



The best education for every student.

STEILACOOM

Historical School District No. 1

Regular Meeting Agenda

Pioneer Middle School 1750 Bob's Hollow Lane DuPont, WA 98327

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.

6/26/2019 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. INTRODUCTION AND PRESENTATION/REPORT

(Information)

Presenter: DuPont City Chief of Police Newman and Deputy Chief DeHart

IV. RECESS TO PUBLIC HEARING

V. PUBLIC HEARING - 2018-19 Budget Extension

(Information)

a. Presentation

Presenter: Melissa Beard

b. Comments from the Audience

VI. RETURN TO REGULAR MEETING

VII. 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 May and June 2019 Accounts Payable & May 2019 Payroll.PDF \(p. 4\)](#)

[Approval of Financial Report.PDF \(p. 5\)](#)

[Approval of 5.22.19 Board Meeting Minutes.pdf \(p. 15\)](#)

[Approval of 6.12.19 Study Session Minutes.pdf \(p. 18\)](#)

[Approval of Superintendent Contract.pdf \(p. 20\)](#)

[Approval of Administrative Personnel Report.pdf \(p. 21\)](#)

[Approval of Certificated Personnel Report.pdf \(p. 22\)](#)

[Approval of Classified Personnel Report.pdf \(p. 23\)](#)

VIII. OLD BUSINESS

a. Approval of Resolution 853-06-26-19 Budget Extension

(Action)

Presenter: Melissa Beard

[Resolution 853-06-26-19.pdf \(p. 24\)](#)

b. Second Reading of Policy 6020 System of Funds and Accounts

(Action)

Presenter: Melissa Beard

[Policy 6020.pdf \(p. 26\)](#)

c. Second Reading of Policy 6100 Revenues from Local State Federal Sources

(Action)

Presenter: Melissa Beard

[Policy 6100.pdf \(p. 32\)](#)

d. Second Reading of Policy 5253 Maintaining Professional Staff Student Boundaries

(Action)

Presenter: Paul Harvey

[Policy 5253.pdf \(p. 37\)](#)

e. Second Reading of Policy 5281 Disciplinary Action Discharge

(Action)

Presenter: Paul Harvey

[Policy 5281.pdf \(p. 41\)](#)

f. Approval of 2019-20 School Board Meeting Schedule

(Action)

[Approval of 2019-20 School Board Meeting Schedule.pdf \(p. 45\)](#)

IX. NEW BUSINESS

a. Approval of Highly Capable Program

(Action)

Presenter: Paul Harvey

[HCP Annual Report 1819.pdf \(p. 46\)](#)

b. Approval of English Language Learners Program

(Action)

Presenter: Paul Harvey

[ELL Annual Report 1819.pdf \(p. 52\)](#)

X. 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.

XI. BOARD COMMUNICATION

(Information)

XII. ANNOUNCEMENTS

(Information)

XIII. ADJOURNMENT

(Action)

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: **June 21, 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.

Melissa 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:					
	Payroll	800842	to	800843	\$ 4,113.79
	Payroll A/P	126115	to	126137	\$ 806,570.67
	Payroll Taxes				\$ 469,627.80
	Direct Deposit				\$ 1,360,970.22
May 22, 2019	Accounts Payable	126074	to	126096	\$ 93,240.59
May 23, 2019	Accounts Payable	126097	to	126113	\$ 3,833.48
May 28, 2019	Accounts Payable	126114	to	126114	\$ 68,077.30
May 30, 2019	Accounts Payable	126138	to	126165	\$ 57,297.70
May 31, 2019	Accounts Payable	126166	to	126174	\$ 155.26
June 3, 2019	Accounts Payable	126175	to	126177	\$ 34,040.68
June 4, 2019	Accounts Payable	126178	to	126190	\$ 26,367.48
June 7, 2019	Accounts Payable	126191	to	126221	\$ 88,074.12
June 7, 2019	Accounts Payable	126222	to	126222	\$ 2,400.00
June 7, 2019	Accounts Payable	126223	to	126226	\$ 231.00
June 12, 2019	Accounts Payable	126227	to	126242	\$ 79,936.47
June 17, 2019	Accounts Payable	126243	to	126243	\$ 1,409.91
June 18, 2019	Accounts Payable	126244	to	126258	\$ 181,908.52
June 20, 2019	Accounts Payable	126529	to	126292	\$ 303,576.35
June 21, 2019	Accounts Payable	126293	to	126306	\$ 472.81
		TOTAL GENERAL FUND:			\$ 3,582,304.15
CAPITAL PROJECTS FUND:					
May 23, 2019	Accounts Payable	200350	to	200350	\$ 30,279.41
June 6, 2019	Accounts Payable	200351	to	200351	\$ 264,521.16
		TOTAL CAPITAL PROJECTS FUND:			\$ 294,800.57
ASSOCIATED STUDENT BODY FUND:					
May 16, 2019	Accounts Payable	404098	to	404108	\$ 9,783.10
May 17, 2019	Accounts Payable	404138	to	404138	\$ 264.31
May 28, 2019	Accounts Payable	404109	to	404109	\$ 29,248.74
May 28, 2019	Accounts Payable	404110	to	404113	\$ 258.25
May 30, 2019	Accounts Payable	404114	to	404121	\$ 7,044.51
June 6, 2019	Accounts Payable	404122	to	404125	\$ 10,108.95
June 10, 2019	Accounts Payable	404126	to	404127	\$ 153.00
June 12, 2019	Accounts Payable	404128	to	404137	\$ 8,376.00
June 17, 2019	Accounts Payable	404138	to	404138	\$ 264.31
June 20, 2019	Accounts Payable	404139	to	404162	\$ 34,144.97
June 21, 2019	Accounts Payable	404163	to	404168	\$ 325.00
		TOTAL ASSOCIATED STUDENT BODY FUND:			\$ 90,188.04
TRANSPORTATION VEHICLE FUND:					
			to		
			to		
		TOTAL TRANSPORTATION VEHICLE FUND:			\$ -

Board of Directors of Steilacoom Historical School District No. 1
<p>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.</p> <p style="text-align: right; margin-top: 20px;"><i>Kathi Weight, Secretary to the Board</i></p>

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

The following information is a summary of the financial position as of May 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	33,197,348	77.77%
Expenditures & Other Financing Uses	42,584,622	32,137,065	75.47%

Excess Revenues/Other Financing Sources			
Over (under) Expend & Other Financing Uses	102,048	1,060,283	
		(100,000)	
Transfer to Capital Projects			
Net Change in Unassigned Fund Balance		960,283	

	9/1/2018	5/31/2019	Variance
Fund Balances			
Nonspendable Fund Balance-prepays		2,508	
Committed for Other Purposes	(74,631)	25,229	99,860
Unassigned Fund Balance	1,791,928	3,547,458	1,755,530
Unassigned Minimum Fund Balance	2,610,000	2,610,000	-
Fund Balance	4,327,297	6,185,195	1,857,898

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	153,514		
Expenses	180,268		
		73,246	
Ending Fund Balance 4/30/2019			1,930,059

	9/1/2018 Beginning Fund Balance	5/31/2019 Ending Fund Balance	Variance
Debt Service Fund*:	3,650,047	4,690,992	1,040,946
Transportation Fund:	105,362	106,909	1,546
ASB Fund:	280,669	404,443	123,774

***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 May, 2019

	ANNUAL	ACTUAL	ACTUAL			
	BUDGET	FOR MONTH	FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
A. REVENUES/OTHER FIN. SOURCES						
1000 LOCAL TAXES	5,745,095	240,087.78	5,880,715.51		135,620.51-	102.36
2000 LOCAL SUPPORT NONTAX	994,500	85,281.84	725,990.19		268,509.81	73.00
3000 STATE, GENERAL PURPOSE	26,717,087	1,510,323.50	20,431,697.26		6,285,389.74	76.47
4000 STATE, SPECIAL PURPOSE	6,639,215	352,938.68	4,490,286.25		2,148,928.75	67.63
5000 FEDERAL, GENERAL PURPOSE	354,000	144.24	327,735.02		26,264.98	92.58
6000 FEDERAL, SPECIAL PURPOSE	2,210,273	119,074.68	1,326,636.62		883,636.38	60.02
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
<u>Total REVENUES/OTHER FIN. SOURCES</u>	42,686,670	2,307,850.72	33,197,348.40		9,489,321.60	77.77
B. EXPENDITURES						
00 Regular Instruction	23,553,150	2,173,997.91	17,858,564.33	6,003,811.06	309,225.39-	101.31
10 Federal Stimulus	0	.00	.00	0.00	.00	0.00
20 Special Ed Instruction	5,094,710	496,469.38	4,057,032.55	1,576,301.47	538,624.02-	110.57
30 Voc. Ed Instruction	2,022,217	103,238.96	1,365,092.53	462,858.77	194,265.70	90.39
40 Skills Center Instruction	0	.00	.00	0.00	.00	0.00
50+60 Compensatory Ed Instruct.	1,225,079	133,267.52	1,106,716.89	410,572.70	292,210.59-	123.85
70 Other Instructional Pgms	1,468,426	31,568.17	418,464.48	96,964.81	952,996.71	35.10
80 Community Services	0	.00	.00	0.00	.00	0.00
90 Support Services	9,221,041	845,969.02	7,331,194.60	2,866,340.68	976,494.28-	110.59
<u>Total EXPENDITURES</u>	42,584,623	3,784,510.96	32,137,065.38	11,416,849.49	969,291.87-	102.28
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						
<u>OVER(UNDER) EXP/OTH FIN USES (A-B-C-D)</u>	2,047	1,476,660.24-	1,060,283.02		1,058,236.02	> 1000
F. TOTAL BEGINNING FUND BALANCE						
	5,250,369		5,124,911.73			
G. G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)						
	XXXXXXXX		.00			
H. TOTAL ENDING FUND BALANCE						
<u>(E+F + OR - G)</u>	5,252,416		6,185,194.75			

I. ENDING FUND BALANCE ACCOUNTS:

G/L 810 Restricted For Other Items	0	.00
G/L 815 Restrict Unequalized Deduct Rev	0	.00
G/L 821 Restrictd for Carryover	0	.00
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	2,717,047	3,547,457.98
G/L 891 Unassigned Min Fnd Bal Policy	2,610,000	2,610,000.00
<u>TOTAL</u>	5,252,416	6,185,194.75

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 May, 2019

	ANNUAL	ACTUAL	ACTUAL		BALANCE	PERCENT
	BUDGET	FOR MONTH	FOR YEAR	ENCUMBRANCES		
<u>A. REVENUES/OTHER FIN. SOURCES</u>						
1000 Local Taxes	0	.00	.00		.00	0.00
2000 Local Support Nontax	105,000	18,019.59	153,514.17		48,514.17-	146.20
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
<u>Total REVENUES/OTHER FIN. SOURCES</u>	205,000	18,019.59	153,514.17		51,485.83	74.88
<u>B. EXPENDITURES</u>						
10 Sites	0	.00	670.77	0.00	670.77-	0.00
20 Buildings	850,000	30,279.41	171,597.23	316,716.29	361,686.48	57.45
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
<u>Total EXPENDITURES</u>	860,000	30,279.41	180,268.00	316,716.29	363,015.71	57.79
<u>C. OTHER FIN. USES TRANS. OUT (GL 536)</u>	0	.00	.00			
<u>D. OTHER FINANCING USES (GL 535)</u>	0	.00	.00			
<u>E. EXCESS OF REVENUES/OTHER FIN.SOURCES</u>						
<u>OVER(UNDER) EXP/OTH FIN USES (A-B-C-D)</u>	655,000-	12,259.82-	26,753.83-		628,246.17	95.92-
<u>F. TOTAL BEGINNING FUND BALANCE</u>	1,900,000		1,856,813.27			
<u>G. G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)</u>	XXXXXXXX		.00			
<u>H. TOTAL ENDING FUND BALANCE</u>	1,245,000		1,830,059.44			
<u>(E+F + OR - G)</u>						

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 Restricted For Arbitrage Rebate	0	.00
G/L 840 Nonspnd FE - Invent/Prepd Itms	0	.00
G/L 850 Restricted for Uninsured Risks	0	.00
G/L 861 Restricted from Bond Proceeds	0	26,761.00
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 Restricted from Impact Proceeds	250,000	474,778.60
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	1,128,519.84
G/L 890 Unassigned Fund Balance	0	.00
<u>TOTAL</u>	1,245,000	1,830,059.44

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 May, 2019

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
A. REVENUES/OTHER FIN. SOURCES						
1000 Local Taxes	7,494,447	376,571.42	7,377,780.00		116,667.00	98.44
2000 Local Support Nontax	15,000	1,016.98	22,315.52		7,315.52-	148.77
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
<u>Total REVENUES/OTHER FIN. SOURCES</u>	7,509,447	377,588.40	7,400,095.52		109,351.48	98.54
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
<u>Total EXPENDITURES</u>	7,181,075	.00	6,359,150.00	0.00	821,925.00	88.55
C. <u>OTHER FIN. USES TRANS. OUT (GL 536)</u>	0	.00	.00			
D. <u>OTHER FINANCING USES (GL 535)</u>	0	.00	.00			
E. <u>EXCESS OF REVENUES/OTHER FIN.SOURCES OVER(UNDER) EXPENDITURES (A-B-C-D)</u>	328,372	377,588.40	1,040,945.52		712,573.52	217.00
F. <u>TOTAL BEGINNING FUND BALANCE</u>	3,650,047		3,650,046.52			
G. <u>G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)</u>	XXXXXXXXXX		.00			
H. <u>TOTAL ENDING FUND BALANCE (E+F + OR - G)</u>	3,978,419		4,690,992.04			
I. ENDING FUND BALANCE ACCOUNTS:						
G/L 810 Restricted for Other Items	0		.00			
G/L 830 Restricted for Debt Service	3,978,419		4,690,992.04			
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			
<u>TOTAL</u>	3,978,419		4,690,992.04			

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 May, 2019

	ANNUAL	ACTUAL	ACTUAL			
A. REVENUES	BUDGET	FOR MONTH	FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
1000 General Student Body	201,100	2,504.81	137,503.99		63,596.01	68.38
2000 Athletics	261,404	1,405.00	49,979.55		211,424.45	19.12
3000 Classes	62,300	23,076.27	57,158.87		5,141.13	91.75
4000 Clubs	477,200	9,077.32	179,698.09		297,501.91	37.66
6000 Private Moneys	25,500	5,241.17	13,036.77		12,463.23	51.12
<u>Total REVENUES</u>	1,027,504	41,304.57	437,377.27		590,126.73	42.57
<u>B. EXPENDITURES</u>						
1000 General Student Body	214,007	5,779.39	33,828.75	15,973.40	164,204.85	23.27
2000 Athletics	227,183	10,953.03	75,786.44	21,141.62	130,254.94	42.67
3000 Classes	66,483	14,146.65	47,763.18	3,279.75	15,440.07	76.78
4000 Clubs	484,989	24,983.86	150,594.90	18,031.93	316,362.17	34.77
6000 Private Moneys	22,814	2,457.17	5,630.38	0.00	17,183.62	24.68
<u>Total EXPENDITURES</u>	1,015,476	58,320.10	313,603.65	58,426.70	643,445.65	36.64
<u>C. EXCESS OF REVENUES</u>						
<u>OVER (UNDER) EXPENDITURES (A-B)</u>	12,028	17,015.53-	123,773.62		111,745.62	929.05
<u>D. TOTAL BEGINNING FUND BALANCE</u>	270,217		280,668.94			
<u>E. G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)</u>	XXXXXXXXXX		.00			
<u>F. TOTAL ENDING FUND BALANCE</u>	282,245		404,442.56			
<u>C+D + OR - E)</u>						
<u>G. ENDING FUND BALANCE ACCOUNTS:</u>						
G/L 810 Restricted for Other Items	0		.00			
G/L 819 Restricted for Fund Purposes	282,245		397,374.27			
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			
<u>TOTAL</u>	282,245		404,442.56			

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 May, 2019

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
<u>A. REVENUES/OTHER FIN. SOURCES</u>						
1000 Local Taxes	0	.00	.00		.00	0.00
2000 Local Nontax	1,000	202.72	1,546.44		546.44	154.64
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. <u>TOTAL REV/OTHER FIN.SRCS(LESS TRANS)</u>	8,500	202.72	1,546.44		6,953.56	18.19
<u>B. 9900 TRANSFERS IN FROM GF</u>						
	0	.00	.00		.00	0.00
C. <u>Total REV./OTHER FIN. SOURCES</u>	8,500	202.72	1,546.44		6,953.56	18.19
<u>D. EXPENDITURES</u>						
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
<u>Total EXPENDITURES</u>	10,000	.00	.00	0.00	10,000.00	0.00
<u>E. OTHER FIN. USES TRANS. OUT (GL 536)</u>						
	0	.00	.00			
<u>F. OTHER FINANCING USES (GL 535)</u>						
	0	.00	.00			
<u>G. EXCESS OF REVENUES/OTHER FIN SOURCES OVER(UNDER) EXP/OTH FIN USES (C-D-E-F)</u>						
	1,500-	202.72	1,546.44		3,046.44	203.10-
<u>H. TOTAL BEGINNING FUND BALANCE</u>						
	105,362		105,362.25			
<u>I. G/L 898 PRIOR YEAR ADJUSTMENTS(+OR-)</u>						
	XXXXXXXX		.00			
<u>J. TOTAL ENDING FUND BALANCE (G+H + OR - I)</u>						
	103,862		106,908.69			
<u>K. ENDING FUND BALANCE ACCOUNTS:</u>						
G/L 810 Restricted For Other Items	0		.00			
G/L 819 Restricted for Fund Purposes	103,862		106,908.69			
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			
<u>TOTAL</u>	103,862		106,908.69			

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



Steilacoom High School

Regular Meeting Minutes
54 Sentinel Drive
Wednesday, May 22, 2019

Steilacoom, Washington

STUDY SESSION:

- Agenda review

REGULAR MEETING:

I. CALL TO ORDER

Vice Chair Pierce called the meeting to order at 7:00 pm.

Executive Director Beauchaine led the Pledge of Allegiance.

Director Schenk made a motion to excuse Chair Forbes; Director Scott seconded the motion and the motion passed (4/0).

Director McDonald made a motion to approve the agenda; Director Scott seconded the motion and the motion passed (4/0).

II. COMMENTS FROM THE AUDIENCE

Antoinette Walker, JBLM School Liaison Officer introduced Christian Ashford, Washington State Military Youth of the Year and Steilacoom High School Junior. Christian used this opportunity to practice giving a speech he will present at the regional competition in San Diego, CA.

III. PRESENTATION

a. Highly Capable Program Students

Highly Capable Program teacher Sylvia Yoho gave a presentation on the Highly Capable Program referral and evaluation process revisions made this year. The following students spoke on their Highly Capable Program experiences this year. Juliana Gocha - 2nd grade, Cherrydale Primary; Albert Bundt - 3rd grade, Chloe Clark Elementary; Kaarin Weedon - 4th grade, Saltar's Point Elementary and Luke LaGrange - 5th grade, Saltar's Point Elementary.

b. Steilacoom High School Percussion Ensemble

Steilacoom High School Band Instructor Matt Vegh introduced the Percussion Ensemble, made up of students Destiny Austin, Wesley Froehle, Nathan Gehring, Mason Hajnal, James Hemenway, Samuel Knoblich, Dylan McCown, Mitzumy Santiago-Ramos and Elijah Winchel, who performed a number from recent competition.

Vice Chair Pierce acknowledged DuPont Council member Penny Coffey in attendance.

IV. INTRODUCTIONS

Superintendent Weight introduced Gudrun Sullivan the newly hired Executive Director of Student Services who will begin her role July 1, 2019. She also introduced Katie Redman, newly hired Steilacoom High School Assistant Principal who will also begin her new role July 1, 2019.

V. RECOGNITION - Retirees

Pioneer Middle School Principal JoAnne Fernandes recognized three retirees Carol Davis, Vora Long and Amy Malkames. Carol and Vora have each worked 26 years as district paraeducators. Amy has been in secretarial positions at the middle school for the last 10 years. Executive Director Beauchaine recognized Celeste Johnston, Executive Assistant to the Superintendent, who has worked in the district 18 years, 12 serving the Superintendent and School Board. Superintendent Weight recognized Nancy McClure, who was worked for the district 16 years. Vice Chair Pierce recessed the meeting for a 10 minute reception at 7:50 pm.

VI. RECESS TO RECEPTION

VII. RECEPTION

VIII. RETURN TO PUBLIC MEETING

Vice Chair Pierce returned the meeting to public session at 8:00 pm.

IX. CONSENT AGENDA

Director Scott made a motion to approve the Consent Agenda which included Financial Reports, April 24 and May 8 minutes, attached personnel reports and April and May Accounts Payable; Director McDonald seconded the motion and the motion passed (4/0).

X. NEW BUSINESS

a. Approval of 2019-20 School Year Student Fees

Director McDonald made a motion to approve the 2019 -20 school year student fees; Director Schenk seconded the motion and the motion passed (4/0).

b. First Reading of Policy 6020 System of Funds and Accounts

Director Scott made a motion to move Policy 6020 to a second reading; Director McDonald seconded the motion and the motion passed (4/0).

c. First Reading of Policy 6100 Revenues from Local State Federal Sources

Director Schenk made a motion to move Policy 6100 to a second reading; Director McDonald seconded the motion and the motion passed (4/0).

d. First Reading of 5253 Maintaining Professional Staff/Student Boundaries

Director Scott made a motion to move Policy 5253 to a second reading; Director Schenk seconded the motion and the motion passed (4/0).

e. First Reading of Policy 5281 Disciplinary Action & Discharge

Director McDonald made a motion to move Policy 5281 to a second reading; Director Scott seconded the motion and the motion passed (4/0).

f. Election of WIAA Representative

Director Schenk nominated Director Forbes to serve as the WIAA representative; Director McDonald seconded the nomination. No other nominations. Director Forbes elected to the WIAA representative position for one year (4/0).

XI. COMMENTS FROM THE AUDIENCE

No comments.

XII. BOARD COMMUNICATION

Director McDonald received communications regarding school grounds and weed control.

XIII. ANNOUNCEMENTS

Director Schenk thanked Assistant Principal Tyrrell for work on the student fees and also thanked Superintendent Weight, Dr. Beard, Durham Transportation and the District Safety Transportation Committee for the transportation improvements. He announced Friday, May 24th Day of Champions at Steilacoom High Stadium.

XIV. ADJOURNMENT

Director Scott made a motion to adjourn the meeting at 8:11 pm; Director McDonald seconded the motion and the motion passed (4/0).

(Chair)

(Secretary/Superintendent)



Study Session of the Board of Directors Minutes
Pioneer Middle School 1750 Bob's Hollow Lane DuPont, WA
Wednesday, 6/12/2019

1. CALL TO ORDER

Chair Forbes called the meeting to order at 6:00 pm.

Superintendent Weight and all directors present.

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

2. TOPIC FOR BOARD DISCUSSION

a. SHS Student ASB Leaders' Video

Steilacoom High School ASB President Weston Myers and Treasurer Wesley Snyder reported the 2018-19 school year focus was on athletics, specifically revising user fees, major athletic purchases and improvements. Sarah Cha, President and Tiffany Mendoza, Treasurer for the 2019-20 school year reported that the focus for the upcoming school year will be on clubs. The communication system between leadership, clubs and athletics is moving to a digital system; ASB card fees were reduced for next year.

b. SHS and Pioneer Middle School Spring Sports Recap

Pioneer Middle School Assistant Principal John Nystrom recapped the entire middle school sports year and proposed league sport/season changes in 2021-2022.

Steilacoom High School Assistant Principal Jake Tyrrell gave a recap of spring sports.

c. Curriculum Review Committee Update

Executive Director Harvey summarized the curriculum review process and committee responsibilities. K-5 Math Adoption is in the review process. The committee is looking at publisher curriculum samples to narrow down from seven to three for review in the fall. Also discussed was middle school science and curriculum support for special education ELA and mathematics. The implementation of the K-5 reading curriculum WONDERS has been successful.

d. Standards Based Grading Update

Executive Director Harvey has been meeting with the middle and high school administration on the topic of standards based grading to align practices and create a guide for students and families. The process continues, including professional development for staff and adding core subjects next year. Communication with families continues.

e. Summer Projects

Chief of Finance & Operations Beard gave an updated summer projects list. The June 26, 2019 meeting will include a public hearing for a 2018-19 Budget Extension to complete some of these projects.

f. July 10, 2019 Study Session Agenda Item

- i. Budget & 4-Year Budget Forecast
- ii. **Other Topics?**

Regularly scheduled meetings of the Board of Directors are digitally recorded.

g. Superintendent Updates

- Superintendent Weight announced the Budget Extension legal notice will run June 12th & 19th in The News Tribune.
- The 2019-20 School Board Meeting Schedule will be on the June 26, 2019 agenda for approval. November and December meetings be one meeting only, on the third Wednesday on the month.

Chair Forbes thanked SHS Assistant Principal Krista Lallemand for her years at SHS as a teacher and assistant principal.

Chair Forbes thanked Nancy McClure for her various jobs and time in the district as she retires June 30, 2019.

Chair Forbes thanked all administrators for a successful 2018-19 school year.

3. ADJOURNMENT

Director Schenk made a motion to adjourn the meeting at 7:07 pm; Director Pierce seconded the motion and the motion passed (5/0).

(Chair)

(Secretary/Superintendent)

STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1 BOARD OF DIRECTORS

Board Meeting Date: June 26, 2019

Strategic Focus Area

- Achieve
- Support
- Connect
- Plan

BACKGROUND INFORMATION

Board action needed for approval of Superintendent Weight's contract – agreement term for three employment years, commencing July 1, 2019 through June 30, 2022.

RECOMMENDED ACTION:

It is the recommendation of the Board Chair, Bob Forbes, to approve the 3-year contract for Superintendent Weight.

Steilacoom Historical School District No. 1
Certificated Personnel Report

Personnel Report 6-26-19						
Name	Position	FTE	Location	Effective Date	Action	Comment
HARPER KRISTINE	REGISTERED NURSE	1.00	DISTRICT WIDE	6/14/2019	RESIGNATION	
BRUGMAN CHRISTOPHER	COUNSELOR	1.00	HIGH SCHOOL	8/29/2019	NEW HIRE	
TATE KIMBERLY	TEACHER	0.50	ANDERSON ISLAND	8/29/2019	NEW HIRE	

STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1 BOARD OF DIRECTORS

Board Meeting Date: June 26, 2019

Strategic Focus Area

- Achieve
- Support
- Connect
- Plan

BACKGROUND INFORMATION

The 2018-19 school year budget was adopted at the August 22, 2018 school board meeting. The Steilacoom Historical School District General Fund budget does not meet the needs of the increased maintenance activities. A public hearing was held June 26, 2019 to hear public comment on increasing the General Fund by \$950,000. The budget extension request is to increase the General Fund budget from \$42,584,622 to \$43,634,622.

RECOMMENDED ACTION:

It is the recommendation of the Superintendent to approve Resolution 853-06-26-19 increasing the General Fund budget for the 2018-19 school year.

Report prepared by:
Dr. Melissa Beard, Chief of Finance and Operations

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

Resolution 853-06-26-19
RESOLUTION OF BUDGET EXTENSION

WHEREAS, WAC 392-123-071 through 392-123-074 and WAC 392-123-078 and 392-123-079 allows a first class district to file an increase of the amount of appropriation from any fund, and

WHEREAS, the General Fund of Steilacoom Historical School District No. 1 has unexpected expenditures in the 2018-2019 school year as a result of increased revenues and additional maintenance projects which will require an increase in appropriation of \$950,000, and

WHEREAS, the General Fund beginning fund balance plus anticipated revenues is sufficient to provide for the additional expenditures.

THEREFORE, BE IT RESOLVED the Board of Directors of Steilacoom Historical School District No. 1, Pierce County, Washington, hereby petition OSPI to increase the 2018-2019 General Fund appropriation amount from \$42,684,622 to \$43,634,622

Approved by the Board of Directors of Steilacoom Historical School District No. 1, Pierce County, Washington during a regularly scheduled meeting on the 26th day of June 2019.

BY: _____
Chair

Vice-Chair

ATTEST:

Superintendent/Secretary

STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1 BOARD OF DIRECTORS

Board Meeting Date: 6/26/19

Strategic Focus Area

- Achieve
- Support
- Connect
- Plan

BACKGROUND INFORMATION

Second Reading of Policy 6020 Revenues from Local, State and Federal Sources

No changes since first reading.

RECOMMENDED ACTION:

It is the recommendation of the Superintendent to approve Policy 6020.

Report prepared by:
Dr. Melissa Beard, Chief of Finance and Operations

SYSTEM OF FUNDS AND ACCOUNTS

The district will maintain a system of funds with the county treasurer in accordance with state law and the accounting manual approved by the State Superintendent of Public Instruction. The funds are:

General Fund

The General Fund (GF) is financed primarily from local taxes, state support funds, federal grants, and local receipts. These revenues are used specifically for financing the ordinary and legally authorized operations of the district for all grades. The GF includes money which has been segregated for the purpose of carrying on specific activities including, but not limited to, the basic and special education programs. The GF is managed in accordance with special regulations, restrictions and limitations and constitutes an independent fiscal and accounting entity.

As a part of its GF, the district has a local revenue subfund to account for the district's operations that are paid for with local revenues.

The following local revenues will be deposited in the district's local revenue subfund:

- Enrichment levies and transportation levies collected under RCW 82.52.053;
- Local assistance funding received under chapter RCW 28A.500 RCW; and
- Other local revenues such as, but not limited to, grants, donations, and state and federal payment in lieu of taxes, or local revenues that operate as an offset to the district's basic education allocation under RCW 28A.150.250.

The district will track expenditures from the subfund to account for the expenditures based on each of the streams of revenue described above.

Capital Projects Fund

The Capital Projects Fund (CPF) contains:

- proceeds from the sale of voted bonds (unlimited tax general obligation bonds) and non-voted bonds (limited general obligation bonds),
- State of Washington financing assistance (state matching money),
- transfers from the district's basic education allotment
- the proceeds of special levies earmarked for building purposes,
- earnings from capital projects fund investments, growth management impact fees, state environmental protection act mitigation payments,
- rental or lease proceeds and proceeds from the sale of property.

The district may use proceeds from the sale of voted bonds, including the interest earnings thereof, for capital purposes including, but not limited to, the following purposes:

- Funding outstanding indebtedness or bonds already issued;
- Purchasing sites for buildings, playgrounds, physical education, and athletic facilities;
- Erecting buildings and furnishing those buildings with the necessary furniture, apparatuses, and equipment;
- Improving the energy efficiency of the district's buildings and/or installing systems and components to utilize renewable and/or inexhaustible energy resources; and
- Making major or minor structural changes and structural additions to buildings, structures, facilities, and sites.

All other money deposited into the CPF may be used for the following purposes:

- Making major renovations to and replacing facilities and systems where periodical repairs are no longer economical or to extend the useful life of the facility or system beyond its original planned useful life, including but not limited to replacing or refurbishing roofs, exterior walls, windows, heating and ventilating systems, floor covering in classrooms and public common areas, and electrical and plumbing systems;
- Renovating and rehabilitating playfields, athletic fields, and other district real property;
- Conducting preliminary energy audits and energy audits of district buildings and making energy capital improvements that are identified as being cost-effective in the audits;
- Purchasing or installing additional major items of equipment and furniture;
- Paying the costs associated with implementing technology systems, facilities, and projects—including acquiring hardware licenses, licensing software, and online applications—and paying the costs associated with training related to the installation of such systems, facilities, and projects;
- Paying the costs associated with the application and modernization of technology systems for operations and instruction—including, but not limited to, the ongoing fees for online applications, subscriptions, or software licenses, including upgrades and incidental services—and paying for ongoing training related to the installation and integration of such products and services (to the extent funds are used for this purpose, the district will transfer the portion of the capital project funds used to the district's GF); and
- Repairing major equipment, painting facilities, and performing other preventative maintenance (to the extent funds are used for this purpose, the district will transfer the portion of the capital project funds used to the district's GF).

After holding a public hearing, the board may determine by resolution to use any money from the sale of voted bonds and investment earnings thereon remaining after the authorized capital improvements have been completed to acquire, construct, install, equip and make other capital improvements to the district's facilities or to retire and/or defease a portion of voted bonds.

Investment earnings derived from other sources in the CPF should be retained in the CPF and used for statutorily authorized purposes. The district may transfer investment earnings in the CPF, which have not been derived from voted bond proceeds, to a different fund; provided that,

such investment earnings may only be expended for instructional supplies, equipment or capital outlay purposes. The superintendent should consult the board and appropriate district staff prior to altering the use of voted bond proceeds and transferring investment earnings out of the CPF.

Debt Service Fund

The Debt Service Fund (DSF) is for the payment of principal of and interest on outstanding voted and non-voted bonds. Disbursements are made by the county treasurer by means of treasurer's checks. Provision will be made annually for the making of a levy sufficient to meet the annual payments of principal and semiannual payments of interest. The district may transfer surplus investment earnings from the DSF to any other school district fund; provided that, such investment earnings are spent only for instructional supplies, equipment or capital outlay purposes. The district may transfer such investment earnings to other school district funds unless the resolution authorizing the voted bonds requires investment earnings to remain in the DSF to secure payment of voted bonds, thereby reducing future tax collections and the corresponding tax levy rate. The superintendent should consult with the board and appropriate staff prior to transferring interest earnings out of the DSF.

Non-voted bonds are required to be repaid from the school district's DSF, rather than the fund that actually received the non-voted bond proceeds. As a result, to pay principal of and interest on the non-voted bond, an operating transfer must be used from the CPF (or other fund) to the DSF. The school district should create a separate account within the DSF to repay the non-voted bond. The district should internally segregate the money pledged to repay the non-voted bond from any excess property taxes deposited in the DSF for the repayment of voted bonds.

Prior to the issuance of a non-voted bond the superintendent or a designee will review the repayment process with the board and the county treasurer. The proceeds from the sale of real property may be placed in the DSF or CPF, except for the amount required to be expended for the costs associated with the sale of such property.

Associated Student Body Program Fund

The board is responsible for the protection and control of student body financial resources just as it is for other public funds placed in its custody. The financial resources of the Associated Student Body Program Fund (ASB Fund) are for the benefit of students. Student involvement in the decision-making processes related to the use of this money is an integral part of the associated student body, except that the board may delegate the authority to a staff member to act as the associated student body for any school which contains no grade higher than grade six.

Money in the ASB Fund is public money and may not be used to support or oppose any political candidate or ballot measure. Money raised by students through recognized student body organizations will be deposited in and disbursed from the fund which is maintained by the county treasurer. The ASB Fund is subject to management and accounting procedures which are similar to those required for all other district moneys. ASB constitutions will provide for participation by ASB representatives in the decisions to budget for and disburse ASB Fund money. Private non-associated student body fund moneys raised for scholarships, student exchanges and charitable purposes will be held in trust by the district.

RCW 28A.325.020	Associated student bodies — Powers and responsibilities affecting
RCW 28A.325.030	Associated student body program fund – Fund-raising activities – Nonassociated student body program fund moneys
RCW 28A.335.060	Surplus school property – Rental, lease or use of – disposition of moneys received from
RCW 28A.505.140	Rules and regulations for budgetary procedures — Review when superintendent [SPI] determines budget irregularity — Revised budget, state board's financial plan until adoption
RCW 28A.530.010	Purposes for use of voted bond proceeds
RCW 28A.530.020	Bond issuance — Election — Resolution to specify purposes
RCW 28A.530.080	Additional authority to contract indebtedness
RCW 42.17.130	Use of public office or agency facilities in campaigns — Prohibition — Exceptions
RCW 43.09.200	Division of municipal corporations — Uniform system of accounting
RCW 43.09.210	Division of municipal corporations — Separate accounts for each fund or activity
RCW 84.52.053	Levies by school districts authorized — When — Procedure
RCW 84.52.056	Excess levies for capital purposes authorized
WAC 392-123	Finance — School District Budgeting
WAC 392-138	Finance — ASB Moneys
State Auditor Bulletin #301, III(E), Petty Cash	

Management Resources

[2019 - March Policy Issue](#)

[2017 - July Issue](#)

Adoption Date: 2.27.08

School District Name: Steilacoom Historical School District

Revised: 9.24.14; 1.25.18; 06.26.19

STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1 BOARD OF DIRECTORS

Board Meeting Date: 6/26/2019

Strategic Focus Area

- Achieve
- Support
- Connect
- Plan

BACKGROUND INFORMATION

Second Reading of Policy 6100 Revenues from Local, State and Federal Sources

No changes since first reading.

RECOMMENDED ACTION:

It is the recommendation of the Superintendent to approve Policy 6100.00

Report prepared by:
Dr. Melissa Beard, Chief of Finance and Operations

REVENUES FROM LOCAL, STATE AND FEDERAL SOURCES

Revenues from Local Resources

Use of Local Revenues for Enrichment

All local revenues will be used only for documented and demonstrated enrichment of the state's program of basic education.

Local revenues include the following:

- Enrichment levies collected under RCW 84.52.053;
- Local effort assistance funding received under chapter 28A.500 RCW; and
- Other local revenues such as, but not limited to, grants, donations, state and federal payments in lieu of taxes, or any local revenues that operate as an offset to the district's basic education allocation under RCW 28A.150.250.

Enrichment of the state's program of basic education includes supplementing the following:

- The minimum instructional offerings of RCW 28A.150.220 or 28A.150.260;
- The staffing ratios or program components of RCW 28A.150.260, including providing additional staff for class size reduction beyond class sizes allocated in the prototypical school model and additional staff beyond the staffing ratios allocated in the prototypical school formula;
- The program components of RCW 28A.150.200, 28A.150.220, or 28A.150.260; or
- The program of professional learning as defined by RCW 28A.415.430 beyond that allocated pursuant to RCW 28A.150.415.

The district can pay for the following with local revenues:

- Extracurricular activities;
- Extended school days;
- An extended school year;
- Additional course offerings beyond the minimum instructional program established in the state's statutory program of basic education;
- Activities associated with early learning programs;
- Any additional salary costs attributable to the provision or administration of permitted enrichment activities; and
- Additional activities or enhancements that the office of the superintendent of public instruction determines to be documented and demonstrated enrichment and for which the superintendent approves proposed expenditures during the preballot approval process required by RCW 84.52.053 and 28A.505.240.

Enrichment Levies

As necessary, the district will consider requesting voter approval of an enrichment levy. Such a levy will be for an amount permitted by law. The board will solicit advice from staff and community members prior to establishing the amount and purposes of the levy. The levy will be presented by

program and expenditure in the district's annual descriptive guide for community members as required by law. OSPI must approve the district's expenditure plan for the enrichment levy before the district can submit the levy to the voters.

Response to Audit Findings on the Use of Local Revenues

As part of the state auditor's regular financial audit, it will review the district's expenditures to ensure they are in compliance with RCW 28A.150.176, the statute that limits the district's use of local revenues to supplementing the state's basic education program.

Within 30 days of receiving the auditor's findings, the board will hold a public hearing to review the findings.

Revenues From State Resources

The responsibility for financing public education in Washington falls primarily upon the state. To provide educational services beyond the levels possible under the basic education allocation, the district must depend upon state and federal special purpose funding programs and grants or excess property tax levies approved by district voters.

The state provides special purpose appropriations for programs of transportation, for children with disabilities and for such other programs as it deems appropriate to assist schools.

If the superintendent or designee identifies an optional state and determines the benefits of accepting the grant outweigh the costs, he or she may provide a report to the board describing the benefits and the costs associated with accepting the grant. After reviewing the report, may formally authorize accepting the grant.

Revenues From The Federal Government

The objective of the board is to provide the best educational services possible within resources available to the district. Federal grants and programs may provide helpful financial resources towards pursuing that objective. When it is optional for the district to participate in a federally funded program, the board will receive detailed analysis from the staff regarding both the advantages to be realized from the program and the additional costs in terms of staff time, impact on existing programs and new obligations that the program may require. Before authorizing participation in such a program, the board will first determine that the advantages outweigh the disadvantages and that the program will not detract from other programs already in operation.

The board agrees to comply with all applicable federal and state requirements that may be a condition to receipt of federal funds including, but not limited to:

1. Maintenance of fiscal records that show the receipt and disposition of federal funds;
2. Provision for eligible private school students to participate in programs and/or services designed for the educationally disadvantaged as well as other programs that are supported by federal funds;

3. Provision for testing to identify target students as well as to measure program results; and
4. Provision for staff and parent involvement, program planning, budget development and program evaluation.

The district agrees to comply with Title I requirements pertaining to the implementation of internal controls for travel, contracted services, training, and capital outlay purchases and expenditures. The following controls are established for the Title I program:

1. All Title I funded purchases and expenditures will be directly related to allowable Title I activities and services that are necessary to carry out the objectives of the current program effectively, and for the benefit of eligible participants;
2. Title I purchases and expenditures will be restricted to those incurred by persons with direct Title I duties and responsibilities and/or that benefit only eligible Title I participants;
3. Title I funded in-service trainings will be directly related to specific Title I program activities and provided only to persons with Title I program responsibilities and duties; and
4. Appropriate documentation of all Title I purchases and expenditures incurred will be maintained for accountability and audit purposes.

The district further assures that a district-wide salary schedule is in effect and that the staff are assigned equitably among schools. Instructional material will also be distributed equitably among all schools. The board grants authority to directors and staff to participate in the development of any state and/or federal regulations deemed to be necessary for the implementation of federally-funded programs.

Federal Impact Funds

Federal impact funds are provided to the district as a supplement to taxes and other revenue sources. State appropriated funds and local taxes contribute to the development and implementation of a basic education program for all students enrolled in the district. The district gives assurance that tribes and parents of Indian children will be afforded the opportunity to make recommendations regarding the needs of their children and will be involved in the planning and development of the basic education program, including those educational programs and services to be provided with federal impact funds. Indian students will have the equal opportunity to participate in the district's program with other students.

Recognizing that the board is the ultimate authority in defining the educational program of the district, the superintendent or designee will establish procedures to assure the involvement of the tribes and parents of Indian students in the development of the basic education program, including the education services to be provided with federal impact funds and the participation of Indian children in the program on an equal basis. The superintendent or designee will provide opportunities for parents and members of the tribal council to suggest if any policy and/or procedure changes as well as program changes are necessary to better serve the needs of the Indian students.

STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1 BOARD OF DIRECTORS

Board Meeting Date: 6/26/19

Strategic Focus Area

- Achieve
- Support
- Connect
- Plan

BACKGROUND INFORMATION

Second Reading 5253 Maintaining Professional Staff/Student Boundaries

- No changes since first reading.

RECOMMENDED ACTION:

It is the recommendation of the Superintendent approve Policy 5253.

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

MAINTAINING PROFESSIONAL STAFF/STUDENT BOUNDARIES

Purpose

This policy provides all staff, students, volunteers and community members with information about their role in protecting children from inappropriate conduct by adults. This policy applies to all district staff and volunteers. For purposes of this policy and its procedure, the terms “district staff,” “staff member(s),” and “staff” also include volunteers.

General Standards

The board expects all district staff to maintain the highest professional standards when they interact with students. District staff are required to maintain an atmosphere conducive to learning by consistently maintaining professional boundaries.

Professional staff/student boundaries are consistent with the legal and ethical duty of care that district employees have for students.

The interactions and relationships between district staff and students should be based upon mutual respect, trust, and commitment to the professional boundaries between staff and students in and outside of the educational setting, and consistent with the educational mission of the district.

District staff will not intrude on a student’s physical and emotional boundaries unless the intrusion is necessary to serve a demonstrated educational purpose. An educational purpose is one that relates to the staff member’s duties in the district. Inappropriate boundary invasions can take various forms. Any type of sexual conduct with a student is an inappropriate boundary invasion.

Additionally, staff members are expected to be aware of the appearance of impropriety in their own conduct and the conduct of other staff when interacting with students. Staff members will notify and discuss issues with their building administrator or supervisor whenever they suspect or question whether their own or another staff member’s conduct is inappropriate or constitutes a violation of this policy.

The board recognizes that staff may have familial and pre-existing social relationships with parents or guardians and students. Staff members should use appropriate professional judgment when they have a dual relationship to students to avoid violating this policy, the appearance of impropriety, and the appearance of favoritism. Staff members shall pro-actively discuss these circumstances with their building administrator or supervisor.

Use of Technology

The board supports the use of technology to communicate for educational purposes. However, when the communication is unrelated to school work or other legitimate school business district staff are prohibited from communicating with students by phone, e-mail, text, instant messenger, or other forms of electronic or written communication. District staff members are prohibited from engaging in any conduct on social networking websites that violates the law, district

References: [3205 – Sexual Harrassment of Students Prohibited](#)
 [3207 – Prohibition of Harassment, Intimidation and Bullying](#)
 [3210 – Nondiscrimination](#)
 [3241 – Child Abuse, Neglect and Exploitation Prevention](#)

Management Resources: 2019 – March 2019- March Policy Issue
 2015 – October Issue

Adoption Date: 9:22.10
School District Name: Steilacoom Historical School District
Revised: 2.12.14; 12.09.15; 6.26.19

STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1 BOARD OF DIRECTORS

Board Meeting Date: 6/26/19

Strategic Focus Area

- Achieve
- Support
- Connect
- Plan

BACKGROUND INFORMATION

Second Reading 5281 Disciplinary Action and Discharge

No changes since the first reading.

RECOMMENDED ACTION:

It is the recommendation of the Superintendent approve Policy 5281.

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

DISCIPLINARY ACTION AND DISCHARGE

Grounds for Disciplinary Action or Discharge

Staff who fail to fulfill their job responsibilities or follow the reasonable directions of their administrators or who conduct themselves on or off the job in ways that affect their effectiveness on the job may be subject to disciplinary action or discharge. Behavior, conduct, or action that provides sufficient cause may warrant disciplinary action or discharge. Such behavior, conduct, or action may include but is not limited to:

- A. Incompetence;
- B. Inefficiency;
- C. Misappropriation or misuse of district property;
- D. Neglect of duty;
- E. Insubordination;
- F. Conviction/guilty plea of any crime which adversely affects the employee's ability to perform a job including any felony crime involving:
 - 1. The physical neglect of a child;
 - 2. The physical injury or death of a child;
 - 3. Sexual exploitation of a child;
 - 4. Sexual offenses;
 - 5. Promotion of a minor for prostitution purposes; or
 - 6. The sale or purchase of a minor child; Employees are required to report in writing to the superintendent any conviction or guilty plea of the above referenced crimes (and of any other crimes that are workplace related) within five days of conviction or guilty plea
- G. Malfeasance;
- H. Misconduct;
- I. Inability to perform job functions;
- J. Willful violation of district policies and procedures, laws, or regulations;
- K. Mistreatment, abuse or assault of fellow workers, students, or members of the public;
- L. Conflict of interest;
- M. Abuse of leave;
- N. Unlawful harassment, verbal abuse, physical abuse or sexual misconduct toward staff, students, or members of the public;
- O. Manufacture, possession, distribution, sale or being under the influence of alcohol, controlled, illegal, addictive or harmful substances including anabolic steroids;
- P. Conduct (whether on the job or off the job) that has a substantial negative impact on performance;
- Q. Mental or physical inability to perform the essential job duties;
- R. Intemperance;
- S. Intentional discrimination or harassment;
- T. Vulgar speech or actions;
- U. Use of habit forming drugs without pharmaceutical prescription by a doctor of medicine licensed to practice in the state of Washington;
- V. Use of alcoholic beverages on district premises or at a district sponsored activity off the district premises;

- W. Use of district supplies and equipment for personal betterment or financial gain or other improper purposes;
- X. Falsification or omission of material information from district records or any report or statement required of or submitted by the employee. This includes, but is not limited to, providing false information to the district (i.e., timesheets, application materials, during formal investigations);
- Y. Engage in the obstruction of justice, which includes witness intimidation, retaliation, destruction of evidence, or engaging in conduct to compromise an investigation or inquiry of misconduct; or
- Z. Engage in any other conduct that lacks educational value/legitimate professional purpose and harms students.

In the event that allegations or charges are made against a staff member for misconduct with minors, the superintendent may contact the Child Protective Services central registry for evidence regarding whether the staff member is an adjudicated or admitted perpetrator of child abuse or neglect. Appropriate reports will also be made to law enforcement, the Office of the Superintendent of Public Instruction, and the student's parents or guardians, as required by law.

Abuse and Sexual Misconduct

The district will not enter into any contract that is contrary to law to suppress information about verbal or physical abuse or sexual misconduct by a present or former employee and will comply with all legal requirements regarding such misconduct.

The district, or an individual acting on behalf of the district, shall not provide a recommendation of employment for a current or former employee, contractor, or agent that the district or individual acting on behalf of district knows or has probable cause to believe has engaged in sexual misconduct with a student or minor in violation of the law. District/school employees, contractors, and agents are also prohibited from providing a recommendation of employment to a current or former employee, contractor, or agent that the employees, contractors, or agents know or has probable cause to believe engaged in sexual misconduct with a student or minor in violation of the law. This does not prohibit the routine transmission of administrative or personnel files, but does prohibit doing more than that to help the current or former employee obtain new employment.

Suspension of Staff

The superintendent/designee is authorized to suspend a staff member immediately as deemed appropriate.

Cross References: [Policy 5006](#)
[Policy 5240](#)
[Policy 5280](#)

Certification Revocation
Evaluation of Staff
Termination of Employment

Legal References:	RCW 28A.400.300	Hiring and discharge of employees —Written leave policies — Seniority and leave benefits of employees transferring between school districts and other educational employers
	RCW 28A.400.320	Crimes against children — Mandatory termination of classified employees — Appeal — Recovery of salary or compensation by district
	RCW 28A.400.340	Notice of discharge to contain notice or right to appeal if available
	RCW 28A.405.300	Adverse change in contract status of certificated employee — Determination of probable cause — Notice — Opportunity for hearings
	RCW 28A.405.310	Adverse change in contract status of certificated employee, including non-renewal of contract — Hearings — Procedure
	RCW 28A.405.470	Crimes against children -Mandatory termination of certificated employees – Appeal – Recovery of salary or compenstaion by district
	RCW 28A.410.090	Revocation or suspension of certificate or permit to teach- Criminal basis-Complaints-Investigation-Process
	RCW 49.44.200	Personal social networking accounts – Restrictions on employer access - Definitions
	WAC 181-86	Policies and procedures for administration of certification proceedings
	WAC 181-87	Acts of Unprofessional Conduct

Adoption Date: 2.27.08
Steilacoom Historical School District
Revised Dates: 11.3.10; 1.28.15; 6.26.19



Steilacoom Historical School District Board Meeting Schedule 2019-20

Meeting Date	Meeting Type	Location	Time
Wednesday, 09/11/19	Study Session Only	Steilacoom High School Library	6:00 P.M.
Wednesday, 09/25/19	Regular Business Meeting	Anderson Island Elementary School	6:30 P.M.
Wednesday, 10/09/19	Study Session Only	Pioneer Middle School Library	6:00 P.M.
Wednesday, 10/23/19	Study Session	Pioneer Middle School Library	6:30 P.M.
Wednesday, 10/23/19	Regular Business Meeting	Pioneer Middle School Library	7:00 P.M.
*Wednesday, 11/20/19	Study Session	Steilacoom High School Library	6:30 P.M.
*Wednesday, 11/20/19	Regular Business Meeting	Steilacoom High School Library	7:00 P.M.
*Wednesday, 12/18/19	Study Session	Pioneer Middle School Multi-Purpose Room	6:30 P.M.
*Wednesday, 12/18/19	Regular Business Meeting	Pioneer Middle School Multi-Purpose Room	7:00 P.M.
Wednesday, 01/8/20	Study Session Only	Steilacoom High School Library	6:00 P.M.
Wednesday, 01/22/20	Study Session	Steilacoom High School Library	6:30 P.M.
Wednesday, 01/22/20	Regular Business Meeting	Steilacoom High School Library	7:00 P.M.
Wednesday, 02/12/20	Study Session Only	Pioneer Middle School Library	6:00 P.M.
Wednesday, 02/26/20	Study Session	Pioneer Middle School Multi-Purpose Room	6:30 P.M.
Wednesday, 02/26/20	Regular Business Meeting	Pioneer Middle School Multi-Purpose Room	7:00 P.M.
Wednesday, 03/11/20	Study Session Only	Steilacoom High School Library	6:00 P.M.
Wednesday, 03/25/20	Study Session	Steilacoom High School Library	6:30 P.M.
Wednesday, 03/25/20	Regular Business Meeting	Steilacoom High School Library	7:00 P.M.
Wednesday, 04/22/20	Study Session	Pioneer Middle School Library	6:30 P.M.
Wednesday, 04/22/20	Regular Business Meeting	Pioneer Middle School Library	7:00 P.M.
Wednesday, 05/13/20	Study Session Only	Steilacoom High School Library	6:00 P.M.
Wednesday, 05/27/20	Study Session	Steilacoom High School Library	6:30 P.M.
Wednesday, 05/27/20	Regular Business Meeting	Steilacoom High School Library	7:00 P.M.
Wednesday, 06/10/20	Study Session Only	Pioneer Middle School Library	6:00 P.M.
Wednesday, 06/24/20	Study Session	Pioneer Middle School Library	6:30 P.M.
Wednesday, 06/24/20	Regular Business Meeting	Pioneer Middle School Library	7:00 P.M.
Wednesday, 07/08/20	Study Session Only	Steilacoom High School Library	6:00 P.M.
Wednesday, 07/22/20	Study Session	Steilacoom High School Library	6:30 P.M.
Wednesday, 07/22/20	Regular Business Meeting	Steilacoom High School Library	7:00 P.M.
Wednesday, 08/12/20	Study Session Only	Pioneer Middle School Library	6:00 P.M.
Wednesday, 08/26/20	Study Session	Pioneer Middle School Library	6:30 P.M.
Wednesday, 08/26/20	Regular Business Meeting	Pioneer Middle School Library	7:00 P.M.

*3rd Wednesday of the month

DRAFT

To: Board of Directors
From: Paul Harvey, Executive Director of Student Achievement
Sylvia Yoho, Teacher for the Highly Capable Program
Re: Highly Capable Program Annual Report
Date: June 26, 2019

The Highly Capable Program (HCP) served 211 students from Kindergarten through 11th grade during the 2018-2019 school year.

HCP Program Goals:

- *To expand academic attainments and intellectual skills*
- *To stimulate intellectual curiosity, independence, and responsibility*
- *To develop a positive attitude toward self and others*
- *To develop originality and creativity*
- *To provide a coherent and rich program where students will complete independent and cooperative projects*
- *To gain enriched learning through STEM curricula*
- *To expand the program in scope and content*
- *To connect with parents and partner with them in the development and monitoring of the program*

Description of the HCP instructional program:

Our school district identifies students through the universal screening of 2nd grade students and through a recommendation process. Parents or teachers can refer any student via the district's form and process. The window for submitting referrals is March-April. This was the first year the district implemented a universal screening of all 2nd grade students. Screening and testing occurs in May and June and notification to parents was made before the last day of school. All 2nd grade students and referred students are screened using the CogAT tool, with parent consent. Students who meet the score in the 85th percentile or higher on the screener qualify for further testing. Those students who complete the post-screener to obtain a full battery CogAT score. Furthermore, these qualifying students complete the Torrance Test of Creative Thinking. In addition, the Smarter Balanced Assessment scores and/or i-Ready scores are considered as academic achievement indicators.

The district's target is to qualify and enroll students in the Highly Capable Program (HCP) at a number equal to 5% of the district's total K-12 student enrollment. For the 2018-2019 school year, the actual percentage was 6.4% of total student enrollment, which is related to the inclusion of the additional class of high school students rolled up and counted in the roster. Preliminary counts for 2019-2020 show the program will increase from 211 to 219 total students next year, remaining at about the current percentage of HCP students enrolled. This will be the last year a high school class will roll up to fill an empty cell in the total count. Hereafter, the count will include all grades.

The instructional program for the HCP in our district is designed in blocks of time averaging 4 hours per week for elementary students. Instruction for grades K-5 includes a variety of enriched content, individual and group projects, direct instruction, small group instruction, and some classroom based activities. Focus for the K-5 students includes hands-on minds-on curricula, real-world problem solving, themed projects and presentations, and use of instructional technology. During the 2018-2019 school year, the HCP students presented the fourth Experts' Fair at Steilacoom High School. This year's fair focused on topics selected by the individual students. Students were provided guidelines for science fair or inquiry-based projects.

The middle school program continued to receive attention and support through expanding the course offerings to include a cohort class structure for the 6th graders in English and mathematics. There are now offerings in ELA and mathematics for each of the grade levels and electives are designed for STEM and are aimed at drawing in HCP students. HCP students are also selected for special events such as robotics demos and industry field trips.

Students in grades 9-12 receive instruction in the Advanced Placement program and complete AP examinations in the spring quarter of the school year. They also have access to the Pierce County Skill Center programs and Running Start.

Ongoing professional development for highly capable program and general education staff:

Our HCP teacher attended trainings provided by Whitworth University and participated in OSPI-developed trainings at Puget Sound ESD. Our K-5 HCP teacher participated in the WETAG conference in October. The

district consistently takes advantage of offerings provided by OSPI and universities that would benefit our teachers and students. The HCP teacher connects with classroom teachers and provides individualized HCP progress reports.

Program evaluation and fiscal report:

Of the \$88,842 allocated by the state for HCP, 98.5% is spent on the HCP teacher salary and benefits at 1.0 FTE. This was the first year we had a full time HCP teacher. Curriculum, materials and professional learning make up the balance of the expenditures. The ELA adoption of the WONDERS curriculum included a 'beyond grade-level' materials for each grade level to be used by the classroom teacher for HCP students and other accelerated learners in grades K-5.

Number of HCP students by grade level – four-year trend and projection

	K	1	2	3	4	5	6	7	8	9	10	11	12	TOTAL
1920	0	3	3	11	17	17	28	13	23	23	27	35	19	219
1819	3	2	9	18	16	23	13	23	23	27	35	19	*	211
1718	2	3	12	8	17	16	24	21	33	36	26	*	*	198
1617	1	6	6	15	16	22	18	34	36	26	*	*	*	180
1516	2	1	4	13	15	15	37	40	28	*	*	*	*	155

Number of HCP students enrolled by school

	AI	CC	CD	SP	PIO	SHS	TOTAL
1920	0	11	6	36	63	103	219
1819	2	18	13	38	59	81	211
1718	2	13	11	33	78	62	198
1617	1	17	11	37	88	26	180
1516	2	12	6	30	105	*	155

*The district started tracking HCP identified students in high school in 2016-2017.

Demographic Distribution and Comparison

	WHOLE DISTRICT 2018-2019	ALL HCP 2018-2019	ALL HCP 2017-2018	ALL HCP 2016-2017	18-19 GAP BETWEEN DISTRICT AND HCP DEMOGRAPHICS
White	50%	54%	53%	63%	4%
2+ Races/NR	17%*	na	na	na	na
Hispanic	17%	10%	11%	10%	-7%
Black	7%	5%	7%	6%	-2%
Asian	7%	26%	18%	21%	19%
Pacific Islander	1%	<1%	10%	<1%	-1%
American Indian	<1.0%	2%	<1%	<1%	1%

*Column A is from OSPI; Projections for 17-18 are from SKYWARD which report 2+ races as a student group.

The data shows over-representation of our White and Asian students in our HCP population which is a trend over the past several years. This year we saw no significant increases in our non-White student populations in HCP. Our district continues to make this a priority - we need to be actively seeking and recommending students from all groups

The focus on diversifying the HCP population continues to be a priority. This is true for both the district and the state. The plan for moving to a more representative distribution of our student demographics in the HCP program include the following steps:

- *Expanding the referral criteria and screening tools to include creativity (successfully implemented in 2018-2019)*
- *Screening all 2nd grade students using existing assessments in the district to identify potential HCP students (successfully implemented in 2018-2019)*
- *Providing annual training to district teaching staff regarding the HCP referral process*

Assurances that the district is legally compliant

The program staff communicates with parents through school open houses and parent advisory meetings. Frequent updates are distributed to parents through group emails. The district also hosts a website for the HCP program including highlights and calendar events.

The district's plan to identify students is in compliance with School Board Policy 2190 and Procedure 2190P and iGrants form package 250. Evidence of the compliance with legal and policy requirements include: the selection process; notification processes; appeal process; and annual reporting.

Transition to a full-time HCP teacher

This year's expansion of the HCP program from .5 to 1.0 staff FTE provided great returns in our ability to serve identified students and to do greater screening for student groups which are underrepresented. The transition provided the opportunity for more contact with HCP students during the week in whole-group and individual settings. It allowed our teacher to stay at one building per day instead of traveling during the school day to reach all students in a .5 schedule. The full-time status enables the HCP teacher to look ahead to work with classroom teachers to provide best practices for differentiation, to provide opportunities to co-teach, and to provide

professional learning for teachers who serve HCP students in their general education setting. The transition to a full time teacher enables the HCP teacher to have time to make community connections for curriculum and projects, expand our screening and recruitment practices, and to study other districts' models for continual improvement future to our program.

To: Board of Directors
 From: Paul Harvey, Executive Director of Student Achievement
 Re: ELL Program Annual Report
 Date: June 26, 2019

Per School Board Policy 2104 and OSPI obligations via iGrant form packages 232, 687, and 716 assurances, the school district personnel are responsible for providing and documenting via board minutes a report with the following information.

Number of students the district expects to serve with previous year's data:

Year	Total	Change
1920	67+11 Transition	-4% direct service, -43% transition, -14% overall
1819	71 + 19 Transition	-30% direct service, +18% transition, -23% overall
1718	102 + 16 Transition	+12% direct service, -50% transition, -5% overall
1617	91 + 32 Transition	

Year	AI	CC	CD	SP	PIO	SHS
1920	0	31	9	11	11	16
1819	0	24	9	15	16	7
1718	0	39	17	15	17	14
1617	0	37	16	11	16	11

The district's plan to identify students is in compliance with School Board Policy 2104 and via iGrant form packages 232, 687, and 716.

Our school district identifies students through enrollment surveys filled out by parents and also testing of students using the ELPA-21 (state screening and achievement tool).

Program goals:

- *To provide a coherent program that supports students' English acquisition and success in school*
- *To offer individual support for each learner through case management*
- *To help students meet standard on required assessments*
- *To help students gain competencies; reduce the need for support, and successfully transition into the general education program*

Description of the ELL instructional program:

Our model is one of several allowed by the state. It is specifically called Alternative Instructional Program (AIP) which provides English as a second language toward competency in English via English-only support.

We currently have 14 languages represented in our ELL population.

Students and parents are served by screening, assessment and instruction. Supplemental instruction is provided to support students' mastery of English, which leads to success in other content areas.

For the 2018-2019 school year, the district had one full time teacher, Jody McDonald, and one full time para-educator, Donna Kaup serving all students who are receiving direct ELL instructional support. Students are served through pull-out learning sessions by either Mr. McDonald or Ms. Kaup (Chloe Clark). High school students have one class of support per day.

All schools ensure that students who qualify for ELL services are assigned to teachers qualified and experienced in strategies to support our students. We are working on increasing the capacity of our general education staff to meet the needs of ELL students through specific professional development. Building principals communicate with the ELL coordinator to identify any needs regarding supplemental materials or professional development opportunities. As needed, the ELL teacher and ELL para-educator request supplemental materials in alternate languages as well as translation software. Student interventions are scheduled around core academic instruction.

High School:

For the 2018-2019 school year, students were assigned to his class first period, and student instruction is dependent on student needs. Mr. McDonald co-taught with an English teacher and integrated English language development with core academic content. The ELL classes integrated the four domains of language acquisition - listening, speaking, reading and writing - with emphasis on academic content. The teacher met

with the English Department for ACE day professional learning. This provides ELL students with more interdisciplinary content that benefited them in their English classes and other content classes. The ELL teacher met with all ELL students at the high school on a daily basis. The ELL teacher used grade level ELP standards, Common Core State Standards, and communication with ELA teachers to ensure that academic content was rigorous for each students. ELL students received elective credit for their ELL period class and are still required to take grade level ELA classes for credit towards graduation. The high school program structure will change moving into next year.

Middle School:

There were 16 students who qualified for ELL services (Level 1 - 3) in 2018-2019. The ELL teacher works with the school counselors and teachers to identify times for students to receive services. Some students are also enrolled in academic intervention (Reading/Math) and receive additional support during this time from the ELL teacher.

The amount and frequency varies depending on student language proficiency level and need. The ELL teacher works closely with the ELA general education teacher in determining needs for the student, and best time for pull-out or push-in support. ELL students at the middle school level receive pull out support at a minimum of twenty minutes a day two times a week.

Elementary:

The ELL Teacher and ELL para-educator worked with the general education teachers to provide strategies to support these students in their general education classroom. The ELL teacher and ELL para-educator provided pull-out services for qualified students. The pull-out sessions were coordinated to pre-teach or re-teach academic vocabulary and concepts to support the curricular and state standards. Students practiced reading, writing, listening, and speaking skills in small groups of 6 or less, made up of only ELL students.

All instruction varies depending on student need. All students in the three schools participated in school wide academic assessments at the start of the school year. Level 1 students at the elementary level with the most need were seen in a pull-out model a minimum of three times a week for 20-30 minutes. Level 2 and Level 3 students at the elementary level received a minimum of 20-30 minutes of instruction in a pull-out model two days a week.

All schools ensure that students who qualify for ELL services are assigned to teachers qualified and experienced in strategies to support our students. Building principals communicate with the ELL coordinator to identify any needs regarding supplemental materials or professional development opportunities. The ELL teacher works closely with the school counselors to ensure students are meeting graduation requirements and also receiving necessary accommodations on assessments.

Professional Development:

The district has a professional development plan for classroom teachers that includes instructional strategies for cultural differences, use of curricular materials, and program model of supportive mainstream. The Executive Director for Student Achievement works closely with all building principals to identify professional development needs. General education teachers as well as the one ELL teacher and para-educator will attend state-sponsored professional development and webinars. We will continue to put a greater emphasis on providing professional development support for our general education teachers, as they support our ELL students for the majority of the students' day. Topics for teacher

professional learning include: strategies for ELL student learning, understanding ELL assessments, understanding ELL standards, and alignment of curriculum to ELL standards. These opportunities are provided via independent study and through participation in ESD and OSPI sponsored workshops.

Program changes for 2019-2020

As the program moves into the 2019-2020 school year, we've relocated Mr. McDonald to Chloe Clark to provide service to the largest group of ELL students. He will continue to serve the other schools and grade levels through a weekly direct service (K-5) or a consult model (6-12). The district is providing increased professional learning opportunities by adding two sessions to the August 27th workshop offerings. Mr. McDonald will be supervised and evaluated by principal Gary Yoho. The high school model will shift from a small class of 13 students to a weekly advisory model using the schools adjusted schedule where Mr. McDonald will meet with students in an ELL only cohort to help with learning skills and to track graduation progress. We will continue to explore and plan for outreach opportunities with families at all grade levels.

Program evaluation and fiscal report

The \$13,000 allocated by the state/federal programs for ELL is spent as listed: \$8,000 is reserved for professional development for the teacher and para-professional; \$1,000 for benefits; \$3,000 for supplies; and \$1,000 for travel expenses. We also purchased WONDERS materials for the K-5 ELA program to align directly with the curriculum used in general education classrooms.

Assurances that the district is legally compliant

Evidence of the compliance with legal and policy requirements include: the selection process; notification processes; appeal process; and annual reporting.

The district will annually send out an OSPI developed parent survey via email. The data gathered from the survey will inform changes to the current program.

Each ELL family meets with their child's ELL teacher at least once a year at fall conference time to discuss current level of progress as well as strategies to help their child improve. Whenever possible, this is a joint meeting between the ELL teacher and the general education teacher so that the bridge between CCSS and ELP's can be established. The ELL teachers also communicate frequently about students' progress to the general education teacher and parents throughout the school year as needed so that areas of concern can be addressed quickly

Throughout the school year the evaluator for the ELL teacher and the Teaching & Learning department seeks input from building principals, ELL staff, general education teachers, district office staff, university staff, and parents. This input was gathered through monthly face to face meetings, email correspondence, and phone calls.