



The best education for every student.

# STEILACOOM

Historical School District No. 1

## Regular Meeting Agenda

**Steilacoom High School 54 Sentinel Drive Steilacoom, 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.

3/28/2018 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. PRESENTATIONS

#### a. Classified School Employee Recognition (Presentation)

[Education Support Professionals 2018-Proclamation.pdf \(p. 4\)](#)

#### b. Winter Sports Update (Presentation)

Presenter: Jake Tyrrell

[Athletics Board Winter 17-18.pdf \(p. 5\)](#)

### IV. REPORTS

#### a. Asset Preservation Program (Information)

Presenter: Jim Brittain

[2018 Asset Preservation Report.pdf \(p. 12\)](#)

#### b. Legislative Update (Information)

Presenter: Jennifer McDonald

## V. CONSENT AGENDA

(Action)

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

[Approval of February & March 2018 Accounts Payable & February 2018 Payroll.pdf \(p. 21\)](#)

[Approval of Financial Reports.pdf \(p. 22\)](#)

[Approval of Administrative Personnel Report.pdf \(p. 35\)](#)

[Approval of Certificated Personnel Report.pdf \(p. 36\)](#)

[Approval of Classified Personnel Report.pdf \(p. 37\)](#)

[Approval of Co-Curricular Personnel Report.pdf \(p. 38\)](#)

[Approval of 2.28.18 Regular Board Meeting Minutes.pdf \(p. 39\)](#)

[Approval of 3.14.18 Study Session Minutes.pdf \(p. 42\)](#)

[Approval of SHS DECA Trip To National Competition, Atlanta GA.pdf \(p. 44\)](#)

[Approval of SHS Band and Choir Trip to State Competition, Central WA.PDF \(p. 45\)](#)

## VI. OLD BUSINESS

### a. Second Reading of Policy 2025 Copyright Compliance

(Action)

Presenter: Kathi Weight

[Second Reading of Policy 2025.pdf \(p. 47\)](#)

### b. Second Reading of Policy 3432 Emergencies

(Action)

Presenter: Nancy McClure

[Second Reading of Policy 3432.pdf \(p. 50\)](#)

## VII. NEW BUSINESS

### a. First Reading of Policy 1111 Oath of Office

(Action)

Presenter: Kathi Weight

[First Reading of Policy 1111.pdf \(p. 54\)](#)

### b. First Reading of Policy 6535 Student Insurance

(Action)

Presenter: Jim Brittain

[First Reading of Policy 6535.pdf \(p. 56\)](#)

## VIII. COMMENTS FROM THE AUDIENCE

(Information)

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

## IX. BOARD COMMUNICATION

(Information)

X. ANNOUNCEMENTS

(Information)

XI. ADJOURNMENT

(Action)

# The State of Washington



## Proclamation

**WHEREAS**, education support professionals are involved in nearly every aspect of education – maintaining buildings and grounds, preparing and serving meals, keeping school facilities clean and orderly, assisting in the classroom, providing over 60 percent of all instructional hours to special education, English Language Learner, and opportunity gap students, performing and conducting research activities, providing information technology and media services, administrative support functions, safe transportation, and a secure and healthy environment, and many other specialized services; and

**WHEREAS**, these dedicated individuals deserve recognition and thanks for the outstanding work they do for this state, their communities, and the students enrolled in Washington's public schools and universities; and

**WHEREAS**, there are over 62,000 education support professionals working with, and helping children in, Washington's universities and public schools; and

**WHEREAS**, education support professionals are instrumental in fulfilling the state's responsibility to educate all students; and

**WHEREAS**, by supporting the learning environment, education support professionals are crucial partners with teachers, parents, administrators, and school boards;

**NOW THEREFORE**, I, Jay Inslee, Governor of the state of Washington, do hereby proclaim March 12-16, 2018, as

### ***Education Support Professionals Week***

in Washington, and I encourage all people in our state to join me in this special observance.



Signed this 16<sup>th</sup> day of February, 2018

Governor Jay Inslee

---

# Steilacoom Athletics



*2018 Winter Sports Wrap-Up*

---

# Steilacoom Sentinels.

*Another elite performance.*



## Quick Stats

Winning Percentage: 61%

Ejections: One

Academic Suspensions: Zero



# Winter at a Glance

Five teams, five postseason trips.

→ **Boys Basketball**

District playoffs!

→ **Girls Basketball**

District playoffs!

→ **Wrestling**

Five wrestlers to state!

→ **Bowling**

Team in district playoffs, one bowler to state!



# Boys Swim

Another **record-breaking** season!

→ **8th Place Overall**

Five individuals or relays in the top eight!

→ **Tacoma Athletic Commission**

*Athlete of the Year:* Diving Champion, Nick Malinowski!

→ **Steven Froehle**

2nd in the 50 free and 4th in the 100 free.

→ **Vartan Abramyan, Tim Appel, Noah Burlingame, & Steven Froehle**

6th in the 400 free relay.



# Elite Athletes.



## Four Seniors on National Letter of Intent Day

**Soccer** - Sydney Lange, Idaho State

**Football** - Jordan Bush-Johnson, Western Oregon

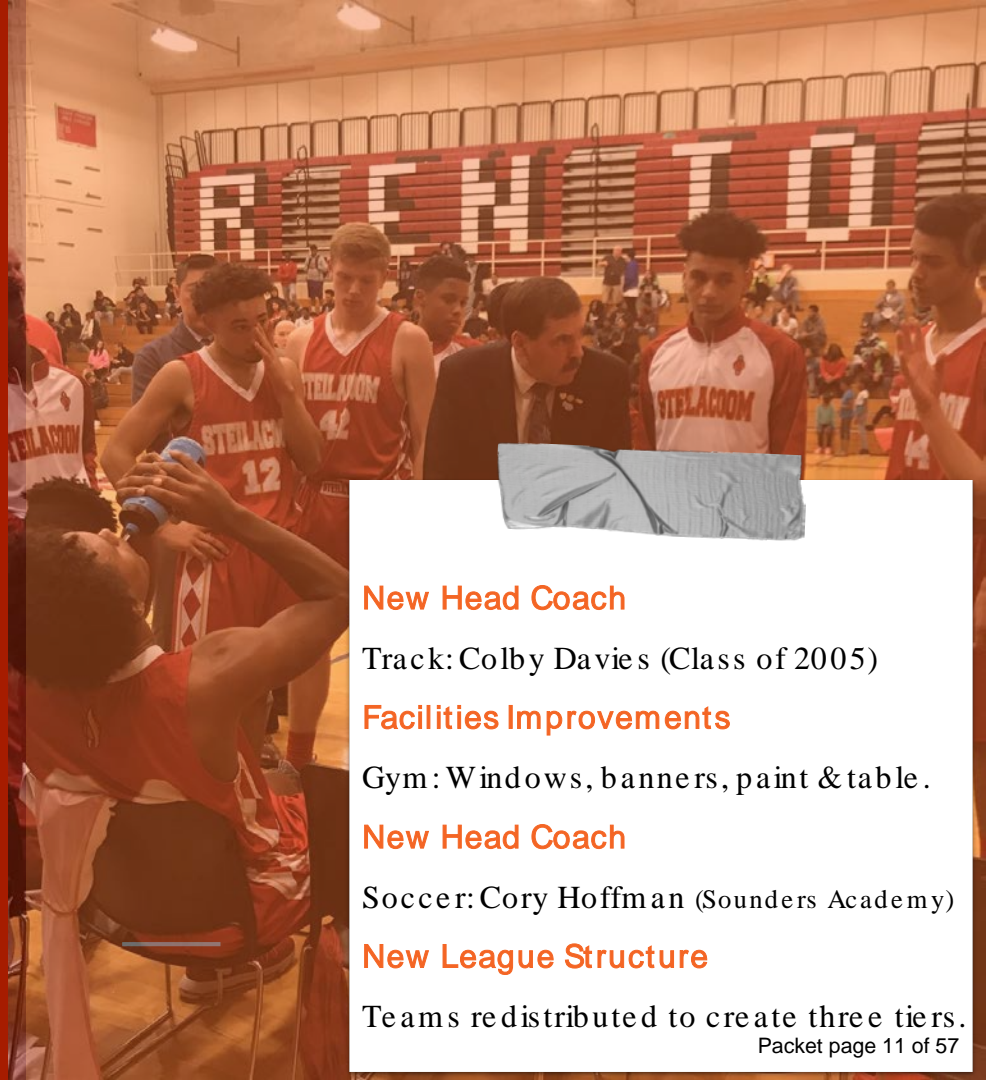
**Football** - Cole Hutton, Dakota Wesleyan

**Football** - Nate Maassen, College of Idaho

**Wrestling** - Michael Villela, Washington State

**And, Emeka Egbuka** (9) received a full athletic scholarship offer to Oregon State, Oregon, *and* Florida State

# Looking FORWARD.



## **New Head Coach**

Track: Colby Davies (Class of 2005)

## **Facilities Improvements**

Gym: Windows, banners, paint & table.

## **New Head Coach**

Soccer: Cory Hoffman (Sounders Academy)

## **New League Structure**

Teams redistributed to create three tiers.

# **Steilacoom Historical School District No. 1**

## **Long-Range Capital Facility Planning Facility Condition Assessment Asset Preservation Program**

**2018 Annual Report**

**School Board Meeting  
March 28, 2018**

# Long-Range Capital Facility Planning Committee

## **Board Policy No. 6900 – Management Support / Facility Planning**

- The committee is charged with the development of a district wide Long Range Capital Facility Plan for the school district's facilities and undeveloped properties

# Facility Condition Assessment

- Assessment of our buildings (formal or informal):
  - Board of Directors
  - District Administration
  - Building Administration and Staff
  - Maintenance/Grounds/Custodians
  - Building Condition Assessment (BCA) Consultant
  - Community feedback
- Utilizing Asset Preservation Program, OSPI ICOS system and our maintenance work order system, we can identify:
  - Major facility improvements
  - Major or minor maintenance projects
  - Understanding facility functionality issues
  - Design issues requiring unusual maintenance needs
  - Defer some maintenance items based on priority of project and/or resources available
- Last BCA completed by Erickson McGovern March 2017. District Facility Supervisor and Maintenance staff will perform this year's required assessment during May through August 2018.

# Facility Condition Assessment

- Anderson Island
  - Pedestrian/Driveway - cracks and settling
  - Broken or loose tiles (to be identified)
- Cherrydale
  - Soffits - showing signs of water damage from leaking downspouts
  - Sinks and counters - damaged from drinking fountains
- Chloe Clark/Saltar's Point
  - Last BCA noted no deficiencies
- Saltar's Point
  - Back up power needed to preserve programming during power outages
- Pioneer
  - Building Masonry - not well sealed (completed in 2017)
  - Exterior Windows – light shelves are damaged
- Steilacoom High School
  - Exterior Walls - some cracking, peeling and flaking
  - Window replacement over time
  - Lighting - outdated

# Asset Preservation Program

- WAC 392-347-023 requires school districts to participate in the “Asset Preservation Program” if schools built after 1994 ( Pioneer and Saltar’s Point) utilized State assistance.
- Asset Preservation Program was adopted on December 15, 2010.
- Building Condition Assessments (BCA) are required to be completed and communicated to the Board by April 1<sup>st</sup>.
- The assessment must be performed by certified evaluator in 6 year intervals during the 30-year life of the building.
- Next BCA certified assessment is required to be performed in 2023. District will perform the annual assessment until 2023.
- District will annually perform BCA and works to address any deficiencies found.

# Asset Preservation Program Required Report ( Pioneer/Saltar's Point )



**ICOS**

School Facilities and Organization  
INFORMATION AND CONDITION OF SCHOOLS  
Asset Preservation Program (APP) Report by Building

**STEILACOOM HIST.**

Board Report Present Date: 3/28/2018

-----2017-2018-----						
FACILITY	BUILDING NAME	BUILDING BOARD ACCEPTANCE DATE	APP YEAR	BUILDING CONDITION ASSESSMENT %	ANNUAL REVIEW COMPLETED BY	NEXT CERTIFIED BCA DUE
▷ Pioneer Middle School	Main Building	5/25/2011	6	97.99	Consultant	2023
▷ Saltars Point Elementary School	Main Building	3/22/2000	18	93.47	Consultant	2023

# Buildings Not Required Under Asset Preservation Program



School Facilities and Organization  
 INFORMATION AND CONDITION OF SCHOOLS  
 Inventory of Facilities and Buildings

**STEILACOOM HIST.**

FACILITY	BUILDING NAME	YEAR BUILT	DIRECT INSTRUCTIONAL SPACES	GROSS SQ FT	GROSS INSTRUCTIONAL SQ FT	SCAP RECOGNIZED SQ FT	LATEST REPORTED BUILDING CONDITION ASSESSMENT
Anderson Island Elementary School	▷ Multipurpose Building	1981	1	2,741	2,741	2,741	92.91% Good
	▷ Multipurpose Portable	2006	0	2,865	2,865	0	99.19% Excellent
	▷ Playshed	1981	0	2,400	2,400	1,200	90.00% Good
	▷ Portable A	1991	2	1,680	1,680	0	99.83% Excellent
	▷ Portable B	1991	2	1,680	1,680	0	98.80% Excellent
	<b>Sub-Total</b>		5	11,366	11,366	3,941	
Cherrydale Primary School	▷ Main Building	1961	24	38,483	38,483	38,483	88.94% Good
	▷ Playshed	1961	0	3,600	3,600	1,800	90.00% Good
	<b>Sub-Total</b>		24	42,083	42,083	40,283	
Chloe Clark Elementary School	▷ Main Building	2001	33	59,333	59,333	58,366	91.91% Good
	<b>Sub-Total</b>		33	59,333	59,333	58,366	
District Administration Center	▷ District Administration Center	1917	0	10,606	0	0	81.99% Fair
	▷ Professional Development Center	1999	0	4,049	0	0	Not Required
	▷ Storage Building	1986	0	2,653	0	0	Not Required
	<b>Sub-Total</b>		0	17,308	0	0	
Steilacoom High School	▷ Athletic Storage	2007	0	1,400	0	0	Not Required
	▷ Greenhouse	2005	0	960	960	960	92.60% Good
	▷ Main Building	1981	42	132,414	132,414	132,414	83.96% Fair
	▷ Press Box	2009	0	170	0	0	95.29% Excellent
	<b>Sub-Total</b>		42	134,944	133,374	133,374	
<b>GRAND TOTAL</b>			104	265,034	246,156	235,964	

# District-wide Asset Preservation Projects

## Projects completed in 2017

- Dishwasher Replacement (Cherrydale, Saltar's Point, Chloe Clark) - \$90,515
- 510 Chambers Paint Exterior - \$10,191
- Chloe Clark Restroom Flooring - \$4,204
- Saltar's Point Hot Water Tank - \$5,446
- Saltar's Point Roof Repairs - \$4,616
- SHS and Pioneer Gym Floors and SHS Stage - \$12,829
- SHS Turf Field Maintenance and Repair - \$3,572

Questions?

# 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: **March 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	800800 to 800801	\$ 5,459.29
Payroll A/P	123446 to 123471	\$ 713,679.25
Payroll Taxes		\$ 397,387.48
Direct Deposit		\$ 1,205,897.28
February 21, 2018	Accounts Payable 123445 to 123445	\$ 1,119.78
February 23, 2018	Accounts Payable 123472 to 123503	\$ 206,614.32
March 1, 2018	Accounts Payable 123504 to 123504	\$ 44,475.38
March 2, 2018	Accounts Payable 123505 to 123533	\$ 236,310.18
March 6, 2018	Accounts Payable 123534 to 123535	\$ 51.40
March 8, 2018	Accounts Payable 123536 to 123580	\$ 185,354.90
March 9, 2018	Accounts Payable 123581 to 123581	\$ 4,984.14
March 9, 2018	Accounts Payable 123582 to 123583	\$ 897.09
March 16, 2018	Accounts Payable 123584 to 123610	\$ 65,495.57
March 16, 2018	Accounts Payable 123611 to 123611	\$ 200.00
March 21, 2018	Accounts Payable 123612 to 123612	\$ 585.30
March 22, 2018	Accounts Payable 123613 to 123660	\$ 135,199.38
	<b>TOTAL GENERAL FUND:</b>	<b>\$ 3,203,710.74</b>

**CAPITAL PROJECTS FUND:**

Accounts Payable	to	
Accounts Payable	to	
	<b>TOTAL CAPITAL PROJECTS FUND:</b>	<b>\$ -</b>

**ASSOCIATED STUDENT BODY FUND:**

February 21, 2018	Accounts Payable 403589 to 403589	\$ 27.22
February 22, 2018	Accounts Payable 403590 to 403603	\$ 2,020.00
February 23, 2018	Accounts Payable 403604 to 403613	\$ 10,665.90
March 1, 2018	Accounts Payable 403614 to 403614	\$ 46,602.16
March 1, 2018	Accounts Payable 403615 to 403619	\$ 2,424.40
March 7, 2018	Accounts Payable 403620 to 403623	\$ 864.90
March 15, 2018	Accounts Payable 403624 to 403628	\$ 1,678.61
March 21, 2018	Accounts Payable 403629 to 403629	\$ 1,929.84
March 22, 2018	Accounts Payable 403630 to 403633	\$ 6,750.69
	<b>TOTAL ASSOCIATED STUDENT BODY FUND:</b>	<b>\$ 72,963.72</b>

Board of Directors of Steilacoom Historical School District No. 1
<p>I, Kathi Weight, being duly sworn, depose and say: That I am the Secretary to the Board of Steilacoom Historical School District No. 1, Pierce County, Washington, and that the above signatories are personally known to me and have signed these statements in my presence.</p> <p style="text-align: right; margin-top: 20px;"><i>Kathi Weight, Secretary to the Board</i></p>

**Steilacoom Historical School District No. 1**  
**Financial Report - February 28, 2018**  
**Budget/Year-End Projection/YTD Actual**

The following information is a summary of the financial position as of February 28, 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 Budget	Year-end Projection	Projected Variance	Projected Variance	YTD Actual
Revenues & Other Financing Sources	39,338,127	38,700,000	(638,127)	-1.62%	18,874,486
Expenditures & Other Financing Uses	40,509,700	39,625,000	(884,700)	-2.18%	19,192,736
Excess Revenues/Other Financing Sources Over (under) Expend & Other Financing Uses	(1,171,573)	(925,000)			(318,250)
			Transfer to Capital Projects		-
			Net Change in Unassigned Fund Balance		(318,250)

Fund Balances	9/1/2017	2/28/2018	Variance
Committed for Other Purposes	25,369	25,369	0
Unassigned Fund Balance	2,576,518	2,118,267	-458,250
Unassigned Minimum Fund Balance	1,985,000	2,125,000	140,000
Fund Balance	4,586,887	4,268,636	-318,250



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

For the STELLACOOM SCHOOL DISTRICT #1 School District for the Month of February, 2018

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
<u>A. REVENUES/OTHER FIN. SOURCES</u>						
1000 LOCAL TAXES	7,292,600	150,695.46	3,464,929.95		3,827,670.05	47.51
2000 LOCAL SUPPORT NONTAX	1,007,751	77,491.20	579,024.38		428,726.62	57.46
3000 STATE, GENERAL PURPOSE	22,755,712	2,039,601.09	11,496,634.23		11,259,077.77	50.52
4000 STATE, SPECIAL PURPOSE	5,575,117	475,791.18	2,358,069.30		3,217,047.70	42.30
5000 FEDERAL, GENERAL PURPOSE	353,244	823.43	162,009.34		191,234.66	45.86
6000 FEDERAL, SPECIAL PURPOSE	2,328,704	154,821.87	810,487.98		1,518,216.02	34.80
7000 REVENUES FR OTH SCH DIST	0	.00	.00		.00	0.00
8000 OTHER AGENCIES AND ASSOCIATES	21,500	.00	700.00		20,800.00	3.26
9000 OTHER FINANCING SOURCES	3,500	1,900.66	2,630.48		869.52	75.16
<u>Total REVENUES/OTHER FIN. SOURCES</u>	<u>39,338,128</u>	<u>2,901,124.89</u>	<u>18,874,485.66</u>		<u>20,463,642.34</u>	<u>47.98</u>
<u>B. EXPENDITURES</u>						
00 Regular Instruction	22,341,786	1,694,496.60	10,644,437.83	9,169,629.90	2,527,718.27	88.69
10 Federal Stimulus	0	.00	.00	0.00	.00	0.00
20 Special Ed Instruction	4,834,383	497,835.90	2,361,345.35	2,273,811.39	199,226.26	95.88
30 Voc. Ed Instruction	1,620,727	92,837.89	742,717.54	557,507.05	320,502.41	80.22
40 Skills Center Instruction	0	.00	.00	0.00	.00	0.00
50+60 Compensatory Ed Instruct.	1,511,828	171,385.04	684,150.25	558,587.85	269,089.90	82.20
70 Other Instructional Pgms	1,182,952	48,403.77	390,978.15	176,324.92	615,648.93	47.96
80 Community Services	0	.00	.00	0.00	.00	0.00
90 Support Services	9,018,067	605,698.41	4,369,106.69	3,751,223.94	897,736.37	90.05
<u>Total EXPENDITURES</u>	<u>40,509,743</u>	<u>3,110,657.61</u>	<u>19,192,735.81</u>	<u>16,487,085.05</u>	<u>4,829,922.14</u>	<u>88.08</u>
C. <u>OTHER FIN. USES TRANS. OUT (GL 536)</u>	100,000	.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>	<u>1,271,615-</u>	<u>209,532.72-</u>	<u>318,250.15-</u>		<u>953,364.85</u>	<u>74.97-</u>
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>	3,168,885		4,268,636.62			
<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 Committd to Econmc Stabilizatn	0	.00
G/L 875 Assigned Contingencies	0	.00
G/L 884 Assigned to Other Cap Projects	0	.00
G/L 888 Assigned to Other Purposes	0	.00
G/L 890 Unassigned Fund Balance	1,243,385	2,118,267.39
G/L 891 Unassigned Min Fnd Bal Policy	2,000,000	2,125,000.00
<u>TOTAL</u>	3,168,885	4,268,636.62

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 February, 2018

<u>A. REVENUES/OTHER FIN. SOURCES</u>	<u>ANNUAL BUDGET</u>	<u>ACTUAL FOR MONTH</u>	<u>ACTUAL FOR YEAR</u>	<u>ENCUMBRANCES</u>	<u>BALANCE</u>	<u>PERCENT</u>
1000 Local Taxes	0	.00	.00		.00	0.00
2000 Local Support Nontax	105,000	5,300.87	59,835.93		45,164.07	56.99
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	.00	.00		1,270,000.00	0.00
<u>Total REVENUES/OTHER FIN. SOURCES</u>	<u>1,375,000</u>	<u>5,300.87</u>	<u>59,835.93</u>		<u>1,315,164.07</u>	<u>4.35</u>
<u>B. EXPENDITURES</u>						
10 Sites	0	.00	.00	0.00	.00	0.00
20 Buildings	2,845,000	.00	.00	0.00	2,845,000.00	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	0.00	100,000.00	0.00
60 Bond Issuance Expenditure	0	.00	.00	0.00	.00	0.00
90 Debt	0	.00	.00	0.00	.00	0.00
<u>Total EXPENDITURES</u>	<u>2,945,000</u>	<u>.00</u>	<u>.00</u>	<u>0.00</u>	<u>2,945,000.00</u>	<u>0.00</u>
<u>C. OTHER FIN. USES TRANS. OUT (GL 536)</u>	<u>0</u>	<u>.00</u>	<u>.00</u>			
<u>D. OTHER FINANCING USES (GL 535)</u>	<u>0</u>	<u>.00</u>	<u>.00</u>			
<u>E. EXCESS OF REVENUES/OTHER FIN.SOURCES OVER(UNDER)EXP/OTH FIN USES (A-B-C-D)</u>	<u>1,570,000-</u>	<u>5,300.87</u>	<u>59,835.93</u>		<u>1,629,835.93</u>	<u>103.81-</u>
<u>F. TOTAL BEGINNING FUND BALANCE</u>	<u>2,145,000</u>		<u>1,881,516.15</u>			
<u>G. G/L 898 PRIOR YEAR ADJUSTMENTS(+OR-)</u>	<u>XXXXXXXXXX</u>		<u>.00</u>			
<u>H. TOTAL ENDING FUND BALANCE (E+F + OR - G)</u>	<u>575,000</u>		<u>1,941,352.08</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	296,713.03
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	100,000.00
G/L 889 Assigned to Fund Purposes	130,000	1,544,639.05
G/L 890 Unassigned Fund Balance	0	.00
<u>TOTAL</u>	575,000	1,941,352.08

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

For the STELLACOOM SCHOOL DISTRICT #1 School District for the Month of February, 2018

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
<u>A. REVENUES/OTHER FIN. SOURCES</u>						
1000 Local Taxes	7,223,757	150,702.83	3,346,924.98		3,876,832.02	46.33
2000 Local Support Nontax	6,500	408.99	9,325.65		2,825.65-	143.47
3000 State, General Purpose	0	.00	.00		.00	0.00
5000 Federal, General Purpose	0	.00	.00		.00	0.00
9000 Other Financing Sources	0	.00	.00		.00	0.00
<u>Total REVENUES/OTHER FIN. SOURCES</u>	<u>7,230,257</u>	<u>151,111.82</u>	<u>3,356,250.63</u>		<u>3,874,006.37</u>	<u>46.42</u>
<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
<u>Total EXPENDITURES</u>	<u>6,906,250</u>	<u>.00</u>	<u>5,967,700.00</u>	<u>0.00</u>	<u>938,550.00</u>	<u>86.41</u>
<u>C. OTHER FIN. USES TRANS. OUT (GL 536)</u>	<u>0</u>	<u>.00</u>	<u>.00</u>			
<u>D. OTHER FINANCING USES (GL 535)</u>	<u>0</u>	<u>.00</u>	<u>.00</u>			
<u>E. EXCESS OF REVENUES/OTHER FIN.SOURCES OVER(UNDER)EXPENDITURES (A-B-C-D)</u>	<u>324,007</u>	<u>151,111.82</u>	<u>2,611,449.37-</u>		<u>2,935,456.37-</u>	<u>905.99-</u>
<u>F. TOTAL BEGINNING FUND BALANCE</u>	<u>3,180,000</u>		<u>3,210,445.93</u>			
<u>G. G/L 898 PRIOR YEAR ADJUSTMENTS(+OR-)</u>	<u>XXXXXXXXX</u>		<u>.00</u>			
<u>H. TOTAL ENDING FUND BALANCE (E+F + OR - G)</u>	<u>3,504,007</u>		<u>598,996.56</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	598,996.56
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	598,996.56

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 February, 2018

	<u>ANNUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>		<u>BALANCE</u>	<u>PERCENT</u>
<u>A. REVENUES</u>	<u>BUDGET</u>	<u>FOR MONTH</u>	<u>FOR YEAR</u>	<u>ENCUMBRANCES</u>		
1000 General Student Body	160,380	16,138.36	136,173.88		24,206.12	84.91
2000 Athletics	135,750	3,354.87	26,870.01		108,879.99	19.79
3000 Classes	61,650	1,657.82	16,738.47		44,911.53	27.15
4000 Clubs	435,340	37,350.38	173,701.60		261,638.40	39.90
6000 Private Moneys	16,700	1,000.00	8,159.72		8,540.28	48.86
<u>Total REVENUES</u>	<u>809,820</u>	<u>59,501.43</u>	<u>361,643.68</u>		<u>448,176.32</u>	<u>44.66</u>
<u>B. EXPENDITURES</u>						
1000 General Student Body	160,236	1,556.25	27,208.17	2,149.59	130,878.24	18.32
2000 Athletics	165,910	9,129.40	63,273.35	10,342.45	92,294.20	44.37
3000 Classes	62,100	84.45	16,857.92	11,055.32	34,186.76	44.95
4000 Clubs	417,859	7,065.72	108,731.65	69,509.51	239,617.84	42.66
6000 Private Moneys	18,705	.00	4,929.01	0.00	13,775.99	26.35
<u>Total EXPENDITURES</u>	<u>824,810</u>	<u>17,835.82</u>	<u>221,000.10</u>	<u>93,056.87</u>	<u>510,753.03</u>	<u>38.08</u>
<u>C. EXCESS OF REVENUES</u>						
<u>OVER (UNDER) EXPENDITURES (A-B)</u>	<u>14,990-</u>	<u>41,665.61</u>	<u>140,643.58</u>		<u>155,633.58</u>	<u>&lt; 1000-</u>
<u>D. TOTAL BEGINNING FUND BALANCE</u>	<u>276,180</u>		<u>282,283.57</u>			
<u>E. G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)</u>	<u>XXXXXXXX</u>		<u>.00</u>			
<u>F. TOTAL ENDING FUND BALANCE</u>	<u>261,190</u>		<u>422,927.15</u>			
<u>C+D + OR - E)</u>						

G. <u>ENDING FUND BALANCE ACCOUNTS:</u>		
G/L 810 Restricted for Other Items	0	.00
G/L 819 Restricted for Fund Purposes	261,190	422,927.15
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	422,927.15

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

For the STELLACOOM SCHOOL DISTRICT #1 School District for the Month of February, 2018

<u>A. REVENUES/OTHER FIN. SOURCES</u>	<u>ANNUAL BUDGET</u>	<u>ACTUAL FOR MONTH</u>	<u>ACTUAL FOR YEAR</u>	<u>ENCUMBRANCES</u>	<u>BALANCE</u>	<u>PERCENT</u>
1000 Local Taxes	0	.00	.00		.00	0.00
2000 Local Nontax	500	78.08	437.56		62.44	87.51
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
<u>A. TOTAL REV/OTHER FIN.SRCS(LESS TRANS)</u>	<u>8,000</u>	<u>78.08</u>	<u>437.56</u>		<u>7,562.44</u>	<u>5.47</u>
B. <u>9900 TRANSFERS IN FROM GF</u>	0	.00	.00		.00	0.00
C. <u>Total REV./OTHER FIN. SOURCES</u>	<u>8,000</u>	<u>78.08</u>	<u>437.56</u>		<u>7,562.44</u>	<u>5.47</u>
<u>D. EXPENDITURES</u>						
Type 30 Equipment	10,000	.00	.00	0.00	10,000.00	0.00
Type 60 Bond Levy Issuance	0	.00	.00	0.00	.00	0.00
Type 90 Debt	0	.00	.00	0.00	.00	0.00
<u>Total EXPENDITURES</u>	<u>10,000</u>	<u>.00</u>	<u>.00</u>	<u>0.00</u>	<u>10,000.00</u>	<u>0.00</u>
E. <u>OTHER FIN. USES TRANS. OUT (GL 536)</u>	0	.00	.00			
F. <u>OTHER FINANCING USES (GL 535)</u>	0	.00	.00			
G. <u>EXCESS OF REVENUES/OTHER FIN SOURCES OVER(UNDER)EXP/OTH FIN USES (C-D-E-F)</u>	<u>2,000-</u>	<u>78.08</u>	<u>437.56</u>		<u>2,437.56</u>	<u>121.88-</u>
H. <u>TOTAL BEGINNING FUND BALANCE</u>	<u>83,450</u>		<u>83,856.07</u>			
I. <u>G/L 898 PRIOR YEAR ADJUSTMENTS(+OR-)</u>	<u>XXXXXXXX</u>		<u>.00</u>			
J. <u>TOTAL ENDING FUND BALANCE</u>	<u>81,450</u>		<u>84,293.63</u>			
<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	84,293.63
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	84,293.63

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

Steilacoom Historical School District No. 1  
Admin Personnel Report

<b>Personnel Report 3-28-18</b>					
<b>Name</b>	<b>Position</b>	<b>Location</b>	<b>Effective Date</b>	<b>Action</b>	<b>Comment</b>
VALLIERES LAURIE	ASSISTANT PRINCIPAL	SALTAR'S POINT	6/29/2018	RESIGNATION	
LEE SANDY	ASSISTANT PRINCIPAL	CHLOE CLARK	6/29/2018	RESIGNATION	

Steilacoom Historical School District No. 1  
 Certificated Personnel Report

<b>Personnel Report 3-28-18</b>						
<b>Name</b>	<b>Position</b>	<b>FTE</b>	<b>Location</b>	<b>Effective Date</b>	<b>Action</b>	<b>Comment</b>
GRAVES LORI	TEACHER	1.00	CHLOE CLARK	6/14/2018	RESIGNATION	
HENRIE JASON	TEACHER	1.00	HIGH SCHOOL	6/14/2018	RESIGNATION	
RODDAN KARI	TEACHER	1.00	HIGH SCHOOL	6/14/2018	RESIGNATION	
TAGGART-ROSS LINDA	SLP	1.00	DISTRICT	6/14/2018	RETIREMENT	
ROSS DANITA	TEACHER	1.00	CHLOE CLARK	3/30/2018	RETIREMENT	
GRACE KIM	TEACHER	1.00	CHERRYDALE	8/30/2018	NEW HIRE	
LEE SANDY	TEACHER	1.00	CHLOE CLARK	8/30/2018	NEW HIRE	

Steilacoom Historical School District No. 1  
Classified Personnel Report

<b>Personnel Report 3-28-18</b>						
<b>Name</b>	<b>Position</b>	<b>Hours</b>	<b>Location</b>	<b>Effective Date</b>	<b>Action</b>	<b>Comment</b>
KELLY SABRINA	PRESCHOOL PARAPROFESSIONAL	3.00	CHERRYDALE	3/29/2018	NEW HIRE	FOR REMAINDER OF 2017-18 SCHOOL YEAR
CLARK LINDA	SLPA	5.50	CHERRYDALE	6/14/2018	RESIGNATION	
RONTOS PANOS	PARAPROFESSIONAL	6.50	HIGH SCHOOL	3/29/2018	RESIGNATION	STUDENT SPECIFIC
TALLEY NICOLE	PARAPROFESSIONAL	7.50	PIONEER	5/2/2018	RESIGNATION	STUDENT SPECIFIC

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

<b>Personnel Report 3-28-18</b>					
<b>Name</b>	<b>Position</b>	<b>Location</b>	<b>Effective Date</b>	<b>Amount</b>	<b>Comment</b>
KIDDER HEATHER	FASTPITCH ASSISTANT COACH	HIGH SCHOOL	2/26/2018	3,052.50	
ROSS RACHEL	6TH GRADE CAMP NURSE	PIONEER	4/9/2018	2,197.00	



**Regular Meeting Minutes**  
**Pioneer Middle School 1750 Bob's Hollow Lane DuPont, Washington**  
**Wednesday, February 28, 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.

All directors and Superintendent Weight present.

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

**II. COMMENTS FROM THE AUDIENCE**

- Katherine Elshire, Pioneer MS choir director - thanked School Board for the boys choir trip; announced upcoming choral competitions and the district concert at PLU on March 27
- Stephen Campbell, DuPont - JROTC Chapter, consider a grant; National Honor Society
- Liz Hunt, DuPont - Chloe Clark Elementary school garden and possible expansion

**III. PRESENTATIONS**

**a. Pioneer Middle School Choir**

Principal Fernandes introduced the Pioneer Middle School Boys Choir led by Director Katherine Elshire who performed several selections.

**b. Levy Committee Recognition**

Chair Forbes recognized the February 2018 Levy Committee. He thanked the district administration team, PTA and Booster Clubs, SEA, SCEA and community members that support the district continuously. Levy committee members Lenore Rogers, Steve Schenk, Sam Scott, Jan Lucas, Lawrence Genova, Patrick Lewis, Roger Neal, Tanya Rontos, Wolf Fletterer, Jennifer McDonald, Starlene Enfield, P.K. Thumb, Hailey Lorati were presented with certificates of appreciation.

**IV. REPORTS**

**a. Diversity Committee**

Diversity Committee member Mary Snyder reported on the committee's progress on the education of diversity and diversity hiring practices goals.

**b. Curriculum Adoption Update**

Executive Director Harvey updated the Board on the 2017-18 Instructional Materials Committee activities.

Regularly scheduled meetings of the Board of Directors of the Steilacoom Historical School District 1 are digitally recorded.

**c. Legislative Update**

Director McDonald updated the Board on the Legislative Conference attended in Olympia. The McCleary decision action discussions continue through the end of the session on March 8, 2018.

**V. CONSENT AGENDA**

Director McDonald made a motion to approve the Consent Agenda which included January & February 2018 accounts payable, January 2018 payroll, attached personnel reports, 1.24.18 and 2.14.18 school board meeting minutes and three high school field trips; Director Scott seconded the motion and the motion passed (5/0).

**VI. OLD BUSINESS**

**a. Second Reading of Policy 3141 Nonresident Students**

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

**VII. NEW BUSINESS**

**a. First Reading of Policy 6100 Revenue from State, Local and Federal Sources**

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

Director McDonald made a motion to approve Policy 6100 and Policy 6220; Director Scott seconded the motion and the motion passed (5/0).

**c. First Reading of Policy 3432 Emergencies**

Director Pierce made a motion to move Policy 3432 to a second reading; Director Schenk seconded the motion and the motion passed (5/0).

**d. First Reading of Policy 2025 Copyright Compliance**

Director Scott made a motion to move Policy 2025 to a second reading; Director McDonald seconded the motion and the motion passed (5/0).

**VIII. COMMENTS FROM THE AUDIENCE**

- Hailey Lorati, DuPont, safety concerns at school entrances
- Ron Lucas, Steilacoom Mayor, redistricting board positions; state budget; student trip to China

**IX. BOARD COMMUNICATION**

- Director Schenk – parents re: school safety - thanked the Steilacoom & DuPont Police Departments. Recommend administration taking the lead in the aftermath of these events; school policy regarding Emergencies
- Director Pierce – parents re: school security
- Director Scott - collaborated with staff on a PLU project
- Director McDonald - parent communications re: school security, "Stop the Bleed" training; encouraged parents discussing gun safety in the home; offered mental health resources
- Chair Forbes - communication from community regarding safety; complimented administration; ready expand on what the district has already put in place. Encouraged community to join district Safety Committee

**X. ANNOUNCEMENTS**

Chair Forbes recognized Steilacoom High post season sports involvement.

Regularly scheduled meetings of the Board of Directors of the Steilacoom Historical School District 1 are digitally recorded.

**XI. ADJOURNMENT**

Director Pierce made a motion to adjourn the meeting at 8:08 pm; Director Schenk seconded the motion and motion passed (5/0).

---

(Chair)

---

---

---

(Secretary/Superintendent)

---

---



**Study Session of the Board of Directors Meeting Minutes**  
**Steilacoom High School 54 Sentinel Drive Steilacoom, WA 98388**  
**Wednesday, 3/14/2018**

**1. CALL TO ORDER**

Chair Forbes called the meeting to order at 6:05 pm.

Executive Director Beauchaine led the Pledge of Allegiance.

All directors and Superintendent Weight were present.

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

**2. TOPIC FOR BOARD DISCUSSION**

**a. Career Technical Education Advisory Committee**

Steilacoom High Assistant Principal Lallemand reviewed the CTE Pathways. Natural Resources pathway was added and Project and Lead the Way Biomedical Science will be added next year. Existing programs are being upgraded. Executive Director Harvey announced the "Girls First" event on May 23, 2018, at the DuPont Amazon facility. Approximately 60 Pioneer Middle School female students will attend the introductory event featuring robotics and STEM activities.

**b. Teacher Evaluation Framework**

Executive Director Harvey and District Instructional Coach Louann Stalder updated the board on the history and process of teacher/principal evaluations. Principals spend more time in classrooms for evidence gathering. Handouts provided: Comprehensive Evaluation - 25% of current staff; Focused Evaluation - 75% of staff; Timeline and Framework.

**c. Strategic Plan**

Superintendent Weight presented a draft of the simplified Strategic Plan 2018. This simplified approach is meant to increase organizational resiliency. Discussion and suggestions followed including a study session to update the district Technology Plan. Suggestions or revisions are to be emailed to Superintendent Weight by April 9, 2018.

**d. Long Range Capital Facility Planning - Summer Projects**

Chief of Finance & Operations Brittain started a discussion with the Board regarding summer projects and options for various repair/maintenance projects. Attached list reviewed and options moved to priorities.

**3. ADJOURNMENT**

Director Schenk complimented the administration on the 3.14.18 Student Walk-out Day activities around student safety; Director Pierce complimented DuPont Police Department for their presence at the Pioneer Middle School student event today. The department took it upon themselves to participate. Director McDonald received a communication from an incoming family who were referred to Pioneer Middle School and were impressed by Principal Fernandes and the school. Chair Forbes - compliments to Dr. Weight and the administrative team.

Director Scott made a motion to adjourn the meeting at 7:59; Director Pierce seconded the motion and the motion passed (5/0).

Regularly scheduled meetings of the Steilacoom Historical School District 1 Board of Directors are digitally recorded.

---

(Chair)

---

---

---

(Secretary/Superintendent)

---

---

**Superintendent approval required for overnight or over Cascade Mountain travel; School Board for out-of-state trips.**

Date of Request: March 6, 2018 School: Steilacoom High School

Name of teacher(s) requesting field trip: Christina Hayden

Proposed student group: DECA

Proposed date(s) of field trip: April 20-25, 2018 Proposed destination(s): ICDC- Atlanta, GA

Departure time from School: 4:30 am Transportation by:  Bus  Private Car  Air

Return time to School: 7:30 pm Will students need meals:  Yes  No

Content area(s) addressed: Business Comm., Entrepreneurship, Management, Business Law and Ethics

Description of proposed field trip and ASB fundraising efforts (please attach itinerary):

Rachel Forbes qualified in the Student Based Enterprise event and will participate in the International Competition for DECA. The ASB fund source is from the profits of the Sentinel Outpost, the student-run enterprise located at SHS and the fundraising enterprise for DECA students. The team of Rose Williamson and Isabelle Rohrer will compete in the Business Law and Ethics event representing Steilacoom High School on an international level.

Number of Students: 3 Number of Chaperones: 1

Revenue Source:  General Fund (GF)  ASB Is this in the ASB Budget?  Yes  No

Individual student cost to be used for: Food, personal items

Estimated individual student cost \$ 600.00

GF/ASB Funds: \$ 5000.00 approx.(ASB and CTE funded)

Total Cost \$ 5600.00 (hotel & registration, airfare for students and advisor)

Account code ASB- 4006, CTE-31622750470140014

Teacher Name: Christina M. Hayden Signature: *Christina Hayden*

Teacher Name: \_\_\_\_\_ Signature: \_\_\_\_\_

**Approve**  **Deny**

Principal Name: KRISTA LALLEMAND Signature: *K. Lallemand*

Superintendent approval required for overnight or over Cascade Mountain travel; School Board for out-of-state trips.

Date of Request: 3/20/18 School: SHS

Name of teacher(s) requesting field trip: Eck/Vegh

Proposed student group: Band and Choir State Qualifiers (48 students)

Proposed date(s) of field trip: Apr. 27th-28th, 2018 Proposed destination(s): CWU/Yakima

Departure time from School: 4:00am(Fri) Transportation by:  Bus  Private Car  Air

Return time to School: 5:00pm(Sat) Will students need meals:  Yes  No

Content area(s) addressed: State Solo and Ensemble Competition Performances

Description of proposed field trip and ASB fundraising efforts (please attach itinerary):

Full itinerary attached (full schedule will not be released to teachers until 4/1 at earliest). We made arrangements months ago to stay in Ellensburg predicting a certain number of students would go, but the success at regionals was unexpected and our prediction was short. By the time we received regional results, all other Ellensburg hotel rooms were full. We changed our reservation to Yakima so we could stay together as a group instead of splitting into several hotels.

Number of Students: 48 Number of Chaperones: 8

Revenue Source:  General Fund (GF)  ASB Is this in the ASB Budget?  Yes  No

Individual student cost to be used for: No individual cost

Estimated individual student cost \$ 0.00

GF/ASB Funds: \$ \$4,022.52

Total Cost \$ \$4,022.52

Account code Per Admin ASB Funds

Teacher Name: Kasey Eck Signature: [Signature]

Teacher Name: Matt Vegh Signature: [Signature]

**Approve**  **Deny**

Principal Name: KRISTA LALLEMAND Signature: [Signature]

**WA State Solo and Ensemble Contest**  
**Friday, April 27<sup>th</sup> and Saturday, April 28<sup>th</sup>, 2018**

SHS Band and Choir Students,

Below is the trip itinerary for our upcoming field trip to the Washington State Solo and Ensemble Contest in Ellensburg, WA. The chance to perform at state is a great honor, so let's make this a great trip!



**WA State Solo and Ensemble Contest Itinerary**

Friday, April 27

- 4:00 AM arrive at SHS
- 4:15 AM load buses, leave for CWU
- 7:45 AM arrive at CWU McIntyre Music Building – Choir walks to SURC
- TBD performances**
- 12:00 PM eat lunch in the SURC (Student Union and Recreation Center)
- TBD performances**
- 5:30 PM ensemble winners announced
- 6:30 PM dinner
- 7:30 PM Head to Yakima to Red Lion Hotel/group activity
- 10:00 PM in rooms and lights out

Saturday, April 28

- 6:30 AM wake up, eat breakfast
- 7:15 AM Load bus and head to Ellensburg
- TBD performances**
- 11:00 AM eat lunch in the SURC
- TBD performances**
- 1:30 PM leave CWU
- 5:00 PM arrive at Steilacoom HS
- 5:15 PM go home!

**What to Wear/What to Bring**

What to wear:

- Men: Tux, tie, black shoes, and black socks
- Ladies: Black dress, black tights, black shoes, pearls

What to bring:

- \_\_\_ Food or Money for lunch/dinner/snacks (\$30 should be plenty)
- \_\_\_ Coat
- \_\_\_ Casual clothes for when you are not performing

# STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1 BOARD OF DIRECTORS

Board Meeting Date: March 28, 2018

## **Strategic Focus Area**

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

## **BACKGROUND INFORMATION**

Policy 2025 Copyright Compliance – Second Reading

No changes since first reading.

## **RECOMMENDED ACTION:**

It is the recommendation of the Superintendent to approve Policy 2025.

**Report prepared by:**  
**Kathi Weight, Superintendent**

---

## COPYRIGHT COMPLIANCE

The board recognizes that federal law makes it illegal to reproduce (i.e., copy), prepare derivative works based upon, distribute copies of, perform, or display copyrighted materials without authorization of the holder of the copyright, except for certain limited purposes, including those considered to be “fair use.”

Under the “fair use” doctrine, unauthorized reproduction of copyrighted materials is permissible for such purposes as criticism, comment, news reporting, teaching, scholarship, or research. Four factors are relevant to whether reproduction of copyrighted materials falls within the bounds of fair use:

1. **THE PURPOSE AND CHARACTER OF THE USE.** The use must be for such purposes as teaching or scholarship.
2. **THE NATURE OF THE COPYRIGHTED WORK.** This factor relates to the characteristics of the work being used. For example, use of factual works is more likely to fall within the bounds of fair use as compared to use of fictional works. In addition, use of published works is more likely to be fair use compared with use of unpublished works.
3. **THE AMOUNT AND SUBSTANTIALITY OF THE PORTION USED.** Copying the whole of a work most likely will not be considered fair use. Copying a small portion may be fair use if district procedure is followed.
4. **THE EFFECT OF THE USE UPON THE POTENTIAL MARKET FOR OR VALUE OF THE COPYRIGHTED WORK.** Even making a single copy of certain materials may be an infringement resulting in statutory damages, while making multiple copies presents the danger of greater penalties.

Federal copyright law authorizes district employees and students to display videos or films without prior authorization from copyright owners when shown as part of a face-to-face teaching activity in a classroom or instructional setting. When employees or students publicly display videos or films in other settings, such as during student-organized movie nights, such use must be with prior permission of the copyright holder, which may include seeking authorization from a building administrator or the person designated as the district’s copyright compliance officer to purchase an appropriate site license.

While the district encourages its staff to enrich the learning programs by making proper use of supplementary materials, it is the responsibility of district employees to obey the requirements of the law and the district’s copyright-compliance policy/procedure. Violation of copyright law or policy/procedure may result in criminal or civil lawsuits against the district and/or individual employees or students, as well as employee or student discipline for those involved in the conduct. The legal or insurance protection of the district may not extend to employees who violate copyright law or the district’s copyright-compliance policy/procedure.

To ensure compliance with the law and to protect employees and the district against legal redress for alleged violations of copyright law, any employee using copyrighted materials, or supervising student use of copyrighted materials, must ascertain that the action is within the law. Any employee who is uncertain about whether reproducing or using copyrighted material complies with copyright law or district policy/procedure should contact his or her supervisor or the district's copyright compliance officer. The latter will also assist staff in obtaining proper authorization to reproduce or use protected material when such authorization is required.

The superintendent or designee will electronically register with the federal copyright office and post the same information on the district's website: the district's legal name and physical street address; the name of the agent designated to receive notifications of claimed infringement; and the contact information for that agent, including his or her address, phone number, and electronic mail address. This registration must be renewed every three years.

Cross References:                   2022 - Electronic Resources

Legal References:                   P.L. 105-304, Digital Millennium Copyright Act of 1998  
P.L. 94-553, Federal Copyright Law of 1976 (U.S. Code, Title 17)

Management Resources: Policy News, October 2001 Copyright Information Update

**Adoption Date: 2.27.08**  
**Steilacoom Historical School District No.1**  
**Revised: 11.18.15; 3.28.18**

# STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1 BOARD OF DIRECTORS

Board Meeting Date: 3/28/2018

## **Strategic Focus Area**

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

## **BACKGROUND INFORMATION**

### **Second Reading of Policy 3432: Emergencies**

No changes since the first reading.

## **RECOMMENDED ACTION:**

It is the recommendation of the Superintendent to approve Policy 3432.

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

---

## EMERGENCIES

### **Drills:**

Each school in the district will conduct at least one safety-related drill per month, including summer months when school is in session with students. These drills will teach students the following three basic functional drill responses:

#### **Lockdowns**

Students will receive instruction so that in the event of the breach of security of a school building or campus; staff, students and visitors will be able to take positions in secure enclosures.

#### **Evacuations**

Students will receive instruction so that in the event the school or district needs to be evacuated, due to threats, such as fires, oil train spills, or tsunamis, they will be able to leave the building in the shortest time possible and take the safest route possible to another school or facility.

#### **Shelter-in-Place**

Students will receive instruction so that in the case of a hazardous vapor release that doesn't allow time to evacuate the campus, they will be able to remain inside, and take the steps necessary to eliminate or minimize the health and safety hazard.

The above safety-related drills will incorporate the following:

- a. Use of the school mapping information system in at least one of the drills; and
- b. A pedestrian evacuation drill for schools in mapped tsunami hazard zones.

These safety-related drills may also incorporate an earthquake drill using the state-approved earthquake safety technique "drop, cover, and hold."

The superintendent or designee will develop emergency evacuation procedures for each building.

#### **Earthquakes**

The board recognizes the importance of protecting staff, students and facilities in the event of an earthquake. Facilities will be designed and maintained in a manner that recognizes the potential danger from such an occurrence. Likewise, staff must be prepared to take necessary action to protect students and staff from harm.

The superintendent or designee will establish guidelines and action taken by building principals should an earthquake occur while school is in session.

#### **Bomb Threats**

The superintendent or designee will establish procedures for action in the event that any threat is received toward the school by telephone, letter, orally or by other means.

**Emergency School Closure or Evacuation**

When weather conditions or other circumstances make it unsafe to operate schools the superintendent is directed to determine whether schools should be started late, closed for the day or transportation will be provided only on emergency routes. Those decisions will be communicated through community media resources pursuant to a plan developed by the superintendent or designee.

**Pandemic/Epidemic**

The board recognizes that a pandemic outbreak is a serious threat that could affect students, staff and the community. The superintendent or designee will serve as a liaison between the school district and local health officials. The district liaison, in consultation with local health officials, will ensure that a pandemic/epidemic plan exists in the district and establish procedures to provide for staff and student safety during such an emergency.

When an emergency within a school or its surrounding area necessitates evacuation and/or total or partial closure of the schools within the district, staff will be responsible for aiding in the safe evacuation of the students within the endangered school or its surrounding area.

The superintendent or designee will establish procedures for the emergency closure of a building or department.

Cross References: Policy 4310 District Relationships with Law Enforcement, and other Child Government Agencies

Legal References: RCW 19.27.110 International Fire Code — Administration and Enforcement by Counties, other political subdivisions and municipal counties  
RCW 28A.320.125 Safe school plans — Requirements — Duties of school districts, schools, and educational service districts — Reports — Drills — Rules



# STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1 BOARD OF DIRECTORS

Board Meeting Date: March 28, 2018

## **Strategic Focus Area**

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

## **BACKGROUND INFORMATION**

First Reading Policy 1111 – Oath of Office has been revised to specify that newly appointed board members and newly re-elected board members must take or re-take the oath of office.

## **RECOMMENDED ACTION:**

It is the recommendation of the Superintendent to approve Policy 1111 – Oath of Office.

**Report prepared by:**  
**Kathi Weight, Superintendent**

---

## OATH OF OFFICE

According to statutory provision, each newly ~~ly elected, re-elected, or appointed~~ director ~~shall~~ will take an oath or affirmation to support the constitutions of the United States and the state of Washington and to promote the interests of education and to faithfully discharge the duties of his/her office to the best of his/her ability. A school district officer or notary public authorized to administer oaths must certify to this oath and the signature of the member. After ~~properly completed~~ completion, the oath of office ~~shall~~ will be filed with the county auditor.

Legal Reference:      RCW ~~.~~ -28A.343.360      Oath of office

**Adoption Date: 2.27.08**  
**School District Name: Steilacoom Historical School District**  
**Revised: 4.23.08;**  
**Reviewed: 4.30.11**

# STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1 BOARD OF DIRECTORS

Board Meeting Date: March 28, 2018

## **Strategic Focus Area**

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

## **BACKGROUND INFORMATION**

Policy 6535 Student Insurance – First Reading

The policy has several revisions. They include:

1. Instead of stating districts “will” offer student insurance, the policy now states districts “may” offer student insurance.
2. Opens the number of insurance sources a school board can consider from a single source to as many sources as is appropriate.
3. Allows districts to choose insurance provider who does not have an agent located in Washington, provided the provider is knowledgeable and licensed to do business in Washington.

## **RECOMMENDED ACTION:**

It is the recommendation of the Superintendent to move Policy 6535 to a second reading.

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

---

## STUDENT INSURANCE

~~The district may offer student Student accident insurance coverage, will be offered in order to keep the insurance premium within the reach of the majority of students.~~ The superintendent/designee is authorized to receive quotations from insurance providers and the various underwriters available and to recommend for board consideration the source or sources of student insurance, the best single source of coverage. Upon approval by the board, the district will distribute student insurance application forms. ~~The District may supply application forms and supply the necessary~~ claims information (time of accident, location~~cause~~ of accident) when requested by a student or his/her parent.

To be eligible for consideration, ~~insurance providers an agency and/or underwriting company~~ must provide knowledgeable ~~local~~ representatives ~~ion~~ to process follow up problem claims, answer questions concerning coverage and procedures, and expedite ~~the entire program from the standpoint of~~ communication among the claimant, doctor, medical providers, and the or hospital and claims office. All insurance providers must be licensed to do business ~~The underwriting company, if not located in Washington, must maintain an agent within the state with authority to handle, adjust and process claims so that final claim determination shall be made within~~ the state of Washington.

Cross Reference: Board Policy 2151

Interscholastic Activities

Legal Reference: RCW 28A.400.350

Liability, life, health, health care, accident, disability and salary insurance authorized ~~—~~ When required— Premiums

**Adoption Date: 2.27.08**

**School District Name: Steilacoom Historical School District**

**Reviewed: 10.27.14;**