYING WENDY S	1.00
HICKERSON AMY	1.00
HILL KELLY	1.00
HOEDEMAN MICHELLE RENE	1.00
ISLER DENISE	1.00
JARNAGIN JAMES	1.00
JELLISON ELISABETH	1.00
JOHANSEN KATHERYN ANN	1.00
JOHNSON JOSHUA	1.00
JOHNSON KENT	1.00
JONES CARL	1.00
KALLAY ZELMA RAY	1.00

KAY HOLLY	1.00
KEEFER CHARM GENETTE	1.00
KELLER AIRICA C	1.00
KIM GRACE	1.00
KING BRIDGET	0.60
KIRBY BIANCA I	1.00
KIRBY BRIAN TODD	1.00
LANDES BONNIE	1.00
LEATHERWOOD JOSEPHINE	1.00
LECOMPTE KAREN E	1.00
LEE SANDY	1.00
LEVCOVICH NANCY GRANT	1.00
LINDGREN VANESSA	1.00
LITT TERESA ANN	1.00
LOWE ASHLEE	1.00
LOWE LAURA G	1.00
LUNDGREN WENDY	1.00
LYONS JILL R	1.00
MADSEN K C	1.00
MARTIN KYLIE	1.00
MARTIN MICHAEL	1.00
MATEUS STEPHANIE	1.00
MCATEE SHELLEY (CROSSEN)	1.00
MCDONALD JODY	1.00
MCGLOTHERN HOLLIS MIDORI	1.00
MCJUNKINS TRINA	1.00
MCNAMARA LISA	1.00
MERRITT LINDA NAOMI	1.00
MILLER CAMERON	1.00
MILLER CRAIG A	1.00
MILLER KAMI	0.80
MILLER ZACH	1.00
MILTON ANDREW K	1.00
MORIYAMA-YODER JOY	1.00
MUNSEY SHAWN	1.00
NICHOLS SUE ELLEN	1.00
NIERMAN TISHANGELA ARTELL	1.00
NIXON JULIE MARIE	1.00
NORRIS LAURIE ANNE	1.00
O'LOUGHLIN FRANK	1.00
OLSON LANAE DIANN	1.00
PALACIOS LINDA	0.50
PARR KAREN LOUISE	1.00
PEDDY KAREN	1.00
PERRY ANNETTE C	1.00
PICKETT TAYLOR	1.00
PILON MARY CATHERINE	1.00

POSADA ADRIANA	1.00
PRICE ANDREA	1.00
PRUITT BRITTANY	1.00
RADTKE KELLY	1.00
RAE MELODY	1.00
RANSFER TEQUILA	1.00
RASCHKE RAGAN LEIGH	1.00
REDMAN KATHERINE	1.00
REGER JENNIFER	1.00
RENNER NATHAN	1.00
RIDGE CHRISTINE M	1.00
RIPP KAREN MARIE	1.00
ROBISON PATRICIA	1.00
RONTOS TANYA	1.00
SCHMITZ SHANNON	1.00
SCHULTZ-BRACE KERI LYNN	1.00
SEEFELDT JAMES	0.60
SENKO ANDREW	1.00
SLATER LISA MARIE	1.00
SLATER RYAN ANTHONY	1.00
SMITH KYLE	1.00
SNOWDEN AUDRA	1.00
SORTORE PATRICIA R	1.00
STEWART CATHRYN MICHELLE	1.00
STOUT JENESSA	1.00
STUGELMEYER SCOTT	1.00
STUTZ MIGUEL	1.00
SUEK BLAIR	1.00
SULLIVAN CAMILLE	1.00
TATE MICHELLE	1.00
TAYLOR COURTNEY	1.00
THOMAS ALISSA	1.00
TURNER HEATHER	1.00
URIARTE LAVONNE R	1.00
VACCARO HIEDIE	1.00
VAN METER ANDREA	0.80
VAN WYHE GABRIEL	1.00
VEGH MATTHEW	1.00
VO ANDREW	1.00
WATSON ANNA	1.00
WIDMAN COURTNEY	1.00
WILKERSON JAMIE	1.00
WILLIAMS LORIANN	1.00
WILMOVSKY JILL	1.00
WOOD SEAN	1.00
WUSTERBARTH GARY A	1.00
WYNN MARILYN LAVERNE	1.00

YEARWOOD KRISTA	1.00
YOHO SYLVIA KATARZYNA	1.00
YOON LYDIA	1.00
YUCKERT HEATHER R	1.00
ZAJAC-MATTES MEGGAN	1.00
ZENNER, WHITNEY	1.00
ZIMMERMAN CHRISTINA	1.00

STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1
BOARD OF DIRECTORS

Board Meeting Date: April 24, 2019

Strategic Focus Area

☐ Achieve

☒ Support

☐ Connect

☒ Plan

BACKGROUND INFORMATION

Policy 3520 – Student Fees, Fines, Charges

Policy 3520 has been revised to reflect the discussion by Board members at the April 10, 2019 Study Session. Fees and fines will be changed from being an "informational" item to an "action" item on an annual basis.

RECOMMENDED ACTION:

It is the recommendation of the Superintendent to approve Policy 3520 Student Fees, Fines, Charges

Report prepared by:
Dr. Kathi Weight, Superintendent

STUDENT FEES, FINES, CHARGES

The district will provide an educational program for the students as free of costs as possible.

The superintendent may approve the use of supplementary supplies or materials for which a charge is made to the student so long as the charge does not exceed the cost of the supplies or materials, students are free to purchase them elsewhere, or provide reasonable alternatives, and a proper accounting is made of all moneys received by staff for supplies and materials.

The board delegates authority to the superintendent to establish appropriate fees and procedures governing the collection of such fees. The Board will approve the fee/fine schedule on an annual basis. ~~and to make annual reports to the board regarding fee schedules.~~ Arrangements will be made for the waiver or reduction of fees for students whose families, by reason of their low income, would have difficulty paying the full fee. For programs governed by the National School Lunch Act, the USDA Child Nutrition Program guidelines will be used to determine qualification for waiver. The superintendent will establish a procedure for annually notifying parents of the availability of fee waivers and reductions, including eligibility information for free or reduce-price meals.

A student will be responsible for the cost of replacing materials or property which are lost or damaged due to negligence. A student's grades, transcripts, or diploma may be withheld until restitution is made by payment or the equivalency through voluntary work. The student or his/her parents may appeal the imposition of a charge for damages to the superintendent and board of directors.

The student and his/her parents will be notified regarding the nature of the violation or damage, how restitution may be made, and how an appeal may be instituted. When the damages or fines do not exceed $100, the student or his/her parents will have the right to an informal conference with the principal. As is the case for appealing a short-term suspension, the principal's decision may be appealed to the superintendent and to the board of directors. When damages are in excess of $100, the appeal process for long-term suspension will apply.

If a student has transferred to another school district that has requested the student's records, but that student has an outstanding fee or fine, only records pertaining to the student's academic performance, special placement, immunization history, attendance, history of violent behavior, violent offenses, sex offenses, inhaling toxic fumes, drug offenses, liquor violations, assault, kidnapping, harassment, stalking or arson, and discipline actions will be sent to the enrolling school. The content of those records will be communicated to the enrolling district within two school days and copies of the records will be sent as soon as possible. The official transcript will not be sent until the outstanding fee or fine is discharged. The enrolling school will be notified that the official transcript is being withheld due to an unpaid fee or fine.

Cross References:	Board Policy 3241	Classroom Management, Corrective Actions Or Punishment
	2020	Course Design, Selection and Adopiton of Instructional Materials

Legal References:	AGO 1965-66,#113	Districts – Schools - Fees — Tuition-Supplies — Authority of school districts to charge tuition fees or textbook fees
	AGO 1973, No. 11	Districts – Schools - Tuition & Fees — Authority of school districts to charge various fees
	RCW 28A.225.330	Enrolling students from other districts – Requests for information and permanent records – Withheld transcripts – Immunity from liability – Notification ot teachers and security persnnel - Rules
	28A.320.230(f)	Instructional materials — Instructional materials committee
	28A.330.100	Additional powers of board
	28A.635.060	Defacing or injuring school property — Liability of parent or guardian – Withholding grades, diplomas or transcripts – Suspension and restitution – Voluntary work program as alternative – Rights protected
	28A.220.040	Fiscal support — Reimbursement to school districts — Enrollment fees — Deposit
	WAC 246-100-166	Immunization of day care and school children against certain vaccine-preventable diseases

Management Resources:	2018 – May Issue	
	Policy News, June 1999	School safety bills impact policy

Adoption Date: 2.27.08
School District Name: Steilacoom Historical School District
Revised: 7.24.14; 7.25.18;