



## Regular Meeting Agenda

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

STUDY SESSION: The School Board normally convenes at 6:00 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.

6/28/2018 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. 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 2018 Accounts Payable and May 2018 Payroll.PDF \(p. 4\)](#)

[Approval of Financial Reports.pdf \(p. 5\)](#)

[Approval of May 23, 2018 Regular Meeting Minutes.pdf \(p. 18\)](#)

[Approval of June 13, 2018 Special Meeting Minutes.pdf \(p. 21\)](#)

[Approval of June 13, 2018 Study Session Minutes.pdf \(p. 22\)](#)

[Approval of Superintendent Contract 2018-21.pdf \(p. 24\)](#)

[Approval of Administrative Personnel Report.pdf \(p. 29\)](#)

[Approval of Certificated Personnel Report.pdf \(p. 30\)](#)

[Approval of Resolution 846-06-28-18 Authorization to Invest Funds.pdf \(p. 31\)](#)

[Approval of Resolution 847-06-28-18 Designation of Auditing Officers.pdf \(p. 32\)](#)

[Approval of English Language Learners Program.pdf \(p. 33\)](#)

[Approval of District Technology Surplus.pdf \(p. 38\)](#)

[Approval of Steilacoom High School Weight Room Surplus.pdf \(p. 47\)](#)

#### IV. OLD BUSINESS

**a. Approval of Steilacoom High School Chiller (Action)**

Presenter: Jim Brittain

[SHS Chiller Information.pdf \(p. 48\)](#)

**b. Second Reading of Policy 4260 Use of School Facilities (Action)**

Presenter: Jim Brittain

[Policy 4260 Use of School Facilities.pdf \(p. 49\)](#)

**c. Approval of Food Services Contract (Action)**

Presenter: Jim Brittain

[Food Services Contract 2018.pdf \(p. 53\)](#)

**d. Approval of Revised 2017-18 School Board Meeting Schedule (Action)**

Presenter: Kathi Weight

[2017-18 SB Meeting Schedule Revised.pdf \(p. 78\)](#)

**e. Approval of 2018-19 School Board Meeting Schedule (Action)**

Presenter: Kathi Weight

[2018-19 Draft SB Meeting Schedule.pdf \(p. 79\)](#)

#### V. NEW BUSINESS

**a. Approval of Highly Capable Program (Action)**

Presenter: Paul Harvey

[HCP Summary of 2017-18 and Plan for 2018-19.pdf \(p. 80\)](#)

**b. First Reading of Policy 2337 Disability History Month (Action)**

Presenter: Paul Harvey

[Policy 2337 Disability History Month.pdf \(p. 104\)](#)

**c. First Reading Policy 6700 Nutrition, Health and Physical Fitness (Action)**

Presenter: Paul Harvey

[Policy 6700 Nutrition, Health and Physical Fitness.pdf \(p. 107\)](#)

**d. First Reading of Policy 3520 Student Fees, Fines and Charges (Action)**

Presenter: Jim Brittain

[Policy 3520 Student Fees Fines Charges.pdf \(p. 113\)](#)

**e. First Reading of Policy 3115 Homeless Students: Enrollment Rights and Services (Action)**

Presenter: Nancy McClure

[Policy 3115 Homeless Students.pdf \(p. 117\)](#)

**f. First Reading of 3116 Students in Out-of-Home Care**

**(Action)**

**Presenter:** Nancy McClure

[Policy 3116 Students in Out-Of-Home Care.pdf \(p. 123\)](#)

**VI. 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.

**VII. BOARD COMMUNICATION**

**(Information)**

**VIII. ANNOUNCEMENTS**

**(Information)**

**IX. RECESS TO EXECUTIVE SESSION**

**X. EXECUTIVE SESSION**

**per RCW 42.30.110(1)(c) to discuss Real Estate**

(c) To consider the minimum price at which real estate will be offered for sale or lease when public knowledge regarding such consideration would cause a likelihood of decreased price. However, final action selling or leasing public property shall be taken in a meeting open to the public;

**XI. RETURN TO PUBLIC MEETING**

**XII. ADJOURNMENT**

**(Action)**

# Steilacoom Historical School District

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

DATE: **June 28, 2018**

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.

**James E. Brittain, CPA, Executive Director of Finance & 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                 |
|--------------------------------|----------------------|------------------------|
| <b>GENERAL FUND:</b>           |                      |                        |
| Payroll                        | 800806 to 800807     | \$ 4,795.11            |
| Payroll A/P                    | 124030 to 124053     | \$ 708,735.32          |
| Payroll Taxes                  |                      | \$ 403,594.79          |
| Direct Deposit                 |                      | \$ 1,223,309.83        |
| May 23, 2018 Accounts Payable  | 124029 to 124029     | \$ 1,309.11            |
| May 31, 2018 Accounts Payable  | 124054 to 124054     | \$ 151.69              |
| May 31, 2018 Accounts Payable  | 124055 to 124112     | \$ 90,077.53           |
| May 31, 2018 Accounts Payable  | 124113 to 124113     | \$ 1,008.24            |
| June 1, 2018 Accounts Payable  | 124114 to 124114     | \$ 331.36              |
| June 5, 2018 Accounts Payable  | 124115 to 124115     | \$ 47,830.28           |
| June 7, 2018 Accounts Payable  | 124116 to 124137     | \$ 94,364.88           |
| June 12, 2018 Accounts Payable | 124138 to 124138     | \$ 31,370.00           |
| June 12, 2018 Accounts Payable | 124139 to 124143     | \$ 26,043.32           |
| June 12, 2018 Accounts Payable | 124144 to 124144     | \$ 2,507.50            |
| June 13, 2018 Accounts Payable | 124145 to 124145     | \$ 13,926.05           |
| June 14, 2018 Accounts Payable | 124146 to 124190     | \$ 202,404.39          |
| June 20, 2018 Accounts Payable | 124191 to 124192     | \$ 38,496.61           |
| June 21, 2018 Accounts Payable | 124193 to 124220     | \$ 120,950.74          |
| <b>TOTAL GENERAL FUND:</b>     |                      | <b>\$ 3,011,206.75</b> |

## **CAPITAL PROJECTS FUND:**

|                                     |                  |                    |
|-------------------------------------|------------------|--------------------|
| June 11, 2018 Accounts Payable      | 200322 to 200322 | \$ 2,500.00        |
| Accounts Payable                    | to               |                    |
| <b>TOTAL CAPITAL PROJECTS FUND:</b> |                  | <b>\$ 2,500.00</b> |

## **ASSOCIATED STUDENT BODY FUND:**

|  |                  |                     |
|--|------------------|---------------------|
| May 23, 2018 Accounts Payable              | 403722 to 403722 | \$ 328.40           |
| May 24, 2018 Accounts Payable              | 403723 to 403730 | \$ 6,800.19         |
| May 31, 2018 Accounts Payable              | 403731 to 403732 | \$ 910.48           |
| June 5, 2018 Accounts Payable              | 403733 to 403733 | \$ 16,293.77        |
| June 7, 2018 Accounts Payable              | 403734 to 403746 | \$ 9,552.84         |
| June 15, 2018 Accounts Payable             | 403747 to 403757 | \$ 9,513.92         |
| <b>TOTAL ASSOCIATED STUDENT BODY FUND:</b> |                  | <b>\$ 43,399.60</b> |

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 - May 31, 2018**  
**Budget/Year-End Projection/YTD Actual**

The following information is a summary of the financial position as of May 31, 2018 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/Year-End Projection/YTD Actual:**

|   | Annual<br>Budget | Year-end<br>Projection | Projected<br>Variance                 | Projected<br>Variance | YTD Actual |
|---|------------------|------------------------|---------------------------------------|-----------------------|------------|
| Revenues & Other Financing Sources  | 39,338,128       | 38,300,000             | (1,038,128)                           | -2.64%                | 30,253,000 |
| Expenditures & Other Financing Uses   | 40,509,742       | 38,450,000             | (2,059,742)                           | -5.08%                | 28,526,557 |
| Excess Revenues/Other Financing Sources<br>Over (under) Expend & Other Financing Uses | (1,171,614)      | (150,000)              |                                       |                       | 1,726,443  |
|   |                  |                        | Transfer to Capital Projects          |                       | (100,000)  |
|   |                  |                        | Net Change in Unassigned Fund Balance |                       | 1,626,443  |
| <b>Fund Balances</b>  | <b>9/1/2017</b>  | <b>5/31/2018</b>       | <b>Variance</b>                       |                       |            |
| Committed for Other Purposes  | 25,369           | 25,369                 | 0                                     |                       |            |
| Unassigned Fund Balance   | 2,576,518        | 4,062,961              | 1,486,443                             |                       |            |
| Unassigned Minimum Fund Balance   | 1,985,000        | 2,125,000              | 140,000                               |                       |            |
| Fund Balance  | 4,586,887        | 6,213,330              | 1,626,443                             |                       |            |

**Capital Projects Fund:**

|   |         |                |                         |
|---|---------|----------------|-------------------------|
| Beginning Fund Balance 9/1/2017           |         | 1,881,516      |                         |
| General Fund Transfer to Capital Projects | 100,000 |                |                         |
| Revenues                                  | 98,007  |                |                         |
| Expenses                                  | 0       |                |                         |
|   |         | <u>198,007</u> |                         |
| Ending Fund Balance 5/31/2018             |         |                | <u><u>2,079,523</u></u> |

Fund Balance - Impact Fees \$328,449 - Turf Field Replacement \$200,000 - Unassigned Fund Balance \$1,551,074.

**Debt Service Fund:**

| 9/1/2017<br>Beginning<br>Fund Balance | 5/31/2018<br>Ending Fund<br>Balance | Variance  |
|---------------------------------------|-------------------------------------|-----------|
| 3,210,446                             | 4,408,239                           | 1,197,793 |

Interest payment June 1, 2018 - \$ 933,850 / December 1, 2018 Principal and Interest - \$6,338,650

|                      |        |        |     |
|----------------------|--------|--------|-----|
| Transportation Fund: | 83,856 | 84,594 | 738 |
|----------------------|--------|--------|-----|

|           |         |         |        |
|-----------|---------|---------|--------|
| ASB Fund: | 282,284 | 345,273 | 62,989 |
|-----------|---------|---------|--------|

|                               |                |                |               |
|-------------------------------|----------------|----------------|---------------|
| Anderson Island               | 575            | 857            | 282           |
| Cherrydale                    | 8,238          | 18,796         | 10,558        |
| Chloe Clark                   | 6,716          | 12,373         | 5,657         |
| Saltar's Point                | 5,886          | 8,497          | 2,611         |
| Pioneer Middle                | 69,438         | 75,460         | 6,022         |
| Steilacoom High               | 191,431        | 229,291        | 37,860        |
| Total Ending ASB Fund Balance | <u>282,284</u> | <u>345,274</u> | <u>62,989</u> |

10--General Fund-- FUND BALANCE -- AGENCY ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT  
Fiscal Year 2017 (September 1, 2017 - August 31, 2018)

For the STEILACOOM SCHOOL DISTRICT #1 School District for the Month of May, 2018

|   | ANNUAL     | ACTUAL       | ACTUAL        |              |              |         |
|---|------------|--------------|---------------|--------------|--------------|---------|
| A. REVENUES/OTHER FIN. SOURCES                  | BUDGET     | FOR MONTH    | FOR YEAR      | ENCUMBRANCES | BALANCE      | PERCENT |
| 1000 LOCAL TAXES                                | 7,292,600  | 601,043.56   | 7,282,380.84  |              | 10,219.16    | 99.86   |
| 2000 LOCAL SUPPORT NONTAX                       | 1,007,751  | 78,494.43    | 820,356.25    |              | 187,394.75   | 81.40   |
| 3000 STATE, GENERAL PURPOSE                     | 22,755,712 | 1,232,121.37 | 16,787,712.90 |              | 5,967,999.10 | 73.77   |
| 4000 STATE, SPECIAL PURPOSE                     | 5,575,117  | 269,159.43   | 3,470,681.85  |              | 2,104,435.15 | 62.25   |
| 5000 FEDERAL, GENERAL PURPOSE                   | 353,244    | 1,728.86     | 246,673.75    |              | 106,570.25   | 69.83   |
| 6000 FEDERAL, SPECIAL PURPOSE                   | 2,328,704  | 199,870.98   | 1,640,446.15  |              | 688,257.85   | 70.44   |
| 7000 REVENUES FR OTH SCH DIST                   | 0          | .00          | .00           |              | .00          | 0.00    |
| 8000 OTHER AGENCIES AND ASSOCIATES              | 21,500     | .00          | 820.00        |              | 20,680.00    | 3.81    |
| 9000 OTHER FINANCING SOURCES                    | 3,500      | 1,100.00     | 3,928.18      |              | 428.18-      | 112.23  |
| <u>Total REVENUES/OTHER FIN. SOURCES</u>        | 39,338,128 | 2,383,518.63 | 30,252,999.92 |              | 9,085,128.08 | 76.91   |
|   |            |              |               |              |              |         |
| B. EXPENDITURES                                 |            |              |               |              |              |         |
| 00 Regular Instruction                          | 22,344,186 | 1,852,622.48 | 15,886,312.38 | 4,600,163.37 | 1,857,710.25 | 91.69   |
| 10 Federal Stimulus                             | 0          | .00          | .00           | 0.00         | .00          | 0.00    |
| 20 Special Ed Instruction                       | 4,834,383  | 374,632.24   | 3,444,753.58  | 1,089,253.01 | 300,376.41   | 93.79   |
| 30 Voc. Ed Instruction                          | 1,635,228  | 101,066.56   | 1,088,154.78  | 291,062.43   | 256,010.79   | 84.34   |
| 40 Skills Center Instruction                    | 0          | .00          | .00           | 0.00         | .00          | 0.00    |
| 50+60 Compensatory Ed Instruct.                 | 1,551,116  | 108,329.70   | 1,014,053.12  | 317,996.88   | 219,066.00   | 85.88   |
| 70 Other Instructional Pgms                     | 1,126,212  | 36,238.63    | 515,323.83    | 89,211.61    | 521,676.56   | 53.68   |
| 80 Community Services                           | 0          | .00          | .00           | 0.00         | .00          | 0.00    |
| 90 Support Services                             | 9,018,617  | 680,244.30   | 6,577,959.22  | 2,059,090.32 | 381,567.46   | 95.77   |
| <u>Total EXPENDITURES</u>                       | 40,509,742 | 3,153,133.91 | 28,526,556.91 | 8,446,777.62 | 3,536,407.47 | 91.27   |
|   |            |              |               |              |              |         |
| C. <u>OTHER FIN. USES TRANS. OUT (GL 536)</u>   | 100,000    | 100,000.00   | 100,000.00    |              |              |         |
|   |            |              |               |              |              |         |
| D. <u>OTHER FINANCING USES (GL 535)</u>         | 0          | .00          | .00           |              |              |         |
|   |            |              |               |              |              |         |
| E. <u>EXCESS OF REVENUES/OTHER FIN.SOURCES</u>  |            |              |               |              |              |         |
| <u>OVER(UNDER)EXP/OTH FIN USES (A-B-C-D)</u>    | 1,271,614- | 869,615.28-  | 1,626,443.01  |              | 2,898,057.01 | 227.90- |
|   |            |              |               |              |              |         |
| F. <u>TOTAL BEGINNING FUND BALANCE</u>          | 4,440,500  |              | 4,586,886.77  |              |              |         |
|   |            |              |               |              |              |         |
| G. <u>G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)</u> | XXXXXXXXX  |              | .00           |              |              |         |
|   |            |              |               |              |              |         |
| H. <u>TOTAL ENDING FUND BALANCE</u>             | 3,168,886  |              | 6,213,329.78  |              |              |         |
| <u>(E+F + OR - G)</u>                           |            |              |               |              |              |         |

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 Restricted 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         | .00          |
| G/L 845 Restricted for Self Insur       | 0         | .00          |
| G/L 850 Restricted for Uninsured Risks  | 0         | .00          |
| G/L 870 Committed to Other Purposes     | 74,500-   | 25,369.23    |
| G/L 872 Committed 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         | 1,243,386 | 4,062,960.55 |
| G/L 891 Unassigned Min Fnd Bal Policy   | 2,000,000 | 2,125,000.00 |
| <u>TOTAL</u>                            | 3,168,886 | 6,213,329.78 |

20--CAPITAL PROJECT FUND-- FUND BALANCE -- AGENCY ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT  
Fiscal Year 2017 (September 1, 2017 - August 31, 2018)

For the STEILACOOM SCHOOL DISTRICT #1 School District for the Month of May, 2018

|   | ANNUAL     | ACTUAL     | ACTUAL       |              |              |         |
|---|------------|------------|--------------|--------------|--------------|---------|
| A. REVENUES/OTHER FIN. SOURCES                  | BUDGET     | FOR MONTH  | FOR YEAR     | ENCUMBRANCES | BALANCE      | PERCENT |
| 1000 Local Taxes                                | 0          | .00        | .00          |              | .00          | 0.00    |
| 2000 Local Support Nontax                       | 105,000    | 9,260.92   | 98,007.29    |              | 6,992.71     | 93.34   |
| 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                    | 1,270,000  | 100,000.00 | 100,000.00   |              | 1,170,000.00 | 7.87    |
| <u>Total REVENUES/OTHER FIN. SOURCES</u>        | 1,375,000  | 109,260.92 | 198,007.29   |              | 1,176,992.71 | 14.40   |
| <u>B. EXPENDITURES</u>                          |            |            |              |              |              |         |
| 10 Sites  | 45,000     | .00        | .00          | 28,749.84    | 16,250.16    | 63.89   |
| 20 Buildings                                    | 2,800,000  | .00        | .00          | 0.00         | 2,800,000.00 | 0.00    |
| 30 Equipment                                    | 0          | .00        | .00          | 0.00         | .00          | 0.00    |
| 40 Energy                                       | 0          | .00        | .00          | 0.00         | .00          | 0.00    |
| 50 Sales & Lease Expenditure                    | 100,000    | .00        | .00          | 2,500.00     | 97,500.00    | 2.50    |
| 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>                       | 2,945,000  | .00        | .00          | 31,249.84    | 2,913,750.16 | 1.06    |
| 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</u>  |            |            |              |              |              |         |
| <u>OVER (UNDER) EXP/OTH FIN USES (A-B-C-D)</u>  | 1,570,000- | 109,260.92 | 198,007.29   |              | 1,768,007.29 | 112.61- |
| F. <u>TOTAL BEGINNING FUND BALANCE</u>          | 2,145,000  |            | 1,881,516.15 |              |              |         |
| G. <u>G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)</u> | XXXXXXXXX  |            | .00          |              |              |         |
| H. <u>TOTAL ENDING FUND BALANCE</u>             | 575,000    |            | 2,079,523.44 |              |              |         |
| <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 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 Restricted Impact Fees         | 345,000 | 328,449.03   |
| G/L 867 Restrictd Mitigation Fees      | 0       | .00          |
| G/L 869 Restricted fr Undistr Proceeds | 0       | .00          |
| G/L 870 Committed to Other Purposes    | 100,000 | 200,000.00   |
| G/L 889 Assigned to Fund Purposes      | 130,000 | 1,551,074.41 |
| G/L 890 Unassigned Fund Balance        | 0       | .00          |
| <u>TOTAL</u>                           | 575,000 | 2,079,523.44 |

## 30--DEBT SERVICE FUND-- FUND BALANCE -- AGENCY ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT

Fiscal Year 2017 (September 1, 2017 - August 31, 2018)

For the STEILACOOM SCHOOL DISTRICT #1 School District for the Month of May, 2018

|   | ANNUAL         | ACTUAL           | ACTUAL           |                     |                |                |
|---|----------------|------------------|------------------|---------------------|----------------|----------------|
| <u>A. REVENUES/OTHER FIN. SOURCES</u>               | <u>BUDGET</u>  | <u>FOR MONTH</u> | <u>FOR YEAR</u>  | <u>ENCUMBRANCES</u> | <u>BALANCE</u> | <u>PERCENT</u> |
| 1000 Local Taxes                                    | 7,223,757      | 596,128.74       | 7,153,687.25     |                     | 70,069.75      | 99.03          |
| 2000 Local Support Nontax                           | 6,500          | 1,287.67         | 11,805.40        |                     | 5,305.40-      | 181.62         |
| 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           |
| <br><u>Total REVENUES/OTHER FIN. SOURCES</u>        | <br>7,230,257  | <br>597,416.41   | <br>7,165,492.65 |                     | <br>64,764.35  | <br>99.10      |
| <br><u>B. EXPENDITURES</u>                          |                |                  |                  |                     |                |                |
| Matured Bond Expenditures                           | 4,940,000      | .00              | 4,940,000.00     | 0.00                | .00            | 100.00         |
| Interest On Bonds                                   | 1,961,250      | .00              | 1,027,400.00     | 0.00                | 933,850.00     | 52.38          |
| Interfund Loan Interest                             | 0              | .00              | .00              | 0.00                | .00            | 0.00           |
| Bond Transfer Fees                                  | 5,000          | .00              | 300.00           | 0.00                | 4,700.00       | 6.00           |
| Arbitrage Rebate                                    | 0              | .00              | .00              | 0.00                | .00            | 0.00           |
| Underwriter's Fees                                  | 0              | .00              | .00              | 0.00                | .00            | 0.00           |
| <br><u>Total EXPENDITURES</u>                       | <br>6,906,250  | <br>.00          | <br>5,967,700.00 | <br>0.00            | <br>938,550.00 | <br>86.41      |
| <br><u>C. OTHER FIN. USES TRANS. OUT (GL 536)</u>   | <br>0          | <br>.00          | <br>.00          |                     |                |                |
| <br><u>D. OTHER FINANCING USES (GL 535)</u>         | <br>0          | <br>.00          | <br>.00          |                     |                |                |
| <br><u>E. EXCESS OF REVENUES/OTHER FIN.SOURCES</u>  |                |                  |                  |                     |                |                |
| <u>OVER (UNDER) EXPENDITURES (A-B-C-D)</u>          | 324,007        | 597,416.41       | 1,197,792.65     |                     | 873,785.65     | 269.68         |
| <br><u>F. TOTAL BEGINNING FUND BALANCE</u>          | <br>3,180,000  |                  | <br>3,210,445.93 |                     |                |                |
| <br><u>G. G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)</u> | <br>XXXXXXXXXX |                  | <br>.00          |                     |                |                |
| <br><u>H. TOTAL ENDING FUND BALANCE</u>             | <br>3,504,007  |                  | <br>4,408,238.58 |                     |                |                |
| <u>(E+F + OR - G)</u>                               |                |                  |                  |                     |                |                |

I. ENDING FUND BALANCE ACCOUNTS:

|  |           |              |
|--|-----------|--------------|
| G/L 810 Restricted for Other Items     | 0         | .00          |
| G/L 830 Restricted for Debt Service    | 3,504,007 | 4,408,238.58 |
| 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>                           | 3,504,007 | 4,408,238.58 |

40--ASB FUND-- FUND BALANCE -- AGENCY ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT  
Fiscal Year 2017 (September 1, 2017 - August 31, 2018)

For the STEILACOOM SCHOOL DISTRICT #1 School District for the Month of May, 2018

|  | ANNUAL<br>BUDGET | ACTUAL<br>FOR MONTH | ACTUAL<br>FOR YEAR | ENCUMBRANCES | BALANCE    | PERCENT |
|--|------------------|---------------------|--------------------|--------------|------------|---------|
| <b>A. REVENUES</b>   |                  |                     |                    |              |            |         |
| 1000 General Student Body  | 160,380          | 4,982.65            | 151,397.14         |              | 8,982.86   | 94.40   |
| 2000 Athletics   | 135,750          | 3,591.00            | 38,769.76          |              | 96,980.24  | 28.56   |
| 3000 Classes   | 61,650           | 12,776.50           | 40,195.12          |              | 21,454.88  | 65.20   |
| 4000 Clubs   | 435,340          | 9,361.56            | 233,417.99         |              | 201,922.01 | 53.62   |
| 6000 Private Moneys  | 16,700           | 3,935.00            | 16,155.65          |              | 544.35     | 96.74   |
| <b>Total REVENUES</b>  | 809,820          | 34,646.71           | 479,935.66         |              | 329,884.34 | 59.26   |
| <b>B. EXPENDITURES</b>   |                  |                     |                    |              |            |         |
| 1000 General Student Body  | 160,236          | 2,116.90            | 30,824.18          | 6,559.11     | 122,852.71 | 23.33   |
| 2000 Athletics   | 165,910          | 10,253.22           | 98,031.65          | 27,291.37    | 40,586.98  | 75.54   |
| 3000 Classes   | 62,100           | 12,697.02           | 35,257.71          | 9,970.50     | 16,871.79  | 72.83   |
| 4000 Clubs   | 417,859          | 68,508.31           | 242,154.02         | 12,027.31    | 163,677.67 | 60.83   |
| 6000 Private Moneys  | 18,705           | 3,720.87            | 10,678.38          | 1,478.16     | 6,548.46   | 64.99   |
| <b>Total EXPENDITURES</b>  | 824,810          | 97,296.32           | 416,945.94         | 57,326.45    | 350,537.61 | 57.50   |
| <b>C. EXCESS OF REVENUES<br/>OVER (UNDER) EXPENDITURES (A-B)</b> | 14,990-          | 62,649.61-          | 62,989.72          |              | 77,979.72  | 520.21- |
| <b>D. TOTAL BEGINNING FUND BALANCE</b>                           | 276,180          |                     | 282,283.57         |              |            |         |
| <b>E. G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)</b>                  | XXXXXXXXX        |                     | .00                |              |            |         |
| <b>F. TOTAL ENDING FUND BALANCE<br/>C+D + OR - E)</b>            | 261,190          |                     | 345,273.29         |              |            |         |

G. ENDING FUND BALANCE ACCOUNTS:

|  |         |            |
|--|---------|------------|
| G/L 810 Restricted for Other Items     | 0       | .00        |
| G/L 819 Restricted for Fund Purposes   | 261,190 | 345,273.29 |
| G/L 840 Nonspnd FB - Invent/Prepd Itms | 0       | .00        |
| 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>                           | 261,190 | 345,273.29 |



90--TRANSPORTATION VEHICLE FUND-- FUND BALANCE -- AGENCY ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT  
Fiscal Year 2017 (September 1, 2017 - August 31, 2018)

For the STEILACOOM SCHOOL DISTRICT #1 School District for the Month of May, 2018

|   | ANNUAL<br>BUDGET | ACTUAL<br>FOR MONTH | ACTUAL<br>FOR YEAR | ENCUMBRANCES | BALANCE       | PERCENT  |
|---|------------------|---------------------|--------------------|--------------|---------------|----------|
| <u>A. REVENUES/OTHER FIN. SOURCES</u>               |                  |                     |                    |              |               |          |
| 1000 Local Taxes                                    | 0                | .00                 | .00                |              | .00           | 0.00     |
| 2000 Local Nontax                                   | 500              | 106.74              | 737.86             |              | 237.86-       | 147.57   |
| 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>     | 8,000            | 106.74              | 737.86             |              | 7,262.14      | 9.22     |
| <br>B. <u>9900 TRANSFERS IN FROM GF</u>             | <br>0            | <br>.00             | <br>.00            |              | <br>.00       | <br>0.00 |
| <br>C. <u>Total REV./OTHER FIN. SOURCES</u>         | <br>8,000        | <br>106.74          | <br>737.86         |              | <br>7,262.14  | <br>9.22 |
| <br><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     |
| <br><u>Total EXPENDITURES</u>                       | <br>10,000       | <br>.00             | <br>.00            | <br>0.00     | <br>10,000.00 | <br>0.00 |
| <br>E. <u>OTHER FIN. USES TRANS. OUT (GL 536)</u>   | <br>0            | <br>.00             | <br>.00            |              |               |          |
| <br>F. <u>OTHER FINANCING USES (GL 535)</u>         | <br>0            | <br>.00             | <br>.00            |              |               |          |
| <br>G. <u>EXCESS OF REVENUES/OTHER FIN SOURCES</u>  |                  |                     |                    |              |               |          |
| <u>OVER (UNDER) EXP/OTH FIN USES (C-D-E-F)</u>      | 2,000-           | 106.74              | 737.86             |              | 2,737.86      | 136.89-  |
| <br>H. <u>TOTAL BEGINNING FUND BALANCE</u>          | <br>83,450       |                     | 83,856.07          |              |               |          |
| <br>I. <u>G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)</u> | <br>XXXXXXXXXX   |                     | .00                |              |               |          |
| <br>J. <u>TOTAL ENDING FUND BALANCE</u>             | <br>81,450       |                     | 84,593.93          |              |               |          |
| <u>(G+H + OR - I)</u>                               |                  |                     |                    |              |               |          |

K. ENDING FUND BALANCE ACCOUNTS:

|  |        |           |
|--|--------|-----------|
| G/L 810 Restricted For Other Items     | 0      | .00       |
| G/L 819 Restricted for Fund Purposes   | 81,450 | 84,593.93 |
| G/L 830 RES 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>                           | 81,450 | 84,593.93 |

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



**Regular Meeting Minutes**  
**Steilacoom High School 54 Sentinel Drive Steilacoom, Washington**  
**Wednesday, 5/23/2018**

**STUDY SESSION:**

- Agenda review

**REGULAR MEETING:**

**I. CALL TO ORDER**

Chair Forbes called the meeting to order at 7:00 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 Pierce made a motion to amend the agenda to revise the Certificated Personnel Report; Director Schenk seconded the motion and the motion passed (4/0).

- Chair Forbes recognized Representative Dick Muri, past board member and current Washington State Representative
- Chair Forbes presented Executive Director Paul Harvey a desk plate with his new designation, Dr. Paul Harvey, upon completion of his doctoral program at Seattle Pacific University.

**II. COMMENTS FROM THE AUDIENCE**

No comments.

**III. PRESENTATIONS**

**a. Highly Capable Program**

Principal Susan Greer introduced Highly Capable Program teacher Cynthia Haverkamp. Ms. Haverkamp introduced Oliver Frady, grade 2; Jack Lovell, grade 3 and Makenna Kelpman, grade 4 who shared about the activities, projects and experiences as students in the Highly Capable Program. Ms. Haverkamp also shared this year's program highlights.

**IV. INTRODUCTION**

Principal Alex Clauson introduced Christine Firth, newly hired Dean of Students at Salter's Point Elementary School.

**V. RECOGNITION - Retirees**

Cherrydale Primary Principal Ryan Douglas recognized Janet Bettinger, teacher, for her 25 years in the district and Linda Taggart-Ross for her 39 years in the district as a Speech-Language Pathologist. Chloe Clark Elementary Principal Gary Yoho recognized teacher Danita Ross for her 31 years in the district. Salter's Point Elementary Principal Alex Clauson recognized Rene Boaglio for her 12 years teaching in the district and Pioneer Middle Joann Principal Fernandes recognized Eric Miller for his 19 years of teaching in the district.

**VI. RECESS TO RECEPTION**

Chair Forbes recessed the meeting to a reception honoring the retirees at 7:37 pm.

## **VII. RECEPTION - RETIREES**

## **VIII. RETURN TO PUBLIC MEETING**

Chair Forbes reconvened the public meeting at 7:45 pm.

## **IX. CONSENT AGENDA**

Director Scott made a motion to approve the Consent Agenda revised to add a resignation to the Certificated Personnel Report; Director Schenk seconded the motion and the motion passed (4/0).

## **X. OLD BUSINESS**

### **a. Approval of Purchase of English Language Arts Curriculum**

Director Scott made a motion to approve the adoption and purchase of recommended curriculum Wonders, published by McGraw-Hill, not to exceed \$300,000; Director Pierce seconded the motion and the motion passed (4/0).

### **b. Approval of Steilacoom High School Wrestling/Fitness Room Remodel Project**

Director Pierce made a motion to approve the remodel of the Steilacoom High School weight and fitness rooms at a cost not to exceed \$175,000; Director Schenk seconded the motion and the motion passed (4/0).

## **XI. NEW BUSINESS**

### **a. 2018- 19 School Year Student Fees & Fines**

Chief of Finance and Operations Brittain informed the Board of the 2018-19 student fees and fines.

### **b. First Reading of Policy 4260 Use of School Facilities**

Director Scott made a motion to move Policy 4260 with edits, to a second reading; Director Pierce seconded the motion and the motion passed (4/0).

### **c. 2018 - 2023 Food Services Contract**

Chief of Finance and Operations Brittain presented the process and proposal for a five year food services contract to Sodexo. The contract and approval will be brought to the Board in June 2018.

### **d. Approval of Pioneer Middle School Technology Purchase**

Director Schenk made a motion to approve the purchase of Pioneer Middle School Technology, per the 5 year replacement cycle, at a cost not to exceed \$174,500; Director Pierce seconded the motion and the motion passed (4/0).

### **e. Election of Washington Interscholastic Athletic Association Representative**

Director Scott nominated Director Schenk to serve as the WIAA representative for the next year; Director Pierce seconded the motion and the motion passed (4/0).

## **COMMENTS FROM THE AUDIENCE**

- Tanya Rontos, SEA President, acknowledged the retirees for their service and dedication to the teaching profession and commitment to the district students and families.

## **XII. BOARD COMMUNICATION**

No comments.

## **XIII. ANNOUNCEMENTS**

- Director Schenk – Day of Champions, Thursday, May 24, 2018, SHS, from 9:30 am – 1:00 pm.
- Superintendent Weight presented Executive Director Beauchaine with the Washington State Public Relations Association Communication award of Excellence for the 2017-18 Social Emotional Learning Calendar.



- Superintendent Weight - Carole Gonglewski "Ski" memorial service to be held on June 2, 2018 from 10am to noon at Saltar's Point Elementary School.
- Chair Forbes will be attending the U.S. Military Academy graduation ceremonies at West Point, N.Y., where two Steilacoom High Class of 2014 alumni will be graduating.

#### XIV.ADJOURNMENT

Director Scott made a motion to adjourn the meeting at 8:01 pm; Director Pierce seconded the motion and the motion passed (4/0).

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(Chair)

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(Secretary/Superintendent)

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**Special Meeting of the Board of Directors Minutes**  
**Pioneer Middle School 1750 Bob's Hollow Lane DuPont, WA 98327**  
**Wednesday, 6/13/2018**

**1. CALL TO ORDER**

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

Steilacoom High student Emily Forbes led the Pledge of Allegiance.

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

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

**2. PERSONNEL ACTIONS**

**a. Approval of Administrative Personnel Report - Chief of Finance and Operations**

Superintendent Weight recommended the hire of Dr. Melissa Beard as Chief of Finance and Operations. Director McDonald made a motion to approve the hire of Dr. Melissa Beard to start as Chief of Finance and Operations effective July 1, 2018; Director Scott seconded the motion and the motion passed (4/0).

**b. Approval of Certificated & Classified Personnel Report**

Director Pierce made a motion to approve the Certificated and Classified Personnel Reports; Director Scott seconded the motion and the motion passed (4/0).

**3. ADJOURNMENT**

Director Pierce made a motion to adjourn the meeting at 6:03 pm; Director Scott 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 98327**  
**Wednesday, 6/13/2018**

**1. CALL TO ORDER**

Chair Forbes called the meeting to order at 6:03 pm.

Steilacoom High student Weston Myers led the Pledge of Allegiance.

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

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

**2. REPORTS**

**a. ASB Year in Review and 2018-19 Budget**

Steilacoom High School 2018-19 school year Associated Student Body (ASB) officers presented an overview of the ASB Leadership Team role and activities. President Weston Myers, Vice President Broghan Zimmerman, Secretary Cameron Mendoza, Treasurer Wesley Snyder, Activities Coordinator Emily Forbes and Public Information Officer Zach Koivisto each presented their area of responsibility. The various 2018-19 Steilacoom High ASB budgets were presented and discussed.

**3. TOPIC FOR BOARD DISCUSSION**

**a. Draft 2018-19 School Board Meeting Schedule**

Director Schenk arrived at 6:26 pm.

Discussion regarding the change from Wednesday to Thursday meetings in the summer for both the 2018 summer meeting schedule and 2018-2019 proposed meeting schedule took place. Directors requested revised schedules, changing Thursdays to Wednesdays, be brought to the June meeting for action.

**b. Draft 2018-19 District Budget**

Chief of Finance and Operations Brittain presented a draft 2018-19 budget, explanation of state funding and answered questions. Chair Forbes and Director Scott publicly thanked Jim Brittain for his 5 years of overseeing finance and operations of the district.

**4. ADJOURNMENT**

Director Scott made a motion to adjourn the meeting at 6:58 pm; Director McDonald seconded the motion and the motion passed (5/0).

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(Chair)

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(Secretary/Superintendent)

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# STEILACOOM HISTORIC SCHOOL DISTRICT NO. 1

## Superintendent Contract

**July 1, 2018 – June 30, 2021**

This agreement (“Agreement” or “Contract”) is entered by and between the Steilacoom Historical School District No. 1, Pierce County, Washington (“District”) and Kathi Weight (“Dr. Weight” or “Superintendent”), in accordance with action taken by the District’s Board of Directors (“Board”) at the, 2018 Regular Board Meeting.

### RECITALS

WHEREAS, the District desires to employ Dr. Weight as Superintendent for a period beginning July 1, 2018 through June 30, 2021;

WHEREAS, Dr. Weight desires to be employed as Superintendent of the District; and

WHEREAS, the District and Dr. Weight desire to enter into this written agreement, pursuant to which Dr. Weight will perform services as Superintendent of the District for the period July 1, 2018 through June 30, 2021, on terms and conditions acceptable to both parties.

### AGREEMENT

NOW, THEREFORE, in consideration of the mutual covenants and agreements hereinafter contained, the parties agree as follows:

1. **Responsibilities and Authority.** The Superintendent shall fully and faithfully perform the duties of a superintendent of the District, including service as its executive officer and secretary of the Board, as prescribed by the laws of the State of Washington, the adopted policies of the District, as Currently written or hereinafter amended, and such other duties as may be reasonably assigned from time to time by the Board.

A. The Superintendent will have the complete authority and responsibility, subject to specific direction by the Board, state law, and board policy as currently or hereafter adopted, to organize, reorganize and arrange the administrative and management staff, instructional program, and business affairs to best serve the District in working toward the vision established by the Board in the District’s Strategic Plan and any successor plans.

B. The Superintendent is granted the authority and given the responsibility of working with staff members, students, the community, and the Board to establish District goals and objectives based on the Strategic Plan and legislative state reform. The Superintendent and the Board shall jointly establish personal and professional goals and objectives to maintain a positive and effective working relationship. All such established goals and objectives will be reduced to writing by September 1st of each Contract year and will be considered by the Board in its annual evaluation of the Superintendent.

C. Responsibility for selection, placement, and transfer of personnel will be vested in the Superintendent, subject to approval by the Board.



D. The Board shall individually and collectively promptly refer, as appropriate, criticisms, complaints, and suggestions called to its attention to the Superintendent for study, recommendation, and resolution.

E. The Superintendent agrees to devote all her time, skill, energy, and attention to the services of the District during the term of this Contract in such a manner as to be a credit to herself, her profession, and the District. This is a full time job. The Superintendent may, however, after having described any outside business, consulting or other work or activities to the Board and with the Board's prior written consent, engage in such other outside activities; provided that such activities are not detrimental to or in conflict with the Superintendent's performance of duties under this Agreement, and provided that the Superintendent shall not use District staff, time, equipment or supplies in furtherance of such other activities. Both parties recognize that the Superintendent's obligations and responsibilities to the District are ongoing; the parties also recognize that the outside activities outlined in this section shall be conducted during vacation, holidays, authorized leaves, and evenings and weekends for which the Superintendent has no specific duties or responsibilities for the District.

F. Nothing in this provision shall authorize the Superintendent to perform any act that under the statutes of the State of Washington cannot be delegated by the Board to a superintendent.

2. **Residency Requirement.** The Superintendent shall maintain her primary residence within the boundary of the District.

3. **Evaluation.** The Board shall evaluate the Superintendent's performance once during each contract year (generally in May), by devoting all or a portion of its Board meeting to a discussion of the working relationship between the Superintendent and the Board along with the Board's evaluation of the Superintendent's performance. The Board evaluation of the Superintendent's performance shall reference annual goals and objectives for the Superintendent agreed upon by the Board and Superintendent by September 1 annually.

4. **Term.** The term of this Agreement is for three (3) employment years, commencing July 1, 2018 and ending June 30, 2021. This Agreement shall be reviewed by the Board annually on or before February 1 to consider whether a new three (3) year contract shall be awarded in lieu of the remaining portion of this Contract, or whether this Contract shall continue toward its maturity.

5. **Work Year.** Each annual employment year for the Superintendent shall include at least two hundred twenty-two (222) work days (i.e. two hundred sixty (260) work days less paid holidays and paid vacation days).

6. **Annual Salary.** For the period July 1, 2018 through June 30, 2019, the District shall pay the Superintendent a base salary at a gross rate of One Hundred Seventy-Six Thousand Dollars (\$176,000) per year, less usual and customary deductions and withholdings. This base salary covers all hours worked as superintendent. This is a full-time, exempt position, not subject to overtime or minimum wage requirements. The Board hereby retains the right further to prospectively adjust the salary of the Superintendent during the second and/or third years of this Contract, said salary adjustment not to reduce the annual salary below the figures stated above; provided, however that any increase granted shall be subject to limitations of law pertaining thereto and shall take into

consideration the median salary of superintendents of comparable districts in the suburban Puget Sound area.

7. **Defined Contribution.** During the term of this Contract, the District shall contribute to a 457(b) Plan on behalf of the Superintendent \$500 per month provided, however, that such contributions made in a calendar year, when aggregated with elective deferral contributions made by the Superintendent to 457(b) plans in the same calendar year, will not exceed the limitations of Sections 457(b) of the Internal Revenue Code of 1986, as amended.

8. **Sick Leave.** The Superintendent shall accrue twelve (12) days of paid sick leave (one day per month) for each employment year of this Agreement for illness, injury, and emergencies to be used pursuant to District policy and law. Payout of any unused sick leave at the termination of employment shall be in accordance with District policy and state law (i.e. at a statutory payout rate of 1 day for each 4 days of accrued leave if eligible for such payout), and at a per diem rate of 1/222nd of her annual base salary.

9. **Annual Vacation.** The Superintendent will accrue twenty-five (25) days of paid vacation during each employment year for use during the term of this Agreement. The vacation days must be taken at reasonable times so as to not disrupt the proper functioning of the District. The Board President shall be notified of the vacation time being taken in advance and in writing. Vacation days of not less than ten (10) days per employment year must be taken during the term of the Agreement. Up to fifteen (15) days of unused vacation leave may be paid annually at a per diem rate of 1/222nd of the annual base salary. Vacation days that are neither used nor compensated may be carried over from year to year to a maximum of forty (40) days. Vacation days shall be deemed used in the order in which they were earned. On termination of employment with the District, the Superintendent shall be paid for accrued and unused vacation days, up to a maximum of thirty (30) days, at a per diem rate of 1/222nd of her annual base salary. It is expressly understood that vacation days are important to the well-being of the Superintendent and every effort should be made to use those days as vacation from the job responsibilities. Notwithstanding anything in this Agreement to the contrary, the Superintendent's rights to compensation for vacation shall be interpreted to avoid any risk to the District of any financial penalty, such as excess compensation billings from any retirement system.

10. **Medical Benefits/Medical Certification.** The Superintendent is eligible to participate in the District's medical/dental/vision insurance benefit plans on the same basis as other certificated employees of the District, in accordance with terms of those plans, as they may be amended from time to time. Dr. Weight will provide a physician's summary of the state of the Superintendent's health and fitness to perform her duties when requested by the Board, which request will occur no more often than every other year unless the Superintendent is exhibiting symptoms evidencing reasonable concerns about her fitness to perform her duties.

11. **Professional and Civic Organizational Dues.** The District shall pay the Superintendent's annual dues for membership in the American Association of School Administrators (AASA) and the Washington Association of School Administrators (WASA). In addition, the District will pay the Superintendent's annual dues to one (1) local civic organization of her choosing. The District's obligation to pay for Professional and Civic Organizational Dues are subject to District budget constraints.

12. **Professional Development.** The District expects the Superintendent to continue her professional development in areas that would directly impact the advancement of the District's goals and objectives. Participation in such professional development activities at District expense is subject to District budget constraints.

13. **Expense Reimbursement.** The District will reimburse the Superintendent according to District policy for reasonable and necessary expenses incurred while attending state and local meetings, as provided in the District budget. The Superintendent is expected to have and maintain a vehicle for her professional duties. Mileage will be reimbursed at the standard rate established by the District for out-of-district business travel. The District will not reimburse for regular commuting between the Superintendent's residence and the District.

14. **Disability.** Should the Superintendent be unable to perform any or all of the essential job duties required of her pursuant to this Agreement and law by reason of illness, accident, or other disabling cause, the District reserves the right to require the Superintendent to submit to a medical examination by a certified physician paid for by the District. The physician shall be a person selected by mutual agreement between the parties, or, if mutual agreement cannot be reached, by a certified physician selected by the local Educational Service District Superintendent. If the Superintendent is certified to be unable to perform her essential job functions for a period exceeding sixty (60) days, the District may terminate this Agreement upon exhaustion of Superintendent's sick leave and vacation leave. All obligations of the District will thereupon cease.

15. **Ethics Clause.** The Superintendent shall conduct her personal and professional life in a manner consistent with the Washington Association of School Administrators and the American Association of School Administrators Codes of Ethics. Further, the Superintendent's behavior shall bring credit to herself, the District, and the profession.

16. **Failure to Fulfill Obligations.** The Superintendent is expected to fulfill all duties and obligations of this Agreement and any exception thereto must be by express written consent of the Board. Failure to fulfill the obligations of this Agreement shall constitute a material breach of this Agreement, and will be reported by the Board to the Office of Superintendent of Public Instruction, Washington Association of School Administrators, and the American Association of School Administrators.

17. **Discharge.** The Superintendent shall be subject to discharge for just cause during the term of this Contract of Employment, provided, however, that she shall be provided if requested a hearing in accordance with applicable statute and the Board shall comply with all conditions of this Contract and with all applicable provisions provided by Washington State law. The Superintendent acknowledges that as the chief administrative officer of the District, she is responsible for providing leadership and serving as a good example to all District employees and students. The Superintendent shall at all times adhere to high professional and personal standards of conduct. Failure to fulfill the obligations agreed to in this Contract, misconduct which adversely affects performance of the Contract, failure to comply with the requirements and expectations stated in WAC Chapters 181.86 and 181.87, and/or conduct which reflect discredit upon the District may be viewed as just cause for discharge. If the Superintendent chooses to be accompanied by legal counsel in any discharge hearing, said legal expenses will be borne by the Superintendent.

18. **Hold Harmless.** The Board agrees, as a further condition of the Superintendent's employment contract, that it will defend, hold harmless and indemnify the Superintendent, and to the extent allowed by law, her community property, from any and all third party demands, claims, suits, actions, damages, costs, charges and expenses, including court costs and attorney's fees; provided that the incident out of which such demands, claims, suits, actions, damages, costs, charges and expenses arise has occurred while the Superintendent is acting within the scope of her employment and during the good faith performance of her contract.

19. **Entire Agreement, Severability, and Applicable Law.** This Agreement represents the entire agreement between the District and the Superintendent regarding the Superintendent's employment during the term of this Agreement, and supersedes all prior agreements with respect thereto. There are no oral agreements that modify its terms and conditions, and the Superintendent does not rely upon any representations made outside of this written Agreement. If any provision of this Agreement is determined to be invalid or contrary to law by a court or tribunal of competent jurisdiction, then such provision will not be performed, applicable, or enforced except to the extent permitted by law or such authority. All other provisions will remain in full force and effect. This Agreement shall be governed by the laws of the State of Washington.

IN WITNESS WHEREOF, the parties have executed this Agreement dated effective this 28<sup>th</sup> day of June, 2018.

STEILACOOM HISTORICAL SCHOOL  
DISTRICT NO. 1

SUPERINTENDENT

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Robert Forbes, Chair

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Kathi Weight, Superintendent

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Jason Pierce, Vice Chair

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Sam Scott

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Jennifer McDonald

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Steve Schenk

Steilacoom Historical School District No. 1  
Admin Personnel Report

| <b>Personnel Report 6-28-18</b> |   |                             |                       |               |
|---------------------------------|---|-----------------------------|-----------------------|---------------|
| <b>Name</b>                     | <b>Position</b>                           | <b>Location</b>             | <b>Effective Date</b> | <b>Action</b> |
| Greer Susan                     | Principal/Assistant Principal             | Anderson Island/Chloe Clark | 7/1/2018              |               |
| Douglas Ryan                    | Principal                                 | Cherrydale Primary          | 7/1/2018              |               |
| Yoho Gary                       | Principal                                 | Chloe Clark Elementary      | 7/1/2018              |               |
| Beauchaine Susanne              | Executive Director of Student Services    | District Office             | 7/1/2018              |               |
| Beard Melissa                   | Chief Finance and Operations              | District Office             | 7/1/2018              |               |
| Harvey Paul                     | Executive Director of Student Achievement | District Office             | 7/1/2018              |               |
| McClure Nancy                   | Assessment and Intervention Coordinator   | District Office             | 7/1/2018              |               |
| Snyder Mary                     | Social Emotional Learning Coordinator     | District Office             | 7/1/2018              |               |
| Erwin-Svobado Ruth              | Dean of Students                          | Pioneer Middle              | 7/1/2018              |               |
| Fernandes JoAnne                | Principal                                 | Pioneer Middle              | 7/1/2018              |               |
| Nystrom John                    | Assistant Principal                       | Pioneer Middle              | 7/1/2018              |               |
| Clauson Alexander               | Principal                                 | Saltar's Point Elementary   | 7/1/2018              |               |
| Firth Christine                 | Dean of Students                          | Saltar's Point Elementary   | 7/1/2018              |               |
| Lallemant Krista                | Assistant Principal                       | Steilacoom High             | 7/1/2018              |               |
| Miller Michael                  | Principal                                 | Steilacoom High             | 7/1/2018              |               |
| Tyrrell Jacob                   | Assistant Principal                       | Steilacoom High             | 7/1/2018              |               |

Steilacoom Historical School District No. 1  
Certificated Personnel Report

|                                 |                 |            |                 |                       |               |                |
|---------------------------------|-----------------|------------|-----------------|-----------------------|---------------|----------------|
| <b>Personnel Report 6-28-18</b> |                 |            |                 |                       |               |                |
|                                 |                 |            |                 |                       |               |                |
| <b>Name</b>                     | <b>Position</b> | <b>FTE</b> | <b>Location</b> | <b>Effective Date</b> | <b>Action</b> | <b>Comment</b> |
| GRAY BROOKE                     | TEACHER         | 1.00       | HIGH SCHOOL     | 8/30/2018             | NEW HIRE      |                |
| DEAN HEATHER                    | TEACHER         | 1.00       | PIONEER         | 6/14/2018             | RESIGNATION   |                |
| CHRISTIE KELLY                  | COUNSELOR       | 1.00       | HIGH SCHOOL     | 6/14/2018             | RESIGNATION   |                |
| ALLEN RON                       | TEACHER         | 1.00       | SALTAR'S POINT  | 8/30/2018             | NEW HIRE      |                |

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

**Resolution No. 846-06-28-18**

**AUTHORIZATION TO INVEST FUNDS**

WHEREAS Steilacoom Historical School District No. 1 will have General, Capital Projects, Transportation Vehicle, Debt Services and Associated Student Body Funds during July 1, 2018 – June 30 which will not be required for immediate use of the District; and

WHEREAS, it is the intent of the District to utilize resources so as to maximize use of the taxpayer's dollars.

IT IS HEREBY RESOLVED by the Board of Directors of Steilacoom Historical School District No. 1, Pierce County, Washington, authorizes Kathi Weight, Superintendent, or her designee, Melissa Beard, Chief of Finance and Operations, to continue to invest such funds as they become available effective July 1, 2018.

DATED this 28th day of June 2018, pursuant to RCW 28A.320.310.320

Board of Directors:  
Steilacoom Historical School District No. 1  
Pierce County, Washington

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Vice Chair

Attest to:

\_\_\_\_\_  
Dr. Kathi Weight  
Superintendent/Board Secretary

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

**Resolution No. 847-06-28-18**

**DESIGNATION OF AUDITING OFFICERS**

WHEREAS, the Board of Directors of Steilacoom Historical School District No. 1 is required to appoint the Auditing Officers of the School District.

IT IS HEREBY RESOLVED, by the Board of Directors of Steilacoom Historical School District No. 1, Pierce County, Washington, that Kathi Weight, Superintendent, and Melissa Beard, Chief of Finance and Operations, be designated as Auditing Officers of the District to perform duties as authorized.

DATED and approved this 28<sup>th</sup> day of June 2018.

Board of Directors:  
Steilacoom Historical School District No. 1  
Pierce County, Washington

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Vice Chair

Attest to:

\_\_\_\_\_  
Dr. Kathi Weight  
Superintendent/Board Secretary



To: Board of Directors  
From: Paul Harvey, Executive Director of Student Achievement  
Re: Annual ELL Report  
Date: June 28, 2018

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   |
|------|---------------------|--|
| 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 |
|------|----|----|----|----|-----|-----|
| 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 20 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.*

*We have 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 2017-2018 school year, students were assigned to his class first period, and student instruction is dependent on student needs. The teacher 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:***

*Currently there are 16 students who qualify for ELL services (Level 1 - 3). 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 will vary 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 work with the general education teachers to provide strategies to support these students in their general education classroom. The ELL teacher and ELL para-educator provide pull-out services for qualified students. The pull-out are coordinated to pre-teach or re-teach academic vocabulary and concepts to support the curricular and state standards. Students practice reading, writing, listening, and speaking skills in small groups of 6 or less, made up of only ELL students.*

*All instruction will vary depending on student need. All students in the three schools participate in school wide academic assessments at the start of the school year. Level 1 students at the elementary level with the most need are 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 receive a minimum of 20-30 minutes of instruction in a pull-out model two days a week. Instructional pull-out time will be increased as the school schedule allows.*

*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 developed 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.*

*Besides providing for our two ELL staff, we provide opportunities for professional learning for general education classroom teachers, counselor. Content of professional learning includes: 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 2018-2019

*The district is providing increased professional learning opportunities by adding two sessions to the August 27<sup>th</sup> workshop offerings. Mr. McDonald will be supervised and evaluated by the high school administration. That change prompted by the structure of the schedule which has him at the high school every day for a designated class period. The high school model will shift from a small class of 13 students to a class which is combined and co-taught by Mr. McDonald and an English teacher. We anticipate that this exposure to tested standards and opportunity to work with non-ELL peers*

*will benefit the ELL students at the high school. 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 (headphones, software, books); and \$1,000 for travel expenses.*

*Each building creates a master schedule that is flexible enough to allow ELL students the opportunity to receive ELL instruction from either the ELL teacher or ELL para-educator.*

#### 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 ELL Coordinator, Sandy Lee, 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.*

## Steilacoom Historical School District Surplus Form - Information Technology

| <b>2017-2018 School Year</b> |                    |                      |                     |              |
|------------------------------|--------------------|----------------------|---------------------|--------------|
| <b>Qty</b>                   | <b>Description</b> | <b>Serial Number</b> | <b>Model Number</b> | <b>Brand</b> |
| 1                            | Projector          | F8U02643             | CP-X206             | Hitachi      |
| 1                            | Projector          | F8EU02591            | CP-X206             | Hitachi      |
| 1                            | Document Camera    | 075620               | TT-02s              | Elmo         |
| 1                            | Projector          | F6C034363            | CP-X250             | Hitachi      |
| 1                            | Laptop             | CNU2024YQH           | 4530s               | HP           |
| 1                            | Projector          | F7IU01856            | CP-X205             | Hitachi      |
| 1                            | Projector          | F8EU03866            | CP-X206             | Hitachi      |
| 1                            | Projector          | F8EU03838            | CP-X206             | Hitachi      |
| 1                            | Computer           | MXL1181ZZB           | 6000 Pro SFF        | HP           |
| 1                            | Computer           | MXL1181ZZQ           | 6000 Pro SFF        | HP           |
| 1                            | Computer           | MXL2191YK7           | 6200 Pro SFF        | HP           |
| 1                            | Computer           | MXL118202G           | 6000 Pro SFF        | HP           |
| 1                            | Computer           | MXL2191YK3           | 6200 Pro SFF        | HP           |
| 1                            | Document Camera    | 30082 5110           | 300i                | Avervision   |
| 1                            | Projector          | F8EU02579            | CP-X206             | Hitachi      |
| 1                            | Document Camera    | 5431008050P          | 300AF+              | AverVision   |
| 1                            | Computer           | 2UA3161GXR           | Z220 SFF            | HP           |
| 1                            | Computer           | 2UA31622B1           | Z220 SFF            | HP           |
| 1                            | Computer           | MXL2181GC9           | 8200 Pro SFF        | HP           |
| 1                            | Computer           | MXL2181GCR           | 8200 Pro SFF        | HP           |
| 1                            | Projector          | F7IU01847            | CP-X205             | Hitachi      |
| 1                            | Laptop             | CNF031391G           | 4320s               | HP           |
| 1                            | Laptop             | CNF031391C           | 4320s               | HP           |
| 1                            | Laptop             | CNU0142GFF           | 4510s               | HP           |
| 1                            | Monitor            | MY08R339776033}JELRW | E171FP              | Dell         |
| 1                            | Monitor            | 3CQ111B94Q           | LE1711              | HP           |
| 1                            | Monitor            | 3CQ111B95J           | LE1711              | HP           |
| 1                            | Monitor            | 3CQ111B95C           | LE1711              | HP           |
| 1                            | Monitor            | CNK21307P4           | LE1911              | HP           |
| 1                            | Monitor            | CNK21307NC           | LE1911              | HP           |
| 1                            | Monitor            | CNC213P7JP           | LE1911              | HP           |

| Qty | Description     | Serial Number         | Model Number    | Brand   |
|-----|-----------------|-----------------------|-----------------|---------|
| 1   | DVR             | 692537                | DB18C3025R2     | Bosch   |
| 1   | Monitor         | B5993VAL400071W       | LTC2821/91      | Bosch   |
| 1   | DVR Controller  | 125                   | 664900          | Vicon   |
| 1   | DVD Player      | 810INZY086613         | RC897T          | LG      |
| 1   | Printer         | APR6801155            | FS-C-5025N      | Kyocera |
| 1   | Printer         | XPK8326476            | FS-4000DN       | Kyocera |
| 1   | Printer         | USBNH22076            | 4100N           | HP      |
| 1   | Printer         | Q551702763            | FS-C5250DN      | Kyocera |
| 1   | Computer        | 2UA31621L6            | Z220 SFF        | HP      |
| 1   | Computer        | MXL2181GCR            | 8200 Elite SFF  | HP      |
| 1   | Computer        | MXL2181GC9            | 8200 Elite SFF  | HP      |
| 1   | Docking Station | 5CG628X8ZJ            | 2013 Ultrastim  | HP      |
| 1   | Projector       | F7IU01862             | CP-X205         | Hitachi |
| 1   | Projector       | H7G000610             | CP-X200         | Hitachi |
| 1   | TV Monitor      | 508XZJM1683           | 32LX332C        | LG      |
| 1   | Projector       | F8EU02585             | CP-X206         | Hitachi |
| 1   | Phone           | FCH14259940           | IP Phone 7962   | Cisco   |
| 1   | Phone           | FCH12038BLR           | IP Phone 7941   | Cisco   |
| 1   | Phone           | FCH1151829V           | IP Phone 7961   | Cisco   |
| 1   | Camera          | ABF0FKj7              | IMS0C10-1       | Pelco   |
| 1   | Phone           | C8QMGLKPFNDG          | SCH-u430        | Apple   |
| 1   | Phone           | BCG-e2644a            | iPhone 4s       | Apple   |
| 1   | Phone           | BCG-e2430A            | iPhone 4s       | Apple   |
| 1   | Phone           | BCG-e2431A            | iPhone 4s       | Apple   |
| 1   | Phone           | BCG-e2432A            | iPhone 4s       | Apple   |
| 1   | Phone           | BCG-e2435A            | iPhone 4s       | Apple   |
| 1   | Phone           | BCG-E2644B            | iPhone 4s       | Apple   |
| 1   | Phone           | BCG-e2945A            | iPhone 4s       | Apple   |
| 1   | Phone           | IMEI: 358533056191370 | A1532           | Apple   |
| 1   | Phone           | BCG-E2642b            | iPhone 4s       | Apple   |
| 1   | Phone           | 132701047337          | G'Zone Ravine 2 | Casio   |
| 1   | Phone           | 132801050311          | G'Zone Ravine 2 | Casio   |
| 1   | Phone           | 123701047421          | G'Zone Ravine 2 | Casio   |
| 1   | Phone           | 141701382191          | G'Zone Ravine 2 | Casio   |

| Qty | Description | Serial Number         | Model Number         | Brand   |
|-----|-------------|-----------------------|----------------------|---------|
| 1   | Phone       | 132701047330          | G'Zone Ravine 2      | Casio   |
| 1   | Phone       | 133201107293          | G'Zone Ravine 2      | Casio   |
| 1   | Phone       | 133201107310          | G'Zone Ravine 2      | Casio   |
| 1   | Phone       | 133201107310          | Ravine2              | Casio   |
| 1   | Phone       | HT2CMS600784          | 8x                   | HTC     |
| 1   | Phone       | HT2CMS600729          | 8x                   | HTC     |
| 1   | Phone       | HT2CMS601431          | 8x                   | HTC     |
| 1   | Phone       | 059S69DV04            | Lumia Icon 4g        | Nokia   |
| 1   | Phone       | SCHU430NSV            | SCH-u430             | Samsung |
| 1   | Phone       | A3LSCHU430A           | SCH-u430             | Samsung |
| 1   | Phone       | A3ISCHU430B           | SCH-u430             | Samsung |
| 1   | Phone       | A3ISCHU430C           | SCH-u430             | Samsung |
| 1   | Phone       | A3ISCHU430F           | SCH-u430             | Samsung |
| 1   | Phone       | A3ISCHU430H           | SCH-u430             | Samsung |
| 1   | Phone       | A3ISCHU430J           | SCH-u430             | Samsung |
| 1   | Phone       | IMEI: 990009694928328 | SM-g900V             | Samsung |
| 1   | Phone       | IMEI: 990006969573202 | SM-g900V             | Samsung |
| 1   | Phone       | IMEI: 990007370490341 | SM-g900V             | Samsung |
| 1   | Phone       | IMEI: 990004942023973 | SCH-I545             | Samsung |
| 1   | Projector   | F7IU01857             | CP-X205              | Hitachi |
| 1   | Projector   | H8G016578             | CP-X201              | Hitachi |
| 1   | Projector   | F7IU01865             | CP-X205              | Hitachi |
| 1   | Projector   | F0HU01571             | CP-X301              | Hitachi |
| 1   | Laptop      | 2CE4190ZWC            | Probook 440          | HP      |
| 1   | Projector   | F8C034434             | CP-X250              | Hitachi |
| 1   | Projector   | F7IU01849             | CP-X205              | Hitachi |
| 1   | Computer    | 2UA31621MB            | Z220 SFF Workstation | HP      |
| 1   | Computer    | 2UA31621P5            | Z220 SFF Workstation | HP      |
| 1   | Computer    | 2UA316227S            | Z220 SFF Workstation | HP      |
| 1   | Computer    | 2UA31621L1            | Z220 SFF Workstation | HP      |
| 1   | Computer    | 2UA31621L0            | Z220 SFF Workstation | HP      |
| 1   | Computer    | 2UA31621L5            | Z220 SFF Workstation | HP      |
| 1   | Computer    | 2UA31621L2            | Z220 SFF Workstation | HP      |
| 1   | Computer    | 2UA316227L            | Z220 SFF Workstation | HP      |



| Qty | Description | Serial Number | Model Number         | Brand |
|-----|-------------|---------------|----------------------|-------|
| 1   | Computer    | 2UA3162283    | Z220 SFF Workstation | HP    |
| 1   | Computer    | 2UA31622B1    | Z220 SFF Workstation | HP    |
| 1   | Computer    | 2UA3162285    | Z220 SFF Workstation | HP    |
| 1   | Computer    | 2UA31621KX    | Z220 SFF Workstation | HP    |
| 1   | Computer    | 2UA316229L    | Z220 SFF Workstation | HP    |
| 1   | Computer    | 2UA3162284    | Z220 SFF Workstation | HP    |
| 1   | Computer    | 2UA31621L3    | Z220 SFF Workstation | HP    |
| 1   | Computer    | 2UA3162280    | Z220 SFF Workstation | HP    |
| 1   | Computer    | 2UA316228H    | Z220 SFF Workstation | HP    |
| 1   | Computer    | 2UA3162282    | Z220 SFF Workstation | HP    |
| 1   | Computer    | 2UA31621KG    | Z220 SFF Workstation | HP    |
| 1   | Computer    | 2UA31621M6    | Z220 SFF Workstation | HP    |
| 1   | Computer    | 2UA31621KK    | Z220 SFF Workstation | HP    |
| 1   | Computer    | 2UA316227M    | Z220 SFF Workstation | HP    |
| 1   | Computer    | 2UA316229X    | Z220 SFF Workstation | HP    |
| 1   | Computer    | 2UA31621NS    | Z220 SFF Workstation | HP    |
| 1   | Computer    | 2UA3161JLX    | Z220 SFF Workstation | HP    |
| 1   | Computer    | 2UA31621NQ    | Z220 SFF Workstation | HP    |
| 1   | Computer    | 2UA31621P4    | Z220 SFF Workstation | HP    |
| 1   | Computer    | 2UA316227N    | Z220 SFF Workstation | HP    |
| 1   | Computer    | 2UA316229J    | Z220 SFF Workstation | HP    |
| 1   | Computer    | 2UA316228M    | Z220 SFF Workstation | HP    |
| 1   | Computer    | 2UA31622BJ    | Z220 SFF Workstation | HP    |
| 1   | Computer    | 2UA31621NJ    | Z220 SFF Workstation | HP    |
| 1   | Computer    | 2UA31621N7    | Z220 SFF Workstation | HP    |
| 1   | Monitor     | CNC311QR89    | LV2011               | HP    |
| 1   | Monitor     | CNC311QR7W    | LV2011               | HP    |
| 1   | Monitor     | CNC311QR97    | LV2011               | HP    |
| 1   | Monitor     | CNC311QR8F    | LV2011               | HP    |
| 1   | Monitor     | CNC311QR8H    | LV2011               | HP    |
| 1   | Monitor     | CNC311QR8W    | LV2011               | HP    |
| 1   | Monitor     | CNC311QQXG    | LV2011               | HP    |
| 1   | Monitor     | CNC311QR95    | LV2011               | HP    |
| 1   | Monitor     | CNC311QQZP    | LV2011               | HP    |

| Qty | Description | Serial Number | Model Number         | Brand |
|-----|-------------|---------------|----------------------|-------|
| 1   | Monitor     | CNC311QQJH    | LV2011               | HP    |
| 1   | Monitor     | CNC311QQ63    | LV2011               | HP    |
| 1   | Monitor     | CNC311QQXD    | LV2011               | HP    |
| 1   | Monitor     | CNC309P413    | LV2011               | HP    |
| 1   | Monitor     | CNC311QR8D    | LV2011               | HP    |
| 1   | Monitor     | CNC311QQVX    | LV2011               | HP    |
| 1   | Monitor     | CNC311QQG9    | LV2011               | HP    |
| 1   | Monitor     | CNC311QQ5B    | LV2011               | HP    |
| 1   | Monitor     | CNC311QQ1X    | LV2011               | HP    |
| 1   | Monitor     | CNC309P4M9    | LV2011               | HP    |
| 1   | Monitor     | CNC311QQXK    | LV2011               | HP    |
| 1   | Monitor     | CNC311QQX0    | LV2011               | HP    |
| 1   | Monitor     | CNC309P4M6    | LV2011               | HP    |
| 1   | Monitor     | CNC311QR92    | LV2011               | HP    |
| 1   | Monitor     | CNC311QQ55    | LV2011               | HP    |
| 1   | Monitor     | CNC311QQF7    | LV2011               | HP    |
| 1   | Monitor     | CNC311QQ52    | LV2011               | HP    |
| 1   | Monitor     | CNC309P47G    | LV2011               | HP    |
| 1   | Monitor     | CNC311QR83    | LV2011               | HP    |
| 1   | Monitor     | CNC311QQDV    | LV2011               | HP    |
| 1   | Monitor     | CNC311QQWB    | LV2011               | HP    |
| 1   | Monitor     | CNC311QQW1    | LV2011               | HP    |
| 1   | Monitor     | CNC309P40D    | LV2011               | HP    |
| 1   | Monitor     | 6CM3122HDH    | LV2311               | HP    |
| 1   | Monitor     | CNC820QJVJ    | L1910                | HP    |
| 1   | Computer    | 2UA31621ND    | Z220 SFF Workstation | HP    |
| 1   | Computer    | 2UA31622BC    | Z220 SFF Workstation | HP    |
| 1   | Computer    | 2UA3162297    | Z220 SFF Workstation | HP    |
| 1   | Computer    | 2UA316229Y    | Z220 SFF Workstation | HP    |
| 1   | Computer    | 2UA31621KL    | Z220 SFF Workstation | HP    |
| 1   | Computer    | 2UA31621M9    | Z220 SFF Workstation | HP    |
| 1   | Computer    | 2UA31621LT    | Z220 SFF Workstation | HP    |
| 1   | Computer    | 2UA31621LP    | Z220 SFF Workstation | HP    |

| Qty | Description | Serial Number | Model Number         | Brand |
|-----|-------------|---------------|----------------------|-------|
| 1   | Computer    | 2UA31621M0    | Z220 SFF Workstation | HP    |
| 1   | Computer    | 2UA31621LZ    | Z220 SFF Workstation | HP    |
| 1   | Computer    | 2UA31622BZ    | Z220 SFF Workstation | HP    |
| 1   | Computer    | 2UA31622BV    | Z220 SFF Workstation | HP    |
| 1   | Computer    | 2UA31621LX    | Z220 SFF Workstation | HP    |
| 1   | Computer    | 2UA31621LH    | Z220 SFF Workstation | HP    |
| 1   | Computer    | 2UA31621LQ    | Z220 SFF Workstation | HP    |
| 1   | Computer    | 2UA31622BT    | Z220 SFF Workstation | HP    |
| 1   | Computer    | 2UA31622B2    | Z220 SFF Workstation | HP    |
| 1   | Computer    | 2UA31621M5    | Z220 SFF Workstation | HP    |
| 1   | Computer    | 2UA31622BW    | Z220 SFF Workstation | HP    |
| 1   | Computer    | 2UA31621M1    | Z220 SFF Workstation | HP    |
| 1   | Computer    | 2UA31622BL    | Z220 SFF Workstation | HP    |
| 1   | Computer    | 2UA31621MF    | Z220 SFF Workstation | HP    |
| 1   | Computer    | 2UA31621LM    | Z220 SFF Workstation | HP    |
| 1   | Computer    | 2UA316228P    | Z220 SFF Workstation | HP    |
| 1   | Computer    | 2UA31621NN    | Z220 SFF Workstation | HP    |
| 1   | Computer    | 2UA31622B0    | Z220 SFF Workstation | HP    |
| 1   | Computer    | 2UA31622BS    | Z220 SFF Workstation | HP    |
| 1   | Computer    | 2UA31622B4    | Z220 SFF Workstation | HP    |
| 1   | Computer    | 2UA31622BM    | Z220 SFF Workstation | HP    |
| 1   | Monitor     | CNC311QR81    | LV2011               | HP    |
| 1   | Monitor     | CNC311QQ5Y    | LV2011               | HP    |
| 1   | Monitor     | CNC311QQFN    | LV2011               | HP    |
| 1   | Monitor     | CNC311QQFJ    | LV2011               | HP    |
| 1   | Monitor     | CNC311QQ4X    | LV2011               | HP    |
| 1   | Monitor     | CNC311QQWZ    | LV2011               | HP    |
| 1   | Monitor     | CNC311QQVF    | LV2011               | HP    |
| 1   | Monitor     | CNC311QQWT    | LV2011               | HP    |
| 1   | Monitor     | CNC309P4QY    | LV2011               | HP    |
| 1   | Monitor     | CNC311QQG3    | LV2011               | HP    |
| 1   | Monitor     | CNC311QQ53    | LV2011               | HP    |
| 1   | Monitor     | CNC311QQZL    | LV2011               | HP    |
| 1   | Monitor     | CNC311QQW0    | LV2011               | HP    |

| Qty | Description | Serial Number | Model Number         | Brand |
|-----|-------------|---------------|----------------------|-------|
| 1   | Monitor     | CNC311QQ5M    | LV2011               | HP    |
| 1   | Monitor     | CNC311QR8T    | LV2011               | HP    |
| 1   | Monitor     | CNC311QQ5Z    | LV2011               | HP    |
| 1   | Monitor     | CNC311QQGB    | LV2011               | HP    |
| 1   | Monitor     | CNC311QQCF    | LV2011               | HP    |
| 1   | Monitor     | CNC311QQ4T    | LV2011               | HP    |
| 1   | Monitor     | CNC311QQWC    | LV2011               | HP    |
| 1   | Monitor     | CNC311QR7Z    | LV2011               | HP    |
| 1   | Monitor     | CNC333PCYP    | LV2011               | HP    |
| 1   | Monitor     | CNC311QQCH    | LV2011               | HP    |
| 1   | Monitor     | CNC309P4MW    | LV2011               | HP    |
| 1   | Monitor     | CNC311QQWD    | LV2011               | HP    |
| 1   | Monitor     | CNC311QQWL    | LV2011               | HP    |
| 1   | Monitor     | CNC311QQ64    | LV2011               | HP    |
| 1   | Monitor     | CNC311QQWF    | LV2011               | HP    |
| 1   | Monitor     | 6CM3122HD2    | LV2311               | HP    |
| 1   | Monitor     | CNC820QJWY    | L1910                | HP    |
| 1   | Computer    | 2UA31621MS    | Z220 SFF Workstation | HP    |
| 1   | Computer    | 2UA31621M7    | Z220 SFF Workstation | HP    |
| 1   | Computer    | 2UA316228V    | Z220 SFF Workstation | HP    |
| 1   | Computer    | 2UA31621MT    | Z220 SFF Workstation | HP    |
| 1   | Computer    | 2UA316229W    | Z220 SFF Workstation | HP    |
| 1   | Computer    | 2UA31621N0    | Z220 SFF Workstation | HP    |
| 1   | Computer    | 2UA31621LG    | Z220 SFF Workstation | HP    |
| 1   | Computer    | 2UA31621MV    | Z220 SFF Workstation | HP    |
| 1   | Computer    | 2UA31621MW    | Z220 SFF Workstation | HP    |
| 1   | Computer    | 2UA31621ML    | Z220 SFF Workstation | HP    |
| 1   | Computer    | 2UA31621MC    | Z220 SFF Workstation | HP    |
| 1   | Computer    | 2UA31621MQ    | Z220 SFF Workstation | HP    |
| 1   | Computer    | 2UA31621LB    | Z220 SFF Workstation | HP    |
| 1   | Computer    | 2UA31621MZ    | Z220 SFF Workstation | HP    |
| 1   | Computer    | 2UA31621N5    | Z220 SFF Workstation | HP    |
| 1   | Computer    | 2UA31621MY    | Z220 SFF Workstation | HP    |
| 1   | Computer    | 2UA31621NK    | Z220 SFF Workstation | HP    |

| Qty | Description | Serial Number | Model Number         | Brand |
|-----|-------------|---------------|----------------------|-------|
| 1   | Computer    | 2UA31621N3    | Z220 SFF Workstation | HP    |
| 1   | Computer    | 2UA31621MK    | Z220 SFF Workstation | HP    |
| 1   | Computer    | 2UA316227Q    | Z220 SFF Workstation | HP    |
| 1   | Computer    | 2UA31621MR    | Z220 SFF Workstation | HP    |
| 1   | Computer    | 2UA31621MM    | Z220 SFF Workstation | HP    |
| 1   | Computer    | 2UA31621MJ    | Z220 SFF Workstation | HP    |
| 1   | Computer    | 2UA31621MH    | Z220 SFF Workstation | HP    |
| 1   | Computer    | 2UA31621MG    | Z220 SFF Workstation | HP    |
| 1   | Computer    | 2UA31621MN    | Z220 SFF Workstation | HP    |
| 1   | Computer    | 2UA31621N1    | Z220 SFF Workstation | HP    |
| 1   | Computer    | 2UA31621KZ    | Z220 SFF Workstation | HP    |
| 1   | Computer    | 2UA3162286    | Z220 SFF Workstation | HP    |
| 1   | Computer    | 2UA316227K    | Z220 SFF Workstation | HP    |
| 1   | Computer    | 2UA31621P6    | Z220 SFF Workstation | HP    |
| 1   | Computer    | 2UA316227R    | Z220 SFF Workstation | HP    |
| 1   | Computer    | 2UA31621P2    | Z220 SFF Workstation | HP    |
| 1   | Monitor     | CNC311QQ6D    | LV2011               | HP    |
| 1   | Monitor     | CNC311QQX3    | LV2011               | HP    |
| 1   | Monitor     | CNC311QQWM    | LV2011               | HP    |
| 1   | Monitor     | CNC311QQVC    | LV2011               | HP    |
| 1   | Monitor     | CNC311QQY1    | LV2011               | HP    |
| 1   | Monitor     | CNC309P4QB    | LV2011               | HP    |
| 1   | Monitor     | CNC311QQCP    | LV2011               | HP    |
| 1   | Monitor     | CNC311QR9B    | LV2011               | HP    |
| 1   | Monitor     | CNC311QQF4    | LV2011               | HP    |
| 1   | Monitor     | CNC311QQ5G    | LV2011               | HP    |
| 1   | Monitor     | CNC311QR8L    | LV2011               | HP    |
| 1   | Monitor     | CNC311QQF3    | LV2011               | HP    |
| 1   | Monitor     | CNC311QR94    | LV2011               | HP    |
| 1   | Monitor     | CNC311QR93    | LV2011               | HP    |
| 1   | Monitor     | CNC311QQCQ    | LV2011               | HP    |
| 1   | Monitor     | CNC311QQG1    | LV2011               | HP    |
| 1   | Monitor     | CNC311QQV9    | LV2011               | HP    |
| 1   | Monitor     | CNC311QQFB    | LV2011               | HP    |

| Qty | Description     | Serial Number | Model Number | Brand      |
|-----|-----------------|---------------|--------------|------------|
| 1   | Monitor         | CNC311QQF5    | LV2011       | HP         |
| 1   | Monitor         | CNC311QR91    | LV2011       | HP         |
| 1   | Monitor         | CNC311QR90    | LV2011       | HP         |
| 1   | Monitor         | CNC311QQZM    | LV2011       | HP         |
| 1   | Monitor         | CNC311QR8Q    | LV2011       | HP         |
| 1   | Monitor         | CNC311QQWN    | LV2011       | HP         |
| 1   | Monitor         | CNC311QQ5Q    | LV2011       | HP         |
| 1   | Monitor         | CNC311QQ5H    | LV2011       | HP         |
| 1   | Monitor         | CNC311QQCB    | LV2011       | HP         |
| 1   | Monitor         | CNC311QQ5R    | LV2011       | HP         |
| 1   | Monitor         | CNC311QQX8    | LV2011       | HP         |
| 1   | Monitor         | CNC311QQ5N    | LV2011       | HP         |
| 1   | Monitor         | CNC311QR8S    | LV2011       | HP         |
| 1   | Monitor         | CNC311QQW2    | LV2011       | HP         |
| 1   | Monitor         | 6CM3122HR3    | LV2311       | HP         |
| 1   | Monitor         | CNC820QJX4    | L1910        | HP         |
| 1   | Document Camera | 75966         | TT-02s       | Elmo       |
| 1   | Projector       | F7IV01846     | CP-X205      | Hitachi    |
| 1   | Document Camera | 44163-7090    | 300AF+       | Avervision |
| 1   | Projector       | F6C034367     | CP-X250      | Hitachi    |

# Steilacoom Historical School District

Steilacoom HS

2017-2018

Location/Bldg.

School Year

| Qty | Description                      | SHSD #<br>(if applicable) |
|-----|----------------------------------|---------------------------|
| 15  | Rubber Mats                      | N/A                       |
| 4   | Plate Racks                      | N/A                       |
| 2   | Bar Racks                        | N/A                       |
| 10  | Chains                           | N/A                       |
| 5   | Sled                             | N/A                       |
| 2   | Squat Boxes                      | N/A                       |
| 1   | Light DBs (2-12 lbs) & Rack      | N/A                       |
| 35  | Weight Belts                     | N/A                       |
| 6   | Bench (Independent & Adjustable) | N/A                       |
| 18  | Olympic Bars                     | N/A                       |
| 1   | EZ Curl Bar                      | N/A                       |
| 1   | Heavy DBs (10-45 lbs) & Rack     | N/A                       |
| 145 | Iron Plates (Various Weights)    | N/A                       |
| 55  | Bumper Plates (Various Weights)  | N/A                       |
| 4   | Cube Racks                       | N/A                       |
| 8   | Vertical Racks & Attachments     | N/A                       |
| 1   | Jammer Machine                   | N/A                       |
| 1   | Cable Machine                    | N/A                       |
| 4   | Clean Platforms                  | N/A                       |
| 2   | Bench Press                      | N/A                       |

Form Prepared By

Date



6/22/2018

**\*\* Classification Codes: S - Surplus D - Damaged**

# STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1 BOARD OF DIRECTORS

Board Meeting Date: June 28, 2018

## **Strategic Focus Area**

- ☐ Teaching and Learning
- ☐ Safety, Service and Support
- ☐ Family & Community Involvement
- ☒ Resource Management

## **BACKGROUND INFORMATION**

The Steilacoom High School (SHS) Chiller was installed in 1998. It is a 200 ton unit with two compressors. The unit only requires one compressor to run with the other compressor being a backup. In 2015, one of the compressors went out and a contractor stated the failed compressor could not be fixed or replaced but the chiller would still function properly. The contractor stated that the entire system would need to be replaced if the second compressor failed due to the age of the system.

In preparing the Request for Proposal for the SHS Chiller, the district is working with Metrix Engineers to obtain mechanical and electrical system design, load determination of current chiller and possible project management of chiller installation. Other factors being analyzed include existing piping electrical connections and how the new system will tie into the existing building control system. Metrix Engineers services will be \$37,000.

Metrix Engineers, based on their experience with similar projects, estimate the replacement cost of the chiller to be \$345,000.

The new chiller and engineering firm cost is estimated to be \$382,000.

## **RECOMMENDED ACTION:**

It is the recommendation of the Superintendent to approve the Steilacoom High Chiller project at a cost not to exceed \$385,000.

**Report prepared by:**  
**Jim Brittain, Chief of Finance and Operations**

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# STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1 BOARD OF DIRECTORS

Board Meeting Date: June 28, 2018

## **Strategic Focus Area**

- ☐ Teaching and Learning
- ☒ Safety, Service and Support
- ☐ Family & Community Involvement
- ☒ Resource Management

## **BACKGROUND INFORMATION**

Second Reading Policy 4260 – accepted suggested changes and removed included examples from Group 1.

## **RECOMMENDED ACTION:**

It is the recommendation of the Superintendent to approve Policy 4260.

**Report prepared by:**  
**Jim Brittain, Chief Officer of Finance & Operations**

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## **USE OF SCHOOL DISTRICT FACILITIES**

The board believes public schools are owned and operated by and for the community. The public is encouraged to use school district facilities when such use is not in conflict with school operations. The public will be expected to reimburse the district for such use to ensure funds intended for education are not used for other purposes.

The superintendent is authorized to establish procedures for use of school district facilities, including rental rates, supervisory requirements, restrictions, and security. Those using school district facilities will maintain insurance for accident and liability covering persons using the district's facilities under the sponsorship of the organization, list the Steilacoom Historical School District #1 as an additional insured, and provide a certificate of valid and current insurance prior to use.

The district does not discriminate based on race, creed, religion, color, national origin, age, honorably-discharged veteran or military status, sex, sexual orientation including gender expression or identity, marital status, the presence of any sensory, mental or physical disability or the use of a trained dog guide or service animal by a person with a disability and provides equal access to Boy Scouts of America and other designated youth groups.

Community athletics programs using district facilities will not discriminate against any person in the operation, conduct or administration of their programs. The district will provide copies of the district's nondiscrimination policy to all third parties using district facilities.

When facilities are used outside of regular school hours, or when the district incurs extra utility, cleaning or supervision costs, using organizations will be charged to recoup those costs. Additionally, youth organizations engaged in sports activities and using school facilities must provide a statements of compliance with the policies for the management of concussion and head injury and sudden cardiac arrest awareness in youth sports for each individual athlete as required by RCW 28A.600.190 commonly known as the Zackery Lystedt Law.

Organizations that desire to use district facilities for purposes of displaying or performing copyrighted works, such as by hosting "movie nights" or performing community theater, an authorized representative of the organization will first submit to the building administrator written documentation declaring that the organization has received authorization from the copyright owner for the display or performance. The organization will submit copies of any supporting documents, including license agreements. Such documentation must be submitted prior to the first display or performance. The building administrator will consult with the district's copyright compliance officer regarding questions about the validity of written documentation. Organizations that fail to comply with this procedure will not be allowed to display or perform copyrighted works in district facilities.

District-sponsored activities, including curricular and co-curricular functions, retain first priority in use of facilities. Authorization for use of school facilities will not be considered as endorsement or approval of the activity, group or organization. The district reserves the right to deny or cancel any application for use when such use, in the sole opinion of the district, is determined to be detrimental to the district's best interests.

For rental rate purposes, organizations seeking the use of school district facilities have been divided into three categories:

### **School or Child-Related Groups or Other Government Agencies**

School or Child-related Groups or Other Government Agencies include those organizations whose main purpose is to promote the welfare of students, or to provide members of the community access to government programs or opportunities for civic participation. The district will provide official recruiting representatives of the state and United States military armed forces, Job Corps, Peace Corps and AmeriCorps with access to school district facilities (including number of days and type of presentation space) equal to the access provided to other post-secondary occupational or educational representatives.

### **Non-Profit Groups**

Nonprofit groups and organizations may use school district facilities for lectures, promotional activities, rallies, entertainment, college courses, or other activities for which public halls or commercial facilities generally are rented or owned. The district may charge a rental rate in excess of costs incurred. Excess charges may be waived when a service club or other nonprofit group is raising funds for charitable purposes. To be granted this exception, the charitable organization must be recognized by the Philanthropic Division of the Better Business Bureau, be registered with the Washington State Charities through the Washington State Office of the Secretary of State, and provide the district with documentation of their non-profit status and Washington State Charities registration. Professional fund raisers representing charities must provide evidence they are registered and bonded by the state of Washington. Such fund-raisers must provide evidence the charity will receive at least sixty (60) percent of the gross revenues received from the public prior to approval to use the facilities.

Similar treatment may be granted public universities and colleges when offering college courses within the community or when any university/college is offering a course for staff at the request of the district.

### **Commercial Enterprises**

Commercial Enterprises include profit-making organizations and business-related enterprises. While the district would prefer these organizations use commercial or private facilities, facilities may be rented for non-regular use at the prevailing rate charged by commercial facilities in the area.

Cross References:   Policy 3422  
                              Policy 2025

Student Sports – Concussion, Head  
                              Injury and Sudden Cardiac Arrest  
Copyright Compliance

Legal References:    [RCW 4.24.660](#)  
  
                              [RCW 28A.230.180](#)  
  
                              [RCW 28A.320.510](#)  
  
                              [RCW 28A.335.150](#)  
  
                              [RCW 28A.335.155](#)  
  
                              [RCW 28A.600.190](#)  
  
                              [20 USC Sec. 7905](#)  
  
                              [34 CFR Sec. 108.6](#)  
  
                              [AGO 1973 No. 26](#)

Liability of school districts under  
contracts with youth programs  
Access to campus and student  
information directories by official  
recruiting representatives —  
Informing students of educational  
and career opportunities  
Night schools, summer schools,  
meetings, use of facilities for  
Permitting use and rental of  
playgrounds, athletic fields, or  
athletic facilities  
Use of buildings for youth programs —  
Limited immunity  
Youth sports – Concussion and head  
injury guidelines – Injured athlete  
restrictions  
Boys Scout of America Equal Access  
Act  
Equal Access to Public School Facilities  
For The Boy Scouts of America and  
Other Designated Youth Groups  
School districts — Use of school  
facilities for presentation of  
programs — Legislature — Elections

Management Resources:

*Policy and Legal News*, June 2015  
*Policy and Legal News*, February 2014  
*Policy and Legal News*, July, 2013  
*Policy and Legal News*, June 2013  
  
*Policy News*, December 2011  
  
*Policy News*, August 2009

Sudden Cardiac Arrest in Youth Athletes  
Other updates/corrections  
Equal access to K-12 campuses law goes  
into effect  
Use of School Facilities policy  
clarification  
Changes in WSSDA's *Policy Reference  
Manual*  
Concussion and Head Injuries  
Legislation

**Adoption Date: 2.27.08**  
**School District Name: Steilacoom Historical School District**  
**Revised: 12.2.09, 3.9.11, 3.12.14; 9.9.15; 6.28.18**

# STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1 BOARD OF DIRECTORS

Board Meeting Date: June 28, 2018

## **Approval of Food Service Management Services Contract**

### **Strategic Focus Area**

- ☐ Teaching and Learning
- ☐ Safety, Service and Support
- ☐ Family & Community Involvement
- ☒ Resource Management

### **BACKGROUND INFORMATION**

The food services management company contract sets forth the terms and conditions for a company to manage and operate the food services operations for the district.

The district received a proposal from a single vendor to provide food service management services. Sodexo's proposal was evaluated and complied with all terms and requirements of the Request for Proposal.

Sodexo's proposal states a fixed price meal equivalent factor of \$3.483 for the 2018-2019 school year. Future fixed prices will be determined based on a mutually agreed breakeven point. Their pro forma financial statement for the 2018-2019 school year projected net gain of \$11,250 (revenues - \$923,638, expenditures - \$912,388).

The term of this contract shall be for one year commencing September 1, 2018, and continuing until one year thereafter, through August 30, 2019. The contract is subject to four (4) additional one-year renewals.

### **RECOMMENDED ACTION:**

It is the recommendation of the Superintendent to award the contract for managing and operating district food service operations to Sodexo.

**Report prepared by:**  
**Jim Brittain, Chief of Finance and Operations**

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# STEILACOOM HISTORICAL SCHOOL DISTRICT NO.1

## CHILD NUTRITION SERVICES

### Food Service Management Company Contract

## ARTICLE I INTRODUCTION

- 1.1. Date of and Parties to the Contract. This contract, effective as of the last dated signature below, is between Steilacoom Historical School District No. 1, hereafter called the Local Education Agency (LEA), and Sodexo America, LLC a Delaware limited liability company, hereafter called the Food Service Management Company (FSMC).
- 1.2. Purpose of Contract. This contract sets forth the terms and conditions upon which the LEA retains the FSMC to manage and operate the LEA's food service for the LEA's students, employees, visitors, and guests.
- 1.3. Term of the Contract. The term of this contract shall be for one year commencing September 1, 2018, and continuing until one year thereafter, through August 30, 2019. The contract is subject to four (4) additional one-year renewals upon the written, dated consent of both parties, unless terminated by either party as provided herein. [7 CFR 210.16(d)]. Extensions or renewals are contingent upon the fulfillment of all contract provisions related to donated foods.
- 1.4. Integration of Terms. The terms of this agreement shall be in accordance with the Request of Proposal (RFP) and any amendments to the RFP and the proposal submitted by the FSMC, which are incorporated by reference into this agreement. In the event contradictory statements are contained in the RFP, the FSMC proposal and this agreement, the following order of precedence shall apply: LEA-FSMC contract, FSMC proposal, the RFP.
- 1.5. Termination.
  - A. *Termination for Convenience.* This contract may be terminated at any time by the mutual written consent of the parties. The parties shall give each other not less than sixty (60) days written dated notice of their intention to terminate for convenience. LEA is responsible to pay FSMC compensation for services rendered up to the date of termination.
  - B. *Termination for Cause.* If either party fails to comply with any of the obligations required of it in this contract, the injured party may give a written notice of termination. Following receipt of written notice the contract will be terminated in sixty (60) days. [7 CFR 210.16(d)] LEA is responsible to pay FSMC compensation for services rendered up to the date of termination.
  - C. *Penalty Provision.* If either party has breached the terms of this contract and has not cured the breach, the non-breaching party may elect to pursue any available administrative, contractual, or legal remedy including, but not limited to, termination. [2 CFR 200 Appendix II(A)(B)]

- D. *Surrender of Program Records.* At the point of termination of this contract, the FSMC will give to the LEA all original program records pertaining to the contract period and renewals. These documents include, but are not limited to: daily meal counts by meal benefit category by school/site for each program; monthly benefit issuance rosters with student start and withdrawal dates; and daily menu production records by program.
- E. *Return of Unused USDA Donated Foods.* When a contract terminates and is not extended or renewed, the FSMC must return all unused USDA donated ground beef, donated ground pork, processed end products, and other unused donated foods to the LEA. [7 CFR 250.52(c)]
- 1.6 Remedy. If either party, LEA or FSMC, commits any material breach or default of any covenant, warranty, obligation, or contract under this contract, or fails to perform the work under this contract in accordance with its terms, such breach, default, or failure shall be cured within ten (10) business days of written dated notice from the injured party. Failure to cure or remedy within ten (10) days receipt of notice shall be grounds for termination for cause.
- 1.7 Rights Beyond Termination. The rights of termination referred to in this contract are not intended to be exclusive, and are in addition to any other rights available to either party at law or in equity.
- 1.8 Cure Period. After a request for termination is made, if the parties mutually agree to a cure or remedy, the termination or non-renewal letter must be withdrawn in writing by the terminating party within the sixty (60) day period as described in Section 1.5, paragraph B above. This letter should be counter-signed and dated by the receiving party and the letter should become an amendment to this contract, attached to the party's respective copies of this contract.
- 1.9 Construction and Effect. A waiver of any failure under this contract shall neither be construed as, nor constitute a waiver of, any subsequent failure. This contract supersedes all prior negotiations, representations, or contracts concerning the scope of services to be provided by FSMC as set forth in Section 1.2 herein, including the parties' previous agreement dated August 16, 2013, and subsequent amendments (collectively, the "Previous Agreement").
- 1.10 Amendments to the Contract. Each of the Articles, Appendixes, and any amendments shall remain in effect throughout the term of this contract unless the parties mutually agree, in a written dated signed document attached to this contract, to amend, add, or delete an Article, Appendix, or prior Amendment. Any amendment to this contract shall become effective at the time specified in the amendment.
- 1.11 Sanctions. For breach of the contract and associated benefits:



- A. The Office of Superintendent of Public Instruction (OSPI) shall be notified immediately in a signed, dated writing by the party or parties seeking any form of termination action, and reasons for termination.
- B. The name of any party who has caused a breach shall be kept on record by OSPI for information and action if necessary.
- C. If the FSMC causes the breach, the FSMC assumes liability for any and all damages, including excess cost to the LEA in procuring similar services, and is liable for administrative, contractual, and legal remedies as applicable.

## ARTICLE II RELATIONSHIP OF THE PARTIES

2.1 Limited Agency. To the extent that state or federal statutes or regulations require that the FSMC to be an agent of the LEA for certain regulatory purposes, such statutes and regulations shall be controlling, and the FSMC shall be the LEA's agent for such purposes. Otherwise, FSMC shall be an independent contractor and not an officer, agent, employee, partner, joint venturer, or servant of the LEA.

2.2 Responsibilities of FSMC.

- A. The FSMC shall prepare and serve a variety of high quality, wholesome, and nutritious food and beverages for students, faculty, staff, employees, and others as designated by the LEA in accordance with the terms and conditions of this contract.
- B. The FSMC agrees that it will perform the work described in this contract in full compliance with all applicable laws, rules, and regulations adopted or promulgated by any federal or state regulatory body or governmental agency.
- C. The FSMC agrees to meet all requirements and performance standards that may be specified by rule or regulation by any administrative officials or bodies charged with enforcement of any state or federal laws on the subject matter of this contract.
- D. The FSMC agrees to furnish the LEA, upon request, a certificate or other evidence of compliance with state or federal laws regarding contributions, taxes, and assessments on payrolls.
- E. The FSMC agrees to conduct program operations in accordance with 7 CFR Parts 210, 215, 220, 245, 250 and FNS instructions and policies as applicable.

- F. The FSMC agrees to assume full responsibility for the payment of all contributions, assessments, both state and federal, as to all employees engaged by it in the performance of this agreement.
- G. The FSMC agrees to procure processed end products from donated foods on behalf of the LEA in accordance with 7 CFR 250.
- H. The FSMC agrees that it will not itself enter into the processing agreement with the processor.
- I. The FSMC agrees to comply with the storage and inventory management requirements for donated foods. 7 CFR 250.14(b)
- J. The FSMC agrees to comply with the SFA's free and reduced price meal policies. The information cannot be used or possessed by the FSMC for any use other than to determine eligibility for free and reduced price meals.
- K. The FSMC will following the LEA's established policy regarding marketing/advertising within school district buildings.
- L. The LEA must have and maintain State or local health certification for any facility outside the school in which it proposes to prepare meals for the duration of the contract.
- M. The FSMC shall collect gross sale receipts, on behalf of the LEA, for cash-paid meals, a la carte items, and vending items. Gross cash receipts shall be turned over daily to the LEA, who is directly responsible to the state for any taxes which may be applicable.
- N. The FSMC shall not directly or indirectly restrict the sale or marketing of fluid milk at any time or in any place on school premises or at any school sponsored event. 7 CFR 210.21(e)

### 2.3 Responsibilities of LEA.

- A. The LEA shall retain overall financial responsibility for the school nutrition program. The LEA shall supervise and retain control of the FSMC's daily operation of the food service described in this agreement; retain control of the quality, extent, and general nature of the food service operation; and establish all program and non-program meal and a la carte prices.
- B. Authorized representatives of the LEA shall have access to all portions of the food service facilities at all times, and shall monitor the performance of the FSMC under this contract through periodic on-site visits. [7 CFR 210.16(a)(2)(3)(4), 210.19(a)(1)]

- C. The LEA shall ensure that the food service operation is in conformance with the school food authority's agreement under the Program [7 CFR 210.16(a)(2)]
- D. The LEA shall retain signature authority on the Child Nutrition Program Food Services Agreement, Free and Reduced-Price Policy Statement, and all claims for reimbursement. [7 CFR 210.9(a)(b); 210.16(a)(5)]
- E. The LEA shall be responsible for all contracts entered into in connection with the school nutrition program. [7 CFR 210.21; 210.19(a)(1); and 2 CFR 200]
- F. The LEA shall implement internal controls and ensure resolution of program review and audit findings. [7 CFR 210.8(a), 7 CFR 210.9(b)(17) and 210.18(k)(1)(2).]
- G. The LEA shall establish an advisory board composed of parents, teachers, and students to assist in menu planning. [7 CFR 210.16(a)(8)]
- H. The LEA shall maintain applicable health certification and be assured that the FSMC is meeting all state and local regulations in preparing and serving meals at the facilities. [7 CFR 210.16(7)]
- I. The LEA shall administer the application process for all free and reduced-price meals, and shall establish and notify parents and guardians of program criteria for eligible students. The LEA shall distribute and collect the parent letter and application for free and reduced-price meals. The LEA shall determine eligibility and verify applications for free and reduced-price meal benefits and conduct any hearings related to such determinations. [7 CFR 245.6, 6a, 7, 10]
- J. Both the LEA and the FSMC shall be responsible for protecting the anonymity of students receiving free or reduced-price meals.
- K. The LEA shall assure that the maximum amount of USDA donated foods are received and utilized by the FSMC. [7 CFR 210.9(b)(15)]
- L. The LEA shall establish commodity processing contracts. [7 CFR 250.51(a)]
- M. The LEA shall retain title to donated foods. [7 CFR 210.16 (a)(6)]
- N. The LEA shall establish a meal charge policy that meets federal and state requirements. The FSMC will follow the LEA's meal charge policy in providing meals to students with inadequate funds.
- O. When contracting (or subcontracting) with small and minority businesses, women's business enterprises, and labor surplus area firms, the LEA must take all necessary affirmative steps when possible including:

- i. Placing such qualified businesses on solicitation lists;
- ii. Assuring such businesses are solicited whenever they are potential sources;
- iii. Dividing total requirements, when economically feasible, into smaller quantities to permit maximum participation by such businesses;
- iv. Establishing delivery schedules, where the requirement permits, which encourage participation by such businesses;
- v. Using the service and assistance, as appropriate, of organizations such as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce;
- vi. And requiring the FSMC, when subcontracting, to also take these affirmative steps. [2 *CFR* 200.321]

### ARTICLE III FOOD SERVICE PROGRAM

3.1 Location. The FSMC shall prepare and serve meals for the schools/sites listed in Appendix A, attached to and incorporated in this contract by reference.

3.2 Programs. The FSMC shall prepare and serve meals for the LEA acting as a sponsor of the following USDA Child Nutrition Programs:

- National School Lunch Program (NSLP)
- School Breakfast Program (SBP)
- Fresh Fruit and Vegetable Program (FFVP)

Other Services:

- Catering
- A la carte Sales
- Adult Meals

The FSMC shall provide meals that meet all USDA meal pattern requirements as described in 7 *CFR* 210.10, 220.8, 225.15, and 226.20, as applicable. If the FSMC is offering a la carte services, it must also offer free, reduced price and paid reimbursable lunches to all eligible children. [7 *CFR* 210.16(a)]

3.3 Calendar. All meals will be provided in accordance with meal pattern requirements in an approved calendar (attached as Appendix B). For the first twenty-one (21) days of food service, FSMC will adhere to the 21-day cycle menu agreed upon by FSMC and the LEA. Changes in the menu may be made later with approval of the LEA. [7 *CFR* 210.16(b)(1)]

3.4 Meal Program. The FSMC shall provide nutritional, high-quality breakfasts, lunches, snacks, suppers, milk service, a la carte food, and vending items. All reimbursable lunches, breakfasts, suppers and snacks shall meet the requirements for USDA reimbursement as described in 7 *CFR* 210.10, 220.8, 225.16, 226.20, as applicable.

Prices to be charged for meals and snacks during the current contract year shall be established by the LEA. [7CFR 210.16(a)(4)]

- 3.5 Dietary Exceptions for Disability Reasons. The FSMC must make substitutions in breakfasts, lunches, suppers, and/or afterschool snacks for students who are considered to have a disability (as defined under 7 CFR 15b.3) and whose disability restricts their diet. Substitutions must be made on a case-by-case basis only when supported by a signed written statement from a licensed physician which includes recommended alternate foods. [7 CFR 210.10(m)(1), 7 CFR 220.8(d)(1)]

Dietary Exceptions for Non-Disability Reasons. The FSMC may make substitutions for students without disabilities who cannot consume the regular breakfast, lunch, supper, and/or afterschool snack because of medical or other special dietary needs. Substitutions must be made on a case by case basis only when supported by a signed written statement from a recognized medical authority which includes recommended alternate foods. [7 CFR 210.10(m)(2), 7 CFR 220.8(d)(2), 7 CFR 225.16(f)(4)]

The FSMC may choose to offer a milk substitute for a non-disabled student with a medical or special dietary need. The product that is offered as part of the reimbursable meal must meet established nutrient standards. The LEA must inform OSPI if any of its schools choose to offer fluid milk substitutes. The LEA will need to accept a written request from a medical authority or the student's parent or legal guardian unless milk substitute is offered to all students. [7 CFR 210.10(m)(2)(i)]

- 3.6 Food Committee and Advisory Board. The FSMC shall cooperate with the LEA's Food Service Advisory Committee, consisting of students, parents, and LEA staff, in developing menus and other food service programs.
- 3.7 Catering. Upon the LEA's request, the FSMC shall provide catered food service at times and prices mutually agreed upon by both parties. For all LEA sponsored and third party functions catered by the FSMC, the FSMC shall prepare and submit prenumbered invoices to appropriate administrators of the LEA and representatives of third party organizations, which shall pay the LEA directly. Such invoices will be submitted by the FSMC by the end of the current month. Any invoice payments received by the FSMC shall be immediately delivered to the LEA's Accounting Department. The LEA shall be responsible for collecting amounts due on food service accounts receivable invoices. The FSMC shall provide the LEA with copies of invoices and an invoice control log within ten (10) days after the end of each month. Costs of catered functions shall not be supported by the nonprofit food service account funds.
- 3.8 Environmental Protection Agency Compliance. In performance of this contract, the FSMC and LEA shall comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA). [2 CFR 200 Appendix II(G)]

- 3.9 Energy Policy and Conservation Act Compliance. Both parties shall recognize mandatory standards and policies relating to energy efficiency which are contained in the state conservation plan issued in compliance with the Energy Policy and Conservation Act, to be found at: <http://www.commerce.wa.gov/site/526/default.aspx>.
- 3.10 Debarment Certification. The FSMC shall complete and submit to LEA the USDA Suspension and Debarment Certification. The LEA shall submit the certification to OSPI Child Nutrition Services (CNS) with the contract for review. The LEA cannot award the contract to a FSMC who is listed on the government exclusions list in the System for Award Management (SAM). [2 CFR 200 Appendix II(H)]
- 3.11 Lobbying. Pursuant to section 1352, Title 31, US Code, the FSMC shall complete and submit to the LEA a Certification Regarding Lobbying and a Disclosure of Lobbying Activities. The LEA shall submit the certification to OSPI CNS along with the contract for review. [2 CFR 200 Appendix II(I)]
- 3.12 “Buy American” Provision. The FSMC shall purchase foods that meet all Buy American Provision regulations as described in 7 CFR 210.21(d) and FNS Policy Memo SP 38-2017.
- 3.13 Local Purchases. The FSMC shall allow five percent (5%) of food budget for local farm to school purchases. In those instances, the FSMC may apply a geographic preference when procuring unprocessed locally grown or locally raised agricultural products in accordance with The Food, Conservation, and Energy Act of 2008 (P.L. 110-246). [7 CFR 210.21(g)]

#### ARTICLE IV MANAGEMENT AND PERSONNEL

- 4.1 Management Services. FSMC shall provide all management, administrative, and dietetic services required for the efficient supervision and operation of the LEA’s Food Service Program. FSMC shall inform the LEA prior to hiring senior management positions for the LEA's Food Service Program. All persons to be hired as food service directors, assistant directors, and supervisors must be presented for the LEA's evaluation and approval, and such approval shall not be unreasonably withheld, conditioned or delayed. Noncompliance will be considered a breach of this contract. Résumés and work histories were included with the bid.
- 4.2 Personnel Obligations. The FSMC shall be responsible for employees on its payroll including, but not limited to, responsibility for recruitment, employment, promotion, and payment of wages, pension benefits, layoffs, and termination. The FSMC shall comply with all related applicable laws and regulations. The FSMC shall prepare and process the payroll for its employees and shall withhold and pay all applicable federal and state employment taxes and payroll insurance relating to its employees including, but not

limited to, income, social security and unemployment taxes and worker's compensation costs and charges.

- 4.3 Professional Standards. The LEA must ensure that the FSMC staff has the knowledge and skills to supply safe and nutritious meals that meet the meal requirements. The LEA director must ensure that the FSMC employees providing services for the school meal programs have the required annual training. Therefore, the LEA must require the FSMC to provide documentation showing the training hours and topics completed by the employees. The LEA director may work with the FSMC to identify appropriate training resources, such as those listed at the professional standards website at <http://professionalstandards.nal.usda.gov>.
- 4.4 Current Employees. FSMC shall give first consideration to current employees of the LEA when hiring employees to provide services pursuant to this contract; but the FSMC shall not be obligated to hire such employees.
- 4.5 Non-Management Employees. All non-management food service employees are to be employees of the FSMC. The FSMC manager(s) shall direct and supervise the food service employees.
- 4.6 Student Workers. The LEA has a policy of providing work experience for its students as part of the educational curriculum. In furtherance of that policy, the LEA may assign students to work in the food service operation in such numbers as are agreed upon between the LEA and the FSMC.
- 4.7 Equal Opportunity Employer. Both parties shall comply with Executive Order 11246, entitled "Equal Employment Opportunity" as amended by Executive Order 11375 and as supplemented in US Department of Labor Regulations. [2 CFR 200 Appendix II(C)]
- 4.8 Contract Work Hours and Safety Standards Act. FSMC and the LEA shall comply with Section 40 U.S.C. 3702 and 3704 of the Act as supplemented by US Department of Labor Regulations as set forth in 29 CFR Part 5. [2 CFR 200 Appendix II(C)]
- 4.9 Emergency Devices. All food service personnel assigned to the LEA shall be instructed on the use of all emergency switches and fire and safety devices in the Facility.
- 4.10 Background Checks. FSMC shall adhere to applicable state and federal regulations in screening prospective employees. FSMC shall comply with criminal background checks and fingerprint regulations required by law for all new hires.
- 4.11 Employee Behavior and Conduct. FSMC shall enforce strict discipline and good order among their employees and other persons carrying out the services, including observance of the rules and regulations established by the LEA as reasonable and necessary for its operations, including drug testing and smoking, tobacco, alcohol, parking, safety, weapons, and other rules governing the conduct of personnel on the premises. The FSMC shall ensure that all persons performing the work do not engage in inappropriate

conduct or inappropriate contact with students or staff. FSMC shall remove from the work and work site any employee or other person who has engaged in such actions or who the LEA reasonably considers objectionable without change in the contract sum or contract time. Any objection raised by the LEA shall be made in writing shall be performed in accordance with FSMC's personnel policies and shall not violate any applicable state or federal laws.

- 4.12 Criminal Record. FSMC shall not utilize any employee on the premises or permit any contact between school children and any employee who has pled guilty to or been convicted of any felony crime involving the physical neglect of a child under Chapter 9A.42 RCW, the physical injury or death of a child under Chapter 9A.32 RCW or Chapter 9A.36 RCW (except motor vehicle violations under Chapter 46.61 RCW), sexual exploitation of a child under Chapter 9.68A RCW, sexual offenses under Chapter 9A.44 RCW where a minor is a victim, promoting prostitution of a minor under Chapter 9A.88 RCW, the sale or purchase of a minor child under Chapter 9A.64.030 RCW, or violation of similar laws of another jurisdiction. Failure to comply with these requirements is grounds for immediate termination of the contract for cause.
- 4.13 Nondiscrimination. In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) Mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
- (2) Fax: (202) 690-7442; or



- (3) Email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.

- 4.14 Agreement Not to Hire. LEA acknowledges that FSMC's salaried employees are essential to FSMC's core business of providing management services and are familiar with FSMC's operating procedures and other information proprietary to FSMC. Therefore, LEA shall not, without FSMC's prior written consent, solicit for employment, hire, make any agreement with, or permit the employment (including employment by any successor contractor) in any facility owned or controlled by LEA, of any person who is or has been a FSMC salaried employee assigned to the Services at the Premises, within the earlier of one (1) year after such employee terminates employment with FSMC or within one (1) year after termination of this Agreement. If LEA hires, makes any agreement with or permits employment of any such employee in any LEA operation providing food service within the restricted period, it is agreed by LEA that FSMC shall suffer damages and LEA shall pay FSMC as liquidated damages, and not as a penalty, an amount equal to two (2) times the then-current annual salary of each employee hired by LEA. This sum has been determined to be reasonable by both parties after due consideration of all relevant circumstances. This provision shall survive termination of this Agreement.

## ARTICLE V INVENTORIES, FACILITIES, EQUIPMENT, AND MAINTENANCE

- 5.1 Inventories of Food and Supplies. Before the commencement of this contract, the existing food and operational supplies shall be delivered and charged to the FSMC for the performance of this contract. The value of existing food and supplies shall be deducted from the first FSMC invoice to the LEA. The cost of food and operational supplies ordered by FSMC on behalf of the LEA in performance of this contract shall be paid for by the FSMC. The inventory of food and operational supplies shall remain the FSMC's property.
- A. Any federally USDA donated foods received by the LEA and made available to the FSMC must be used only for the benefit of the LEA's nonprofit food service operation and must be fully utilized, including all donated ground beef and ground pork and all end products received from processors. [7 CFR 250.51(d)] Bonus commodity items must be used to reduce the per meal charges of the FSMC.
  - B. The FSMC must use all other donated foods, or will use commercially purchased foods of the same generic identity, of U.S. origin, and of equal or better quality than the USDA Foods, in the LEA's food service. [7 CFR 250.53(a)(6)]
  - C. The FSMC may store and inventory USDA donated foods and commercially purchased food together to the extent that the system ensures required use of

donated foods. [7 CFR 250.52(a)] The FSMC agrees to comply with the storage and inventory requirements for donated foods. [7 CFR 250.14(b)]

- D. The FSMC agrees to procure processed end products on behalf of the LEA in accordance with 7 CFR 250.
  - E. The FSMC agrees that it will not itself enter into the processing contract with the processor.
- 5.2 Small Wares. The FSMC shall furnish the necessary small wares, including trays, dishes, glassware, flatware, serving utensils, and the like.
- 5.3 Office Facilities. The LEA shall provide, without cost to the FSMC, suitable office facilities, including furniture and equipment, for use by the FSMC in performance of this contract. The FSMC shall take reasonable care of the office facilities and equipment, and shall return them to the LEA in good condition upon termination of this contract, ordinary wear and tear excepted. Office facilities and equipment shall be provided by the LEA only for the management staff employed to carry out school food service operations for the LEA. No office facilities or equipment shall be provided for FSMC regional or area managers or other FSMC corporate officers.
- 5.4 Sanitation. The FSMC shall be responsible for usual and customary cleaning and sanitation of the LEA's food service kitchen facilities.
- A. The FSMC shall be responsible for housekeeping and sanitation in areas used by the FSMC for food preparation, storage, and service, and shall clean and sanitize dishes, pots, pans, utensils, equipment, and similar items.
  - B. The LEA shall be responsible for the required cleaning and maintenance of dining areas and snack bar seating areas beyond the front edge of the serving lines, as well as periodic cleaning of all ceilings, ceiling fixtures, air ducts, and hood vent systems (as per local ordinance). The LEA shall also provide and maintain adequate fire extinguishing equipment for food service areas, provide necessary pest control, and shall be responsible for the removal of refuse from refuse collection centers.
  - C. If the LEA is unable to perform any of its responsibilities described in subparagraph B above, the FSMC shall temporarily assume those responsibilities and shall bill the LEA for actual costs incurred.
  - D. The FSMC shall be responsible for complying with all applicable federal, state, and municipal laws related to food preparation and sanitation and all rules and regulations promulgated thereunder. The LEA shall be responsible for compliance relating to structural and equipment matters.

- 5.5 Maintenance. The LEA shall be responsible for cleaning and maintaining food service facilities and equipment. If the LEA is unable to perform the work, the FSMC shall temporarily assume those responsibilities and shall bill the LEA for any costs incurred.
- 5.6 Condition of Facilities and Equipment. The LEA shall obtain necessary health permits and certification for its facilities. The premises and equipment provided by each party in performance of this contract shall comply with all applicable building, safety, sanitation, and health laws; and shall satisfy all permit requirements, ordinances, rules, and regulations, including the federal Occupational Health and Safety Act of 1970 or applicable state act and standards promulgated thereunder. FSMC shall take reasonable and proper care of all premises and equipment in its custody and control and shall use them in a manner that will not cause violation of applicable laws, ordinances, rules, and regulations, including any reporting and recordkeeping requirements. If at any time the FSMC is notified by an authorized government agency that the LEA's premises or equipment are not in compliance with any law, ordinance, rule, or regulation, the FSMC shall immediately inform the LEA of such notification.
- 5.7 Transportation Equipment and Vehicles. The LEA shall provide transportation vehicles and equipment to be used in the food service program. The LEA shall be responsible for maintenance, fuel, insurance, and equipment for transportation.
- 5.8 Nonconforming Facilities and Equipment. The LEA shall make all necessary repairs, alterations, modifications, or replacements to correct any conditions of premises or equipment which violate applicable building, sanitation, health, or safety laws, ordinances, rules or regulations.

## ARTICLE VI FINANCIAL AND PAYMENT TERMS

- 6.1 Billing for Fixed Price Per Meal. The LEA and the FSMC have mutually agreed upon the fixed price per meal equivalent(s) as follows:

NSLP \$3.483

SBP \$3.483

Future fixed price increases will be limited to the percentage of change in the Consumer Price Index for All Urban Consumers: U.S. City Average – Food Away From Home for the 12-month period ending March of the current contract year.

- 6.2 Meal Equivalent Defined.

For fixed price per meal purposes, each reimbursable lunch shall be considered one (1) meal/meal equivalent, each reimbursable breakfast shall be considered two-thirds (2/3) of a meal/meal equivalent, and one reimbursable snack shall be considered one-third (1/3) of a meal/meal equivalent.

For cash meal sales other than reimbursable meals, the number of meal equivalents shall be determined by dividing the total of all food sales except reimbursable meal and snack sales (including sales of adult meals, a la carte meals, snack bar, catering, conference, and any other function sales) by the current USDA free lunch meal reimbursement rate plus the USDA donated foods value. The Meal Equivalent factor to be used for the current school year shall be \$3.4625.

- 6.3 Billings to LEA. No sales tax applies to FSMC invoices for managing the food service operation of the LEA.
- 6.4 Crediting Value of USDA Donated Foods Received. The FSMC must credit the LEA for the value of all USDA donated food received, entitlement and bonus, for use in the LEA's meal service in the school year. This includes the value of USDA donated food contained in processed end products. [7 CFR 250.51(a)] The FSMC shall list on the invoice the value of USDA donated foods received for the period and deduct the amount of value from the total owed by LEA for the meal equivalents served. The value of USDA donated foods for entitlement and bonus is the average USDA purchase price as listed by OSPI CNS. For processed USDA donated foods it is the processing contract value in addition to the USDA/OSPI assigned average value. When the LEA pays OSPI CNS for the processing and shipping fees, that amount is added to the value of USDA foods received to come up with the total adjustment to the monthly FSMC billing. When the FSMC pays the processing and shipping fees, they will only credit the LEA for the value of USDA foods received.
- 6.5 Invoice Due Date. Invoices submitted to the LEA by the FSMC will be paid according to the LEA's "Accounts Payable Cut-Off Schedule," attached to and incorporated in this contract as Appendix C. If invoices are received in the LEA's accounting department by the cut-off date, and they pass audit, payment will be made on the release date listed on the schedule. The FSMC will be notified immediately of any invoice that does not pass audit. The LEA shall pay all amounts when due. If the LEA does not make a payment when due, the FSMC may charge interest up to one percent (1%) per month on the past due receivable as allowed by state law (RCW 39.76.011). However, the LEA may not pay interest with funds from the nonprofit school food service account funds.
- 6.6 Break-Even Guarantee. Both parties shall work together to ensure a financially sound and well-run operation. The FSMC shall guarantee that the food service program will achieve, at a minimum, financial break-even, defined, as "generated program revenues will be sufficient to cover all actual and direct operating costs and unrestricted indirect costs incurred by both the LEA and the FSMC." If the LEA makes a net profit in the food service account after deducting operating and indirect expenditures from all food

service receipts and all federal and state meal reimbursements, the LEA must deposit the net income back into the food service account.

For the avoidance of doubt, the financial guarantee herein shall be calculated as follows: all program revenues including student cash sales, federal and state reimbursements from lunch, breakfast and snack meals, adult sales, special functions, and summer meal program revenues and the value of commodities received less (i) the Fixed Price for all meals served, and (ii) LEA labor and other program expenses as outlined in FSMC's Financial Proforma.

6.7 Taxes. If during the term of this contract any taxes are added or deleted, or there is a revision of an existing law or regulation such that the responsibility for any tax is shifted or altered, any of which results in increased or decreased costs to the FSMC, then the financial terms of this contract shall be adjusted to reflect the cost change retroactive to the commencement of the change. The obligations described in this paragraph shall survive any termination of this contract, and will continue until the applicable statute of limitations, including legal extensions, has expired. Both parties shall indemnify each other against any:

- Liability or assessment, including related interest and penalties, resulting from a tax responsibility of the indemnifying party.
- Reasonable collection expense, attorney's fees, and costs incurred in connection with the collection of any such amount from the indemnifying party.

Nothing herein is intended to absolve the FSMC from payment of taxes.

6.8 Documents to LEA. The FSMC shall submit the following supporting documents to the LEA monthly:

- Daily meal counts by eligibility category by school site for each program in order to meet claim deadlines.
- Daily menu production records by program.
- Monthly summary of value of USDA donated foods received.
- Monthly summary of revenues from other sales.
- Monthly operating statements to the LEA by the fifteenth (15th) of the next month. This statement shall reflect all activity for the previous calendar month.
- Invoices that show the FSMC has credited the LEA for the value of all USDA donated foods received for use in the LEA's food service in the school year, including the value of USDA donated foods contained in processed end products. [7 CFR 250.54]
- Evidence of the FSMC's procurement of processed end products on behalf of the LEA.

6.9 Inspection of Books and Records. The books and records of the FSMC pertaining to operations under this contract shall be available to representatives of the LEA, OSPI, USDA, and the US General Accounting Office at any reasonable time and place.

- 6.10 Renegotiation of Financial Terms. OSPI CNS must review and approve any material changes to the contract. The renegotiation of price terms under this contract is permitted only upon the occurrence of unpredictable, unexpected conditions beyond the control of both parties. If such conditions create a significant and material change in the financial assumptions upon which the price terms of this contract are based, then those price terms so affected may be renegotiated by the parties but only with the prior approval by OSPI CNS. Renegotiation of price terms under such conditions must be mutual, and any changes in price terms must be agreed upon by both parties. Any adjustments so negotiated and agreed upon must accurately reflect the change in conditions. The occurrence of contingencies that are foreseeable and predictable, but not certain, should be calculated into the defined price terms to the extent possible, with the goal of minimizing the need for renegotiation of price terms during the term of the contract. If the renegotiation exceeds ten percent (10%) of the original contract value, the contract must be re-bid.
- 6.11 Cost Reimbursement – (*Applicable to FFVP only*). Allowable costs will be paid from the nonprofit school food service account to the FSMC net of all discounts, rebates, and other applicable credits accruing to or received by the FSMC or assignee under contract, to the extent those credits are allocable to the allowable portion of costs billed to the SFA. [7 CFR 210.21(f)(1)(i)]
- A. The FSMC must separately identify on the invoice submitted to the SFA the amount of that cost that is allowable and the amount that is unallowable. [7 CFR 210.21(f)(1)(ii)(A)]
  - B. Or the FSMC must exclude all unallowable costs from its invoices and certify that only allowable costs are submitted for payment and records have been established that maintain the visibility of unallowable costs, including directly associated costs in a manner suitable for contract cost determination and verification. [7 CFR 210.21(f)(1)(ii)(B)]
  - C. FSMC determination of allowable costs shall be made in compliance with USDA and NSLP regulations and OMB cost circulars. [7 CFR 210.21(f)(1)(iii)]
  - D. The FSMC must identify the amount of each discount, rebate and other applicable credit on bills and invoices presented to the SFA for payment and individually identify the amount as a discount, rebate, or in the case of other applicable credits, the nature of the credit. If approved by the OSPI, the SFA may permit the FSMC to report this information on a less frequent basis than monthly, but no less frequently than annually. [7 CFR 210.21(f)(1)(iv)]
  - E. FSMC shall identify the method by which it will report discounts, rebates and other credits that are allocable to the contract but not reported prior to expiration of the agreement. [7 CFR 210.21(f)(1)(v)]

- F. The FSMC must maintain documentation of costs and discounts, rebates and other applicable credits, and must furnish such documentation upon request to the SFA, OSPI, or the Department. [7 CFR 210.21(f)(l)(vi)]
- 6.12 Nonprogram Foods. For fixed price per meal contracts, awarded on a per meal basis and with revenues from nonprogram foods sales converted into meal equivalents to which the fixed price cost is applied, the FSMC will annually provide information on food costs and revenues. The information must include food cost for reimbursable meals, food cost for non-program foods, revenue from non-program foods, and total revenue. Nonprogram foods include: a la carte; catering; vending; and student stores operated, or any other sales generated through the nonprofit school food service account not already described. The FSMC will be responsible for providing the SFA with, or calculating nonprogram food costs and program revenues for compliance with the 7 CFR Part 210.14(f)

## ARTICLE VII GENERAL TERMS AND CONDITIONS

- 7.1 Compliance with Law. The FSMC shall comply with all laws, ordinances, rules, and regulations of all applicable federal, state, county and city governments, and agencies, regarding purchasing, sanitation, health, and safety of the food service operations. The FSMC shall comply with all requirements of the NSLP, SBP, SMP, and FFVP, and shall procure and maintain all necessary licenses and permits. The FSMC shall conduct program operations in accordance with 7 CFR Parts 210, 215, 220, 225, 226, 245, 250 and FNS instructions and policies.
- 7.2 Recovery of Over Claims. FSMC shall pay the LEA any over claims assessed by OSPI due to FSMC negligence or noncompliance with regulations, including those over claims based on review or audit findings.
- 7.3 Spoiled Meals. No payment shall be made for meals or snacks that are spoiled or unwholesome at the time of service, or do not meet specifications developed by the LEA, or do not otherwise meet the requirements of this contract. [7 CFR 210.16(c)(3)] No deduction in payment shall be made by the LEA unless the LEA notifies the FSMC in writing within forty-eight (48) hours of the meal service for which the deduction is to be made, specifying the number of meals for which a deduction is to be made and describing the reasons for the deduction.
- 7.4 Record Keeping. The FSMC shall make available, as required by state and federal regulations, all facilities, books, and records pertaining to food service operations available for onsite review by the LEA, OSPI, the Washington State Auditor, the USDA, and the Comptroller General, or their duly authorized representatives, to ensure compliance with program requirements and the management and use of USDA donated foods. The FSMC shall maintain such records, for a period of not less than three (3) years after submission of the final claim for reimbursement for the fiscal year, as are needed by the LEA to support its claims for federal and state reimbursements. The

FSMC shall submit monthly to the LEA a meal reimbursement claim report including all meals served under all programs operated by the LEA for the LEA to submit to OSPI CNS. [7 CFR 210.16(c)(1), 7 CFR 210.23(c)]

The LEA must conduct a reconciliation at least annually (and upon termination of the contract) to ensure that the FSMC has credited it for the value of all USDA donated foods received for use in the LEA's food service in the school year including the value of USDA donated foods contained in processed end products. [7 CFR 250.51(a)]

- 7.5 Comprehensive Insurance. The FSMC shall obtain and keep in force during this contract, for the protection of the LEA and the FSMC, Comprehensive General Bodily Injury and Property Damage Liability Insurance in the combined single limit of no less than one million dollars (\$1,000,000). That insurance shall include, but not be limited to, Personal Injury Liability, Broad Form Property Damage Liability, Blanket Contractual Liability, and Products Liability, covering only the operations of the FSMC under this contract. The FSMC shall deliver to the LEA a certificate evidencing such policies and coverage within thirty (30) days after the execution of this contract by the parties. The insurance policies shall contain a provision whereby the insurer(s) shall provide notice of cancellation in accordance with the provisions of the policy. FSMC shall make reasonable efforts to provide the LEA with thirty (30) days' prior written notice if the insurance afforded by FSMC's policy is canceled or materially altered. The policies for one million dollars (\$1,000,000) coverage shall also name the LEA as an Additional Insured, but only with respect to operations of the FSMC under this contract.
- 7.6 Waiver of Insurance Subrogation. Neither party has any obligation or responsibility for loss or damage to the other's real or personal property that is caused by fire, extended coverage perils, vandalism, or malicious mischief.
- 7.7 Indemnity. Unless otherwise expressly provided, both parties shall defend, indemnify, and hold each other harmless from and against all claims, liability, loss, and expense, including reasonable costs, collection expenses, and attorney's fees incurred, which arise by reasons of act or omission of the indemnifying party, its agents, or its employees in the performance of its obligations under this contract.
- 7.8 Trade Secrets. During the term of this contract, the FSMC shall designate any information it considers confidential or proprietary, including recipes, surveys and studies, management guidelines, operating manuals, and similar documents regularly used in the operation of the FSMC's business. Information so designated and identified shall be treated as confidential by the LEA, and the LEA shall exercise the same level of care in maintaining the confidences of the FSMC as it would employ in maintaining its own confidences. All recipes, files, records, compilations, manuals, and similar items shall remain the exclusive property of the FSMC and shall be returned to the FSMC immediately upon termination of this contract. The LEA shall have no right to the use trademarks, service marks, copyrights, or trade names of the FSMC following termination of this contract. The FSMC shall remove all evidence of its trade names and registered trademarks within thirty (30) days after termination of this contract. Nothing in



this section prohibits the federal government's rights of reproduction or distribution for any material developed with nonprofit school food service account funds or for any materials in which the FSMC purchases an ownership interest.

- 7.9 Assignment. This contract may not be assigned by either party, in whole or in part, without the written dated consent of the other party.
- 7.10 Governance. This contract is entered into pursuant to and under the authority granted by the laws of the state of Washington and any applicable federal laws. The provisions of this contract shall be construed to conform to those laws.
- 7.11 Notice. Any notice or communication required or permitted under this contract shall be dated, in writing, and shall be served personally, delivered by courier or a nationally recognized overnight delivery service, or sent by US registered or certified mail, postage prepaid and return receipt requested, addressed to the other party as follows:

Notices to the LEA:

Steilacoom Historical School District No.1  
511 Chambers Street  
Steilacoom, Washington 98388

Notices to the FSMC:

Sodexo America, LLC  
Attention: Stephen Dunmore  
CEO, North America Schools  
3020 Woodcreek Drive, Suite B  
Downers Grove, Illinois 60515

and: Sodexo America, LLC  
Attention: Law Department  
9801 Washingtonian Boulevard  
Gaithersburg, Maryland 20878

Other persons or places may also be designated, in writing, by either of the parties, during the term of this contract. Notices shall be effective when received. Sent notices will be considered received forty-eight (48) hours after they are deposited with an overnight delivery by a nationally recognized delivery service or deposited in the US mail.

- 7.12 Catastrophe. With the exception of payment obligations for prior performance under this contract, neither party shall be liable for the failure to perform their respective obligations under this contract when such failure is caused by fire, explosion, water, act of God or inevitable accident, civil disorder, strikes, vandalism, war, riot, sabotage, weather and energy related closings, or other like causes beyond the reasonable control of the party, nor for any real or personal property destroyed or damaged due to such causes. The FSMC shall resume food service operations as soon as possible.

- 7.13 Best Commercial Practices. Any silence, absence, or omission from the contract specifications concerning any point must be regarded as meaning that only the best commercial practices are to prevail, and that only materials and workmanship of quality that would normally be specified by the LEA is to be used.
- 7.14 Authority of Signators. Each of the parties represents that the persons whose signatures appear on their behalf at the end of this contract have the authority to enter into and do bind them by this contract.
- 7.15 Adjustments. The Financial Arrangement may be adjusted to reflect additional costs incurred by FSMC (i) in connection with the implementation of legislation or other legal requirements, including, but not limited to, the implementation of the Patient Protection and Affordable Care Act and Health Care and Education Reconciliation Act of 2010, which comprise the health care reform of 2010, or other health care rules and regulations, or any modifications thereto or (ii) increases hi benefit costs paid by FSMC on behalf of covered employees. With proper documentation to certify the costs incurred by the FSMC, the adjustment to the Financial Arrangement will be effective from the date the events of (i) and/or (ii) occur.
- 7.16 Liability for Non-FSMC Approved Vendors. FSMC shall not use or be required by LEA to use any products at the food service facilities from any vendors or suppliers unless such vendors or suppliers (i) carry liability insurance (including products liability coverage) and contractual liability insurance in the amount of not less than Five Million Dollars (\$5,000,000.00) for each occurrence, naming LEA and FSMC as additional insured, and (ii) agree to defend, indemnify and hold harmless LEA and FSMC from and against all claims, liabilities, losses and expenses, including reasonable attorneys' fees, which may arise as a result of using such vendor or supplier's products.

IN WITNESS WHEREOF, the parties hereto have executed this contract as of the dates written below:

Steilacoom Historical School District No. 1

Sodexo America, LLC

By: \_\_\_\_\_  
Jim Brittain  
Chief of Finance and Operations

By: \_\_\_\_\_  
Leslie M. Milinkovic  
Vice President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Appendix A  
School / Site Locations

**For NSLP & SBP:**

| <b>School Name</b>         | <b>Physical Address</b>                        | <b>Telephone #</b> | <b>Contact Name</b>  |
|----------------------------|--|--------------------|----------------------|
| Anderson Island Elementary | 13005 Camus Road,<br>Anderson Island, WA 98303 | (253) 983-2209     | Jim Brittain,<br>CFO |
| Cherrydale Primary         | 1201 Galloway Street,<br>Steilacoom, WA 98388  | (253) 983-2209     | Jim Brittain,<br>CFO |
| Chloe Clark Elementary     | 1700 Palisade Boulevard,<br>DuPont, WA 98327   | (253) 983-2209     | Jim Brittain,<br>CFO |
| Saltar's Point Elementary  | 908 Third Street,<br>Steilacoom, WA 98388      | (253) 983-2209     | Jim Brittain,<br>CFO |
| Pioneer Middle School      | 1750 Bob's Hollow Lane,<br>DuPont, WA 98327    | (253) 983-2209     | Jim Brittain,<br>CFO |
| Steilacoom High School     | 54 Sentinel Drive,<br>Steilacoom, WA 98388     | (253) 983-2209     | Jim Brittain,<br>CFO |

## Appendix B

# Steilacoom Historical School District | 2018-2019 CALENDAR

Pending Steilacoom Education Association Ratification & School Board Approval following Collective Bargaining

|    |                          | AUGUST 2018 |    |    |    |    |    |    |
|----|--------------------------|-------------|----|----|----|----|----|----|
|    |                          | S           | M  | T  | W  | Th | F  | S  |
|    |                          |             |    |    | 1  | 2  | 3  | 4  |
| 27 | Professional Development | 5           | 6  | 7  | 8  | 9  | 10 | 11 |
| 28 | Professional Development | 12          | 13 | 14 | 15 | 16 | 17 | 18 |
| 29 | Professional Development | 19          | 20 | 21 | 22 | 23 | 24 | 25 |
| 30 | First Day of School      | 26          | 27 | 28 | 29 | 30 | 31 |    |

|    |  | FEBRUARY 2019 |    |    |    |    |    |    |
|----|--|---------------|----|----|----|----|----|----|
|    |  | S             | M  | T  | W  | Th | F  | S  |
|    |  |               |    |    |    |    | 1  | 2  |
| 3  |  | 3             | 4  | 5  | 6  | 7  | 8  | 9  |
| 10 |  | 10            | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 |  | 17            | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 |  | 24            | 25 | 26 | 27 | 28 |    |    |

6 ACE(1 hr. early release) Day  
13 ACE(1 hr. early release) Day  
18 Presidents' Day Holiday  
20 ACE(1 hr. early release) Day  
27 ACE(1 hr. early release) Day

|    |                              | SEPTEMBER 2018 |    |    |    |    |    |    |
|----|------------------------------|----------------|----|----|----|----|----|----|
|    |                              | S              | M  | T  | W  | Th | F  | S  |
|    |                              |                |    |    |    |    |    | 1  |
| 3  | Labor Day Holiday            | 2              | 3  | 4  | 5  | 6  | 7  | 8  |
| 5  | ACE(1 hr. early release) Day | 9              | 10 | 11 | 12 | 13 | 14 | 15 |
| 12 | ACE(1 hr. early release) Day | 16             | 17 | 18 | 19 | 20 | 21 | 22 |
| 19 | ACE(1 hr. early release) Day | 23             | 24 | 25 | 26 | 27 | 28 | 29 |
| 26 | ACE(1 hr. early release) Day | 30             |    |    |    |    |    |    |

|    |  | MARCH 2019 |    |    |    |    |    |    |
|----|--|------------|----|----|----|----|----|----|
|    |  | S          | M  | T  | W  | Th | F  | S  |
|    |  |            |    |    |    |    | 1  | 2  |
| 3  |  | 3          | 4  | 5  | 6  | 7  | 8  | 9  |
| 10 |  | 10         | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 |  | 17         | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 |  | 24         | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 |  | 31         |    |    |    |    |    |    |

6 ACE(1 hr. early release) Day  
8 Prof. Development (no students)  
13 ACE(1 hr. early release) Day  
20 ACE(1 hr. early release) Day  
22 Snow Makeup Day  
27 Half Day Students (Cont.)  
28 Half Day Students (Cont.)  
29 Half Day Students & Staff  
30-31 Spring Break

|    |  | OCTOBER 2018 |    |    |    |    |    |    |
|----|--|--------------|----|----|----|----|----|----|
|    |  | S            | M  | T  | W  | Th | F  | S  |
|    |  |              | 1  | 2  | 3  | 4  | 5  | 6  |
| 7  |  | 7            | 8  | 9  | 10 | 11 | 12 | 13 |
| 14 |  | 14           | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 |  | 21           | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 |  | 28           | 29 | 30 | 31 |    |    |    |

|    |  | APRIL 2019 |    |    |    |    |    |    |
|----|--|------------|----|----|----|----|----|----|
|    |  | S          | M  | T  | W  | Th | F  | S  |
|    |  |            | 1  | 2  | 3  | 4  | 5  | 6  |
| 7  |  | 7          | 8  | 9  | 10 | 11 | 12 | 13 |
| 14 |  | 14         | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 |  | 21         | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 |  | 28         | 29 | 30 |    |    |    |    |

1 - 7 Spring Break  
10 ACE(1 hr. early release) Day  
17 ACE(1 hr. early release) Day  
24 ACE(1 hr. early release) Day

|    |  | NOVEMBER 2018 |    |    |    |    |    |    |
|----|--|---------------|----|----|----|----|----|----|
|    |  | S             | M  | T  | W  | Th | F  | S  |
|    |  |               |    |    |    |    |    | 1  |
| 2  |  |               |    |    |    |    |    | 2  |
| 4  |  | 4             | 5  | 6  | 7  | 8  | 9  | 10 |
| 11 |  | 11            | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 |  | 18            | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 |  | 25            | 26 | 27 | 28 | 29 | 30 |    |

|    |  | MAY 2019 |    |    |    |    |    |    |
|----|--|----------|----|----|----|----|----|----|
|    |  | S        | M  | T  | W  | Th | F  | S  |
|    |  |          |    |    | 1  | 2  | 3  | 4  |
| 5  |  | 5        | 6  | 7  | 8  | 9  | 10 | 11 |
| 12 |  | 12       | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 |  | 19       | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 |  | 26       | 27 | 28 | 29 | 30 | 31 |    |

1 ACE(1 hr. early release) Day  
8 ACE(1 hr. early release) Day  
15 ACE(1 hr. early release) Day  
22 ACE(1 hr. early release) Day  
24 Snow Makeup Day  
27 Memorial Day Holiday  
29 ACE(1 hr. early release) Day

|    |  | DECEMBER 2018 |    |    |    |    |    |    |
|----|--|---------------|----|----|----|----|----|----|
|    |  | S             | M  | T  | W  | Th | F  | S  |
|    |  |               |    |    |    |    |    | 1  |
| 2  |  | 2             | 3  | 4  | 5  | 6  | 7  | 8  |
| 9  |  | 9             | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 |  | 16            | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 |  | 23            | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 |  | 30            | 31 |    |    |    |    |    |

|    |  | JUNE 2019 |    |    |    |    |    |    |
|----|--|-----------|----|----|----|----|----|----|
|    |  | S         | M  | T  | W  | Th | F  | S  |
|    |  |           |    |    |    |    |    | 1  |
| 2  |  | 2         | 3  | 4  | 5  | 6  | 7  | 8  |
| 9  |  | 9         | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 |  | 16        | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 |  | 23        | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 |  | 30        |    |    |    |    |    |    |

5 ACE(1 hr. early release) Day  
12 ACE(1 hr. early release) Day  
13 Half day Students & Staff  
Last Day of School

|    |  | JANUARY 2019 |    |    |    |    |    |    |
|----|--|--------------|----|----|----|----|----|----|
|    |  | S            | M  | T  | W  | Th | F  | S  |
|    |  |              |    |    |    |    |    |    |
| 1  |  |              |    |    |    |    |    |    |
| 9  |  |              | 1  | 2  | 3  | 4  | 5  |    |
| 16 |  | 6            | 7  | 8  | 9  | 10 | 11 | 12 |
| 21 |  | 13           | 14 | 15 | 16 | 17 | 18 | 19 |
| 23 |  | 20           | 21 | 22 | 23 | 24 | 25 | 26 |
| 25 |  | 27           | 28 | 29 | 30 | 31 |    |    |

| KEY |                               |
|-----|-------------------------------|
|     | Professional Development      |
|     | Half Day                      |
|     | ACE Day (1 hr. early release) |
|     | Holiday                       |
|     | Snow Makeup Day               |

Print 5.3.18

Draft 5.3.18

Appendix C  
Accounts Payable Cut Off Schedule  
All payments will be Net 30.

## Steilacoom Historical School District Board Meeting Schedule 2017-18

| Meeting Date        | Meeting Type              | Location                                      | Time      |
|---------------------|---------------------------|---|-----------|
| Wednesday, 9/13/17  | <b>Study Session Only</b> | Steilacoom High School Library                | 6:00 P.M. |
| Wednesday, 9/27/17  | Regular Business Meeting  | Anderson Island Elementary School             | 6:30 P.M. |
|                     |                           |   |           |
| Wednesday, 10/11/17 | <b>Study Session Only</b> | Pioneer Middle School Library                 | 6:00 P.M. |
| Wednesday, 10/25/17 | Study Session             | Pioneer Middle School Commons Conference Room | 6:00 P.M. |
| Wednesday, 10/25/17 | Regular Business Meeting  | Pioneer Middle School Library                 | 7:00 P.M. |
|                     |                           |   |           |
| Wednesday, 11/8/17  | Study Session             | Steilacoom High School Library                | 6:00 P.M. |
| Wednesday, 11/8/17  | Regular Business Meeting  | Steilacoom High School Library                | 7:00 P.M. |
|                     |                           |   |           |
| Monday, 12/4/17     | Special Meeting           | SHSD Professional Development Center          | 3:30 P.M. |
| Wednesday, 12/13/17 | Study Session             | Pioneer Middle School Commons Conference Room | 6:00 P.M. |
| Wednesday, 12/13/17 | Regular Business Meeting  | Pioneer Middle School Multi-purpose Room      | 7:00 P.M. |
|                     |                           |   |           |
| Wednesday, 1/10/18  | <b>Study Session Only</b> | Steilacoom High School Library                | 6:00 P.M. |
| Wednesday, 1/24/18  | Study Session             | Steilacoom High School Library                | 6:00 P.M. |
| Wednesday, 1/24/18  | Regular Business Meeting  | Steilacoom High School Library                | 7:00 P.M. |
|                     |                           |   |           |
| Wednesday, 2/14/18  | <b>Study Session Only</b> | Pioneer Middle School Library                 | 6:00 P.M. |
| Wednesday, 2/28/18  | Study Session             | Pioneer Middle School Commons Conference Room | 6:00 P.M. |
| Wednesday, 2/28/18  | Regular Business Meeting  | Pioneer Middle School Multi-purpose Room      | 7:00 P.M. |
|                     |                           |   |           |
| Wednesday, 3/14/18  | <b>Study Session Only</b> | Steilacoom High School Library                | 6:00 P.M. |
| Wednesday, 3/28/18  | Study Session             | Steilacoom High School Library                | 6:00 P.M. |
| Wednesday, 3/28/18  | Regular Business Meeting  | Steilacoom High School Library                | 7:00 P.M. |
|                     |                           |   |           |
| Wednesday, 4/11/18  | <b>Study Session Only</b> | Pioneer Middle School Library                 | 6:00 P.M. |
| Wednesday, 4/25/18  | Study Session             | Pioneer Middle School Commons Conference Room | 6:00 P.M. |
| Wednesday, 4/25/18  | Regular Business Meeting  | Pioneer Middle School Multi-purpose Room      | 7:00 P.M. |
|                     |                           |   |           |
| Wednesday, 5/9/18   | <b>Study Session Only</b> | Steilacoom High School Library                | 6:00 P.M. |
| Wednesday, 5/23/18  | Study Session             | Steilacoom High School Library                | 6:00 P.M. |
| Wednesday, 5/23/18  | Regular Business Meeting  | Steilacoom High School Library                | 7:00 P.M. |
|                     |                           |   |           |
| Wednesday, 6/13/18  | <b>Special Meeting</b>    | Pioneer Middle School Library                 | 6:00 P.M. |
| Wednesday, 6/13/18  | <b>Study Session Only</b> | Pioneer Middle School Library                 | 6:05 P.M. |
| Thursday, 6/28/18   | Study Session             | Pioneer Middle School Commons Conference Room | 6:00 P.M. |
| Thursday, 6/28/18   | Regular Business Meeting  | Pioneer Middle School Library                 | 7:00 P.M. |
|                     |                           |   |           |
| Wednesday, 7/11/18  | <b>Study Session Only</b> | Steilacoom High School Library                | 6:00 P.M. |
| Wednesday, 7/25/18  | Study Session             | Steilacoom High School Library                | 6:00 P.M. |
| Wednesday, 7/25/18  | Regular Business Meeting  | Steilacoom High School Library                | 7:00 P.M. |
|                     |                           |   |           |
| Wednesday, 8/8/18   | <b>Study Session Only</b> | Pioneer Middle School Library                 | 6:00 P.M. |
| Wednesday, 8/22/18  | Study Session             | Pioneer Middle School Commons Conference Room | 6:00 P.M. |
| Wednesday, 8/22/18  | Regular Business Meeting  | Pioneer Middle School Library                 | 7:00 P.M. |

## Steilacoom Historical School District Board Meeting Schedule 2018-19

| Meeting Date        | Meeting Type              | Location                                      | Time      |
|---------------------|---------------------------|---|-----------|
| Wednesday, 9/12/18  | <b>Study Session Only</b> | Steilacoom High School Library                | 6:00 P.M. |
| Wednesday, 9/26/18  | Regular Business Meeting  | Anderson Island Elementary School             | 6:30 P.M. |
| Wednesday, 10/10/18 | <b>Study Session Only</b> | Pioneer Middle School Library                 | 6:00 P.M. |
| Wednesday, 10/24/18 | Study Session             | Pioneer Middle School Commons Conference Room | 6:00 P.M. |
| Wednesday, 10/24/18 | Regular Business Meeting  | Pioneer Middle School Library                 | 7:00 P.M. |
| Wednesday, 11/14/18 | Study Session             | Steilacoom High School Library                | 6:00 P.M. |
| Wednesday, 11/14/18 | Regular Business Meeting  | Steilacoom High School Library                | 7:00 P.M. |
| Wednesday, 12/12/18 | Study Session             | Pioneer Middle School Commons Conference Room | 6:00 P.M. |
| Wednesday, 12/12/18 | Regular Business Meeting  | Pioneer Middle School Multi-purpose Room      | 7:00 P.M. |
| Wednesday, 1/9/19   | <b>Study Session Only</b> | Steilacoom High School Library                | 6:00 P.M. |
| Wednesday, 1/23/19  | Study Session             | Steilacoom High School Library                | 6:00 P.M. |
| Wednesday, 1/23/19  | Regular Business Meeting  | Steilacoom High School Library                | 7:00 P.M. |
| Wednesday, 2/13/19  | <b>Study Session Only</b> | Pioneer Middle School Library                 | 6:00 P.M. |
| Wednesday, 2/27/19  | Study Session             | Pioneer Middle School Commons Conference Room | 6:00 P.M. |
| Wednesday, 2/27/19  | Regular Business Meeting  | Pioneer Middle School Multi-purpose Room      | 7:00 P.M. |
| Wednesday, 3/13/19  | <b>Study Session Only</b> | Steilacoom High School Library                | 6:00 P.M. |
| Wednesday, 3/27/19  | Study Session             | Steilacoom High School Library                | 6:00 P.M. |
| Wednesday, 3/27/19  | Regular Business Meeting  | Steilacoom High School Library                | 7:00 P.M. |
| Wednesday, 4/10/19  | <b>Study Session Only</b> | Pioneer Middle School Library                 | 6:00 P.M. |
| Wednesday, 4/24/19  | Study Session             | Pioneer Middle School Commons Conference Room | 6:00 P.M. |
| Wednesday, 4/24/19  | Regular Business Meeting  | Pioneer Middle School Library                 | 7:00 P.M. |
| Wednesday, 5/8/19   | <b>Study Session Only</b> | Steilacoom High School Library                | 6:00 P.M. |
| Wednesday, 5/22/19  | Study Session             | Steilacoom High School Library                | 6:00 P.M. |
| Wednesday, 5/22/19  | Regular Business Meeting  | Steilacoom High School Library                | 7:00 P.M. |
| Wednesday, 6/12/19  | <b>Study Session Only</b> | Pioneer Middle School Library                 | 6:00 P.M. |
| Wednesday, 6/26/19  | Study Session             | Pioneer Middle School Commons Conference Room | 6:00 P.M. |
| Wednesday, 6/26/19  | Regular Business Meeting  | Pioneer Middle School Library                 | 7:00 P.M. |
| Wednesday, 7/10/19  | <b>Study Session Only</b> | Steilacoom High School Library                | 6:00 P.M. |
| Wednesday, 7/24/19  | Study Session             | Steilacoom High School Library                | 6:00 P.M. |
| Wednesday, 7/24/19  | Regular Business Meeting  | Steilacoom High School Library                | 7:00 P.M. |
| Wednesday, 8/14/19  | <b>Study Session Only</b> | Pioneer Middle School Library                 | 6:00 P.M. |
| Wednesday, 8/28/19  | Study Session             | Pioneer Middle School Commons Conference Room | 6:00 P.M. |
| Wednesday, 8/28/19  | Regular Business Meeting  | Pioneer Middle School Library                 | 7:00 P.M. |

DRAFT FOR APPROVAL AT 6.28.18 MEETING

# STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1 BOARD OF DIRECTORS

Board Meeting Date: 6/28/18

## **Strategic Focus Area**

- ☒ Teaching and Learning
- ☐ Safety, Service and Support
- ☐ Family & Community Involvement
- ☐ Resource Management

## **BACKGROUND INFORMATION**

Highly Capable Program (HCP)

Two documents are presented to the board for review.

1. The program review document is a summary of the 2017-2018 HCP program.
2. The 2018-19 Highly Capable Program Plan requires board action for approval. Also attached are the nomination forms used during the 2017-18 school year. These forms with new names and dates will be updated upon board approval and will be posted to the district website.

## **RECOMMENDED ACTION:**

It is the recommendation of the Superintendent to approve as presented.

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

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To: Board of Directors  
From: Paul Harvey, Executive Director of Student Achievement  
Re: Annual Highly Capable Program Annual Report  
Date: June 28, 2018

The Highly Capable Program (HCP) served 198 students from Kindergarten through 10th grade during the 2017-2018 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 a recommendation process. Parents or teachers can recommend any student via the district's form and process. The window for referrals is February-April. Screening and testing occurs in May and June and notification to parents was made before the last day of school. All students who are recommended are screened using the CogAT tool, with parent consent. 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 student enrollment. The target was met for the 2017-2018 school year. Preliminary counts for 2018-2019 show the program will decrease from 195 to 165 total students next year, remaining within the targeted percentage. Each year until the end of 2019-2020 a whole grade level at high school will be added into the counts as students roll up from previous grade levels.*

*The instructional program for the HCP in Steilacoom is designed in blocks of time averaging 4 hours per week for each elementary student. 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 2017-2018 school year, the HCP program hosted its third Experts' Fair at Steilacoom High School. This year's fair focused on endangered species. Students were provided with interactive class sessions that included volunteers who were experts in the fields of zoology and the arts.*

*The middle school program continued to receive attention and support through expanding the course offerings to include a cohort class structure for the 6<sup>th</sup> graders in English and mathematics. A section for 7<sup>th</sup> grade English was added to the offerings for students to keep the cohorts moving up through the grades together.*

*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 instructors 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 including HCP progress reports.*

Program evaluation and fiscal report:

*Of the \$48,836 allocated by the state for HCP, 98.5% is spent on the HCP teacher salary and benefits at .5 FTE. Curriculum, materials and professional learning make up the balance of the expenditures.*

### Number of HCP students by grade level – three-year trend

|      | K | 1 | 2  | 3  | 4  | 5  | 6  | 7  | 8  | 9  | 10 | 11 | TOTAL |
|------|---|---|----|----|----|----|----|----|----|----|----|----|-------|
| 1819 | 2 | 6 | 8  | 1  | 5  | 17 | 15 | 17 | 20 | 36 | 28 | 10 | 165   |
| 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 |
|------|----|----|----|----|-----|-----|-------|
| 1819 | 2  | 15 | 8  | 39 | 52  | 74  | 165   |
| 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<br>2016-2017 | ALL HCP<br>2017-2018 | ALL HCP<br>2016-2017 | 17-18 GAP<br>BETWEEN<br>DISTRICT AND<br>HCP<br>DEMOGRAPHICS |
|-----------------|-----------------------------|----------------------|----------------------|---|
| White           | 51%                         | 53%                  | 63%                  | 2%  |
| 2+ Races/NR     | 18%                         | 0%                   | 0%*                  | *   |
| Hispanic        | 15%                         | 11%                  | 10%                  | -4%   |
| Black           | 7%                          | 7%                   | 6%                   | 0%  |
| Asian           | 7%                          | 18%                  | 21%                  | 11%   |
| Pacific Island  | 2%                          | 10%                  | <1%                  | 8%  |
| American Indian | <1%                         | <1%                  | <1%                  | 0%  |

\*Column A is from OSPI; Projections for 17-18 are from SKYWARD which doesn't pick up 2+ races in the report.

*The data shows over-representation of our White and Asian students in our HCP population. This year we saw increased representation in our Hispanic and*

*Pacific Islander student populations in HCP. Our district teaching staff has received the message that 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*
- *Screening all students using existing assessments in the district to identify potential HCP students*
- *Starting the information and nomination process earlier in the school year*
- *Providing training to district teaching staff regarding the HCP referral process*
- *Providing training to HCP staff and other teachers regarding identification and recruitment of students into the HCP program*

Assurances that the district is legally compliant

*The program staff communicates with parents through hosting regular informal meetings to share program progress and gather input. The parent advisory committee continued to meet regularly for the second year in a row. Topics included: expanding the middle school schedule; screening and accommodating students showing exceptional talent in art and de-emphasizing the accelerated math for HCP student who struggle with that placement; suggested family activities in the summer; and transitioning to middle school.*

*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.*

#### Recruitment Efforts and Ideas

- Universal screening: All students at 2<sup>nd</sup> grade (i-Ready)
- SBA for 4<sup>th</sup>-5<sup>th</sup> grade students not recommended
- Consider all new students per our criteria and test as needed

## Transition to a full-time HCP teacher

*The expansion of the HCP program from .5 to 1.0 staff FTE provides an opportunity to serve identified students beyond the weekly HCP class sessions. The transition provides the opportunity for more contact with HCP students during the week in whole-group and individual settings. The full-time status will enable the HCP teacher 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. It will enable the HCP teacher to make community connections for curriculum and projects, expand our screening and recruitment practices, study screening tools and models for future identification and instruction.*

# **HIGHLY CAPABLE PROGRAM (HCP) PLAN FOR STEILACOOM HISTORICAL SCHOOL DISTRICT 2018-2019 SCHOOL YEAR**

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## **PROGRAM DESCRIPTION**

The Steilacoom Historical School District No.1 provides a continuum of services for students identified as the most highly capable. Students designated as highly capable show potential and/or perform at significantly advanced academic levels when compared with others their age, experiences, or environments. Students identified as highly capable by the Steilacoom Historical School District No.1 typically perform at the 95th percentile in screening and assessment criteria.

### **Kindergarten – Fifth Grade**

The instructional program for the HCP is designed in blocks of time averaging 4 hours per week for each elementary student. 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. Projects focus on literacy and math using higher level thinking skills, in-depth learning, collaboration and cooperation and presentation skills. Students attend the pull-out classroom one day a week, students may be provided instruction in grade-specific or mixed-grade classes. The K-5 experience includes a culminating Experts' Fair provided to the public.

### **Sixth – Eighth Grade**

Middle school students are provided with enriched content for ELA and accelerated placement for mathematics. HCP students are encouraged to schedule STEM focused or music electives to preview college and career pathways and to deepen their inherent skills and talents.

### **Ninth – Twelfth Grade**

High school students are placed in one or more AP courses, are provided access to the Pierce County Skills Center and Running Start programs located at area colleges.

## **HIGHLY CAPABLE STUDENT DEFINITION**

As defined in WAC 392-170-035, highly capable students are students who perform or show potential for performing at significantly advanced academic levels when compared with others of their age, experiences, or environments. Outstanding abilities are seen within students' general intellectual aptitudes, specific academic abilities, and/or creative productivities within a specific domain. These students are present not only in the general populace, but are present within all protected classes according to chapters 28A.640 and 28A.642 RCW. As defined in WAC 392-170-036, the term learning characteristics means that students who are highly capable may possess, but are not limited to, these learning characteristics:

- Capacity to learn with unusual depth of understanding, to retain what has been learned, and to transfer learning to new situations;
- Capacity and willingness to deal with increasing levels of abstraction and complexity earlier than their chronological peers;
- Creative ability to make unusual connections among ideas and concepts;
- Ability to learn quickly in their area(s) of intellectual strength; and
- Capacity for intense concentration and/or focus.

## **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*

## **ANNUAL PUBLIC NOTIFICATION**

The Steilacoom Historical School District No.1 will notify parents and students before any major identification activity. Notices will be published on the district website and by other district communication methods that are used to widely

communicate to parents across the district. Information will also be made available in every building in the district and translated in languages spoken by the communities whose students attend Steilacoom schools.

## **REFERRAL PROCESS**

Parents, teachers, and other staff may recommend any student, Kindergarten through Grade 12, for the Highly Capable Program. Recommendation forms can be returned to the classroom teacher, the school office or the District Office.

Persons recommending a child for the HCP program should consider the following characteristics of students who will most likely benefit from the Highly Capable Program.

- Is advanced in achievement well beyond grade level expectations.
- Needs a fast paced, accelerated learning setting.
- Wants to be involved in an accelerated learning opportunity.
- Will be self-motivated and committed to independent task completion and quality work.
- Is comfortable in a competitive situation with intellectual peers.

## **TIMELINE**

- January: Testing for kindergarten students
- March-April: Nominations accepted for all students
- May-June: Testing for current students
- June: Notification to parents regarding selection status

Testing for transfer students will occur throughout the academic school year.

## **REFERRAL FORMS AND PERMISSIONS**

Referral forms are available on the district website and accompany this plan.

## **MULTI-DISCIPLINARY SELECTION COMMITTEE**

The district's HCP multi-disciplinary selection team is composed of: the HCP teacher, a school psychologist or other qualified practitioner with the training to interpret cognitive and achievement test results, a certificated coordinator or



administrator with responsibility for the supervision of the district's highly capable program, additional professionals as needed.

## **SCREENING PROCESS**

For students identified as highly capable, a multidisciplinary process includes consideration as to which program options are most appropriate for each qualified student. Parents, teachers, school principals, counselors, school psychologists, specialist teachers, and district administrators are included as part of the selection and placement process. The multidisciplinary selection team will make a recommendation for appropriate services.

## **ASSESSMENT AND SELECTION**

All nominated students will be screened and assessed using district-approved measures. A team of educators reviews assessment information and recommends students based on overall qualifications. Parents will be informed, in writing, about placement decisions by mid-June, prior to the last day of school.

The multi-disciplinary selection committee will evaluate individual student assessment profile data and make the selection decision based on:

- A preponderance of evidence from the profile data demonstrating that a student is among the most highly capable;
- Evidence of clear need for highly capable services;
- Determination of which students would benefit the most from inclusion in the district's program.

A single assessment score or indicator will not prevent a student's selection for the HCP; however, individual pieces of evidence, if strong enough, can indicate that the student would benefit from these services. If properly validated tests are not available, the professional judgment of the qualified district personnel shall determine eligibility of the student based upon evidence of cognitive and/or academic achievement.

## **RETESTING AND APPEALS**

Parents/legal guardians have the right to appeal the Multi-Disciplinary Selection Committee's decision. Individuals appealing the selection committee's decision must submit a letter requesting review of selection/placement decision to the

district's highly capable teacher or coordinator. The written request must include reasons for the appeal and to support reconsideration, provide additional evidence of significantly advanced cognitive or academic levels and/or outstanding intellectual, academic, or creative abilities, and may also include an explanation of circumstances which exists which may have caused a misinterpretation of the testing results or how the identification process was unfairly applied. Appeals are reviewed by the Multidisciplinary Committee, which makes the determination of reconsideration.

Students can only be recommended and tested once every two years.

### **TRANSFER STUDENTS**

Students who transfer into the school district after the start of the school year have an opportunity to indicate prior HCP placement. Depending on the prior school documentation, the student will be placed into the HCP program or may be tested to determine eligibility, if requested by the parent.

### **CHANGES FOR 2018-2019**

The K-5 program will have a full-time teacher. The teacher will work toward expanding contact time, building community partnerships, providing in-class or individual instruction beyond the HCP class sessions, and will develop means for screening and testing students beyond cognitive abilities to address underrepresented student population groups.

The middle school is adding an 8<sup>th</sup> grade ELA course designed for HCP students and others of exceptional ability. The middle school is also working to create high-interest clubs that will attract HCP students for enrichment.

The district intends to use a universal screener for all 2<sup>nd</sup> grade students to identify students for referral and testing.

### **BUDGET**

Of the \$84,910 allocated by the state for HCP, 98.5% is spent on the HCP teacher salary and benefits at 1.0 FTE. Curriculum, materials and professional learning make up the balance of the expenditures.

## **NON-DISCRIMINATION**

Steilacoom Historical School District No. 1 provides equal access to all programs or activities without discrimination based on race, creed, religion, color, national origin, age, veteran or military status, sex, sexual orientation, gender expression or identity, marital status, disability, or the use of a trained dog guide or service animal and provides equal access to designated youth groups listed under Title 36 U.S.C. Allegations or concerns can be reported to the following staff. Student issues related to Title IX, Section 504, ADA, Civil Rights: Susanne Beauchaine, Executive Director for Student Services 253-983-2238, [sbeauchaine@steilacoom.k12.wa.us](mailto:sbeauchaine@steilacoom.k12.wa.us); Staff issues related to Title IX, Title VII, ADA: Sue Cabigting, Human Resources Coordinator 253-983-2220, [scabigting@steilacoom.k12.wa.us](mailto:scabigting@steilacoom.k12.wa.us).

## **RESOURCES**

[National Association for Gifted Children](#)  
[Washington Association of Educators of the Talented and Gifted](#)  
[OSPI: Highly Capable Program Information](#)  
[RCW: Revised Code of Washington](#)  
[WAC: Washington Administrative Code](#)

## Nomination Form

### Steilacoom Historical School District Highly Capable Student Enrichment Program

Date: \_\_\_\_\_

#### **Part 1: Student Information**

Student's Name: \_\_\_\_\_

Current Age: \_\_\_\_\_ Current School: \_\_\_\_\_

Current Grade: \_\_\_\_\_ Current Teacher: \_\_\_\_\_

#### **Part 2: Person Recommending Student**

☐ Parent/Guardian Name: \_\_\_\_\_

☐ Teacher Name: \_\_\_\_\_

#### **Part 3: Parent/Guardian Information**

Parent(s) Name: \_\_\_\_\_

Contact Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

**I give permission for my child to be assessed for the Highly Capable Program and to participate if accepted.**

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### **Completed Nomination Packet Includes:**

☐ Nomination Form with Parent Signature (This Form)

☐ Parent Information Form

☐ Teacher Information Form (Current teacher may return this under separate cover)

☐ Copy of Student Report Card for Current Semester

Rev. 12/5/17 sg

## Parent Nomination Form

### Steilacoom Historical School District Highly Capable Student Enrichment Program

Date: \_\_\_\_\_

Student's Name: \_\_\_\_\_ M ☐ F ☐

Current School: \_\_\_\_\_ Current Grade: \_\_\_\_\_

Current Teacher's Name: \_\_\_\_\_

Has your child previously been in a gifted or highly capable program? Y ☐ N ☐

If so, when \_\_\_\_\_ where \_\_\_\_\_

Contact Person (if known) \_\_\_\_\_

Has your child previously been tested for a gifted highly capable program? Y ☐ N ☐

Are there any factors that may influence the student's performance on a standardized aptitude test?

☐ Second language spoken at home    \_\_\_ Special Education    \_\_\_ Test Anxiety    \_\_\_ Behavior  
\_\_\_ Home with limited resources    \_\_\_ Other (crisis/trauma)

Describe your child's strengths (social skills, leadership, curiosity, academic, etc.) \_\_\_\_\_

\_\_\_\_\_

Describe your child's interests (chess, sports, music, drama, astronomy, etc.) \_\_\_\_\_

\_\_\_\_\_

Feel free to share anything else about your child that will assist us with the selection process \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

The following characteristics are typical of children who are successful in a highly capable program. While few children demonstrate all the qualities on a consistent basis, all the students in the program have behaviors that represent many of these characteristics.

Please read the descriptions and place an **X** in the appropriate box.

|   | Rarely                   | Occasionally             | Frequently               | Usually                  | Almost Always            |
|---|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| <b>Verbal Proficiency:</b><br>*Highly proficient in native language<br>*Large, advanced vocabulary for age<br>*Expresses ideas clearly<br>*Is able to play a number of different roles in role playing and storytelling<br>*Richness of imagery in daily language<br>*May talk non-stop or interrupt to share ideas | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Comments:</b>  |                          |                          |                          |                          |                          |
| <b>Academic:</b><br>*Learns rapidly, easily and retains school knowledge<br>*Does academic work above grade level in most areas<br>*Enjoys the challenge of difficult problems and activities<br>*Easily bored with routine tasks<br>*May read widely and extensively   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Comments:</b>  |                          |                          |                          |                          |                          |



|  |                          |                          |                          |                          |                          |
|--|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| <b>Problem Solving: Ability to reason things out</b><br>*Asks insightful questions<br>*Inquisitive<br>*Questions the how and why of things<br>*Wants to know the how and why of things<br>*Uses unusual means to solve problems<br>*Can see a variety of possible solutions and choose one that will be successful   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Comments:</b>   |                          |                          |                          |                          |                          |
|  | Rarely                   | Occasionally             | Frequently               | Usually                  | Almost Always            |
| <b>Sensitivity:</b><br>*Sensitive to other people's feelings and emotions<br>*Shows non-verbal awareness of others' needs (face may reveal his/her empathy for a character in a story, sibling, friend)<br>*Has a strong sense of justice...insists that things be fair<br>*May exhibit an early interest in adult issues such as prejudice and life's inequities<br>*Aware of global issues many age peers are uninterested in<br>*Understands and sometimes exhibits high moral standards<br>*Emotionally sensitive-may overreact, get angry or cry if things go wrong | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Comments:</b>   |                          |                          |                          |                          |                          |
| <b>Creativity:</b><br>*Is creative; uses imagination or unusual methods or ideas<br>*Has a wide variety of interests<br>*Has many ways of looking at an object or interpreting stories, i. e.:<br>"Why doesn't Jack in the Beanstalk get punished for stealing?"<br>*Venturesome, eager to do new things (don't mark down for shyness)   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

|  |                          |                          |                          |                          |                          |
|--|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| *Resourceful-can solve problems by ingenious methods<br>*Enjoys new ideas  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Comments:</b>   |                          |                          |                          |                          |                          |
| <b>Sense of humor:</b><br>*Has a finely developed sense of humor and loves to use it<br>*Catches an adult's subtle humor/jokes<br>*Playful with language<br>*May use humor that may be absurd or far-out   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Comments:</b>   |                          |                          |                          |                          |                          |
|  | Rarely                   | Occasionally             | Frequently               | Usually                  | Almost Always            |
| <b>Motivation:</b><br>*Sets high standards for self; can be a perfectionist<br>*Demonstrates persistence in tasks<br>*Great desire to excel<br>*Self-motivated   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Comments:</b>   |                          |                          |                          |                          |                          |
| <b>Negatively Perceived Characteristics:</b><br>*Often self-assertive; stubborn<br>*Fantasizes, day dreams, inattentive<br>*Does not fear being different<br>*Very often does not fit in socially with his/her age peers<br>*May prefer company of older children or adults to age peers<br>*Says what he/she thinks without regard for consequences | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Comments:</b>   |                          |                          |                          |                          |                          |



|  |  |
|--|--|
|  |  |
|--|--|

**Thank You!!**  
**We value your input and appreciate your**  
**time and effort in the selection process!**

**Please return ASAP**  
**Cynthia Haverkamp**  
**Highly Capable Program Teacher**  
**You may either turn it in at the District Office,**  
**give it to your child's teacher,**  
**or give to your building secretary to get to me.**

## Teacher Nomination Form

### Steilacoom Historical School District Highly Capable Student Enrichment Program

Date: \_\_\_\_\_

Student's Name: \_\_\_\_\_ M ☐ F ☐

Current School: \_\_\_\_\_ Current Grade: \_\_\_\_\_

Current Teacher's Name: \_\_\_\_\_

1. Do you know of any factors that may influence the student's performance on a standardized aptitude test?

☐ Second language spoken at home ☐ Special Education ☐ Test Anxiety ☐ Behavior  
☐ Home with limited resources ☐ Other (crisis/trauma)

2. Please use the following scale:

Scale:

4 = Significantly Exceeds Grade Level Standard

3 = Meets Grade Level Standard

2 = Approaching Grade level Standard

1 = Significantly Below Grade Level Standard

|                       | Score | Comments |
|-----------------------|-------|----------|
| Reading               |       |          |
| Writing               |       |          |
| Math                  |       |          |
| Science               |       |          |
| Assignment Completion |       |          |
| Motivation            |       |          |
| SBAC                  |       |          |

3. Where does this child rank academically in your classroom? (Circle one)

Top 5-6 students    Top 3-4 students    Top 1-2 students

Rev 12/5/17 sg

The following characteristics are typical of children who are successful in a highly capable program. While few children demonstrate all the qualities on a consistent basis, all the students in the program have behaviors that represent many of these characteristics.

4. Please read the descriptions and place an **X** in the appropriate box.

|   | Rarely                   | Occasionally             | Frequently               | Usually                  | Almost Always            |
|---|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| <b>Verbal Proficiency:</b><br>*Highly proficient in native language<br>*Large, advanced vocabulary for age<br>*Expresses ideas clearly<br>*Is able to play a number of different roles in role playing and storytelling<br>*Richness of imagery in daily language<br>*May talk non-stop or interrupt to share ideas | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Comments:</b>  |                          |                          |                          |                          |                          |
| <b>Academic:</b><br>*Learns rapidly, easily and retains school knowledge<br>*Does academic work above grade level in most areas<br>*Enjoys the challenge of difficult problems and activities<br>*Easily bored with routine tasks<br>*May read widely and extensively   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Comments:</b>  |                          |                          |                          |                          |                          |
| <b>Problem Solving: Ability to reason things out</b><br>*Asks insightful questions<br>*Inquisitive<br>*Questions the how and why of things<br>*Wants to know the how and why of things<br>*Uses unusual means to solve problems<br>*Can see a variety of possible solutions and choose one that will be successful  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

|  |                          |                          |                          |                          |                          |
|--|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| <b>Comments:</b>   |                          |                          |                          |                          |                          |
|  | Rarely                   | Occasionally             | Frequently               | Usually                  | Almost Always            |
| <b>Sensitivity:</b><br>*Sensitive to other people's feelings and emotions<br>*Shows non-verbal awareness of others' needs (face may reveal his/her empathy for a character in a story, sibling, friend)<br>*Has a strong sense of justice...insists that things be fair<br>*May exhibit an early interest in adult issues such as prejudice and life's inequities<br>*Aware of global issues many age peers are uninterested in<br>*Understands and sometimes exhibits high moral standards<br>*Emotionally sensitive-may overreact, get angry or cry if things go wrong | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Comments:</b>   |                          |                          |                          |                          |                          |
| <b>Creativity:</b><br>*Is creative; uses imagination or unusual methods or ideas<br>*Has a wide variety of interests<br>*Has many ways of looking at an object or interpreting stories, i. e.:<br>"Why doesn't Jack in the Beanstalk get punished for stealing?"<br>*Venturesome, eager to do new things (don't mark down for shyness)<br>*Resourceful-can solve problems by ingenious methods<br>*Enjoys new ideas  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Comments:</b>   |                          |                          |                          |                          |                          |
| <b>Sense of humor:</b>   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |



|  |                          |                          |                          |                          |                          |
|--|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| *Has a finely developed sense of humor and loves to use it<br>*Catches an adult's subtle humor/jokes<br>*Playful with language<br>*May use humor that may be absurd or far-out   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Comments:</b>   |                          |                          |                          |                          |                          |
|  | Rarely                   | Occasionally             | Frequently               | Usually                  | Almost Always            |
| <b>Motivation:</b><br>*Sets high standards for self; can be a perfectionist<br>*Demonstrates persistence in tasks<br>*Great desire to excel<br>*Self-motivated   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Comments:</b>   |                          |                          |                          |                          |                          |
| <b>Negatively Perceived Characteristics:</b><br>*Often self-assertive; stubborn<br>*Fantasizes, day dreams, inattentive<br>*Does not fear being different<br>*Very often does not fit in socially with his/her age peers<br>*May prefer company of older children or adults to age peers<br>*Says what he/she thinks without regard for consequences | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Comments:</b>   |                          |                          |                          |                          |                          |

Please describe any behavioral concerns.

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Please share why you feel this student **would or would not** benefit from placement in the Highly Capable Enrichment Program.

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**Thank You!!**  
**We value your input and appreciate your time and effort in the selection process!**

**Please return ASAP to**  
**Cindy Haverkamp**  
**Highly Capable Program Coordinator**  
**You may either turn it in at the District Office,**  
**or place in-district mail directly to me at Saltar’s Point Elementary.**

# Outline of HCP Appeal Process

Parents/legal guardians have the right to appeal the multi-disciplinary selection committee's decision.

Individuals appealing the selection committee's decision must submit a completed appeals letter requesting review of selection/placement decision.

The written request must include reasons for the appeal and, to support reconsideration, provide additional evidence of significantly advanced cognitive or academic levels and/or outstanding intellectual, academic, or creative abilities.

The appeal request and supporting evidence must be submitted to Teaching and Learning, 511 Chambers Street, Steilacoom, WA 98388 within 20 school days of the multi-disciplinary selection committee's decision notification.

The district's multidisciplinary selection committee will review the student's file, assessment profile data, and additional evidence provided in the request for appeal.

The decision of the multidisciplinary selection committee may include:

- Upholding the original decision of the Multidisciplinary Selection Committee;
- Reversing the decision of the Multidisciplinary Selection Committee;
  - 1) Student is admitted to the program without re-test
  - 2) Student must re-test and qualify to enter the program

A decision will be made by the Multidisciplinary Selection Committee within 10 school days after receipt of written request for reconsideration.

The parent/legal guardian will be notified of the decision in writing.

The decision of the Multidisciplinary Selection Committee is final.

If a student is not placed in the Highly Capable Program, they will have the opportunity to test again in 2 years.

## **Quick Reminders for HCP Appeals:**

Parents must appeal within 20 days of receiving notice of non-selection

MDT must decide within 10 days of receipt of appeal from parents

Decisions need to be sent in writing

Student who is denied may retest in 2 years from date of non-selection

# STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1 BOARD OF DIRECTORS

Board Meeting Date: 6/28/18

## **Strategic Focus Area**

- ☒ Teaching and Learning
- ☐ Safety, Service and Support
- ☐ Family & Community Involvement
- ☐ Resource Management

## **BACKGROUND INFORMATION**

First Reading of WSSDA Policy 2337: Disability History Month

Our district has recognized October as Disability History Month for the past four years via our website and school announcements and classroom instruction. Our district promotes and recognizes students and citizens from diverse backgrounds and their value and many contributions to our community. Principals are reminded of this practice in the summer and report back to the district with plans and activities related to this policy.

The adoption of this policy puts these practices into official school board record.

## **RECOMMENDED ACTION:**

It is the recommendation of the Superintendent to move Policy 2337 to a second reading.

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

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## **DISABILITY HISTORY MONTH**

The purpose of observing Disability History Month is to encourage students to respect individuals with disabilities rather than pity them, to focus on their strengths and to promote understanding rather than stereotypes. Students will be encouraged to recognize the whole person rather than just an individual's disability.

While observing Disability History Month as required by law during the month of October, and year-round when feasible, the district will conduct a variety of educational activities of its choice designed to foster greater awareness and understanding of individuals with disabilities. The activities may include, but are not limited to, school assemblies, guest speaker presentations, research and writing projects, book studies, art projects and/or film studies. At a minimum, all activities should provide students with the opportunity to learn how people with disabilities have been treated throughout history, how they have been instrumental in changing history and/or how they became active participants in changing societal attitudes about their needs, desires and capabilities.

Suggested topics for activities include:

- Examination of common word usage that stigmatizes people with disabilities;
- Biographical study of important people throughout history who have or had disabilities (e.g., Muhammad Ali, Abraham Lincoln, Harriet Tubman, Lewis Carroll, Michael Phelps, Ludwig Van Beethoven, Michael J. Fox, Franklin Delano Roosevelt);
- Study of the history of the disability civil rights movement;
- Presentations by adults with disabilities in the community, including veterans with disabilities;
- Discussion of disability etiquette;
- Focus on community-based resources for people with disabilities, or the need therefor;
- Volunteering for community service organizations that work with people with disabilities;
- Study of art/music/film that tells the story of a person with a disability or examines the portrayal of people with disabilities;
- Study of a particular historical period focusing on the experience of persons with disabilities.

Cross References: 2336 - Required Observances (Veterans Day, Constitution Day, Temperance and Good Citizenship Day, Disability History Month)

Legal References: RCW 28A.230.158 Disability history month — Activities

Management Resources:

2014 - August Issue

[www.disabilityrightsgalaxy.com](http://www.disabilityrightsgalaxy.com)

[www.wadisabilitymonth.org](http://www.wadisabilitymonth.org)

**Adoption Date:**

**Revised Dates:**

**Steilacoom Historical School District No. 1**

# STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1 BOARD OF DIRECTORS

Board Meeting Date: 6/28/2018

## **Strategic Focus Area**

- ☒ Teaching and Learning
- ☐ Safety, Service and Support
- ☐ Family & Community Involvement
- ☒ Resource Management

## **BACKGROUND INFORMATION**

### **First Reading of Policy 6700 Nutrition, Health and Physical Fitness**

- Added provision to add review of PE programs. The district has conducted these reviews over the last two years.

## **RECOMMENDED ACTION:**

It is the recommendation of the Superintendent move Policy 6700 to a second reading.

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

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## NUTRITION, HEALTH, AND PHYSICAL FITNESS

The board recognizes that a healthy school environment prepares students for college, careers, and successful futures. Students who eat well-balanced meals and engage in regular exercise are more likely to learn in the classroom. The board supports the district's increased emphasis on nutrition, health~~and~~, physical education, and physical activity at all grade levels to enhance the well-being of the district's students. Therefore, it is the policy of the Board of Directors to provide students with access to nutritious food; emphasize health education and physical education; and provide students with opportunities for physical activity.

### Wellness Policy

The district, through a wellness committee, will develop and implement a comprehensive wellness policy in compliance with state and federal requirements for districts participating in the National School Lunch Program, the School Breakfast Program and the United States Department of Agriculture (USDA) Smart Snacks in School nutrition standards.

### Nutrition and Food Services Program

The Board of Directors supports the philosophy of the National School Lunch and School Breakfast Program and will provide wholesome and nutritious meals for children in the District's schools. The Board authorizes the Superintendent to administer the food services program, provided that any decision to enter into a contract with a food service management company will require the approval of the Board. Expenditures for food supplies shall not exceed the estimated revenues.

The Superintendent or designee is responsible for:

- Annually, distributing meal applications and determining eligibility for school meals;
- Protecting the identity of students eligible for free and reduced-price meals;
- Ensuring meals meet USDA meal pattern requirements;
- Ensuring meal periods are in compliance with USDA regulations;
- Establishing a Food Safety Plan;
- Determining meal prices annually;
- Using the full entitlement of USDA Foods;
- Maintaining a nonprofit school food service account;
- Ensuring all revenues are used solely for the school meal program;
- Establishing a meal charge policy;
- Accommodating children with special dietary needs;
- Ensuring compliance with USDA nondiscrimination policies;
- Following proper procurement procedures; and
- Ensuring compliance with the Smart Snacks in School standards.

### Health and Physical Education Program

The district's K-12 health and physical education programs will be aligned with the Washington State Health and Physical Education K-12 Learning Standards and will include, but not be limited to, the development of knowledge and skills to be physically active, ~~to~~eat nutritiously, ~~to~~access reliable health information and services, ~~to~~communicate effectively, and ~~to~~set health-enhancing goals.

The District will ensure that the following requirements are met:

- All students in grades one through eight receive an average of one hundred instructional minutes per week of physical education per year.
- All high school students are required to complete a minimum of three semesters (1.5 credits) of physical education and one semester (.5 credit) of health education.
- The district will offer a one-credit course or its equivalent in physical education for each grade in the high school program (grades 9-12).
- All students have equal and equitable opportunities for health and physical education.
- All students, from kindergarten through grade 12, will have access to in a quality, standards-based health and physical education program.
- OSPI- developed assessments or other strategies will be used in health and physical education, formerly known as classroom-based assessments (CBAs).

Additionally, school districts must conduct an annual review of their PE programs. The review must consist of numerous provisions, including:

- The number of individual students completing a PE class during the school year;
- The average number of minutes per week of PE received by students in grades 1 through 8, expressed in appropriate reporting ranges;
- The number of students granted waivers from PE requirements;
- An indication of whether all PE classes are taught by instructors who possess a valid health and fitness endorsement;
- The PE class sizes, expressed in appropriate reporting ranges;
- An indication of whether, as a matter of policy or procedure, the district routinely modifies and adapts its PE curriculum for students with disabilities; and
- An indication of whether the district routinely excludes students from PE classes for disciplinary reasons.

As a best practice and subject to available funding, the ~~d~~District will strive to ensure:

- Students will be moderately to vigorously active for at least 50% of class time during most or all physical education class sessions.
- All schools will have certificated physical education teachers providing instruction.
- All schools will have appropriate class sizes, facilities, equipment, and supplies needed to deliver quality health and physical education consistent with state standards.
- All physical education teachers will be encouraged to participate in professional development in physical education at least once a year.

## Physical Activity

Physical education class is not to be used or withheld as punishment for any reason. All schools, as a best practice and subject to available funding, will participate in a multi-component approach by which schools use all opportunities for students to be physically active, such as the Comprehensive School Physical Activity Program (CSPAP) recommended by the Centers for Disease Control and Prevention, and will provide the following:

- Quality physical education;
- Physical activity during the school day (brain boosters/energizers);
- Physical activity before and after school;
- Recess (which will not be used or withheld as punishment for any reason);
- Family and community engagement; and
- Staff wellness and health promotion;

### Cross References:

2150 - Co-Curricular Program  
2151 - Interscholastic Activities  
2161 - Special Education and Related Services for Eligible Students  
2162 - Education of Students with Disabilities Under Section 504 of the Rehabilitation Act of 1973  
2410 - High School Graduation Requirements  
3210 - Nondiscrimination  
3422 - Student Sports – Concussion, Head Injury and Sudden Cardiac Arrest  
4260 - Use of School Facilities

### Legal References:

RCW 28A.210.365 Food choice, physical activity, childhood fitness — Minimum standards — District waiver or exemption policy.  
RCW 28A.230.040 Physical Education – Grades 1-8  
RCW 28A.230.050 Physical Education in High Schools  
RCW 28A.230.095 Essential academic learning requirements and assessments — Verification reports.  
RCW 28A.235.120 Meal Programs — Establishment and Operation — Personnel — Agreements  
RCW 28A.235.130 Milk for children at school expense  
RCW 28A.235.140 School breakfast programs  
RCW 28A. 235.145 School breakfast and lunch programs –Use of state funds

RCW 28A. 235.150 School breakfast and lunch programs –  
Grants to increase participation – Increased state support  
RCW 28A.235.160 Requirements to implement school  
breakfast, lunch and summer food service programs –  
Exemptions  
RCW 28A.235.170 Washington grown fresh fruit and vegetable  
grant program  
RCW 28A.623.020 Nonprofit program for elderly —  
Authorized — Restrictions  
RCW 69.04 Intrastate Commerce in Food, Drugs and Cosmetics  
RCW 69.06.010 Food and beverage service worker’s permit —  
Filing, duration — Minimum training requirements  
RCW 69.06.020 Permit exclusive and valid throughout state —  
Fee  
RCW 69.06.030 Diseased persons — May not work —  
Employer may not hire  
RCW 69.06.050 Permit to be secured within fourteen days from  
time of employment  
RCW 69.06.070 Limited duty permit  
WAC 180-51-068 State subject and credit requirements for high  
school graduation—Students entering the ninth grade on or after  
July 1, 2015  
WAC 392-157-125 Time for meals  
WAC 392-410-135 Physical Education – Grade school and high  
school requirement  
WAC 392-410-136 Physical Education Requirement-Excuse  
2 CFR Part 200 - Procurement  
7 CFR, Parts 210 and 220  
7 CFR, Part 245.5

Management Resources:

[2018 – May Issue](#)

2017 – April Policy Issue

[Comprehensive School Physical Activity Program](#)

2015 - June Policy Issue

Recommendations for Waivers in High School Physical  
Education/Fitness Education, OSPI (September 2013)

2014 - February Issue

Wellness Policy Best Practices, OSPI (January 2013)

Policy News, February 2005 Nutrition and Physical Fitness  
Policy

Policy News, December 2004 Nutrition and Physical Fitness  
Update

Alliance for a Healthier Generation Wellness Policies

OSPI Child Nutrition School Wellness Policy Best Practices for  
Policy Development, Implementation and Evaluation

**Adoption Date: 2.27.08**

**Revised Dates: 2.23.11; 2.25.15; 11.8.17;**

**Steilacoom Historical School District No. 1**



# STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1

## BOARD OF DIRECTORS

Board Meeting Date: June 28, 2018

### **Strategic Focus Area**

- ☐ Teaching and Learning
- ☐ Safety, Service and Support
- ☐ Family & Community Involvement
- ☒ Resource Management

### **BACKGROUND INFORMATION**

Policy No. 3520 Student Fees, Fines and Charges – First Reading

The policy has minor revisions to address reference to programs governed by the National School Lunch Act, address the annual notification to parents which includes eligibility information for free and reduced-price meals and edits to legal references.

### **RECOMMENDED ACTION:**

It is the recommendation of the Superintendent to move Policy 3520 Student Fees, Fines and Charges to a second reading.

**Report prepared by:**  
**Jim Brittain, Chief of Finance and Operations**

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## 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 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 Curriculum Development and Adoption of  
Instructional MaterialsCourse 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 of 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;**

# STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1

## BOARD OF DIRECTORS

Board Meeting Date: 6/28/2018

### **Strategic Focus Area**

- ☐ Teaching and Learning
- ☒ Safety, Service and Support
- ☐ Family & Community Involvement
- ☐ Resource Management

### **BACKGROUND INFORMATION**

#### **First Reading of Policy 3115 Homeless Students**

WSSDA policy update includes the following:

- Changing lettered bullets to numbered bullets
- Adding enrollment may not be denied
- Additional paragraph on health care facility/provider requesting consent to care by school nurse, school counselor or homeless student liaison
- Added requirement for any health care facility/provider must provide written notice district employee is exempt from administrative sanctions and civil liability from consent to care or payment
- No sections of the policy are deleted

### **RECOMMENDED ACTION:**

It is the recommendation of the Superintendent move Policy 3115 to a second reading.

**Report prepared by:**

**Nancy McClure, Executive Director of Assessment and Intervention**

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## HOMELESS STUDENTS: ENROLLMENT RIGHTS AND SERVICES

To the extent practical and as required by law, the district will work with homeless students and their families to provide them with equal access to the same free, appropriate education (including public preschool education) provided to other students. Special attention will be given to ensuring the identification, enrollment and attendance of homeless students not currently attending school, as well as mitigating educational barriers to their academic success. Additionally, the district will take reasonable steps to ensure that homeless students are not stigmatized or segregated in a separate school or in a separate program within a school on the basis of their homeless status.

Homeless students will be provided district services for which they are eligible, including Head Start and comparable pre-school programs, Title I, similar state programs, special education, bilingual education, vocational and technical education programs, gifted and talented programs and school nutrition programs.

Homeless students are defined as lacking a fixed, regular and adequate nighttime residence, including those students who are:

- ~~A.~~ 1. Sharing the housing of other persons due to loss of housing or economic hardship, or a similar reason;
- ~~B.~~ 2. Living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations;
- ~~C.~~ 3. Living in emergency or transitional shelters;
- ~~D.~~ 4. Abandoned in hospitals;
- ~~E.~~ 5. Living in public or private places not designed for or ordinarily used as regular sleeping accommodation;
- ~~F.~~ 6. Living in cars, parks, public spaces, abandoned buildings, substandard housing, transportation stations or similar settings; or
- ~~G.~~ 7. Migratory children living in conditions described in the previous examples.

The superintendent will designate an appropriate staff person to be the district's McKinney-Vento liaison for homeless students and their families. The liaison may simultaneously serve as a coordinator for other federal programs, provided that they are able to carry out the duties listed in the procedure that accompanies this policy.

If the district has identified more than ten unaccompanied youth, meaning youth not in the physical custody of a parent or guardian and including youth living on their own in any of the homeless situations described in the McKinney-Vento Homeless Education Act, the principal of each middle and high school building will establish a point of contact for such youth. The point of contact is responsible for identifying homeless and unaccompanied youth and connecting them with the district's homeless student liaison. The district's homeless student liaison is responsible for training the building points of contact.

### **Best interest determination**

In making a determination as to which school is in the homeless student's best interest to attend, the district will presume that it is in the student's best interest to remain enrolled in their school

of origin unless such enrollment is against the wishes of a parent, guardian or unaccompanied youth.

Attendance options will be made available to homeless families on the same terms as families resident in the district, including attendance rights acquired by living in attendance areas, other student assignment policies, and intra and inter-district choice options.

If there is an enrollment dispute, the student will be immediately enrolled in the school in which enrollment is sought, pending resolution of the dispute. The parent or guardian will be informed of the district's decision and the reasons therefore, (or informed if the student does not qualify for McKinney-Vento, if applicable) and their appeal rights in writing and in a language they can understand. The district's liaison will carry out dispute resolution as provided by state policy. Unaccompanied youth will also be enrolled pending resolution of the dispute.

Once the enrollment decision is made, the school will immediately enroll the student, pursuant to district policies. However, enrollment may not be denied or delayed due to the lack of any document normally required for enrollment, including academic records, medical records, proof of residency, mailing address or other documentation; ~~or~~ Additionally, enrollment may not be denied or delayed due to missed application deadlines, ~~or~~ fees, fines, or absences at a previous school.

If the student does not have immediate access to immunization records, the student will be admitted under a personal exception. Students and families should be encouraged to obtain current immunization records or immunizations as soon as possible, and the district liaison is directed to assist. Records from the student's previous school will be requested from the previous school pursuant to district policies. Emergency contact information is required at the time of enrollment consistent with district policies, and in compliance with the state's Address Confidentiality Program when necessary. However, the district cannot demand emergency contact information in a form or manner that creates a barrier to enrollment and/or attendance at school.

Homeless students are entitled to transportation to their school of origin or the school where they are to be enrolled. If the school of origin is in a different district, or a homeless student is living in another district but will attend his or her school of origin in this district, the districts will coordinate the transportation services necessary for the student, or will divide the costs equally.

The district's liaison for homeless students and their families will coordinate with local social service agencies that provide services to homeless children and youths and their families; other school districts on issues of transportation and records transfers; and state and local housing agencies responsible for comprehensive housing affordability strategies. This coordination includes providing public notice of the educational rights of homeless students where such children and youth receive services under the McKinney-Vento Act, such as schools, family shelters and soup kitchens. The notice must be disseminated in a manner and form that parents, guardians and unaccompanied youth receiving such services can understand, including, if necessary and to the extent feasible, in their native language. The district's liaison will also review and recommend amendments to district policies that may act as barriers to the enrollment of homeless students and will participate in professional development and other technical assistance activities, as determined by the state-level (OSPI) coordinator for homeless children and youth programs.

The superintendent will:

- Strongly encourage district staff, including substitute and regular bus drivers to annually review the video posted on the OSPI website on identification of student homelessness;
- Strongly encourage every district-designated homeless student liaison to attend trainings provided by the state on identification and serving homeless youth. Ensure that the district includes in materials provided to all students at the beginning of the school year or at enrollment, information about services and support for homeless students (i.e., the brochure posted on the OSPI website).
- Use a variety of communications each year to notify students and families about services and support available to them if they experience homelessness (e.g., distributing and collecting a universal annual housing intake survey, providing parent brochures directly to students and families, announcing the information at school-wide assemblies, posting information on the district's website).

### **Facilitating on-time grade level progression**

The district will: 1) waive specific courses required for graduation for students experiencing homelessness if similar coursework has been satisfactorily completed in another school district; or 2) provide reasonable justification for denial of the waiver. In the event the district denies a waiver and the student would have qualified to graduate from their sending school district, the district will provide an alternative process of obtaining required coursework so that the student may graduate on time.

The district will consolidate partial credit, unresolved, or incomplete coursework and will provide students experiencing homelessness with opportunities to accrue credit in a manner that eliminates academic and nonacademic barriers for the student.

For students who have been unable to complete an academic course and receive full credit due to withdrawal or transfer, the district will grant partial credit for coursework completed before the date of the withdrawal or transfer. When the district receives a transfer student in these circumstances, it will accept the student's partial credits, apply them to the student's academic progress or graduation or both, and allow the student to earn credits regardless of the student's date of enrollment in the district.

In the event a student is transferring at the beginning of or during their junior or senior year of high school and is ineligible to graduate after all alternatives have been considered, the district will work with the sending district to ensure the awarding of a diploma from the sending district if the student meets the graduation requirements of the sending district.

In the event a student enrolled in three or more school districts as a high school student, has met state requirements, has transferred to the district, but is ineligible to graduate from the district after all alternatives have been considered, the district will waive its local requirements and ensure that the student receives a diploma.

### **Informed consent for healthcare**

Informed consent for healthcare of behalf of a student experiencing homelessness may be obtained from a school nurse, school counselor, or homeless student liaison when:



- a. Consent is necessary for non-emergency, outpatient, primary care services, including physical examinations, vision examinations and eyeglasses, dental examinations, hearing examinations and hearing aids, immunizations, treatments for illnesses and conditions, and routine follow-up care customarily provided by a health care provider in an outpatient setting, excluding elective surgeries;
- b. The student meets the definition of a “homeless child or youth” under the federal McKinney-Vento homeless education assistance improvements act of 2001; and
- c. The student is not under the supervision or control of a parent, custodian, or legal guardian, and is not in the care and custody of the department of social and health services.

Upon the request by a health care facility or a health care provider, a District employee authorized to consent to care must provide to the person rendering care a signed and dated declaration stating under penalty of perjury that the employee is a school nurse, school counselor, or homeless student liaison and that the minor patient meet the requirements of RCW7.70.065 (2) (b) listed above in this policy.

The District and District employee authorized to consent to care under this policy are not subject to administrative sanctions or civil damages resulting from the consent or non-consent for care or payment for care. Any declaration required by a health care facility or a health care provider described in the above paragraph must include written notice that the District employee is exempt from administrative sanctions and civil liability resulting from the consent or non-consent for care or payment for care.

Cross References: Board Policy 3116

Board Policy 3120

Board Policy 3231

Board Policy 3413

Board Policy 4218

Students in ~~Foster Care~~ Out-of-Home Care

Enrollment

Student Records

Student Immunization and Life

Threatening Conditions

Language Access Plan

Legal References: RCW 28A.225.215

RCW 28A.320.145

20 U.S.C. 6301 et seq.

42 U.S.C. 11431 et seq.

Enrollment of children without legal residences

Support for homeless students.

Elementary and Secondary Education

Act of 1965 as amended by the

Every Student Succeeds Act [ESSA]

McKinney-Vento Homeless Assistance Act

Chapter 28A.320 RCW

Provisions applicable to all districts (new  
section created by 3SHB 1682, 2016  
legislative session)

Management Resources: ~~*Policy News, May 2018*~~  
~~*Policy News, October 2017*~~  
~~*Policy News, July 2017*~~  
*Policy News, November 2016*  
*Policy News, December 2014*  
*Policy News, October 2004*  
*Policy News, October 2002*

**Adoption Date: 2.27.08**  
**Steilacoom Historical School District**  
**Revised: 10.23.13; 2.25.15; 12.14.16; 10.25.17;**

# STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1 BOARD OF DIRECTORS

Board Meeting Date: 6/28/2018

## **Strategic Focus Area**

- ☐ Teaching and Learning
- ☒ Safety, Service and Support
- ☐ Family & Community Involvement
- ☐ Resource Management

## **BACKGROUND INFORMATION**

### **First Reading of Policy 3116 Students in Out-of-Home-Care**

WSSDA policy update includes the change of Foster Care to Out-of-Home-Care.

Further language is added to address mandatory collaboration between DSHS case managers and district. No sections of this policy are being deleted.

## **RECOMMENDED ACTION:**

It is the recommendation of the Superintendent to move Policy 3116 to a second reading.

**Report prepared by:**  
**Nancy McClure, Executive Director of Assessment and Intervention**

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## **STUDENTS IN FOSTER CARE STUDENTS IN OUT-OF-HOME CARE**

The board recognizes that students in ~~fo~~ster~~out-of-home~~-care experience mobility in and out of ~~the foster these~~-care systems and from one home placement to another that disrupts their education, thereby creating barriers to academic success and on-time graduation. Through collaboration with state, local and/or tribal child welfare agencies, the district will strive to minimize or eliminate educational barriers for students in ~~fo~~ster ~~out-of-home~~ care, particularly with regard to enrollment, transfer of student records, and transportation to their school of origin. Pursuant to chapter 28A.225 RCW, the district's collaboration with the state department of children, youth, and families in compliance with RCW 74.13.56 is mandatory. The superintendent or designee is authorized to establish procedures and/or practices for implementing this policy.

The District and its schools will work to improve systems to identify students in out-of-home care to ensure that each student has proper access to free school meals and that applicable accountability and reporting requirements are satisfied.

### **Point of Contact**

The superintendent or designee will designate an appropriate staff member to serve as the district's point of contact ~~for~~ -with local child welfare agencies if such agencies notify the District in writing that they have designated a point of contact for the District. The point of contact will work with appropriate state, local and/or tribal child welfare agencies to receive notifications and share information regarding the status and progress of students in ~~fo~~ster~~out-of-home~~ care. The ~~point~~ of contact will also work collaboratively with the district's Title I coordinator to provide supports for students in ~~fo~~ster~~out-of-home~~ care that are enrolled or seeking to enroll in the district.

### **Enrollment**

Whenever practical and in the best interest of the child, ~~children~~ students placed into ~~fo~~ster~~out-of-home~~ care ~~will~~ must remain enrolled in the school that they were attending upon entering foster at the time they entered out-of-home care. ~~When a determination of the student's best Best interest determinations should be made as quickly as possible in order to prevent educational discontinuity for the student, and should is necessary, it will take into account a number of consideration the student-centered factors as described in the procedures that accompany this policy, including concern for the student's safety as well as and input from~~ the availability of supports for the student's educational success. Such a determination should involve a district representative, a representative of the appropriate child welfare agency, the student, and the student's biological and ~~fo~~ster~~out-of-home~~ families, if reasonably feasible.

If remaining in the school of origin is determined not to be in the student's best interest, the district will immediately enroll that student in their new school. Enrollment may not be denied or delayed based on the fact that documents normally required for enrollment have not been

provided.

A school may not prevent a student in ~~foster~~out-of-home care from enrolling based on incomplete information of any history of placement in special education, any past, current, or pending disciplinary action, any history of violent behavior, or behavior listed in RCW 13.04.155, any unpaid fines or fees imposed by other schools, or any health conditions affecting the student's educational needs during the ten (10) day period that the Department of Social and Health Services has to obtain that information. Upon enrollment, the district will make reasonable efforts to obtain and assess the child's educational history in order to meet the child's unique needs within two (2) school business days.

### **Records Transfer**

~~Wh~~

~~en~~When a student in ~~foster~~out-of-home care transfers schools, whether within the district or to another school district, the enrolling school will immediately contact the sending school to obtain academic and other records. The sending school will respond as soon as possible to requests it receives for records of students in ~~foster~~out-of-home care.

Additionally, upon receipt of a request for education records of a student in ~~foster~~out-of-home care from the Department of Social and Health Services, the district will provide the records to the agency within two (2) school days.

### **Transportation**

By December 10, 2016, the district will collaborate with state, local or tribal child welfare agencies, as appropriate, to implement a written transportation procedure by which prompt, cost-effective transportation will be provided, arranged and funded for students to remain in their school of origin when in their best interest for the duration of their time in ~~foster~~out-of-home care.

The written procedure will ensure that if additional costs are incurred in providing transportation, the district will provide transportation to the school of origin if: 1) the child welfare agency agrees to reimburse the transportation; (2) the district agrees to pay for the cost of the transportation; or 3) the district and the child welfare agency agree to share transportation costs.

### **Dispute resolution**

In the event that a caregiver or education decision-maker disputes a district decision regarding the best interest of the student in ~~foster~~out-of-home care with regard to enrollment or the provision of any other education-related service, including transportation, the caregiver or education decision-maker may use the three-tiered appeals process outlined in the procedure that accompanies this policy. The district will make all reasonable efforts to collaborate with appropriate agencies and aggrieved parties to resolve the dispute at the local level.

In the event that a dispute occurs between the district and a child welfare agency with regard to issues that do not involve educational placement or the provision of educational services (e.g., transportation reimbursements, failure to collaborate), such disputes may be forwarded to the ~~o~~Office of the~~s~~Superintendent of~~p~~Public~~i~~nstruction for resolution.

### **Review of unexpected or excessive absences**

A district representative or school employee will review unexpected or excessive absences of students in ~~foster~~out-of-home care and those awaiting placement with the student and adults involved with the student, including their caseworker, educational liaison, attorney if one is appointed, parent, guardian and ~~foster~~out-of-home parents. The purpose of the review is to determine the cause of the absences, taking into account: unplanned school transitions, periods of running from care, in-patient treatment, incarceration, school adjustment, educational gaps, psychosocial issues and unavoidable appointments during the school day. The representative or employee will take proactive steps to support the student's school work so the student does not fall behind and to avoid suspension or expulsion based on truancy.

### **Facilitating on-time grade level progression**

The district will: 1) waive specific courses required for graduation for students in ~~foster~~out-of-home care if similar coursework has been satisfactorily completed in another school district; or 2) provide reasonable justification for denial of the waiver. In the event the district denies a waiver and the student would have qualified to graduate from their sending school district, the district will provide an alternative process of obtaining required coursework so that the student may graduate on time.

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For students who have been unable to complete an academic course and receive full credit due to withdrawal or transfer, the district will grant partial credit for coursework completed before the date of the withdrawal or transfer. When the district receives a transfer student in these circumstances, it will accept the student's partial credits, apply them to the student's academic progress or graduation or both, and allow the student to earn credits regardless of the student's date of enrollment in the district.

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In the event a student enrolled in three or more school districts as a high school student, has met state requirements, has transferred to the district, but is ineligible to graduate from the district after all alternatives have been considered, the district will waive its local requirements and ensure that the student receives a diploma.

### **Legal References:**

RCW 28A.150.510 Transmittal of education records to department of social and health services – Disclosure of educational records – Data-sharing agreements – Comprehensive needs requirement document – Report

RCW 28A.225.023 Youth dependent pursuant to Chapter 13.34 RCW - Review of unexpected or excessive absences – Support for youth’s school work

RCW 28A.225.215 Enrollment of children without legal residences

RCW 28A.225.330 Enrolling students from other districts—Requests for information and permanently records—Withheld transcripts- Immunity from liability—Notification to teachers and security personnel—Rules

RCW 28A.320.192 On-time grade level progression and graduation of students who are dependent youth

RCW 74.13.550 Child placement – Policy of educational continuity

**Cross-References:**

20 U.S.C. 6301 et seq. Elementary and Secondary Education Act of 1965 as amended by the Every Student Succeeds Act [ESSA]

**Cross References:**

2418 - Waiver of High School Graduation Credits  
3115 - Homeless Students- Enrollment Rights and Services  
3120 - Enrollment  
3122 - Excused and Unexcused Absences  
3231 - Student Records  
6100 - Revenues From Local, State and Federal Sources

**Management Resources:**

[2018 – May Issue](#)

2017 – July Issue

2016 - November Issue

OSPI list of ~~Foster~~Foster Care Liaisons/DSHS

Contacts

**Adoption Date: 1.25.17**

**Revised: 10.25.17;**

**Steilacoom Historical School District No. 1**