



# 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.

2/10/2016 07:00 PM

## I. CALL TO ORDER (Action)

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

## II. COMMENTS FROM THE AUDIENCE (Information)

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

## III. PRESENTATION - SPSL Changes (Information)

Presenter: Jake Tyrrell



[SPSL New Conference.pdf](#)

## IV. REPORTS - Legislative Review (Information)

Presenter: Don Denning

## V. APPROVAL OF MINUTES (Action)



[Minutes 1.27.16.docx](#)

## VI. 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 January & February 2016 Accounts Payable and January 2016 Payroll.pdf](#)



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



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

[Approval of Pioneer Middle School Outdoor Education Program.pdf](#)

[Approval of SHS DECA Trip to Bellevue, WA.pdf](#)

[Approval of SHS Boys Basketball Team Request to Travel 2016.pdf](#)

## VII. OLD BUSINESS

- a. **Second Reading of Policies 5211 Transfers, 5215 Assignment Transfer of Admin Staff, 5221 Part time Staff and 5230 Job Descriptions Responsibilities** (Action)

Presenter: Kathi Weight



[Second Reading Policies 5211, 5215, 5221 and 5230 .pdf](#)

- b. **Second Reading of Policies 5201 Drug Free Workplace, 5240 Evaluation of Staff, 5280 Separation from Employment and 5281 Disciplinary Action Discharge** (Action)

Presenter: Kathi Weight



[Second Reading of Policies 5201, 5240, 5280, 5281.pdf](#)

- c. **Second Reading of Policies 2106 Program Compliance and 2108 Remediation Programs** (Action)

Presenter: Paul Harvey



[Second Reading Policies 2106 and 2108.pdf](#)

- d. **Second Reading of Policies 4315 Release of Information Concerning Sexual and Kidnapping Offenders and 4320 Cooperative Program with Other Districts and Public Agencies** (Action)

Presenter: Andre Stout



[Second Reading Policy 4315 and 4320.pdf](#)

- e. **Approval of Interlocal Agreement Between Town of Steilacoom and Steilacoom Historical School District For Security Resource Officer Services** (Action)

Presenter: Kathi Weight



[Approval of Interlocal Agreement between TOS and SHSD.pdf](#)

## VIII. NEW BUSINESS

- a. **Approval of Funding - Districtwide Telephone System** (Action)

Presenter: Jim Brittain



[Approval of Funding - Districtwide Phone System.pdf](#)

- b. **Approval of Funding - Steilacoom High CTE Computer Equipment** (Action)

Presenter: Jim Brittain



[Approval of CTE IT Equipment.pdf](#)

- c. **First Reading of Policy 2107 Comprehensive Early Literacy Plan** (Action)

Presenter: Paul Harvey



[First Reading of Policy 2107 Comprehensive Early Literacy.pdf](#)

d. **First Reading of Policy 2121, Substance Abuse Program** (Action)

Presenter: Paul Harvey



[First Reading of Policy 2121 Substance Abuse Program.pdf](#)

e. **First Reading of Policy 2140, Guidance Counseling** (Action)

Presenter: Lanae Olson



[First Reading of Policy 2140 Guidance and Counseling.pdf](#)

f. **First Reading of Policies 1225 School Director Legislative Program and 1230 Secretary** (Action)

Presenter: Kathi Weight



[First Reading of Policy 1225 and 1230.pdf](#)

g. **First Reading of Policies 1400 Meeting Conduct, Order of Business and Quorum and 1420 Proposed Agenda and Consent Agenda** (Action)

Presenter: Kathi Weight



[First Reading of Policy 1400 and 1420.pdf](#)

h. **Monthly Study Sessions** (Information)

## IX. **COMMENTS FROM THE AUDIENCE** (Information)

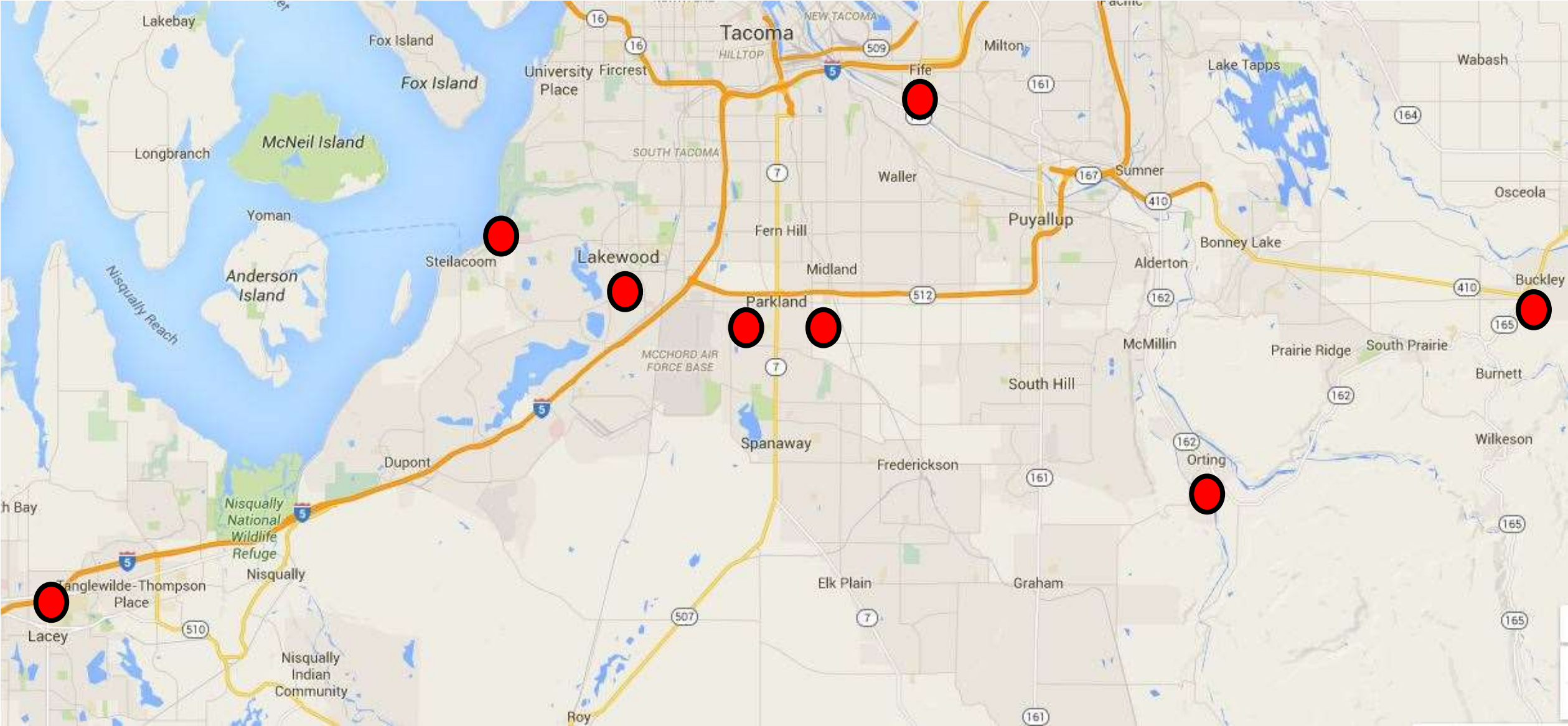
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X. **BOARD COMMUNICATION** (Information)

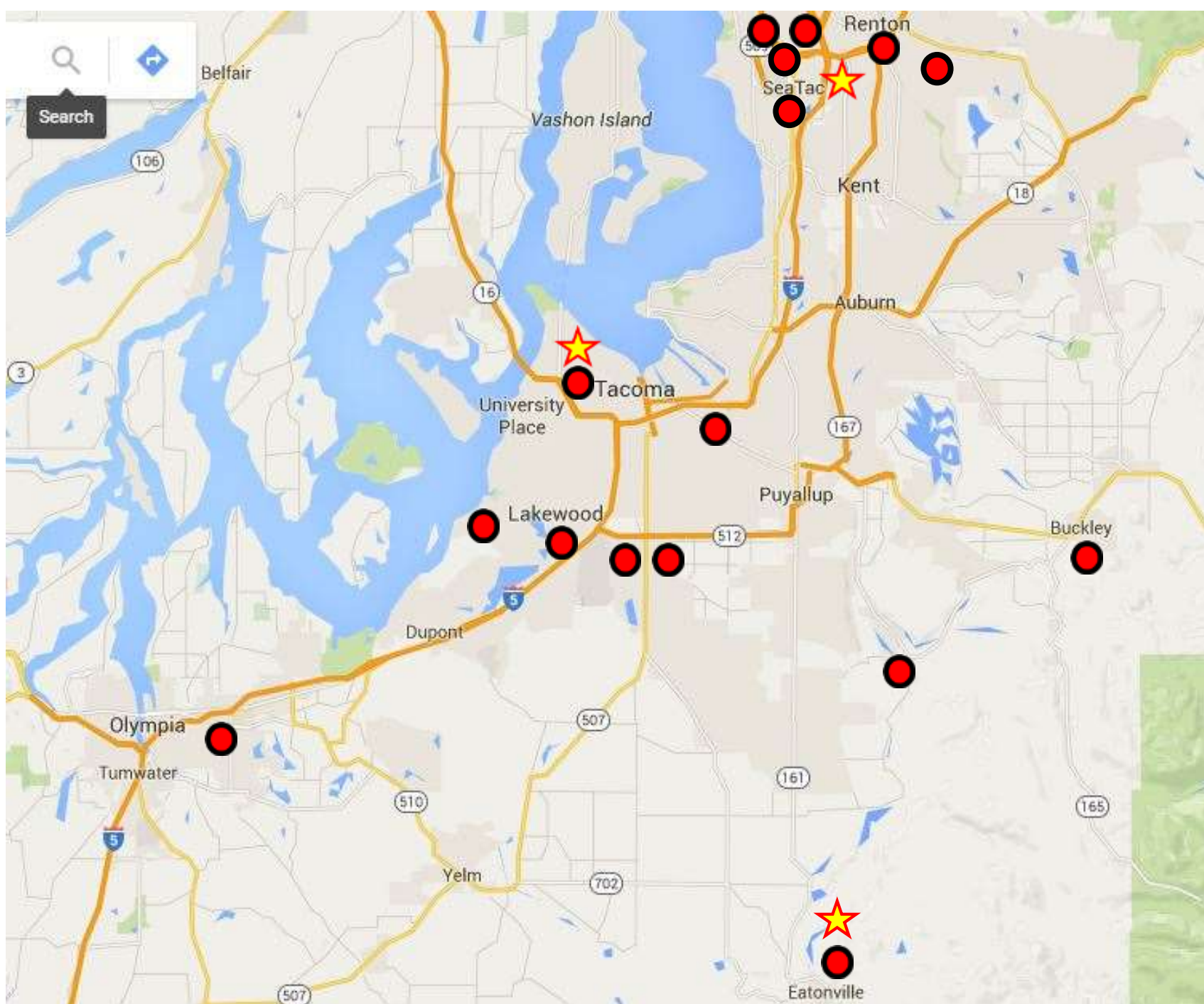
XI. **ANNOUNCEMENTS** (Information)

XII. **ADJOURNMENT** (Action)

# Current SPSL Athletic Conference



New 16-Team "SPSL" Conference 2016-2020



New Schools: Eatonville, Foss, Lindbergh, Evergreen, Foster, Renton, Highline, Tyee

# Travel Times to New Conference Locations



	Clover Park	Eatonville	Evergreen	Fife	Foss	Foster	Franklin Pier	Highline	Lindbergh	Orting	Renton	River Ridge	Steilacoom	Tyee	Washington	White River
Clover Park	x	45mn/29ml	40mn/35ml	16mn/13ml	16mn/8ml	34mn/31ml	11mn/7ml	36mn/33ml	38mn/33ml	37mn/33ml	38mn/34ml	18mn/14ml	11mn/4ml	29m/28ml	9mn/5ml	38mn/28ml
Eatonville	45mn/29ml	x	1hr13m/54m	51mn/31ml	46mn/34ml	1hr5m/50m	38mn/25ml	1hr4m/52ml	1hr1m/47m	31mn/22ml	1hr1m/47m	49mn/33ml	51mn/32ml	1hr/45ml	34mn/23ml	39mn/30ml
Evergreen	40mn/35ml	1hr13m/54m	x	27mn/23ml	34mn/31ml	11mn/5ml	42mn/37ml	8mn/3ml	23mn/12ml	45mn/36ml	19mn/10ml	53mn/48ml	49mn/37ml	12m/7ml	43mn/35ml	53m/40ml
Fife	16mn/13ml	51mn/31ml	27mn/23ml	x	11mn/8ml	21mn/18ml	18mn/15ml	21mn/20ml	24mn/20ml	23mn/14ml	24mn/21ml	25mn/25ml	26mn/14ml	16m/16ml	19mn/12ml	30mn/18ml
Foss	16mn/8ml	46mn/34ml	34mn/31ml	11mn/8ml	x	30mn/26ml	15mn/18ml	30mn/28ml	33mn/28ml	33mn/21ml	32mn/28ml	25mn/22ml	17mn/8ml	23mn/23ml	14mn/10ml	39mn/26ml
Foster	34mn/31ml	1hr5m/50m	11mn/5ml	21mn/18ml	30mn/26ml	x	34mn/32ml	6mn/3ml	15mn/7ml	38mn/30ml	11mn/5ml	44mn/33ml	40mn/32ml	10mn/4ml	34mn/30ml	43mn/35ml
Franklin Pier	11mn/7ml	38mn/25ml	42mn/37ml	18mn/15ml	15mn/18ml	34mn/32ml	x	37mn/35ml	35mn/31ml	22mn/14ml	35mn/31ml	21mn/20ml	20mn/10ml	31mn/30ml	9mn/4ml	31mn/22ml
Highline	36mn/33ml	1hr4m/52ml	8mn/3ml	21mn/20ml	30mn/28ml	6mn/3ml	37mn/35ml	x	17mn/10ml	39mn/34ml	13mn/8ml	21mn/20ml	44mn/34ml	10mn/5ml	35mn/33ml	45mn/37ml
Lindbergh	38mn/33ml	1hr1m/47m	23mn/12ml	24mn/20ml	33mn/28ml	15mn/7ml	35mn/31ml	17mn/10ml	x	37mn/29ml	11mn/5ml	50mn/46ml	47mn/35ml	14mn/9ml	38mn/34ml	42mn/32ml
Orting	37mn/33ml	31mn/22ml	45mn/36ml	23mn/14ml	33mn/21ml	38mn/30ml	22mn/14ml	39mn/34ml	37mn/29ml	x	37mn/29ml	39mn/32ml	37mn/23ml	33mn/28ml	26mn/18ml	13mn/10ml
Renton	38mn/34ml	1hr1m/47m	19mn/10ml	24mn/21ml	32mn/28ml	11mn/5ml	35mn/31ml	13mn/8ml	11mn/5ml	37mn/29ml	x	48mn/46ml	46mn/35ml	10mn/7ml	37mn/33ml	42mn/33ml
River Ridge	18mn/14ml	49mn/33ml	53mn/48ml	25mn/25ml	25mn/22ml	44mn/33ml	21mn/20ml	21mn/20ml	50mn/46ml	39mn/32ml	48mn/46ml	x	24mn/17ml	40mn/40ml	21mn/18ml	49mn/41ml
Steilacoom	11mn/4ml	51mn/32ml	49mn/37ml	26mn/14ml	17mn/8ml	40mn/32ml	20mn/10ml	44mn/34ml	47mn/35ml	37mn/23ml	46mn/35ml	24mn/17ml	x	36mn/29ml	17mn/8ml	46mn/31ml
Tyee	29m/28ml	1hr/45ml	12m/7ml	16m/16ml	23mn/23ml	10mn/4ml	31mn/30ml	10mn/5ml	14mn/9ml	33mn/28ml	10mn/7ml	40mn/40ml	36mn/29ml	x	30mn/27ml	39mn/32ml
Washington	9mn/5ml	34mn/23ml	43mn/35ml	19mn/12ml	14mn/10ml	34mn/30ml	9mn/4ml	35mn/33ml	38mn/34ml	26mn/18ml	37mn/33ml	21mn/18ml	17mn/8ml	30mn/27ml	x	38mn/26ml
White River	38mn/28ml	39mn/30ml	53m/40ml	30mn/18ml	39mn/26ml	43mn/35ml	31mn/22ml	45mn/37ml	42mn/32ml	13mn/10ml	42mn/33ml	49mn/41ml	46mn/31ml	39mn/32ml	38mn/26ml	x
	1 min to 29 min															
	30 min to 45 min															
	46 min to 59															
	1hr or more															



## Regular Meeting Minutes

Steilacoom High School 54 Sentinel Drive Steilacoom, Washington

Wednesday, January 27, 2016

### **STUDY SESSION**

- Review of agenda items
- Discussion of Chloe Clark portables and SRO position

### **REGULAR MEETING**

#### **I. CALL TO ORDER**

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

Nancy Covert led the Pledge of Allegiance.

Chair Scott recognized Town of Steilacoom Mayor Lucas in the audience.

Director Forbes made a motion to excuse Directors Pierce and Denning; Director Schenk seconded the motion and the motion passed (3/0).

Director Schenk made a motion to approve the agenda; Director Forbes seconded the motion and the motion passed (3/0).

#### **II. COMMENTS FROM THE AUDIENCE**

Eric Garrett, Steilacoom – thanked the School Board, as a tax payer and an employee.

#### **III. SCHOOL BOARD RECOGNITION**

Chair Scott read the School Board Recognition Washington State Governors Proclamation. Anderson Island Principal Greer presented thank you framed student art work to the directors. Cherrydale Primary Principal McClure, volunteer Nancy Covert and students, Leah Grief and Ian Fowler, presented the directors with handmade socks and a copy of the Cheetah Print newspaper. Chloe Clark Principal Yoho thanked the directors for their support of the students and introduced Ms. Heying's kindergarten students Sydney Fidler, Hannah Bazo, Zoe Levcovich and Piper Kilga who presented directors with thank you gifts. Saltar's Point Principal Clausen and Janelle Mock, PTA President, presented T-shirts, artwork and 3-D lighthouses designed by student Zach Burnett-Lovett and printed on the school 3D printer. Pioneer Middle School Principal Stout and student leaders, Shanee Arder and Joseph Bong thanked the Board with engraved plaques for each director, also, made with the school 3D printer. Steilacoom High Booster Club co-presidents Beth Agnew and Krista Yearwood were introduced by Principal Deb Hay. They presented apparel and cocoa baskets to the directors. Superintendent Weight presented the directors with appreciation certificates.

#### IV. PRESENTATION

Superintendent Weight gave an overview of the new Every Student Succeeds Act that replaces No Child Left Behind education regulations.

#### V. APPROVAL OF MINUTES

Director Forbes made a motion to approve the January 13, 2016 minutes; Director Schenk seconded the motion and the motion passed (3/0).

#### VI. CONSENT AGENDA

Director Schenk made a motion to approve the Consent Agenda which included January accounts payable, personnel reports and SHS Band trip; Director Forbes seconded the motion and the motion passed (3/0).

#### VII. OLD BUSINESS

##### a. Steilacoom High Overflow Parking Lot Update

Executive Director Brittain updated the Board on the SHS overflow parking lot. He estimates the parking lot will be available for use February 1, 2016.

##### b. Second Reading of Policies 2030 Service Animals and 2090 Program Evaluation

Director Forbes made a motion to approve policies 2030 and 2090; Director Schenk seconded the motion and the motion passed (3/0).

##### c. Second Reading of Policies 1000 Legal Status, 1005 Key Functions of the Board, 1114 Board Member Resignation and 1115 Vacancies

Director Schenk made a motion to approve policies 1000, 1005 and 1114, 6106 and the deletion of policy 1115; Director Forbes seconded the motion and the motion passed (3/0).

##### d. Second Reading of Policy 6106 Allowable Costs for Federal Programs

##### e. Second Reading of Policies 4000 Public Information Program, 4020 Confidential Communications and 4200 Safe and Orderly Learning Environment

Director Forbes made a motion to approve policies 4000, 4020 and 4200; Director Schenk seconded the motion and the motion passed (3/0).

#### VIII. NEW BUSINESS

##### a. Capital Projects Funding - Chloe Clark Portables

Executive Director Brittain presented information on portables to be placed at Chloe Clark Elementary. The need is based on the state approval of funding for full day kindergarten for this school. The two portables would add 4 classrooms. This item will be added to the February 10 board meeting agenda for further discussion or action.

**b. Draft Interlocal Agreement Between Town of Steilacoom and Steilacoom Historical School District for School Resource Officer Services**

Superintendent Weight and Town of Steilacoom Mayor Lucas presented information on a memorandum of understanding to use a police officer as a school resource officer at Steilacoom High School starting in July 2016. Discussion continues.

**c. Superintendent Contract Continuance**

Director Schenk made a motion to continue Superintendent Weight's contract; Director Forbes seconded the motion and the motion passed (3/0).

**d. First Reading of Policies 5211 Transfers, 5215 Assignment Transfer of Administrative Staff, 5221 Part Time Staff and 5230 Job Descriptions/Responsibilities**

Director Forbes made a motion to move policies 5211, 5215, 5221 and 5230 to a second reading; Director Schenk seconded the motion and the motion passed (3/0).

**e. First Reading of Policy 5201, Drug-Free Schools, Community and Workplace; 5240 Evaluation of Staff, 5280 Separation From Employment and 5281 Disciplinary Action and Discharge**

Director Schenk made a motion to move policies 5201, 5240, 5280 and 5281 to a second reading; Director Forbes seconded the motion and the motion passed (3/0).

**f. First Reading of Policy 2106 Program Compliance**

Director Forbes made a motion move policy 2106 to a second reading; Director Schenk seconded the motion and the motion passed (3/0).

**g. First Reading of Policy 2108 Remediation Programs**

Director Schenk made a motion to move policy 2108 to a second reading; Director Forbes seconded the motion and the motion passed (3/0).

**h. First Reading of Policy 4315 Release of Information Concerning Sexual and Kidnapping Offenders**

Director Forbes made a motion to move policy 4315 to a second reading; Director Schenk seconded the motion and the motion passed (3/0).

**i. First Reading of Policy 4320 Cooperative Program with Other Districts and Public Agencies**

Director Schenk made a motion to move policy 4320 to a second reading; Director Forbes seconded the motion and the motion passed (3/0).

**IX. COMMENTS FROM THE AUDIENCE**

Eric Garrett, Steilacoom - announced that senior Reyna Helfgott-Waters had recently been interviewed by Princeton and Harvard Universities for admission.

Jaimie Garrett, Steilacoom - not sure she understands the School Resource Officer salary and what happens to the two positions currently at the high school. What research has been done on suspension and expulsions and why does a small school district need an officer in the building full time?

**X. BOARD COMMUNICATION**

Chair Scott received a resignation email from high school teacher on leave of absence, Amanda Gates. Superintendent Weight received an email from DuPont Councilmember Penny Coffey thanking the Board for their service.

**XI. ANNOUNCEMENTS**

Director Schenk attended the joint Salter's Point and Pioneer concert last night. Director Forbes attended the SHS Wrestling Team banquet and thanked the administrators. He also announced Boys Swim on February 5. Chair Scott announced a memorial service for former school board member John Anderson will be held February 13 at 11:00 am at Cherrydale Primary School.

**XII. RECESS TO EXECUTIVE SESSION**

Chair Scott recessed the meeting at 7:53 pm for a 5 minute recess and then to enter into Executive Session for approximately 15 minutes.

**XIII. EXECUTIVE SESSION**

per RCW 42.30.110(1)(g) to review the performance of a public employee(g) To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. However, subject to RCW 42.30.140(4), discussion by a governing body of salaries, wages, and other conditions of employment to be generally applied within the agency shall occur in a meeting open to the public, and when a governing body elects to take final action hiring, setting the salary of an individual employee or class of employees, or discharging or disciplining an employee, that action shall be taken in a meeting open to the public

No action taken.

**XIV. RETURN TO PUBLIC MEETING**

Chair Scott returned the meeting to public session at 8:32 pm.

**XV. ADJOURNMENT**

Director Forbes made a motion to adjourn the meeting at 8:32 pm; Director Schenk seconded the motion and the motion passed (3/0).

\_\_\_\_\_  
(Chair)

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(Secretary/Superintendent)

\_\_\_\_\_  
\_\_\_\_\_

# Steilacoom Historical School District

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

DATE: February 10, 2016

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*  
**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><u>GENERAL FUND:</u></b>		
Payroll	800677 to 800684	\$ 17,251.83
Payroll A/P	118571 to 118595	\$ 636,029.89
Payroll Taxes		\$ 360,973.54
Direct Deposit		\$ 993,201.91
January 29, 2016 Accounts Payable	118596 to 118596	\$ 21,153.79
January 29, 2016 Accounts Payable	118597 to 118599	\$ 38.70
January 29, 2016 Accounts Payable	118600 to 118628	\$ 112,751.57
February 3, 2016 Accounts Payable	118629 to 118654	\$ 53,257.45
February 3, 2016 Accounts Payable	118655 to 118658	\$ 131.00
February 4, 2016 Accounts Payable	118659 to 118664	\$ 15,046.62
<b>TOTAL GENERAL FUND:</b>		<b>\$ 2,209,836.30</b>

**CAPITAL PROJECTS FUND:**

**TOTAL CAPITAL PROJECTS FUND: \$ -**

**ASSOCIATED STUDENT BODY FUND:**

January 28, 2016 Accounts Payable	402581 to 402584	\$ 962.31
January 29, 2016 Accounts Payable	402585 to 402585	\$ 6,148.79
January 29, 2016 Accounts Payable	402586 to 402586	\$ 200.00
February 4, 2016 Accounts Payable	402587 to 402595	\$ 4,929.43
<b>TOTAL ASSOCIATED STUDENT BODY FUND:</b>		<b>\$ 12,240.53</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*

CHECK DATE: 01/29/2016 PERIOD ENDING DATE: 01/31/2016

## Pay Ded Ben Summary

PAY	DESCRIPTION	COUNT	FACTOR	HOURS	GROSS	RETIRE
						HOURS
A234a	SWIMMING	2	2.0000		2,567.70	153.20
A314	BASKETBALL	1	1.0000		1,137.47	77.00
A315	BASKETBALL	5	5.0000		5,428.79	
A354	CHEER ADVISOR	1	1.0000		892.23	42.00
A365	DANCE TEAM	1	1.0000		352.92	
A444	WRESTLING	3	3.0000		4,211.97	206.10
A445	WRESTLING	2	2.0000		1,289.14	
APS4	POST SEASON	8	8.0000		8,310.47	374.00
APS5	POST SEASON	6	6.0000		3,624.34	
B013	BASE	200	184.0000		802,221.52	25450.10
B023	TRI	200	184.0000		143,061.82	54.60
B103	SUPERINTENDENT	1	1.0000		13,000.00	168.00
B113	ADMINISTRATOR	4	3.0000		28,166.68	504.00
B123	PRINCIPAL	6	6.0000		54,006.94	912.00
B133	ASST PRINCIPAL	7	6.0000		49,798.60	912.00
B203	EXEMPT	8	6.0000		32,083.35	1008.00
B303	FAC OP MANAGER	1	1.0000		2,170.35	87.00
B314	LEAD GROUNDS	2	2.0000		7,439.84	336.00
B324	GROUNDS	2	2.0000		3,155.10	168.00
B334	LEAD CUSTODIAN	5	5.0000		18,089.10	840.00
B344	CUSTODIAN	14	14.0000		38,891.54	2070.00
B344a	CUSTODIAN	1	1.0000		302.23	
B374	MAINT TECH II	3	3.0000		13,967.20	504.00
B403	SPEC ED ASST	17	17.0000		28,742.09	2273.19
B413	PRESCHOOL ASST	5	4.0000		5,301.14	429.70
B423	TEACHER ASST	24	18.0000		29,988.95	2246.50
B423a	TEACHER ASST	2	1.0000		363.25	28.00
B433	SUPP INSTRUCT	10	6.0000		10,690.12	756.00
B443	BILINGUAL ASST	1	1.0000		1,950.28	136.50
B483	LIBRARY TECH	6	5.0000		8,338.20	588.00
B504	CAMPUS SUPERVIS	3	3.0000		7,094.62	504.00
B513	SPED PARA lon1	3	3.0000		4,523.04	409.50
B523	LPN	4	4.0000		8,059.15	588.00
B603	OFFICE COORD	5	5.0000		14,928.31	829.50
B613	SECRETARY	2	1.0000		3,190.32	168.00

Pay Ded Ben Summary

PAY	DESCRIPTION	COUNT	FACTOR	HOURS	GROSS	RETIRE
						HOURS
B623	SECRETARY 201	10	10.0000		18,488.54	1270.40
B633	SECRETARY 211	4	2.0000		5,163.88	336.00
B643	SECRETARY 221	1	1.0000		442.94	
B653	SUB CALLER	1	1.0000		815.10	63.00
B663	SHS REGISTRAR	1	1.0000		3,065.52	168.00
B713	PAYROLL CLERK	1	1.0000		2,058.34	105.00
B733	ACCT CLERK	3	3.0000		10,004.14	504.00
B743	FISCAL CLERK	1	1.0000		3,445.87	168.00
B753	STU SVCS CLERK	2	1.0000		3,293.34	168.00
B763	HR CLERK	1	1.0000		3,293.34	168.00
B773	STUDENT ENROLLM	1	1.0000		3,931.20	168.00
B783	CAREER COUNS CL	1	1.0000		2,500.00	168.00
B803	COMPUTER TECH	2	2.0000		5,865.60	336.00
B813	IT TECH I	1	1.0000		3,504.80	168.00
E175	ART CLUB	1	1.0000		200.00	
E185	BUILDERS CLUB	1	1.0000		200.00	
E195	KEY CLUB	2	2.0000		400.00	
E265	SAAC (FCA)	1	1.0000		200.00	
E275	MATH CLUB	1	1.0000		200.00	
E285	ANIME	1	1.0000		200.00	
E295	BOOK CLUB	1	1.0000		200.00	
E305	POETRY CLUB	1	1.0000		200.00	
E315	YOUTH LEADING	1	1.0000		100.00	
E335	YEARBOOK	1	1.0000		200.00	
E365	CLASS ADVISOR	4	4.0000		800.00	
E385	ASB ADVISOR	2	2.0000		583.34	
E395	DEPARTMENT HEAD	12	11.0000		2,175.04	
E405	BAND	1	1.0000		375.00	
E405a	BAND	1	1.0000		208.34	
E415	JAZZ	1	1.0000		375.00	
E415a	JAZZ	1	1.0000		208.34	
E435	LEADERSHIP	1	1.0000		75.00	
E515	FCCLA	2	2.0000		200.00	
E523	FFA ADVISOR	1	1.0000		266.67	3.10
E565	DECA ADVISOR	1	1.0000		200.00	

CHECK DATE: 01/29/2016 PERIOD ENDING DATE: 01/31/2016

Pay Ded Ben Summary

PAY	DESCRIPTION	COUNT	FACTOR	HOURS	GROSS	RETIRE
						HOURS
E575	DRAMA	1	1.0000		400.00	
E605	HONOR SOCIETY	1	1.0000		200.00	
E615	CHOIR	2	2.0000		583.34	
E755	DATA COORD	2	2.0000		208.34	
E765	TCHR INSTR LDR	6	6.0000		642.87	
E775	S2S ADVISOR	1	1.0000		200.00	
E795	SCI EQUIP PUR	1	1.0000		50.00	
E815	MUSIC DIR-PRIM	1	1.0000		171.43	
E825	APEX	1	1.0000		266.67	
E875	StrPln Couns Cu	1	1.0000		200.00	
E895	Fashion Club	1	1.0000		218.19	
E905	Youth Mentrship	1	1.0000		218.19	
E925	Safety Coord	2	2.0000			
E935	Leadership Club	1	1.0000		171.43	
E955	VIDEO CLUB	1	1.0000		200.00	
E965	Digital Gaming	1	1.0000		200.00	
LWOP3	Leave w/o Pay	4	-150.4600		-2,617.24	-150.50
LWPB3	LWOP - Base	1	-7.5000		-288.84	-7.50
LWPT3	LWOP - TRI	1	-7.5000		-51.36	
R013	Retro BASE	1	1.0000		323.00	
R043	Retro TRI	1	1.0000		70.74	
R423	Retro-TCHR ASST	2	2.0000		45.28	
SADJ	Salary Adjust	1	1.0000		-45.72	
SADJ1	Salary Adj 1	1	1.0000		91.44	
T314	BASKETBALL	4		129.5000	3,368.95	129.50
T324	BOWLING	2		37.7500	741.41	37.80
T413	PRESCHOOL ASST	1		-6.5000	-114.21	-6.50
T444	WRESTLING	2		78.0000	1,823.64	78.00
T803	SPEC ED ASST	1		-14.5000	-228.96	-14.50
T823	APEX	2		39.0000	1,129.20	39.00
T863	SECRETARY	1		-0.5000	-8.41	-0.50
TCC5X	CLASS CVG	9	6.0000		206.35	
TEX3	EXTRA HOURS	7		51.5000	1,193.07	51.50
TEX4	EXTRA HOURS	2		6.0000	109.66	6.00
TGSK3	SCOREKEEPER	1		17.5000	350.00	17.50

CHECK DATE: 01/29/2016 PERIOD ENDING DATE: 01/31/2016

## Pay Ded Ben Summary

PAY	DESCRIPTION	COUNT	FACTOR	HOURS	GROSS	RETIRE
						HOURS
THH3	HOME HOSPITAL	1		10.5000	330.65	10.50
TO154	OVERTIME 1.5	3		10.0000	354.70	10.00
TO254	OVERTIME 2.5	2		5.5000	222.02	5.50
TRE5X	RETRO	6	6.0000		18.11	
TSP3	SUB CLASSIFIED	61		866.5100	9,458.52	866.70
TSP4	SUB CLASSIFIED	15		348.0000	4,976.40	348.00
TST3	SUB TEACHER	109		1210.2700	21,085.68	1211.01
TUH3	Unpaid Holiday	1		-6.5000	-104.59	-6.50
	REPORT TOTAL	899	455.5400	2782.0300	1477,148.06	49241.40

BENEFIT SUMMARY FOR MTHLY / MONTHLY PAYROLL - AFTER CALCS

CHECK DATE: 01/29/2016 PERIOD ENDING DATE: 01/31/2016

Pay Ded Ben Summary

<u>CODE</u>	<u>DESCRIPTION</u>	<u>CATEGORY</u>	<u>COUNT</u>	<u>AMOUNT</u>
1FIC	FICA	FICA	899	87,599.77
1Med	Medicare	MEDICARE	899	20,487.05
1ReE0	SERS Plan 0	RETIREMENT	96	
1ReE2	SERS Plan 2	RETIREMENT	92	19,080.32
1ReE3	SERS Plan 3	RETIREMENT	96	18,630.70
1ReP1	PERS Plan 1	RETIREMENT	1	234.82
1ReT0	TRS Plan 0	RETIREMENT	109	
1ReT1	TRS Plan 1	RETIREMENT	7	2,496.81
1ReT2	TRS Plan 2	RETIREMENT	148	34,929.83
1ReT3	TRS Plan 3	RETIREMENT	368	106,487.02
1UC	Unemployment 00	UNEMPLOY COMP	899	3,820.68
1WC	Workers' Comp	WORKERS' COMP	843	17,226.79
B5	LTD-Cert		218	2,738.34
B6	LTD-Classified		155	1,687.26
B9227	BROKERS FEES		373	4,217.60
H1187	HCA-100-87.5		312	17,682.75
H2187	HCA-12.5-37.49		51	652.40
H3187	HCA-62.5-87.49		8	342.58
H4187	HCA-37.5-62.49		2	65.26
K0	DENTAL- TPSC		300	30,069.00
K1	DENTAL-WILLAMET		73	5,219.55
L0	Life Ins - SCEA		144	250.80
L2	Life Ins - Cert		203	404.80
L3	Life Ins-Princi		13	26.40
L4	Life Ins-Exempt		13	22.00
M0	VISION - TPSC		373	6,329.60
M1	GROUP HEALTH		59	44,352.95
M2	BC PPO 2		41	27,292.45
M5	BC PPO 3		59	42,156.21
M6	BC PPO 5		23	16,744.44
M7a	BC EasyChoice A		63	37,324.52
M7b	BC EasyChoice B		28	15,546.59
MB	BC Basic		3	1,862.94
MHD	BC HDHP		10	4,943.08
X0300	MEDICAL WAIVED		87	

CHECK DATE: 01/29/2016 PERIOD ENDING DATE: 01/31/2016

Pay Ded Ben Summary

<u>CODE</u>	<u>DESCRIPTION</u>	<u>CATEGORY</u>	<u>COUNT</u>	<u>AMOUNT</u>
			7068	570,925.31

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

The following vouchers, as audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, are approved for payment. Those payments have been recorded on this listing which has been made available to the board.

As of February 10, 2016, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$21,153.79. The payments are further identified in this document.

Total by Payment Type for Cash Account, GF WARRANTS OUTSTANDING:  
Warrant Numbers 118596 through 118596, totaling \$21,153.79

Secretary \_\_\_\_\_ Board Member \_\_\_\_\_  
Board Member \_\_\_\_\_ Board Member \_\_\_\_\_  
Board Member \_\_\_\_\_ Board Member \_\_\_\_\_

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
118596	MASTERCARD CORP. CLIENTS PAYME	01/29/2016		CREDIT CARD PAYMENT CHECK			21,153.79
	Vendor on Invoice						
	ACP DIRECT		PCGFJAN00046	Credit Card Payment AP Invoice.	0	179.95	
	AMAZON MARKETPLACE - PCARD		PCGFJAN00008	Credit Card Payment AP Invoice.	0	677.55	
	AMAZON MARKETPLACE - PCARD		PCGFJAN00026	Credit Card Payment AP Invoice.	0	1,141.53	
	AMAZON.COM - PCARD		PCGFJAN00020	Credit Card Payment AP Invoice.	0	715.06	
	AMAZON.COM - PCARD		PCGFJAN00040	Credit Card Payment AP Invoice.	0	304.36	
	AMERICANFLAGS.COM		PCGFJAN00045	Credit Card Payment AP Invoice.	0	55.01	
	AMSTERDAM PRINTING		PCGFJAN00053	Credit Card Payment AP Invoice.	0	312.80	
	ANDERSON ISLAND GENERAL STORE		PCGFJAN00055	Credit Card Payment AP Invoice.	0	63.51	
	ASCD (ASSOC FOR SUPERVISION &		PCGFJAN00029	Credit Card Payment AP Invoice.	0	1,176.00	
	ASCD (ASSOC FOR SUPERVISION &		PCGFJAN00041	Credit Card Payment AP Invoice.	0	628.05	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
	Vendor on Invoice						
	BARGREEN ELLINGSON		PCGFJAN00059	Credit Card Payment AP Invoice.	0	295.11	
	BIGGER FASTER STRONGER INC		PCGFJAN00025	Credit Card Payment AP Invoice.	0	200.00	
	BLICK ART MATERIALS		PCGFJAN00004	Credit Card Payment AP Invoice.	0	72.19	
	BUREAU OF EDUCATION & RESEARCH		PCGFJAN00015	Credit Card Payment AP Invoice.	0	245.00	
	CAR PROS KIA TACOMA - PCARD		PCGFJAN00036	Credit Card Payment AP Invoice.	0	381.89	
	CASH & CARRY - PCARD		PCGFJAN00060	Credit Card Payment AP Invoice.	0	61.06	
	DAY WIRELESS		PCGFJAN00010	Credit Card Payment AP Invoice.	0	54.70	
	DOLLAR TREE - PCARD		PCGFJAN00058	Credit Card Payment AP Invoice.	0	19.69	
	EAI EDUCATION		PCGFJAN00047	Credit Card Payment AP Invoice.	0	182.71	
	FOLLETT SCHOOL SOLUTIONS INC		PCGFJAN00042	Credit Card Payment AP Invoice.	0	1,107.13	
	FRANKS DONUTS & MUFFIN - PCARD		PCGFJAN00022	Credit Card Payment AP Invoice.	0	45.00	
	FRED MEYER - PCARD		PCGFJAN00030	Credit Card Payment AP Invoice.	0	97.35	
	HAGGEN - PCARD		PCGFJAN00011	Credit Card Payment AP Invoice.	0	826.67	
	HAND2MIND - PCARD		PCGFJAN00049	Credit Card Payment AP Invoice.	0	77.54	
	HANDWRITING WITHOUT TEARS		PCGFJAN00043	Credit Card Payment AP Invoice.	0	85.17	
	HOME DEPOT - PCARD		PCGFJAN00034	Credit Card Payment AP Invoice.	0	389.91	
	JONES SCHOOL SUPPLY		PCGFJAN00016	Credit Card	0	249.90	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
	Vendor on Invoice			Payment AP Invoice.			
KCDA			PCGFJAN00007	Credit Card	0	807.49	
				Payment AP Invoice.			
LOGMEIN.COM - PCARD			PCGFJAN00035	Credit Card	0	26.25	
				Payment AP Invoice.			
LOWE'S - PCARD			PCGFJAN00002	Credit Card	0	96.82	
				Payment AP Invoice.			
MASTERCARD CORP. CLIENTS PAYME			PCGFJAN00031	Credit Card	0	49.98	
				Payment AP Invoice.			
MICHAELS - PCARD			PCGFJAN00057	Credit Card	0	53.42	
				Payment AP Invoice.			
MR. SUPPLY			PCGFJAN00037	Credit Card	0	-137.57	
				Payment AP Invoice.			
MYBINDING.COM - PCARD			PCGFJAN00024	Credit Card	0	349.20	
				Payment AP Invoice.			
NASCO MODESTO			PCGFJAN00018	Credit Card	0	171.67	
				Payment AP Invoice.			
NATIONAL GEOGRAPHIC LEARNING			PCGFJAN00044	Credit Card	0	128.70	
				Payment AP Invoice.			
NCCE CONFERENCE			PCGFJAN00039	Credit Card	0	1,135.00	
				Payment AP Invoice.			
NEOPOST NORTHWEST			PCGFJAN00062	Credit Card	0	251.61	
				Payment AP Invoice.			
NORTHERN SPEECH SERVICES - PCA			PCGFJAN00021	Credit Card	0	99.76	
				Payment AP Invoice.			
NORTHWEST TEXTBOOK DEPOSITORY			PCGFJAN00056	Credit Card	0	32.54	
				Payment AP Invoice.			
OFFICE DEPOT			PCGFJAN00000	Credit Card	0	1,252.32	
				Payment AP Invoice.			
OFFICE FURNITURE SOURCE			PCGFJAN00032	Credit Card	0	349.12	
				Payment AP Invoice.			
PANERA BREAD - PCARD			PCGFJAN00014	Credit Card	0	36.54	
				Payment AP			

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
	Vendor on Invoice						
	PIERCE COUNTY FERRY SYSTEM - P		PCGFJAN00017	Invoice. Credit Card Payment AP	0	3,028.50	
	PIERCE TRANSIT		PCGFJAN00050	Invoice. Credit Card Payment AP	0	20.00	
	RIO GRANDE JEWELRY		PCGFJAN00003	Invoice. Credit Card Payment AP	0	89.03	
	RUBBERSTAMPCHAMP.COM - PCARD		PCGFJAN00054	Invoice. Credit Card Payment AP	0	59.00	
	SAFEWAY - PCARD		PCGFJAN00023	Invoice. Credit Card Payment AP	0	66.78	
	SCHOOL SPECIALTY		PCGFJAN00013	Invoice. Credit Card Payment AP	0	36.62	
	SHAPE WASHINGTON - PCARD		PCGFJAN00027	Invoice. Credit Card Payment AP	0	150.00	
	SPEAKABOOS - PCARD		PCGFJAN00038	Invoice. Credit Card Payment AP	0	49.99	
	STAPLES BUSINESS ADVANTAGE		PCGFJAN00048	Invoice. Credit Card Payment AP	0	761.33	
	STARBUCKS - PCARD		PCGFJAN00012	Invoice. Credit Card Payment AP	0	16.36	
	TARGET - PCARD		PCGFJAN00051	Invoice. Credit Card Payment AP	0	42.94	
	TED BROWN MUSIC CO		PCGFJAN00009	Invoice. Credit Card Payment AP	0	239.24	
	TICKETLEAP.COM - PCARD		PCGFJAN00028	Invoice. Credit Card Payment AP	0	1,530.00	
	US BANK EQUIPMENT FINANCE		PCGFJAN00061	Invoice. Credit Card Payment AP	0	149.41	
	USPS - PCARD		PCGFJAN00033	Invoice. Credit Card Payment AP	0	98.89	
	VIMEO LLC		PCGFJAN00005	Invoice. Credit Card Payment AP	0	59.95	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
	Vendor on Invoice						
	WALMART - PCARD		PCGFJAN00006	Credit Card Payment AP Invoice.	0	99.41	
	WEEBLY.COM - PCARD		PCGFJAN00001	Credit Card Payment AP Invoice.	0	39.95	
	WERA (WA EDUCATIONAL RESEARCH		PCGFJAN00052	Credit Card Payment AP Invoice.	0	160.00	
	ZUMA OFFICE SUPPLY - PCARD		PCGFJAN00019	Credit Card Payment AP Invoice.	0	108.70	
			1	Computer	Check(s) For a Total of		21,153.79

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	1	Computer	Checks For a Total of	21,153.79
Total For	1	Manual, Wire Tran, ACH & Computer	Checks	21,153.79
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	21,153.79

The following vouchers, as audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, are approved for payment. Those payments have been recorded on this listing which has been made available to the board.

As of February 10, 2016, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$38.70. The payments are further identified in this document.

Total by Payment Type for Cash Account, GF WARRANTS OUTSTANDING:  
Warrant Numbers 118597 through 118599, totaling \$38.70

Secretary \_\_\_\_\_ Board Member \_\_\_\_\_

Board Member \_\_\_\_\_ Board Member \_\_\_\_\_

Board Member \_\_\_\_\_ Board Member \_\_\_\_\_

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
118597	LIVINGSTONE, KAELEE RAIN	01/29/2016	REFUND FOOD SERVICE	REFUND FOOD SERVICE	0	10.80	10.80
118598	MELROSE, ZACHARRIAH CHARLES	01/29/2016	REFUND FOOD SERVICE	REFUND FOOD SERVICE	0	14.90	14.90
118599	WILSON, KIM	01/29/2016	REIMBURSE BOOK	REIMBURSE LIBRARY BOOK FINE	0	13.00	13.00
				3 Computer	Check(s) For a Total of		38.70

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	3	Computer	Checks For a Total of	38.70
Total For	3	Manual, Wire Tran, ACH & Computer	Checks	38.70
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	38.70

The following vouchers, as audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, are approved for payment. Those payments have been recorded on this listing which has been made available to the board.

As of February 10, 2016, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$112,751.57. The payments are further identified in this document.

Total by Payment Type for Cash Account, GF WARRANTS OUTSTANDING:  
Warrant Numbers 118600 through 118628, totaling \$112,751.57

Secretary \_\_\_\_\_ Board Member \_\_\_\_\_  
Board Member \_\_\_\_\_ Board Member \_\_\_\_\_  
Board Member \_\_\_\_\_ Board Member \_\_\_\_\_

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
118600	ACE FIRE & SECURITY SYSTEMS	01/29/2016	1001944	BI-ANNUAL INSPECTION OF FIRE/ANSIL HOOD SYSTEMS AT STEILACOOM HIGH AND PIONEER MIDDLE SCHOOLS	101516064	246.15	246.15
118601	ATTORNEY AND NOTARY SUPPLY	01/29/2016	JENNIFER APPLICATION	JENNIFER APPLICATION	0	283.77	283.77
118602	BATTERIES PLUS	01/29/2016	245-370834	OPEN PURCHASE ORDER 2015-2016 FOR BATTERIES	101516044	25.19	25.19
118603	CENTURYLINK #300493944	01/29/2016	300493944JAN	DISTRICT WIDE CENTURY LINK SERVICES OPEN PO FY2015-16 / ACCT #300493944	81516021	357.56	357.56
118604	CENTURYLINK #78245209	01/29/2016	78245209	DISTRICT WIDE CENTURY LINK SERVICES OPEN PO FY2015-16 / ACCT #78245209	81516019	387.35	387.35
118605	CITY TREASURER (TACOMA)	01/29/2016	100683154JAN	SHS READER BOARD SIGN POWER OPEN PO 2015-16	81516070	104.76	104.76
118606	COASTWIDE LABORATORIES	01/29/2016	GT2844975	OPEN PURCHASE ORDER 2015-2016 FOR CUSTODIAL SUPPLIES	101516003	55.64	283.54
			NT2844941	OPEN PURCHASE ORDER 2015-2016 FOR CUSTODIAL SUPPLIES	101516003	104.03	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
			NT2844975	OPEN PURCHASE ORDER 2015-2016 FOR CUSTODIAL SUPPLIES	101516003	123.87	
118607	COLUMBIA FORD INC	01/29/2016	3-G909	2 EACH 2016 FORD TRANSIT CONNECT XL MINI CARGO VAN PURCHASE: ONE FOR IT AND ONE FOR MAIL DELIVERY	101516047	22,121.71	47,115.54
			3-G910	2 EACH 2016 FORD TRANSIT CONNECT XL MINI CARGO VAN PURCHASE: ONE FOR IT AND ONE FOR MAIL DELIVERY	101516047	24,993.83	
118608	DANIEL R. BORBA	01/29/2016	RAIN BARRELS	Down to Earth Gadgets and Gizmos/Natural Rainwater: 2 plastic barrels/installed	1271516021	175.04	175.04
118609	EDNETICS INC	01/29/2016	70229	CPI/Wireless Network System storage capacity increase and redundant power supply. This is a necessary e:penditure.	111516023	922.77	2,163.21
			INV-68025	CPI/Wireless Network System storage capacity increase and redundant power supply. This is a necessary e:penditure.	111516023	1,240.44	
118610	ESD 113	01/29/2016	0000031148	Student specific LPN fingerprinting for: Alicia Larson Lisa Haley Katie Minor	91516008	80.00	11,632.14
			0000031266	CRISC SERVICES FOR FY15/16 SEP-JUL	81516016	11,552.14	
118611	FOLLETT SCHOOL SOLUTIONS INC	01/29/2016	784255F-2	library books	2371516021	203.11	203.11
118612	KCDA	01/29/2016	3994672	workroom supplies	2371516036	189.67	189.67
118613	KEYBANK NATIONAL ASSOCIATION	01/29/2016	15120000241	KEY BANK ANALYSIS	81516032	2,628.41	2,628.41

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
118614	NICHOLS, SUE ELLEN	01/29/2016	SUPPLY REIMBURSEMENT	FEE OPEN PO 2015-16 SUPPLY REIMBURSEMENT - WA ST ID FOR STUDENT	0	54.00	54.00
118615	NYSTROM, JOHN R	01/29/2016	REIMBURSE SUPPLIES	REIMBURSE SUPPLIES - SER STAFF TRAINING MEETING	0	14.99	14.99
118616	PACIFICA LAW GROUP	01/29/2016	26572	PROFESSIONAL SERVICES OPEN PO 2015-16	81516034	861.00	861.00
118617	RIO GRANDE JEWELRY	01/29/2016	91081164	SHS RIO GRANDE FOR BADER PLEASE SEE ATTACHED SHOPPING CART AND i WILL ORDER WHEN APPROVED.	141516004	65.06	504.46
			91081816	SHS RIO GRANDE FOR BADER PLEASE SEE ATTACHED SHOPPING CART AND i WILL ORDER WHEN APPROVED.	141516004	439.40	
118618	SCHOCK LOGISTICS, INC.	01/29/2016	66322	Return of copiers for US Bank	111516033	993.00	993.00
118619	SMITH, EVA MARIA	01/29/2016	REIMBURSE MILEAGE	REIMBURSE MILEAGE	0	60.15	60.15
118620	STAPLES BUSINESS ADVANTAGE	01/29/2016	8037419862	COPY PAPER - OPEN PO NTE \$10000	4311516009	765.53	765.53
118621	STEILACOOM HIGH SCHOOL	01/29/2016	FOOD REIMB ANIME JAN	GF FOOD SERVICE TO REIMBURSE SHS ASB ANIME CLUB (4027-431) FOR FUNDRAISING WORK JAN 4- JAN 15	0	321.51	321.51
118622	TRANE U.S. INC.	01/29/2016	11665121R1	OPEN PURCHASE ORDER 2015-2016 FOR HVAC PARTS -- INVOICE AMOUNT OF \$267.53 MINUS CREDIT OF \$95.19 FROM CHK/0118	101516024	172.34	172.34
118623	TRUSTEED PLANS SERVICE CORP	01/29/2016	0084856-IN	TPSC SERVICES OPEN PO 2015-16	81516042	11,332.60	20,013.98
			0084953-IN	TPSC SERVICES OPEN PO 2015-16	81516042	8,681.38	
118624	UNIVERSITY OF LOUISVILLE	01/29/2016	1814 WA012	MIDDLE SCHOOL PHYSICAL SCIENCE VERSION 1.2	0	310.00	310.00

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
118625	WA STATE SCHOOL FOR THE BLIND	01/29/2016	724	PRETEST Orientation and Mobility Teacher	91516004	4,462.50	13,536.25
			724B	Teacher of Visually Impaired Services	91516002	9,073.75	
118626	WEIGHT, KATHLEEN J	01/29/2016	REIMBURSE MILEAGE	REIMBURSE MILEAGE	0	132.48	132.48
118627	WITT COMPANY	01/29/2016	420807	SUPPLIES FOR D.O. COPY MACHINES 2015-16	81516049	172.99	464.63
			430328	SUPPLIES FOR D.O. COPY MACHINES 2015-16	81516049	146.22	
			431155	Open P.O. for staples for copy machine #0544 & 0545	2371516008	145.42	
118628	WSSDA (WA STATE SCHOOL DIRECTO	01/29/2016	48707	WASHINGTON STATE SCHOOL DIRECTOR'S ASSOCIATION MEMBERSHIP DUES FOR 2016	281516005	8,751.81	8,751.81

29 Computer Check(s) For a Total of 112,751.57

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	29	Computer	Checks For a Total of	112,751.57
Total For	29	Manual, Wire Tran, ACH & Computer	Checks	112,751.57
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	112,751.57

The following vouchers, as audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, are approved for payment. Those payments have been recorded on this listing which has been made available to the board.

As of February 10, 2016, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$53,257.45. The payments are further identified in this document.

Total by Payment Type for Cash Account, GF WARRANTS OUTSTANDING:  
 Warrant Numbers 118629 through 118654, totaling \$53,257.45

Secretary \_\_\_\_\_ Board Member \_\_\_\_\_  
 Board Member \_\_\_\_\_ Board Member \_\_\_\_\_  
 Board Member \_\_\_\_\_ Board Member \_\_\_\_\_

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
118629	ANDERSON, ERIN RUTH	02/03/2016	REIMBURSE MILEAGE	REIMBURSE MILEAGE	0	52.21	52.21
118630	CDW-G	02/03/2016	BVH0407	ChromeBook Purchase	111516032	501.49	2,273.77
			BVP8047	ChromeBook Purchase	111516032	1,772.28	
118631	CLASS ACT PORTRAITS	02/03/2016	1-26-16	16 X 20 GROUP PORTRAIT	0	98.46	98.46
118632	COASTWIDE LABORATORIES	02/03/2016	GT2847743	OPEN PURCHASE ORDER 2015-2016 FOR CUSTODIAL SUPPLIES	101516003	248.67	758.20
			NT2847743	OPEN PURCHASE ORDER 2015-2016 FOR CUSTODIAL SUPPLIES	101516003	186.89	
			NW2820150	OPEN PURCHASE ORDER 2015-2016 FOR CUSTODIAL SUPPLIES	101516003	322.64	
118633	COLLEGE BOARD	02/03/2016	EA63851682	Orders for SHS : Springboard Curriculum	271516033	789.74	789.74
118634	COMCAST	02/03/2016	90001342	OPEN PO FOR DISTRICT WIDE COMCAST SERVICE SY 2015-2016	81516008	6,603.86	6,603.86
118635	GE CAPITAL	02/03/2016	64174090	PIONEER MIDDLE SCHOOL COPIERS FINANCING OPEN PO FY 2015-16/ACCT # 90136151454	81516024	743.10	2,310.46
			64174092	SALTAR'S POINT ELEMENTARY	81516025	534.97	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				COPIERS FINANCING FY 2015-16 OPEN PO / ACCT #90136152404			
			64179495	SHS COPIERS FINANCING OPEN PO FY 2015-16/ ACCT	81516023	695.78	
			64201198	# 90136151415 CHLOE CLARK ELEMENTARY	81516026	261.12	
			64208808	COPIERS FINANCING FY 2015-16 OPEN PO /ACCT #90136314336 MAINTENANCE	81516028	75.49	
118636	HONEY BUCKET	02/03/2016	2-1515425	COPIERS FINANCING FY 2015-16 OPEN PO /ACCT #90136314340 STEILACOOM HIGH SCHOOL HONEY BUCKET RENTAL OPEN PO 2015-16	81516030	122.50	122.50
118637	HORTICULTURAL SERVICES INC	02/03/2016	1009227	Horticultural Services Inc. for Stutz. Karen will order! Please see attached Quotes #DWM6339RQ #DWM6340RQ #DWM6341RQ #DWM6342RQ #DWM6343RQ #DWM6344RQ	141516018	193.30	193.30
118638	JOSTENS (RICK MORTON/ELIOT BRI	02/03/2016	18138660	GF JOSTENS DIPLOMA ORDER	4311516022	1,002.65	2,149.09
			18138661	GF JOSTENS DIPLOMA ORDER	4311516022	1,146.44	
118639	KCDA	02/03/2016	3995726	KCDA: copy paper 15/16 (on demand) do not fax - we will work with KCDA directly	1461516008	315.98	315.98
118640	LAKEWOOD HARDWARE & PAINT	02/03/2016	459204	OPEN PURCHASE ORDER 2015-2016 FOR SUPPLIES	101516012	59.54	59.54
118641	LAKIN, MARY-HOPE MICHELE	02/03/2016	REIMBURSE MILEAGE	REIMBURSE MILEAGE	0	61.67	61.67
118642	LEHNIS LEARNING LEADERS	02/03/2016	4	ADMIN COACHING - DEBRA HAY, SUSAN GREER	0	200.00	200.00

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
118643	LES SCHWAB TIRES	02/03/2016	30500305463	OPEN PURCHASE ORDER 2015-2016 FOR SUPPLIES	101516014	14.77	14.77
118644	MCCONKEY CO	02/03/2016	1207550	SHS MCCONKEY FOR HORTICULTURE. DO NOT PROCESS. KAREN WILL PROCESS. PLEASE SEE ATTACHED QUOTE# 120720.	141516019	1,928.66	1,928.66
118645	PIERCE COUNTY BUDGET & FINANCE	02/03/2016	CI-211005	IT- WORKDAY USER	0	38.00	38.00
118646	PUGET SOUND ENERGY	02/03/2016	200008146082 FEB	DISTRICT WIDE PSE OPEN PO FOR 2015-16	81516067	564.78	4,865.27
			200018787412 FEB	DISTRICT WIDE PSE OPEN PO FOR 2015-16	81516067	3,420.25	
			200022057323 FEB	DISTRICT WIDE PSE OPEN PO FOR 2015-16	81516067	625.90	
			220005466069 FEB	DISTRICT WIDE PSE OPEN PO FOR 2015-16	81516067	254.34	
118647	STELLACOOM HIGH SCHOOL	02/03/2016	FOOD REIMB ANIME JAN	GF FOOD SERVICE TO REIMBURSE SHS ASB ANIME CLUB (4027-431) FOR FUNDRAISING WORK -- WEEKS OF JAN 19TH -JAN 22	0	113.64	113.64
118648	STELLACOOM HIST SCHOOL DIST #1	02/03/2016	GF TO REIM ASB	GF TO REIMBURSE ASB FOR LOWE'S PCARD PURCHASE. SPLIT FUNDS	0	275.60	275.60
118649	SUNBELT STAFFING	02/03/2016	718267	Megan Lindale RN Pioneer Middle School	91516012	1,400.00	7,960.00
			7602401	Megan Lindale RN Pioneer Middle School	91516012	1,310.00	
			7602426	Jacqueline Diaz, Contracted Psychologist position.	91516009	2,625.00	
			7618066	Jacqueline Diaz, Contracted Psychologist position.	91516009	2,625.00	
118650	TACOMA COMMUNITY COLLEGE	02/03/2016	PC-0000000088	RUNNING START PROGRAM AT TACOMA	81516039	594.77	594.77

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				COMMUNITY COLLEGE FOR 2015-16			
118651	TED BROWN MUSIC CO	02/03/2016	1757967	MUSIC SUPPLIES	4311516019	44.22	565.64
			1766323	OPEN PO NTE \$500 MUSIC INSTRUMENT	4311516021	87.05	
			1771302	REPAIR - OPEN PO NTE \$800 MUSIC INSTRUMENT	4311516021	8.71	
			1773427	REPAIR - OPEN PO NTE \$800 MUSIC INSTRUMENT	4311516021	35.04	
			1785914	REPAIR - OPEN PO NTE \$800 MUSIC INSTRUMENT	4311516021	185.03	
			1831214	open p.o. for instrument repairs	2371516024	82.13	
			1846241	MUSIC SUPPLIES	4311516019	123.46	
118652	TOWN OF STEILACOOM	02/03/2016	1199.0 FEB	OPEN PO NTE \$500 ELECTRICITY AND WATER/SEWER OPEN PO 2015-16	81516041	336.00	17,666.51
			1199.1 FEB	ELECTRICITY AND WATER/SEWER OPEN PO 2015-16	81516041	656.75	
			1409.0 FEB	ELECTRICITY AND WATER/SEWER OPEN PO 2015-16	81516041	138.37	
			1409.1 FEB	ELECTRICITY AND WATER/SEWER OPEN PO 2015-16	81516041	7,719.95	
			1884.0 FEB	ELECTRICITY AND WATER/SEWER OPEN PO 2015-16	81516041	398.00	
			2075.0 FEB	ELECTRICITY AND WATER/SEWER OPEN PO 2015-16	81516041	227.90	
			2456.0 FEB	ELECTRICITY AND WATER/SEWER OPEN PO 2015-16	81516041	152.07	
			2456.1 FEB	ELECTRICITY AND WATER/SEWER OPEN PO 2015-16	81516041	352.46	
			2662.0 FEB	ELECTRICITY AND WATER/SEWER OPEN PO 2015-16	81516041	871.26	
			2662.1 FEB	ELECTRICITY AND WATER/SEWER OPEN	81516041	4,006.96	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				PO 2015-16			
			3181.0 FEB	ELECTRICITY AND WATER/SEWER OPEN	81516041	4.22	
				PO 2015-16			
			3533.0 FEB	ELECTRICITY AND WATER/SEWER OPEN	81516041	737.00	
				PO 2015-16			
			3533.1 FEB	ELECTRICITY AND WATER/SEWER OPEN	81516041	1,602.61	
				PO 2015-16			
			6359.0 FEB	ELECTRICITY AND WATER/SEWER OPEN	81516041	104.30	
				PO 2015-16			
			6571.0 FEB	ELECTRICITY AND WATER/SEWER OPEN	81516041	358.66	
				PO 2015-16			
118653	TRUSTEED PLANS SERVICE CORP	02/03/2016	FIXED COST BILL FEB	TPSC SERVICES OPEN PO 2015-16	81516042	1,604.20	3,193.35
			FIXED COST BILL JAN	TPSC SERVICES OPEN PO 2015-16	81516042	1,589.15	
118654	WEIGHT, KATHLEEN J	02/03/2016	REIMBURSE MILEAGE	REIMBURSE MILEAGE	0	46.46	52.46
			TRAVEL REIMBURSEMENT	TRAVEL REIMBURSEMENT	0	6.00	
			26	Computer	Check(s) For a Total of		53,257.45

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	26	Computer	Checks For a Total of	53,257.45
Total For	26	Manual, Wire Tran, ACH & Computer	Checks	53,257.45
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	53,257.45

The following vouchers, as audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, are approved for payment. Those payments have been recorded on this listing which has been made available to the board.

As of February 10, 2016, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$131.00. The payments are further identified in this document.

Total by Payment Type for Cash Account, GF WARRANTS OUTSTANDING:

Warrant Numbers 118655 through 118658, totaling \$131.00

Secretary \_\_\_\_\_ Board Member \_\_\_\_\_

Board Member \_\_\_\_\_ Board Member \_\_\_\_\_

Board Member \_\_\_\_\_ Board Member \_\_\_\_\_

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
118655	BRINGS HIM BACK, JANET	02/03/2016	REFUND FOOD SERVICE	REFUND FOOD SERVICE	0	13.34	13.34
118656	CAMPOS CASILLAS, CAROLINE	02/03/2016	REFUND LIBRARY BOOK	REFUND LIBRARY BOOK	0	90.00	90.00
118657	GUY-ORTIZ, LYDIA	02/03/2016	REFUND LIBRARY BOOK	REFUND LIBRARY BOOK CHARGE	0	13.00	13.00
118658	MACCINI, ANDREW	02/03/2016	REFUND FOOD SERVICE	REFUND FOOD SERVICE	0	14.66	14.66
				4 Computer	Check(s) For a Total of		131.00

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	4	Computer	Checks For a Total of	131.00
Total For	4	Manual, Wire Tran, ACH & Computer	Checks	131.00
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	131.00

The following vouchers, as audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, are approved for payment. Those payments have been recorded on this listing which has been made available to the board.

As of February 10, 2016, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$15,046.62. The payments are further identified in this document.

Total by Payment Type for Cash Account, GF WARRANTS OUTSTANDING:

Warrant Numbers 118659 through 118664, totaling \$15,046.62

Secretary \_\_\_\_\_ Board Member \_\_\_\_\_

Board Member \_\_\_\_\_ Board Member \_\_\_\_\_

Board Member \_\_\_\_\_ Board Member \_\_\_\_\_

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
118659	GARVIN, ANNA MARIE	02/04/2016	REIMBURSE SUPPLIES	REIMBURSE SUPPLIES - TITLE/REGISTRATION	0	95.50	95.50
118660	GENESIS AUTOMOTIVE & RV REPAIR	02/04/2016	19205	REPAIRS ON 2000 CHEVROLET	0	92.57	92.57
118661	PIERCE COUNTY BUDGET & FINANCE	02/04/2016	CI-210776	NOVEMBER 3, 2015 GENERAL ELECTION COSTS	81516095	6,599.38	6,599.38
118662	THOMAS, ALISSA TAYLOR	02/04/2016	GF02-1B	SUPPLIES REIMBURSEMENT	0	108.14	108.14
118663	TRUSTEED PLANS SERVICE CORP	02/04/2016	0085047-IN	TPSC SERVICES OPEN PO 2015-16	81516042	8,011.03	8,011.03
118664	WA DECA	02/04/2016	01137194	SHS ADVISOR SCDC REGISTRATION FOR MARKETING/DECA FOR TINA HAYDEN-KAREN WILL PROCESS	141516020	140.00	140.00

6 Computer Check(s) For a Total of 15,046.62

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	6	Computer	Checks For a Total of	15,046.62
Total For	6	Manual, Wire Tran, ACH & Computer	Checks	15,046.62
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	15,046.62

The following vouchers, as audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, are approved for payment. Those payments have been recorded on this listing which has been made available to the board.

As of February 10, 2016, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$0.00, and voids/cancellations, totaling \$175.04. The payments and voids are further identified in this document.

Total by Payment Type for Cash Account, GF WARRANTS OUTSTANDING:

Voids/Cancellations, totaling \$175.04

Secretary \_\_\_\_\_ Board Member \_\_\_\_\_

Board Member \_\_\_\_\_ Board Member \_\_\_\_\_

Board Member \_\_\_\_\_ Board Member \_\_\_\_\_

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
118530	NATURAL RAINWATER	01/28/2016	BARRELS 2016	Natural Rainwater - 2 plastic barrels/installed	1271516019	175.04	175.04
			1	Void	Check(s) For a Total of		175.04

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	0	Computer	Checks For a Total of	0.00
Total For	0	Manual, Wire Tran,	ACH & Computer Checks	0.00
Less	1	Voided	Checks For a Total of	175.04
			Net Amount	-175.04

The following vouchers, as audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, are approved for payment. Those payments have been recorded on this listing which has been made available to the board.

As of February 10, 2016, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$962.31. The payments are further identified in this document.

Total by Payment Type for Cash Account, ASB WARRANTS OUTSTANDING:  
Warrant Numbers 402581 through 402584, totaling \$962.31

Secretary \_\_\_\_\_ Board Member \_\_\_\_\_  
Board Member \_\_\_\_\_ Board Member \_\_\_\_\_  
Board Member \_\_\_\_\_ Board Member \_\_\_\_\_

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
402581	KELSO HIGH SCHOOL ASB	01/29/2016	1071.48	STEILACOOM HIGH SCHOOL GIRLS VARSITY AND BOYS JV WRESTLING TOURNAMENT FEES	0	96.00	96.00
402582	PAPA JOHN'S PIZZA	01/29/2016	S2208-15-2461	4012 STUDENT STORE 2015-16 OPEN PO - PAPA JOHNS PIZZA	4061516004	50.27	150.81
			S2208-15-2462	4012 STUDENT STORE 2015-16 OPEN PO - PAPA JOHNS PIZZA	4061516004	50.27	
			S2208-15-2463	4012 STUDENT STORE 2015-16 OPEN PO - PAPA JOHNS PIZZA	4061516004	50.27	
402583	TRUWEST	01/29/2016	177557	2012 BOYS SWIM - TRUWEST CUSTOM SWIM SUITS	4061516139	615.50	615.50
402584	WSMC	01/29/2016	20160309EVENT	PRE-REGISTRATION FOR THE WSMC REGIONAL HIGH SCHOOL CONTEST:7-10 PARTICIPANTS FROM STEILACOOM HIGH SCHOOL	0	100.00	100.00

4 Computer Check(s) For a Total of 962.31

Check Summary

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	4	Computer	Checks For a Total of	962.31
Total For	4	Manual, Wire Tran, ACH & Computer	Checks	962.31
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	962.31

The following vouchers, as audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, are approved for payment. Those payments have been recorded on this listing which has been made available to the board.

As of February 10, 2016, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$6,148.79. The payments are further identified in this document.

Total by Payment Type for Cash Account, ASB WARRANTS OUTSTANDING:  
Warrant Numbers 402585 through 402585, totaling \$6,148.79

Secretary \_\_\_\_\_ Board Member \_\_\_\_\_  
Board Member \_\_\_\_\_ Board Member \_\_\_\_\_  
Board Member \_\_\_\_\_ Board Member \_\_\_\_\_

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
	Vendor on Invoice						
<b>402585</b>	<b>MASTERCARD CORP. CLIENTS PAYME</b>	<b>01/29/2016</b>		<b>CREDIT CARD PAYMENT CHECK</b>			<b>6,148.79</b>
	AMAZON MARKETPLACE - PCARD		PCABJAN00002	Credit Card Payment AP Invoice.	0	59.69	
	AMAZON MARKETPLACE - PCARD		PCABJAN00019	Credit Card Payment AP Invoice.	0	30.70	
	AMAZON.COM - PCARD		PCABJAN00020	Credit Card Payment AP Invoice.	0	32.81	
	CAFF'E D'ARTE LLC		PCABJAN00027	Credit Card Payment AP Invoice.	0	50.69	
	CHICKENSALOON.COM - PCARD		PCABJAN00005	Credit Card Payment AP Invoice.	0	799.95	
	COSTCO BUSINESS CENTER - PCARD		PCABJAN00001	Credit Card Payment AP Invoice.	0	310.72	
	DOLLAR TREE - PCARD		PCABJAN00025	Credit Card Payment AP Invoice.	0	42.67	
	FEDEX - PCARD		PCABJAN00026	Credit Card Payment AP Invoice.	0	34.50	
	FOLLETT SCHOOL SOLUTIONS INC		PCABJAN00009	Credit Card Payment AP Invoice.	0	668.99	
	HAGGEN - PCARD		PCABJAN00000	Credit Card Payment AP Invoice.	0	287.51	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
	Vendor on Invoice						
	HENRY SCHEIN - PCARD		PCABJAN00008	Credit Card Payment AP Invoice.	0	70.00	
	HOBBY LOBBY - PCARD		PCABJAN00014	Credit Card Payment AP Invoice.	0	60.56	
	HOME DEPOT - PCARD		PCABJAN00021	Credit Card Payment AP Invoice.	0	99.11	
	JAMBA JUICE - PCARD		PCABJAN00023	Credit Card Payment AP Invoice.	0	500.00	
	JUST FOR KIX CATALOG LLC		PCABJAN00028	Credit Card Payment AP Invoice.	0	26.39	
	KNOWBUDDY RESOURCES		PCABJAN00012	Credit Card Payment AP Invoice.	0	92.77	
	LITTLE CAESARS - PCARD		PCABJAN00016	Credit Card Payment AP Invoice.	0	78.64	
	LOOKOUT BOOKS		PCABJAN00013	Credit Card Payment AP Invoice.	0	175.70	
	LOWE'S - PCARD		PCABJAN00010	Credit Card Payment AP Invoice.	0	360.42	
	MICHAELS - PCARD		PCABJAN00004	Credit Card Payment AP Invoice.	0	192.07	
	OFFICE DEPOT		PCABJAN00003	Credit Card Payment AP Invoice.	0	177.22	
	RAYMOND GEDDES CO, INC - PCARD		PCABJAN00029	Credit Card Payment AP Invoice.	0	78.95	
	RED LION HOTEL - PCARD		PCABJAN00024	Credit Card Payment AP Invoice.	0	255.03	
	SMART APPLE MEDIA - PCARD		PCABJAN00011	Credit Card Payment AP Invoice.	0	142.99	
	SPORTS AUTHORITY - PCARD		PCABJAN00022	Credit Card Payment AP Invoice.	0	112.43	
	STELLACOM HIGH SCHOOL		PCABJAN00006	Credit Card Payment AP Invoice.	0	96.75	
	STELLACOM HIST SCHOOL DIST #1		PCABJAN00007	Credit Card	0	318.45	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
	Vendor on Invoice						
	TARGET - PCARD		PCABJAN00015	Payment AP Invoice. Credit Card	0	48.08	
	XFUSION MEDIA - PCARD		PCABJAN00017	Payment AP Invoice. Credit Card	4061516142	315.00	
	XFUSION MEDIA - PCARD		PCABJAN00018	Payment AP Invoice. Credit Card	0	630.00	
			1	Computer	Check(s) For a Total of		6,148.79

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	1	Computer	Checks For a Total of	6,148.79
Total For	1	Manual, Wire Tran, ACH & Computer	Checks	6,148.79
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	6,148.79

The following vouchers, as audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, are approved for payment. Those payments have been recorded on this listing which has been made available to the board.

As of February 10, 2016, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$200.00. The payments are further identified in this document.

Total by Payment Type for Cash Account, ASB WARRANTS OUTSTANDING:

Warrant Numbers 402586 through 402586, totaling \$200.00

Secretary \_\_\_\_\_ Board Member \_\_\_\_\_

Board Member \_\_\_\_\_ Board Member \_\_\_\_\_

Board Member \_\_\_\_\_ Board Member \_\_\_\_\_

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
402586	DAGAN, SHAWN	01/29/2016	RR CHEER NATIONALS	REFUND OF REVENUE CHEER NATIONALS	0	200.00	200.00

1 Computer Check(s) For a Total of 200.00

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	1	Computer	Checks For a Total of	200.00
Total For	1	Manual, Wire Tran, ACH & Computer	Checks	200.00
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	200.00

The following vouchers, as audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, are approved for payment. Those payments have been recorded on this listing which has been made available to the board.

As of February 10, 2016, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$4,929.43. The payments are further identified in this document.

Total by Payment Type for Cash Account, ASB WARRANTS OUTSTANDING:  
Warrant Numbers 402587 through 402595, totaling \$4,929.43

Secretary \_\_\_\_\_ Board Member \_\_\_\_\_  
Board Member \_\_\_\_\_ Board Member \_\_\_\_\_  
Board Member \_\_\_\_\_ Board Member \_\_\_\_\_

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
402587	EMERALD RIDGE HIGH SCHOOL	02/05/2016	20151205EVENT	2016 WRESTLING - ERHS KICKOFF TOURNAMENT	4061516148	180.00	180.00
402588	FIFE HIGH SCHOOL ASB	02/05/2016	20160116EVENT	2016 WRESTLING - RICK SALES MEMORIAL INVITE	4061516153	300.00	300.00
402589	GRAHAM-KAPOWSIN HIGH SCHOOL	02/05/2016	20151230EVENT	2016 WRESTLING - GK ALL SPSL JV	4061516154	120.00	120.00
402590	LIDS TEAM SPORTS	02/05/2016	1051444	2001 FOOTBALL - HELMETS OPEN PO NTE \$3600.00	4061516072	3,158.33	3,158.33
402591	OLYMPIA HIGH SCHOOL	02/05/2016	011340ASB	2012 BOYS SWIM - OLYMPIA HS RELAY MEET	4061516143	80.00	80.00
402592	PAPA JOHN'S PIZZA	02/05/2016	S2208-16-2480	4012 STUDENT STORE 2015-16 OPEN PO - PAPA JOHNS PIZZA	4061516004	50.27	201.08
			S2208-16-2481	4012 STUDENT STORE 2015-16 OPEN PO - PAPA JOHNS PIZZA	4061516004	50.27	
			S2208-16-2525	4012 STUDENT STORE 2015-16 OPEN PO - PAPA JOHNS PIZZA	4061516004	50.27	
			S2208-16-2530	4012 STUDENT STORE 2015-16 OPEN PO - PAPA JOHNS PIZZA	4061516004	50.27	
402593	SOCCER.COM / EUROSPO	02/05/2016	57240780	Soccer equipment	4051516042	495.02	495.02
402594	WIAA	02/05/2016	18316	2003 CROSS COUNTRY - WIAA	4061516155	165.00	165.00

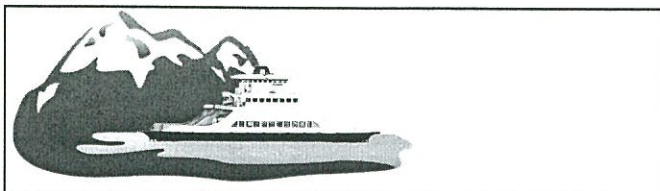
Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				INVOICE 18316 - LANGE			
402595	YAKIMA VALLEY SPORTS COMMISSIO	02/05/2016	\$230.00FEE	2002 VOLLEYBALL - YAKIMA VALLEY TOURNAMENT	4061516147	230.00	230.00
				9 Computer	Check(s) For a Total of		4,929.43

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	9	Computer	Checks For a Total of	4,929.43
Total For	9	Manual, Wire Tran, ACH & Computer	Checks	4,929.43
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	4,929.43

Steilacoom Historical School District No. 1  
Certificated Personnel Report

<b>Personnel Report 2-10-16</b>						
<b>Name</b>	<b>Position</b>	<b>FTE</b>	<b>Location</b>	<b>Effective Date</b>	<b>Action</b>	<b>Comment</b>
Dodd Heather	Speech Language Pathologist	1.00	Pioneer Middle	6/15/2016	Resignation	
Hux Danielle	Teacher	0.50	Chloe Clark	6/15/2016	Resignation	





# Memo

**To:** Board of Directors & Kathi Weight, Superintendent  
**From:** Andre Stout, Principal  
**CC:** Celeste Johnston  
**Date:**  
**Re:** 6<sup>th</sup> Grade Camp

---

Board approval is requested for our annual 6<sup>th</sup> grade outdoor education program. Details of the program are provided below:

Event: 6<sup>th</sup> grade Outdoor Education 2016  
Destination: Camp Colman; Longbranch, WA  
Dates: Two Sessions: April 11-13th and April 13-15th  
Estimated Cost: \$40,000  
Funding: Outdoor Education Budget, Student fundraisers through ASB, students pay (124.00/student).  
Chaperones and counselors pay \$60 each.  
Students: All 6<sup>th</sup> grade students, 32 high school counselors  
Chaperones: 6<sup>th</sup> grade teachers, 32 parents who have will have WSP clearance  
Travel: Buses  
Lodging: Cabins at Camp Coleman  
Classes taught by Camp Coleman instructors. Classes Includes plant identification and forest ecology, beach investigation, and challenge courses.

Thank You,

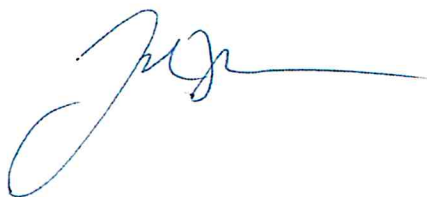
  
Andre Stout

## Overnight Field Trip Proposal

- The purpose of the trip is to compete, as state qualifiers, in the State DECA competition in Bellevue, WA
- The participants are employing their skills as marketing students in their area of expertise in state competition. They will be judged on their written and verbal skills in the marketing field.
- The students will travel by bus arranged by the advisor. All necessary paperwork has been submitted, the results from the area competition were announced January 13, 2016.
- The chaperones will be Christina Hayden, marketing teacher and DECA advisor for Steilacoom High School, and Micah Dill, English teacher at Steilacoom High School. This DECA conference lodging is in blocks of rooms that have male and female chaperones on each floor dispersed amongst the students' rooms. The hotels in Bellevue are assigned by Washington DECA. I have requested the Marriott as it is closest to Meydenbauer Center where the competition is held. I have not been assigned a hotel yet.
- The students participating are: Sage Allen, Aurora Authement, Kyra Delgado, Mary Forbes, Rachel Forbes, Kendall Fox, Amanda Glass, Miranda Just, Hannah Sheil, Jacob Smith, Sarah Waight, Scott Yeager
- The students and chaperone will be staying at a Bellevue hotel that DECA will assign at a later date. The advisor/instructor's travel will be paid using CTE funds. The required paperwork has been turned in. The transportation and lodging for the students will be paid with the funds in the DECA ASB account.

### Itinerary:

- a. Depart Steilacoom High School on March 3 at 12:00 pm and return to Steilacoom High School on March 5 at 2 pm. Students will be transported to and from the competition via district bus.
- b. Christina Hayden can be reached on her cell phone:



Monday, February 8, 2016

Members of the School Board:

The Boys Basketball Team is requesting permission for travel to Yakima, WA the weekend of March 3 through 5 to compete at the WIAA State Basketball Championships. The team will be supervised by Coach Gary Wusterbarth, Coach Bruce Hayes and Coach Elmer Lago.

Sincerely,

A handwritten signature in blue ink that reads "Michael J. Miller". The signature is written in a cursive style with a large initial "M".

**Mike Miller**

**Assistant Principal**

**Steilacoom High School**

**253.983.2339**

# STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1 BOARD OF DIRECTORS

Board Meeting Date: February 10, 2016

## **Strategic Focus Area**

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

## **BACKGROUND INFORMATION**

Second Reading: Deletion of Policies 5211, 5215, 5221 and 5230

WSSDA recommends the deletion of the following policies within the 5000 (Personnel) series:

### Policy 5211- Transfers

- Transfers and reassignments for represented personnel are covered by bargaining agreements. Policy is difficult to apply to all situations and can be confusing if runs counter to such provisions

### Policy 5215 – Assignment and Transfer of Certificated Administrative Staff

- Unnecessary reiteration of procedure and process covered by RCW 28A.405.230

### Policy 5221 – Part-Time Staff

- Not necessary to authorize the hiring of part-time staff
- Each part-time staff situation cannot be covered by a single policy

### Policy 5230 – Job Descriptions/Responsibilities

- Not necessary because Human Resources modifies job description based on need of positions.

## **RECOMMENDED ACTION:**

It is the recommendation of the Superintendent to delete Policies 5211, 5215, 5221 and 5230.

## **Report prepared by:**

Kathi Weight, Superintendent

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# STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1 BOARD OF DIRECTORS

Board Meeting Date: February 10, 2016

## **Strategic Focus Area**

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

## **BACKGROUND INFORMATION**

Second Reading – Policies 5201, 5240, 5280 and 5281

No changes since First Reading

## **RECOMMENDED ACTION:**

It is the recommendation of the Superintendent to approve policies 5201, 5240, 5280 and 5281.

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

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## **DRUG-FREE SCHOOLS, COMMUNITY AND WORKPLACE**

The board has an obligation to staff, students and citizens to take reasonable steps to assure safety in the workplace and to provide safety and high quality performance for the students who the staff serve.

For purposes of this policy, the “workplace” is defined to mean the site for the performance of work done in connection with a federal grant. The “workplace” includes any district building or any district property; any district-owned vehicle or any other district-approved vehicle used to transport students to and from school or school activities; off district property during any school-sponsored or school-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the district which could also include work on a federal grant.

### **Prohibited Behavior**

To help maintain a drug-free school, community, and workplace, the following behaviors will not be tolerated:

- A. Reporting to work under the influence of alcohol, illegal and/or controlled substances including marijuana (cannabis) and anabolic steroids.

Using, possessing, transmitting alcohol, illegal and/or controlled substances including marijuana (cannabis) and anabolic steroids in any amount or in any manner on district property at any time in the workplace.

- B. Any staff member convicted of a crime attributable to the use, possession, or sale of illegal and/or controlled substances including marijuana (cannabis) and anabolic steroids, will be subject to disciplinary action, including termination.
- C. Using district property or the staff member's position within the district to make or traffic alcohol, illegal and/or controlled substances, including marijuana (cannabis) and anabolic steroids.
- D. Using, possessing or transmitting illegal and/or controlled substances including marijuana (cannabis) and anabolic steroids.

### **Notification Requirements**

Any staff member who is taking a prescribed or over-the-counter medications will be responsible for consulting the prescribing physician and/or pharmacist to ascertain whether the medication may interfere with the safe performance of his/her job. If the use of a medication could compromise the safety of the staff member, other staff members, students or the public, it is the staff member’s responsibility to use appropriate personnel procedures (e.g., use leave, request change of duty, or notify his/her supervisor of potential side effects) to avoid unsafe workplace practices.

If a staff member notifies his/her supervisor that the use of medication could compromise the safe performance of his/her job, the supervisor, in conjunction with the district [insert district department/office (e.g. human resources)], then will determine whether the staff member can remain at work and whether any work restrictions will be necessary.

As a condition of employment, each employee will notify his or her supervisor of a conviction under any criminal drug statute violation occurring in the workplace. Such notification will be provided no later than 5 days after such conviction. The district will inform the federal granting agency within ten days of such conviction, regardless of the source of the information.

### **Disciplinary Action**

Each employee will be notified of the district's policy and procedures regarding employee drug activity at work. Any staff member who violates any aspect of this policy will be subject to disciplinary action, which may include termination. As a condition of eligibility for reinstatement, an employee may be required to satisfactorily complete a drug rehabilitation or treatment program approved by the district, at the employee's expense. Nothing in this policy will be construed to guarantee reinstatement of any employee who violates this policy, nor does the school district incur any financial obligation for treatment or rehabilitation ordered as a condition of eligibility for reinstatement.

The district may notify law enforcement agencies regarding a staff member's violation of this policy at the district's discretion or take other actions as it the district deems appropriate.

Cross References:	Board Policy 4215	Use of Tobacco on School Property
	Board Policy 5280	Termination of Employment
Legal References:	41 U.S.C. 8103	Drug Free Workplace Requirements for Federal Grant Recipients
	21 U.S.C. 812	Controlled Substance Act
	20 U.S.C 7101-7118	Safe and Drug-Free Schools and Communities Act [as amended by Title IV – 21st Century Schools]
	RCW 69.50.435	Violations committed in or on certain public places or facilities — Additional penalty — Defenses — Construction — Definitions

### **Management Resources:**

2015 - December Issue

2013 - February Issue

2011 - December Issue

Policy News, February 1999 Bus drivers still tested for marijuana

**Adoption Date: 2.27.08**

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

**Revised: 7.10.12, 4.10.13; 2.10.16**

## EVALUATION OF STAFF

The board recognizes that the professional growth and evaluation of individual employees is important to improve the effectiveness and efficiency of the school district. Staff are expected to perform the duties identified in their contracts and/or job descriptions, in addition to any other reasonable responsibilities that may be assigned or directed by their supervisor.

### **Certificated Teachers and Principals**

Evaluations for certificated teachers and principals will be in compliance with the requirements of chapter [28A.405 RCW](#) and applicable collective bargaining agreements or memoranda negotiated pursuant to chapter [41.59 RCW](#). The primary purpose of such evaluations will be to enhance and improve an employee's performance so as to improve student learning.

### **Certificated Support Personnel**

“Certificated support personnel” and “certificated support person” mean a certificated employee who provides services to students and holds one or more of the education staff associate (ESA) certificates pursuant to [WAC 181-79A-140\(5\)](#). ESA certification includes: school speech pathologists or audiologists, school counselors, school nurses, school occupational therapists, school physical therapists, school psychologists, and school social workers.

Certificated support personnel are considered non-classroom teachers for purposes of the Professional Growth and Evaluation System, and are not subject to the four-level rating system. The performance of certificated support personnel will be evaluated consistent with state law and applicable collectively bargained processes. The purpose of such evaluations will be to improve the employee's performance and alert the employee to any performance deficits or concerns.

### **Other Administrative Staff**

The performance of administrative staff other than certificated principals and assistant principals as referenced in the section above will be evaluated at least once per year. The purpose of such evaluations will be to improve the employee's performance and alert the employee to any performance deficits or concerns.

### **Classified Staff**

The performance of classified staff will be annually evaluated by his/her supervisor consistent with applicable collectively bargained processes. The purpose of such evaluations will be to improve the employee's performance and alert the employee to any performance deficits or concerns.

#### Cross References:

Board Policy 5280  
Board Policy 5520

Separation of Employment  
Staff Development

#### Legal References:

RCW 28A.400.100

Principals and vice principals –  
Employment of—Qualifications—  
Duties.

RCW 28A.405.100	Minimum criteria for the evaluation of certificated employees– Revised four level evaluation systems for classroom teachers and for principals-Procedures-Steering committee-Models-Implementation-Reports
RCW 28A.405.220	Conditions and contracts of employment – Nonrenewal of provisional employees –Notice - Procedure
RCW 28A.405.300	Adverse change in contract status of certificated employee – Determination of probable cause – Notice—Opportunity for hearing
RCW 28A.405.110	Evaluations — Legislative findings
RCW 28A.405.120	Training for evaluators
RCW 28A.405.130	Training in evaluation procedures required
WAC 181-79A-140	Types of certificates
WAC 392-191A	Professional Growth and Evaluation of School Personnel

Management Resources:

2015- December Issue  
2013 – April Issue  
2013- February Issue

**Adoption Date: 2.27.08**  
**School District Name: Steilacoom Historical School District**  
**Revised: 4.25.13; 2.10.16**

## **SEPARATION FROM EMPLOYMENT**

Under Washington law the superintendent has the authority to issue probable cause for discharge or nonrenewal to any certificated staff member. The board of directors will consider the notice of probable cause for a certificated staff member, or the superintendent's recommendation regarding the discharge of a classified staff member, and render a decision regarding the discharge or nonrenewal. . The notice of discharge will include notice of any appeal rights the employee may have and notice of the appeal processes.

### **A. Certificated Staff Member Release from Contract**

A certificated staff member may be released from contract under the following conditions:

1. A letter requesting release will be submitted to the superintendent's office. If accepted by the board, the staff member will be released from contract.
2. A release from contract may be granted by the board to allow a staff member to accept another position prior to or during the school year provided a satisfactory replacement can be obtained.
3. A release from contract may be granted by the board in case of illness or other personal matters which make it a substantial hardship for the staff member to continue his/her employment in the district.
4. Each request will be reviewed and a decision rendered based on the totality of the circumstances. The needs of the district and continuity of the educational program offered to students will receive primary consideration in the board's decision.

### **B. Resignation**

In order to permit proper staff planning and to minimize inconvenience to others who may be affected, certificated staff who plan to resign at the end of their contract period are requested to notify the superintendent of their resignation or retirement by April 1.

Those staff who are not contractually obligated to complete the current school year should notify the superintendent as early as possible of their intent to resign and no less than 30 days prior to their last working day.

### **C. Retirement**

Staff will participate in the retirement programs under the Federal Social Security Act and the Washington State Teachers' Retirement System or the Public Employees' Retirement System. Payroll deductions will be made and paid into the respective retirement programs in the manner prescribed by law.

Staff who become eligible to retire under the controlling retirement system and who intend to retire at the end of the current school year should notify the superintendent prior to April 1st of that year.

Those staff intending to retire who are not contractually obligated to complete the current school year should notify the superintendent as early as possible and no less than 30 days prior to their retirement date.

### **D. Program and Staff Reductions**

The board of directors determines the educational and operational programs for the district. Program and staff reductions may be required as a direct result of many factors, including but not limited to enrollment decline, programmatic needs or interests, a change in staffing

needs, failure of a special levy election or other events resulting in a significant reduction in revenue; increase in costs, and/or termination or reduction of funding of categorically-funded projects. The board will review appropriate information and based on administrative recommendations identify those educational programs and services which will be reduced, modified or eliminated.

Cross References:	Board Policy 5006 Board Policy 5240 Board Policy 5281	Certification Revocation Evaluation of Staff Disciplinary Action and Discharge
Legal References:	RCW 28A.400.300  28A.400.320  28A.400.340   28A.405.100   28A.405.140  28A.405.210  28A.405.220  28A.405.300  28A.405.310  28A.405.470  28A.410.090	Hiring and Discharging Employees — Leaves for employees — Seniority and leave benefits, retention upon transfers between schools Mandatory termination of classified employees Notice of discharge to contain notice of right to appeal if available  Minimum criteria for the evaluation of certificated employees – Revised four-level evaluation systems for classroom teachers and principals- Procedures-Steering committee— Models—Implementation--Reports  Assistance for teacher may be required after evaluation Conditions and contracts of employment — Determination of probable cause for non-renewal of contracts — Notice — Opportunity for hearing Conditions and contracts of employment — Non-renewal of provisional employees — Procedure Adverse change in contract status of certificated employee — Determination of probable cause — Notice — Opportunity for hearing Adverse change in contract status of certificated employee, including non- renewal of contract — Hearings — Procedure Mandatory termination of certified employees Revocation of authority to teach

41.32.240	Membership in system 41.33.020(6) Terms and provisions of plan
41.40.023	Membership
41.41	State Employees' Retirement — Federal Social Security
WAC 181-86	Policies and procedures for administration of certification proceedings
181-87	Acts of Unprofessional Conduct
Chapter 392-191WAC	WAC School Personnel—Evaluation of the Professional Performance Capabilities

Management Resources:

December 2015  
February 2014  
February 2013

**Adoption Date: 2.27.08**  
**School District Name: Steilacoom Historical School District**  
**Revised: 11.3.10, 4.10.13; 2.10.16**

## **DISCIPLINARY ACTION AND DISCHARGE**

### **Grounds for Disciplinary Action or Discharge**

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

- A. Incompetence;
- B. Inefficiency;
- C. Misappropriation or misuse of district property;
- D. Neglect of duty;
- E. Insubordination;
- F. Conviction/guilty plea of any crime which adversely affects the employee's ability to perform a job including any felony crime involving:
  - 1. The physical neglect of a child;
  - 2. The physical injury or death of a child;
  - 3. Sexual exploitation of a child;
  - 4. Sexual offenses;
  - 5. Promotion of a minor for prostitution purposes; or
  - 6. The sale or purchase of a minor child;[employees are required to report in writing to the superintendent any conviction or guilty plea of the above referenced crimes (and of any other crimes that are workplace related) within five days of conviction or guilty plea];
- G. Malfeasance;
- H. Misconduct;
- I. Inability to perform job functions;
- J. Willful violation of district policies and procedures or laws and regulations;
- K. Mistreatment, abuse or assault of fellow workers, students, or members of the public;
- L. Conflict of interest;
- M. Abuse of leave;
- N. Sexual harassment, verbal abuse, physical abuse or sexual misconduct;
- O. Manufacture, possession, distribution, sale or being under the influence of alcohol controlled, illegal, addictive or harmful substances including anabolic steroids;

- P. Conduct (whether on the job or off the job) that has a substantial negative impact on performance;
- Q. Mental or physical inability to perform the essential job duties;
- R. Intemperance;
- S. Intentional discrimination;
- T. Vulgar speech or actions;
- U. Use of habit forming drugs without pharmaceutical prescription by a doctor of medicine licensed to practice in the state of Washington;
- V. Use of alcoholic beverages on district premises or at a district sponsored activity off the district premises; or
- W. Use of district supplies and equipment for personal betterment or financial gain or other improper purposes.

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

### **Abuse and Sexual Misconduct**

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

### **Suspension of Staff**

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

Cross References:	Policy 5006 Policy 5240 Policy 5280	Certification Revocation Evaluation of Staff Termination of Employment
Legal References:	RCW 28A.400.300  RCW 28A.400.320	Hiring and discharge of employees — Leaves for employees — Seniority and leave benefits, retention upon transfers between schools  Crimes against children — Mandatory termination of classified employees — Appeal — Recovery of salary or compensation by district

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

Management Resources:

*Policy News*, December 2015  
*Policy News*, December 2014  
*Policy News*, October 2004

**Adoption Date: 2.27.08**  
**School District Name: Steilacoom Historical School District**  
**Revised: 11.3.10; 1.28.15; 2.10.16**

# STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1 BOARD OF DIRECTORS

Board Meeting Date: February 10, 2016

## **Strategic Focus Area**

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

## **BACKGROUND INFORMATION**

### **Second Reading of Policy 2106 Program Compliance and 2108 Remediation Programs**

No changes since first reading.

## **RECOMMENDED ACTION:**

It is the recommendation of the Superintendent to approve policies 2106 and 2108.

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

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## **PROGRAM COMPLIANCE**

Annually, on or before October 1, the superintendent will determine if the district is in compliance with the following program requirements:

- A. Appropriate measures are taken to safeguard all student and school district permanent records against loss or damage;
- B. Provision is made for the supervision of instructional practices and procedures;
- C. Current basic instructional materials are available for required courses of study;
- D. A program of guidance, counseling and testing services is maintained for students in all grades offered by the school district;
- E. A learning resources program is maintained;
- F. The physical facilities of each building are adequate and appropriate for the educational program offered;
- G. There is adequate provision for the health and safety of all students within the custody of the school district;
- H. A current policy statement pertaining to the administration and operation of the school district is available online or in each building's administrative office including, but not limited to, policies governing the school building and classroom visitation rights of non-students;
- I. The district is in compliance with the statutes which prohibit unequal treatment of individuals on the basis of race, sex, creed, color, honorably discharged veteran, sexual orientation, presence of any sensory, mental or physical disability or the use of a trained guide dog or service animal by a person with a disability and national origin in activities supported by common schools and which require equal access to Boy Scouts of America and other designated youth groups;
- J. Within each school, the school principal has determined that appropriate student discipline is established and enforced. The school principal has conferred with the certificated employees in the school building in order to develop and/or review building disciplinary standards and the uniform enforcement of those standards;
- K. Written high school graduation requirements and rules have been adopted by the school district board of directors; and

- L. Equivalence among schools in teachers, administrators and auxiliary personnel and equivalence in the provision of curriculum materials and supplies among schools who receive Title 1 funds.

Cross References:

- 6800 - Safety Operations and Maintenance of School Property
- 5240 - Evaluation of Staff
- 4040 - Public Access to District Records
- 4000 - Public Information Program
- 3410 - Student Health
- 3231 - Student Records
- 3210 - Nondiscrimination
- 3200 - Rights and Responsibilities
- 2410 - High School Graduation Requirements
- 2140 - Guidance and Counseling
- 2104 - Federal and/or State Funded Special Instructional Programs
- 2090 - Program Evaluation
- 2020 - Curriculum Development and Adoption of Instructional Materials
- 1310 - Policy Adoption, Manuals and Administrative Procedures

**Adoption Date: 2.27.08**  
**Revision Dates: 2.10.16**  
**Steilacoom Historical School District No.1**

## REMEDIATION PROGRAMS

The district, within its financial capacity, will offer programs that are designed to meet the needs of educationally disadvantaged students. Eligible students may receive services from one of three special needs programs — special education, learning assistance program (LAP) and Title I of the No Child Left Behind Act of 2001.

The district or individual school will conduct a needs assessment and will develop a plan for the use of LAP funds. Such a plan will be determined in consultation with an advisory committee, including, but not limited to, parents of participants, teachers, principals, administrators, and school directors. The plan will include:

- A. District and school-level data on reading, writing and mathematics achievement;
- B. Processes to identify under-achieving students to be served at each site for program services;
- C. How accelerated learning plans are developed and implemented for participating schools;
- D. How state and classroom assessments are used to inform instruction;
- E. How focused and intentional instruction strategies are identified and implemented;
- F. How highly qualified staff are developed and how staff will support the program at each site;
- G. How resources from other federal, state, district and school programs are coordinated with School Improvement plans and district strategic plans to support underachieving students;
- H. How a program evaluation will be conducted to determine the direction and elements of the program for the following school year; and
- I. Identification of the program activities the district will implement.

The plan will be approved by the board of directors prior to submission to the state.

In compliance with the federal law, the board of directors adopts a parent involvement policy, developed jointly with, agreed upon by, and distributed to the parents of children participating in the federal remediation program. The parent involvement policy is 4130.

The superintendent is directed to identify eligible students and their special needs and design programs that will satisfy those needs by combining federal remediation assistance programs, learning assistance programs (LAP) and special education services. The superintendent will monitor the progress of such programs; and provide assurances to state and federal agencies that such programs are in compliance with program requirements regarding staff qualifications, staff-

student ratios, student records, facilities and materials, financial accounting, reporting and program and student evaluation.

Cross References:                   6100 - Revenues From Local, State and Federal Sources  
  4130 - Title I Parental Involvement  
  2161 - Special Education and Related Services for Eligible  
  Students  
  2180 Parent, Family and Community Partnerships  
  2104 - Federal and/or State Funded Special Instructional  
  Programs

Legal References:                   Chapter 28A.165 RCW Learning assistance program  
  WAC 392-162 Special service program - Learning assistance

Management Resources:           Policy News, June 2005 Learning Assistance Policy Updated

**Adoption Date: 2.27.08**  
**Revised Dates: 2.10.16**  
**Steilacoom Historical School District No.1**

# STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1 BOARD OF DIRECTORS

Board Meeting Date: February 10, 2016

## **Strategic Focus Area**

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

## **BACKGROUND INFORMATION**

**Second Reading Policy 4315 Release of Information Concerning Sexual and Kidnapping Offenders and 4320 Cooperative Program with Other Districts and Public Agencies**

No changes since first reading.

## **RECOMMENDED ACTION:**

It is the recommendation of the Superintendent to approve policies 4315 and 4320.

**Report prepared by:**  
**Andre Stout, Principal Pioneer School & Superintendent Intern**

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## **RELEASE OF INFORMATION CONCERNING SEXUAL AND KIDNAPPING OFFENDERS**

Law enforcement agencies receive relevant information about the release of sexual and kidnapping offenders into communities. Law enforcement agencies decide when such information needs to be released to the public. The school district has a public safety role to play in the dissemination of such information to staff, parents, students and the community and will disseminate such information under the following conditions:

- A. Receipt of a specific request from a law enforcement agency that information be disseminated to staff and/or students and parents. In every case where students are notified, parents will be notified as soon as possible; or
- B. Receipt of the actual sex offender documents to be distributed. The district may duplicate the sex offender documents, but they will be distributed in the form received from the law enforcement agency.

Cross References:                    3143 - District Notification of Juvenile Offenders

Legal References:                    RCW 4.24.550 Sex offenders and kidnapping offenders — Release of information to public — Web site

Management Resources:            1998 - August Issue  
    2010 - October Issue

**Adoption Date: 2.27.08**  
**Steilacoom Historical School District**  
**Revised Dates: 5.27.09; 2.10.16**

## COOPERATIVE PROGRAMS WITH OTHER DISTRICTS AND PUBLIC AGENCIES

Whenever it appears to the economic, administrative and educational advantage of the district to participate in cooperative programs with other units of local government, the superintendent will prepare and present for the board's consideration an analysis of each cooperative proposal. Co-operative programs between two or more small school districts will not affect the small school factor of participating schools.

Cooperative agreements will comply with the requirements of the Interlocal Cooperation Act, with assurances that all parties to the agreement have the legal authority to engage in the activities contemplated by the agreement.

### **Private and Parochial Schools and Daycare Agencies**

The district will cooperate with private and parochial schools, including day care agencies, both in federally assisted programs and in other aspects of district operations in ways that are permitted by law. The primary obligation of the district will be to its students, and such cooperation will not interfere with or diminish the quality of services offered to its students.

Legal References:	RCW 28A.225.250	Voluntary, tuition free attendance programs among school districts,scope—Rules and regulations
	<u>RCW 28A.150.350</u>	Part-time students — Defined — Enrollment authorized — Reimbursement for costs — Funding authority recognition — Rules, regulations
	RCW 28A.160.120	Agreements with other governmental entities for transportation of public or other noncommon school purposes — Limitations
	Chapter 28A.205 RCW RCW 28A.225.250	Education Centers Compulsory School Attendance and Admission — Cooperative programs among school districts — Rules
	RCW 28A.235.120	Meal Programs — Establishment and operation — Personnel — Agreement
	Chapter 39.34 RCW Chapter 48.62 RCW	Interlocal Cooperation Act Local Government Insurance
	Chapter 392-135 WAC	Finance — Interdistrict Cooperation Programs

**Adoption Date: 2.27.08**  
**School District: Steilacoom Historical School District**  
**Revised: 5.27.09; 2.10.16**

# STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1 BOARD OF DIRECTORS

Board Meeting Date: February 10, 2016

## **Approval of Interlocal Agreement between the Town of Steilacoom and Steilacoom Historical School District for School Resource Officer (SRO) Services**

### **Strategic Focus Area**

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

### **BACKGROUND INFORMATION**

An addition of an SRO for the Steilacoom Historical School District is a planned expense and is the next step in our safety enhancements under our Strategic Plan focus area of “Safety, Service and Support”.

We have completed our research on the School Resource Officer (SRO) information the Board requested. Crisis Reality Training recommended an SRO after their extensive and comprehensive site and vulnerability assessments were completed in September of 2014. Based on their findings and recommendations and feedback from superintendents of neighboring school districts, there are both important tangible and intangible benefits for us to have an SRO.

The attached MOU incorporates changes from the draft version presented to the Board on January 26, 2016. The Town and District have agreed on all changes.

### **RECOMMENDED ACTION:**

Approval of Interlocal Agreement between the Town of Steilacoom and Steilacoom Historical School District for School Resource Services.

### **Report prepared by:**

**Kathi Weight, Superintendent**  
**Jim Brittain, Executive Director of Finance and Operations**

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**INTERLOCAL AGREEMENT  
BETWEEN THE TOWN OF STEILACOOM AND  
THE STEILACOOM HISTORICAL SCHOOL DISTRICT  
FOR SCHOOL RESOURCE OFFICER SERVICES**

This Agreement is made and entered into on this 10<sup>th</sup> day of February 2016, between the Town of Steilacoom (“Town”) and the Steilacoom Historical School District (“District”) both municipal corporations of the State of Washington, located in Pierce County, Washington, with respect to the following facts:

WHEREAS, the Town and the District have the power, authority and responsibility to provide security services within their respective jurisdictions and facilities; and

WHEREAS, the District has expressed a desire to execute an agreement with the Town for the services of one full-time police officer, known as a School Resource Officer (“SRO”) to be stationed at Steilacoom High School and serving the District’s schools located within the Town’s corporate boundaries and within the corporate boundaries of the City of DuPont; and

WHEREAS, both parties desire to enter into an agreement for the purpose of utilizing the Town’s capabilities to provide the District with SRO services; and

WHEREAS, the District and the Town believe that the services rendered by an SRO will enhance school security and benefit public safety; and

WHEREAS, the Town is willing to assign a police officer to serve as an SRO as set forth herein, subject to the District’s commitment to reimburse the Town for all of the costs of maintaining such position; and

WHEREAS, the Town and the District agree to fund an SRO position in accordance with the terms and conditions set forth in this Agreement; and

WHEREAS, this Agreement is specifically authorized by the Interlocal Cooperation Act set forth in Chapter 39.34 of the Revised Code of Washington, NOW THEREFORE,

IN CONSIDERATION OF THE PROMISES AND AGREEMENTS CONTAINED HEREIN, IT IS AGREED AS FOLLOWS:

1. Provision of School Resource Officer Services. Commencing on July 1, 2016, and thereafter during the term of this Agreement, the Town shall provide School Resource Officer (“SRO”) services (collectively referenced as “Services”). The SRO shall be stationed at Steilacoom High School and shall serve all of the District’s schools. Services are more fully described in Exhibit “A”, attached hereto and incorporated by this reference. The Town shall not employ anyone to provide the Services who has pled guilty or been convicted of any of the crimes listed in RCW 28A.400.322. The Town shall have the authority to make SRO staffing decisions, subject to the District’s advance approval of all staff assigned to serve as an SRO in District facilities and District events. The Town will replace any selected SRO upon request of the District that is based on any reason permissible by law applicable to the District. The Town shall have sole discretion as to the equipment, uniform, and supplies that will be used by the SRO, and shall be the sole judge as to the most appropriate, efficient, and effective manner of handling and responding to calls for Services or the rendering thereof. The SRO will remain an employee of the Town. The delivery of Services, the standards of performance, the discipline of

officers, the supervision of the SRO and any other Town personnel, and other matters incidental to the performance of the Services, shall remain under the control of the Town.

2. Salary and Overtime. The District shall not assume any liability for the direct payment of any salaries, wages, or other compensation to an SRO performing the Services provided hereunder. The Town shall be responsible for any cost of overtime as authorized by the chain of command of the SRO for work not covered within the scope of Services defined in Exhibit A. The District shall be responsible for any overtime caused by District related events. Except as otherwise specified herein, the District shall not be liable for compensation for wages or indemnity to any Town employee for injury or sickness arising out of his/her employment pursuant to this Agreement, except for any injury or sickness that occurs as a result of the District's negligent or intentional acts.

3. Term. This Agreement shall be effective for a three year term, from July 1, 2016, through June 30, 2019. Following expiration of the initial three year term, this Agreement shall automatically be extended for additional one year terms thereafter, unless a minimum of 180 days' notice of cancellation is provided by one party to the other. In all events, either party may terminate this Agreement, in the terminating party's discretion, upon 180 days' advance notice to the other party.

4. Payment for Services. The parties agree that the annual cost, including benefits, for maintaining an SRO position is presently \$135,000. The District will reimburse the aforementioned annual cost to the Town for the services of one SRO, as provided by this Agreement, for the term of this Agreement. Annual charges will be billed in four quarterly installments. The District shall remit payment to the Town within thirty (30) days after receipt of a quarterly invoice. The Finance Directors for each party are authorized to modify this payment schedule and process by subsequent mutual agreement, provided such understandings or modifications shall be in writing. The annual amount will be increased each January 1 by the amount of the negotiated pay and benefit rate increases in the collective bargaining agreement covering the individual performing the duties.

5. Emergency Situations. During days when school is in session, the SRO will not be assigned to duties other than those set forth herein, except for required Departmental training or in response to emergency conditions, as determine by the sole discretion of the Chief of Police, that necessitate the response of additional police personnel.

6. Indemnification. The District agrees to defend at its own expense, indemnify and hold harmless the Town, its hired, appointed and elected officers, officials, employees, agents, and volunteers from and against any and all liabilities, judgments, liens, losses, costs, damages and expenses, including costs and attorney fees in defense thereof, because of actions, claims or lawsuits of any kind that allege injury or death to a person, or damage, injury or destruction to property or the enjoyment of property caused or allegedly caused or occasioned in whole or in part by or arising out of the performance or carrying out of the terms of this Agreement and/or amendments to this Agreement, except to the extent that such injury or death to a person, or damage, injury, or destruction of property or the enjoyment of property is caused by the sole negligence or intentional acts of the Town and/or its hired, appointed and elected officers, officials, employees, agents, and volunteers.

The Town agrees to defend at its own expense, indemnify and hold harmless the District, its hired, appointed and elected officers, officials, employees, agents, and volunteers from and against any and all liabilities, judgments, liens, losses, costs, damages and expenses, including costs and attorney fees in defense thereof, because of actions, claims or lawsuits of any kind that allege injury or death to a person, or damage, injury or destruction to property or the enjoyment of property caused or allegedly caused or occasioned in whole or in part by or arising out of the performance or carrying out of the terms of this Agreement and/or amendments to this

Agreement, except to the extent that such injury or death to a person, or damage, injury, or destruction of property or the enjoyment of property is caused by the sole negligence or intentional acts of the District and/or its hired, appointed and elected officers, officials, employees, agents, and volunteers.

7. Compliance with Laws. The District acknowledges that, in addition to compliance by the Town with all applicable laws and regulations relating to employee hiring, the Town's Civil Service rules prohibit discrimination on the basis of non-merit factors. Additionally, the District acknowledges and agrees that the Services rendered hereunder may be affected by provisions of the collective bargaining agreement between the Town and the union representing the SRO. Furthermore, both parties acknowledge that this Agreement shall be subject to all laws, rules, and regulations of the United States of America, State of Washington, and the Town of Steilacoom. Should any such authority effectively prevent the performance of the obligations set forth herein or otherwise materially interfere with the achievement of the purposes of this Agreement, either party may terminate this Agreement upon thirty (30) days written notice to the other.

8. Modification. Either party may, in writing, request changes in the Agreement. Any and all agreed modification shall be in writing, signed by each of the parties and affixed to this Agreement.

9. Venue and Governing Law. In the event of litigation arising out of the construction or interpretation of any of the terms of this Agreement, the preferred venue of such action of litigation shall be in the courts of the State of Washington, County of Pierce. This Agreement shall be governed by the laws of the State of Washington.

10. Mediation/Arbitration Clause. If a dispute arises from or related to this Agreement or the breach thereof and if the dispute cannot be resolved through direct discussions, the parties agree to endeavor first to settle the dispute in an amicable manner by mediation administered by a mediator under Judicial Dispute Resolution LLC ("JDR") service rules or policies before resorting to litigation. If the parties are unable to agree on the selection of a mediator or are unable to resolve the dispute by mediation pursuant to this section, or the parties waive mediation by written agreement, then the parties agree that their dispute shall be subject to litigation.

11. Confidentiality. Laws involving confidentiality govern both the District and the Town. Both the District and the Town agree that its employees, subcontractors, and others shall maintain the confidentiality of all information provided by the other to the extent authorized to do so by the laws governing each. The federal Family Educational Rights and Privacy Act governs the District and the Town understands that this act and other state and federal laws will restrict the issuance of certain information to the Town. The District likewise understands that certain intelligence and law enforcement information is to remain confidential and in the sole control of the Town. Each agency agrees to respect the requirement imposed on the other and in the event of any judicial action being taken to promptly notify the other of any attempt to seek disclosure of information.

12. Notices. Any notices required to be given by the Parties shall be delivered at the addresses set forth below. Any notices may be delivered personally to the addressee of the notice or may be deposited in the United States mail, postage prepaid, to the address set forth below. Any notice so posted in the United States mail shall be deemed received three (3) days after the date of mailing.

13. Severability. If any term or condition of this Agreement or the application thereof to any person(s) or circumstances is held to be unconstitutional or invalid, such invalidity shall not affect the validity of the remaining portion of this Agreement and the remainder shall remain in full force and effect. The terms and conditions of this Agreement are declared severable.

14. Captions. The captions used herein are for convenience only and are not a part of this Agreement and do not in any way limit or amplify the terms and provisions hereof.

15. No Waiver. Waiver of any breach or condition of this Agreement shall not be deemed a waiver of any prior or subsequent breach. No term or condition of this Agreement shall be held to be waived, modified or deleted except by an instrument, in writing, signed by the parties hereto.

16. Entire Agreement. This written Agreement represents the entire agreement between the parties and supersedes any prior oral statements, discussions, or understanding between the parties.

17. Counterpart Originals. This Agreement may be executed in two or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.

**IN WITNESS WHEREOF**, the parties below have executed this Agreement, and by doing so acknowledge that they have read this Agreement, understand its terms, and enter this Agreement in a knowing, intelligent, and voluntary manner.

APPROVED BY THE STEILACOOM HISTORICAL SCHOOL DISTRICT ON:

**STEILACOOM HISTORICAL SCHOOL  
DISTRICT**

**TOWN OF STEILACOOM**

\_\_\_\_\_  
Kathi Weight, Superintendent

DATE: \_\_\_\_\_

\_\_\_\_\_  
Ron Lucas, Mayor

DATE: \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
Paul Loveless, Town Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Larry Hoffman, Town Attorney

## **Exhibit "A"**

### **PROGRAM GOAL:**

To continue the positive relationship between the Town and the School District.

To reduce crime and improve security in the schools.

To improve the quality of education in school.

### **PROGRAM BENEFITS:**

The SRO Program should help reduce crime in the schools and community. It will do so by intervening earlier in the delinquency pattern as well as offering students a positive role model. The physical security of the schools will be improved. This will result in a safer environment for students and faculty. The SRO will improve the liaison between students and faculty and the Town Public Safety Department. Overall, the relationship between the schools, staff, students, the Town Public Safety Department, and the community will improve.

### **SRO DUTIES:**

1. Conduct preliminary investigations of crimes that have occurred on/off campus involving students from the Steilacoom Historical School District's schools located within the Town of Steilacoom and provide assistance to the City of DuPont's Police Department investigating crimes involving students which may have occurred on/off campus of schools located in the City of DuPont.
2. Provide specialized training to school staff and students designed to improve security in the schools. Topics for example can include drug and gang identification, stranger awareness, sexual predators, crime prevention, and safety presentations, etc.
3. Provide advice to School District personnel on law enforcement issues. Officers will assist in suggesting solutions to security problems that arise in the School District.
4. Assist School District personnel in the identification of/and behavior modification of behaviors not conducive to a positive school environment and assist in law enforcement and security-related problem resolution.
5. Handle traffic complaints involving students on District properties and immediately adjoining areas within the Town of Steilacoom.
6. Work with School District security personnel on matters of mutual concern and provide them with training to enhance school safety.
7. Develop mentor relationships with students when possible.
8. Work flexible or adjusted shifts when necessary and permissible by labor Agreement to accommodate evening meetings, presentations, or other classes involving the SRO with the intent to minimize the amount of overtime incurred.
9. Attend Town of Steilacoom Police Department training as required.

10. SROs generally will not take any vacation during periods in which school is in session. If this should occur, the Town agrees to make reasonable efforts to assign other officers to provide SRO Services in the regular officer's absence.

# STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1 BOARD OF DIRECTORS

Board Meeting Date: February 10, 2016

## **Approval for Phone System Upgrade**

### **Strategic Focus Area**

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

### **BACKGROUND INFORMATION**

The current phone system was installed in 2008. The phone system's hardware has exceeded its life cycle. We have reached device capacity and software needs to be upgraded to allow for increased capacity, integration with district network and other applications. The current system does not allow for any remote access.

The 2015-2016 budget included \$150,000 for the phone system upgrade.

The attached PowerPoint provides additional information regarding this upgrade proposal.

### **RECOMMENDED ACTION:**

It is the recommendation of the Superintendent to approve the phone system upgrade at a cost not to exceed \$150,000.

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

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The background of the slide is a faded, light blue-tinted photograph of the Steilacoom Historical School building. The building is a large, multi-story structure with a prominent central tower and several gabled roofs. It is situated on a hillside overlooking a body of water, likely the Steilacoom River. The text is overlaid on this image.

# Steilacoom Historical School District

## VoIP Phone System Upgrade

# Phone System History

- Phone System installation - 2008
  - Cost \$459,585
  - Replaced prior EON Phone System
- Installation cost consisted of Cisco VoIP Phone System
  - 4 Physical Servers
    - Call Manager Server 1
    - Call Manager Server 2
    - Voice Mail Server
    - Emergency Responder
  - 5 routers
  - Network cabling
  - Network switches
  - Phones

# Current Phone System Status

- Current phone system reached max capacity in 2012 - 300 devices
- Cisco Voice Router hardware and Voice Media Servers are past end of the life cycle
- Software versions cannot be upgraded because hardware is past end of the life cycle
- Licenses cannot be added because current software versions do not have capacity for expansion
- Running on borrowed Emergency Responder Server due to hardware failure and parts unavailable due to age

# Phone System Planning

- Quotes and Cost Analysis
  - Externally hosted VoIP System not cost effective
    - Per User/Device licenses too expensive - \$5 to \$25 per month per phone and hosted outside. It would restrict our integration features.
    - Qualifying E-Rate discount no longer is allowed for phone systems
  - Upgrading existing on-premises VoIP System is most cost effective and provides the most features
  - Install InformaCast – runs parallel to provide a unified communication with phone system and other emergency applications.
- Network build out during the 14-15 school year
  - Building re-cabling
  - Upgrade network switches to 100% POE
- Budgeted for on-premise system upgrade during 15-16 school year
  - Quote \$130,637.85
  - 2015-2016 Budget - \$150,000

# Why Upgrade?

- Licenses
  - Currently licensed for up to 300 phones/devices
  - New system starts at 350 with capacity to grow
- End of life on current equipment
  - 4 physical servers for current phone system
  - No current growth options
    - Phones may be needed for classroom expansion in the future
    - Additional phones to continue to improve safety within buildings
- Virtual Environment
  - New servers will be virtual
    - Maintained by district not hosted outside
- Systems Integration
  - Future bell and intercom system options
  - Physical security (building access control, video surveillance and video management)

# System Features & Capabilities

- Software Phone Options
  - Allows headsets to rung through computer.
- Video Teleconferencing
- WiFi Phones
- Intercom Capabilities District-wide
- Integration Options
- Surveillance integration
- Two Radios



# What Will Be Upgraded?

- Software
  - Call Manager
  - Voicemail
  - Emergency Responder
- Hardware
  - Virtual Servers replacing 4 physical servers
  - Call Manager, Voicemail, and Emergency Responder Servers
  - Building Site Voice Routers
- Existing Phones do not need to be replaced
  - 25 WiFi phones and 25 phones with color VTC

# Vendor Information

Ednetics Protect Customers

- State Contract Pricing
- Other Districts



## Network Infrastructure

- Network Security
- Wired Networks
- Wireless Networks



## Physical Security

- Building Access Control
- Video Surveillance
- Video Management



## Collaboration

- IP Phone Systems
- Video Conferencing
- Desktop Sharing
- Unified Messaging



## Data Center

- Storage Area Network
- Virtualization
- Backup and Recovery

### Idaho School Districts

Coeur d'Alene School District  
Lakeland Joint School District  
McCall Donnelly School District  
Lewiston Independent School District  
Lake Pend O'Reille School District  
Plummer/Worley School District  
CDA Tribal School  
Minidoka School District  
Idaho Falls School District 91

### Washington School Districts

Freeman School District  
Medical Lake School District  
Great Northern School District  
Hoquiam School District  
South Bend School District  
Aberdeen School District  
Liberty School District  
Colville School District  
Othello School District  
Brewster School District  
Quincy School District

### Royal School District

North Franklin School District  
Newport School District  
Northport School District  
Deer Park School District  
Bellevue School District  
Lake Stevens School District  
College Place/Walla Walla  
Kennewick School District  
Sunnyside School District  
Grandview School District  
Toppenish School District  
Granger School District  
Wapato School District  
Yakima School District  
East Valley School District  
Zillah School District  
Mt. Vernon School District  
Snoqualmie Valley School District  
Seattle Public Schools  
Central Valley School District  
Franklin Pierce School District  
Mead School District

### Northshore School District

Lake Washington School District  
Quillayute Valley School District  
Ellensburg School District  
Woodland School District  
Clover Park School District

### Oregon School Districts

Hermiston School District  
Corbett School District  
Hillsboro School District  
Cresswell School District

### Higher Education

Everett Community College  
Edmonds Community College  
WSU Vancouver  
WSU Pullman  
Whitworth  
BYU Idaho  
Whitworth  
BYU Idaho

# Questions or Comments?



# STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1 BOARD OF DIRECTORS

Board Meeting Date: February 10, 2016

## **Approval for High School CTE Computer Equipment Purchase**

### **Strategic Focus Area**

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

### **BACKGROUND INFORMATION**

The Steilacoom High School CTE Program is enhancing the use of computer technology for the CTE Engineering, Art, Yearbook, ASL, Marine and Wildlife, AP Physics, Horticulture and Health programs. Currently, the SHS Computer Labs and CARTs are being shared by all content programs, limiting the availability of technology. The additional CTE laptops will provide the necessary resources for the CTE programs. The current CARTs will be utilized by the other departments.

The 48 laptop configuration will be a HP Z book 15 G2 Mobile Workstations Dual Core, Processor – Intel i7, 16 GB memory, and 256 GB Solid State Internal Storage. Also included will be 2 CARTs, Office 2016 and Photo Shop Software.

The Steilacoom High School CTE 2015-2016 budget has non-payroll current budget capacity of \$251,000. The cost proposal of the computer purchase is \$111,000, plus shipping.

### **RECOMMENDED ACTION:**

It is the recommendation of the Superintendent to approve the CTE Computer Equipment purchase, at a cost not to exceed \$115,000.

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

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# STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1 BOARD OF DIRECTORS

Board Meeting Date: 2/10/16

## **Strategic Focus Area**

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

## **BACKGROUND INFORMATION**

First Reading of Policy 2107 Comprehensive Early Literacy

- This is a new policy adopted straight from the recommended WSSDA model.
- Focuses on kindergarten through fourth grade.
- Includes provisions for parent involvement, which we have prioritized.
- Requires report cards, which the district is already issuing.
- Provides for communication about interventions at school and home.
- Communication with parents of third graders – meeting to discuss progress which may occur at spring conferences or later.
- Allows for communication to parents by principal if state scores are not returned in time for a meeting to occur.
- Exempts ELL students from the provision.
- Speaks to required plans for school with more than 40% not meeting standard.

## **RECOMMENDED ACTION:**

It is the recommendation of the Superintendent to move policy 2107 to a second reading.

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

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## **COMPREHENSIVE EARLY LITERACY PLAN**

- The district recognizes that early literacy is fundamental to students' development of listening, speaking, reading, writing and critical thinking skills. The district will develop and implement reading and early literacy services to kindergarten through fourth grade students based on student need for additional support so that every student has the opportunity to build a strong foundation for academic success.

### **General requirements**

The plan will include:

1. Use of annual screening assessments and other tools (e.g., Washington kindergarten inventory of developing skills, Washington state early learning and development guidelines for birth through third grade, the second grade reading assessment under RCW 28A.300.310, local assessments) to identify at-risk readers; and
2. Research-based family involvement and engagement strategies, including those that help families and guardians learn to assist student reading and early literacy skills at home.

- In order to keep parents informed and engaged in their student's reading progress, the district will require that report cards for students in kindergarten through fourth grade report the student's progress toward reading skill acquisition and whether the student is reading at grade level.

- If the student is not reading at grade level, the teacher and other appropriate school personnel will: 1) Advise the parent or guardian as to which interventions and/or strategies the district will use to help improve the student's reading skills; and 2) Provide strategies for parents or guardians to use at home to assist their student in improving their reading skills.

### **Requirement specific to third grade students**

- Prior to the return of the results of the statewide student assessment in English language arts, teachers and parents of students in third grade who are reading below grade-level or who, based on formative or diagnostic assessment and other indicators are likely to score in the below basic level (level one in a four-level scoring system on the statewide student assessment) on the third grade statewide student assessment in English language arts will meet to discuss the student's progress. Teachers may use a regularly scheduled parent-teacher conference to satisfy this meeting requirement.

- At the meeting, the teacher will inform the parents/guardians of:

- The requirements of this policy;
- The intensive reading improvement strategies that will be available to their student before fourth grade; and
- The school district's grade placement policy for the following year.

If a third grade student scores below grade level on the third grade statewide student assessment in English language arts and no meeting took place prior to the return of the results as indicated above, the principal or designee will notify the student's parents/guardians of:

- The fact that their student scored below basic;
- The requirements of this policy with regard to such a score;
- The intensive improvement strategy options available;
- The school district's grade placement policy;
- Contact information for a school district employee who can respond to questions and provide additional information; and
- A reasonable deadline for obtaining the parent's consent regarding the student's improvement strategies that will be implemented and the student's grade placement.

The district must obtain parent/guardian consent regarding appropriate grade placement and the intensive improvement strategy to be implemented. For students to be placed in fourth grade, the strategies discussed must include one provided, supported or contracted by the school district that includes a summer program or other options developed to meet the needs of students to prepare for fourth grade. The strategy must be implemented in consultation with the parents/guardians.

- If the district does not receive a response from a parent/guardian by the deadline or within a reasonable time thereafter, the principal or designee will make a decision on the student's grade placement for the following year and the intensive improvement strategies that will be implemented during the following school year. If the principal and parent cannot agree on the appropriate grade placement and improvement strategies from the list of available options, the district will honor the parent's request.

- If a student does not have a score in English language arts on the third grade statewide assessment but the district determines or is able to anticipate (using district or classroom-based formative or diagnostic assessments or another standardized assessment), that that student is below basic, the district will follow the same process for third grade students listed in this policy.

- Students in the transitional bilingual instruction program are exempt from this process, unless the student has participated in the program for three school years and receives a score of below basic on the third grade statewide student assessment in English language arts. Students with disabilities whose individualized education program (IEP) includes specially designed instruction in reading or English language arts are exempt from this process.

#### **Intensive reading and literacy improvement strategies**

The district will choose and implement intensive reading and literacy improvement strategies from a state menu of best practices established by the Office of the Superintendent of Public Instruction (OSPI).

- The district may use a practice or strategy not present on the state menu of best practices for two years initially. If the district is able to demonstrate that it has achieved improved outcomes for students over the previous two school years at a level commensurate with best practices on the

state menu, OSPI must approve use of the strategy for one additional school year. Subsequent approval is dependent on continuing improvement.

- Students with disabilities whose individualized education program (IEP) includes specially designed instruction in reading or English language arts will be provided reading and literacy improvement strategies as provided in the IEP.

- In any school where more than forty percent of tested students received a score of basic (level two on a four-level scoring system) or below basic on the third grade statewide student assessment in English language arts in the previous school year, the school district will implement an intensive reading and literacy improvement strategy from the state menu or an alternative strategy as referenced above for all students in grades kindergarten through four at the school.

- **Reporting requirement**

The district will require each school to report the number of students in kindergarten through fourth grade who are reading below grade level and the interventions being provided to those students to improve their reading. The information will be disaggregated by subgroups of students. The district will aggregate the information and provide reports to the office of the superintendent of public instruction for delivery to the education committees of the legislature and the educational opportunity gap oversight and accountability committee.

- Cross References:                      2421 - Promotion/Retention

Legal References:

RCW 28A.320.202 – Comprehensive system of instruction and services in reading and early literacy

RCW 28A.320.203 – Reading skills –report cards

RCW 28A.655.230 Reading skills — Meeting for grade placement and strategies for student improvement — Exemptions.

RCW 28A.655.235 Reading skills — Intensive reading and literacy improvement strategy — Calculation of tested students at or below basic on third grade student assessment — State menu of best practices.

- Management Resources:

2015 - October Policy Issue

OSPI's Comprehensive Literacy Plan [DRAFT]

Adoption Date:

**Steilacoom Historical School District No.1**

# STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1 BOARD OF DIRECTORS

Board Meeting Date: 2/10/16

## **Strategic Focus Area**

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

## **BACKGROUND INFORMATION**

First Reading of Policy 2121 Substance Abuse Program

- Adds marijuana (cannabis) to the list of substances in policy.
- 2 “shalls to wills”

## **RECOMMENDED ACTION:**

It is the recommendation of the Superintendent to move policy 2121 to a second reading.

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

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## **Substance Abuse Program**

The board recognizes that the abuse of alcohol, and the use and abuse of controlled illegal, addictive, or harmful substances including [marijuana \(cannabis\) and](#) anabolic steroids is a societal problem and may represent an impairment to the normal development, well-being and academic performance of students. To ensure the safety, health and well-being of all students, the board is committed to the development of a program which emphasizes drug and alcohol abuse prevention, intervention, aftercare support and necessary corrective actions. The program will address the legal, social and health consequences of drug and alcohol use, and provide information about effective techniques for resisting peer pressure to use illicit drugs or alcohol. The program will be age-appropriate and developmentally based for all students in all grades.

The board recognizes the effects to the school, home and community resulting from the abuse of alcohol and the use and abuse of controlled illegal, addictive or harmful substances including anabolic steroids. While the primary obligation to seek assistance rests with the student and his/her parent(s)/guardian(s), school staff [shall will](#) work with the home and community to develop and implement a comprehensive prevention and intervention program. The board of directors [shall will](#) seek the support, cooperation and coordination of public and private agencies through formation of an advisory committee, including representatives from the instructional staff, students, parents, state and local law enforcement staff and the county coordinator of alcohol and drug treatment or a representative of a treatment provider.

The superintendent is directed to develop and implement procedures to assess the scope of the problem of the use of addictive substances such as alcohol, drugs and nicotine, and to reduce and/or eliminate the problems associated with the use of alcohol, drugs and nicotine.

Parents and interested community members are encouraged to visit the school and/or classroom to observe classroom activities and review instructional materials. At the conclusion of each year, the district will evaluate the effectiveness of the program.

Cross References:

[5203 - Staff Assistance Program](#)

[3241 - Classroom Management, Corrective Actions Or Punishment](#)

Legal References:

[RCW 28A.170.075 Findings - Intent](#)

[RCW 28A.210.310 Prohibition on use of tobacco products on school property](#)

[RCW 69.50.101 Definitions \(as amended by 2012 c 8\)](#)

[RCW 69.51a.060 Crimes - Limitations of chapter](#)

Initiative Measure No. 502  
20 U.S.C. 7101 et seq. Safe and Drug-free Schools and  
Communities Act  
Title 21 Section 811, Controlled Substances Act

Management Resources:      2013 - February Issue

Adoption Date: 2.27.08

Revised Dates: **12.11; 02.13; 2.16**

**Steilacoom Historical School District No.1**

# STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1 BOARD OF DIRECTORS

Board Meeting Date: 2/10/16

## **Strategic Focus Area**

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

## **BACKGROUND INFORMATION**

First Reading of Policy 2140 Guidance and Counseling

- The district will develop and use materials, orientation programs and counseling techniques that encourage student participation in all school programs and courses of study. Discrimination based on race, religion, sexual orientation, etc. will not be acceptable or supported by the district.
- Annually, the district will review enrollment data within courses and programs disaggregated by factors such as limited-English proficiency and disability, including students protected by Section 504 of the Rehabilitation Act and the Individuals with Disabilities Act. If disproportionality is found, the district will take prompt action to ensure that it is not the result of discrimination.

## **RECOMMENDED ACTION:**

It is the recommendation of the Superintendent to move policy 2140 to a second reading.

**Report prepared by:**  
**Paul Harvey, Executive Director of Student Achievement**  
**Lanae Olson, SHSD Administrative Intern, 2015-16**

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## GUIDANCE AND COUNSELING

The Steilacoom Historical School District board of directors recognizes that guidance and counseling is an important part of the district's total program of instruction and is integral in achieving the district's mission of academic excellence and success for all students. The district will provide counseling and guidance services in accordance with state laws and regulations, school improvement plans, ethical standards, and district policies and procedures.

The board believes school counselors serve a vital role in maximizing student achievement and supporting a safe, compassionate learning environment. In the Steilacoom Historical School District, the purpose and role of the school counselor is to plan, organize, and deliver a comprehensive school guidance and counseling program that personalizes education and supports, promotes, and enhances the academic, personal, social, and career development of all students, based on the national standards for school counseling programs of the American School Counselor Association.

It is the goal of the Steilacoom Historical School District board of directors that the district's comprehensive school guidance and counseling program will assist every student in acquiring the knowledge, skills and attitudes needed to become an effective student, responsible citizen, productive worker and a lifelong learner. To that end, the district will develop and use materials, orientation programs and counseling techniques that encourage participation in all school programs and courses of study, including career and vocational technical programs and employment opportunities, based on factors other than sex, race, creed, religion, color, national origin, honorably discharged veteran or military status, sexual orientation, gender expression or identity, the presence of any sensory, mental or physical disability or the use of a trained dog guide or service animal.

The district will not deny any student the ability to participate in or benefit from its any of its course offerings based on any of the categories listed in this policy, whether they take place on or off school grounds or are offered as part of the district's online or alternative learning programs;

Annually, the district will review student enrollment data within courses and programs disaggregated by sex, race, limited-English proficiency and disability, including students protected under Section 504 of the Rehabilitation Act of 1973 and the Individuals with Disabilities Education Act. In reviewing the data, the district will determine whether a substantially disproportionate number of students within these categories are enrolled in a particular course or program. If disproportionality is found, the district will take prompt action to ensure that it is not the result of discrimination in 1) the identification and selection of students; 2) course and program enrollment criteria; 3) tests and appraisal instruments; 4) academic, career and vocational guidance materials; 5) work-study programs and opportunities; 6) educational scheduling or placement by counselors; or 7) other factors related to course or program enrollment.

The Board will provide resources to support the foundation, content, and continuous improvement of a comprehensive K-12 school counseling program, consistent with best practices described in state and national models. All school counseling programs will include the following elements: guidance curriculum, individual student planning, responsive services, and systems support for the counseling program. The superintendent or a designee will develop procedures to implement this policy.

Cross References:            2170 - Career and Technical Education  
   3123 - Withdrawal Prior to Graduation  
   3210 - Nondiscrimination

Legal References:            RCW 28A.410.043 School counselor certification  
   WAC 392-190-010 Agency filings affecting this section  
   Counseling and guidance services-Course and program  
   Enrollment

Management Resources      2014 - December Issue  
   2008 – December Issue

Adoption Date: 2.27.08

**Revision**

**Steilacoom Historical School District No.1**

# STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1 BOARD OF DIRECTORS

Board Meeting Date: February 10, 2016

## **Strategic Focus Area**

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

## **BACKGROUND INFORMATION**

### **First Reading of Policies 1225 and 1230**

Policy 1225 – School Director Legislative Program (Brand new Policy for SHSD)

Policy 1230 – Secretary (Deletion – does not exist in WSSDA any longer)

## **RECOMMENDED ACTION:**

It is the recommendation of the Superintendent to move Policy 1225 and 1230 to a 2<sup>nd</sup> reading.

## **Report prepared by:**

Kathi Weight, Superintendent

## **School Director Legislative Program**

The board will represent the district's interests in legislative action to promote the welfare of public education in the state of Washington or will direct those interests to be represented through its executive officer, the superintendent or designee.

As a public entity, the board must operate within the bounds of state and federal laws affecting public education. To effectively meet these responsibilities to the public and students of the district, the board will work vigorously for the passage of new laws designed to advance the cause of effective schools and for the repeal or modification of existing laws that impede this cause. The board also supports a legislative program that fosters the maintenance of local control in decision making and governance within the district.

To achieve these goals, the board will periodically study, discuss and weigh the merits of pending legislation for the purpose of establishing its official position through board action. When established, these official positions will be the position of the district in the legislative process.

### **Board Legislative Activities**

The board will:

- A. Designate one of its members to serve as legislative representative with the Washington State School Directors' Association (WSSDA);
- B. Develop an annual legislative program through conferences with the WSSDA and the National School Boards Association;
- C. Support and work for legislation that promotes the quality of education within the Steilacoom Historical School District, the region and the state of Washington;
- D. Commit to sending a team to the WSSDA/WASA Legislative Conference held each February;
- E. Stay informed of pending legislation and actively communicate concerns and make its position known to elected representatives at both the state and national levels by regular contact with their legislators in-district, in Olympia and in Washington D.C;
- F. Seek adequate funding for schools and full funding for state and federally mandated programs;
- G. Set aside board meeting time to discuss legislative issues, using resources such as WSSDA's Legislative Updates;

- H. Respond appropriately to requests for legislative proposals, comments on legislative proposals, and development of priority positions;
- I. Ensure that local media representatives and legislators are invited to board meetings and school activities;
- J. Work for the achievement of common legislative objectives with WSSDA and with other concerned groups; and
- K. Inform the public of its legislative priorities and outcomes of its legislative efforts. Board members, individually or as members of professional organizations, will not represent positions conflicting with the district's positions on legislative matters unless it is made clear that such representation is not the official position of the district.

**WSSDA Legislative Representative**

The board's Washington State School Directors' Association legislative representative serves as the contact person and acts as the coordinator of the board's state legislative activities. The legislative representative also serves as the board's liaison with the Washington State School Directors' Association Legislative Assembly. The legislative representative will assume office July 1 in an even year for a two-year period. The legislative representative will:

- A. Attend Washington State School Directors' Association Legislative Assemblies conveying local views and concerns to that body and participating in the formulation of state legislative programs;
- B. Monitor proposed education legislation; and
- C. Inform the board of pending legislative issues and existing or proposed WSSDA legislative positions.

Cross References:                    1220 - Board Officers and Duties of Board Members

Legal References:                    Chapter 28A.345 RCW Washington State School Directors' Association

Management Resources:            2009 - August Issue

Adoption Date:  
Revised Dates:

## **~~SECRETARY~~**

~~The superintendent as board secretary shall be responsible for:~~

- ~~A. Maintaining an accurate and complete record of all board proceedings;~~
- ~~B. Taking charge of the board's books and documents;~~
- ~~C. Drawing and signing all warrants authorized by the board;~~
- ~~D. Sending out notices of meetings and other relevant communications to board members and the public;~~
- ~~E. Preparing agendas and supplementary documents as authorized by the board;~~
- ~~F. Submitting required reports to the educational service district and to state and national agencies;~~
- ~~G. Authorizing the investment of district surplus funds by the county treasurer; and~~
- ~~H. Carrying out other duties as directed by the board and required by law.~~

~~Legal Reference: RCW 28A.400.030 Superintendent's duties~~

**~~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: February 10, 2016

## **Strategic Focus Area**

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

## **BACKGROUND INFORMATION**

### **1<sup>st</sup> Reading of Policies 1400 and 1420**

Policy 1400 – Meeting Conduct, Order of Business and Quorum

- Minor wording edits
- Addition of language around Special Meetings and notices
- Removal of Study Session section (referenced under Regular Meetings)
- Language added regarding no requirement to be physically present at meeting
- Public Comment language added
- Additional Legal References

Policy 1420 – Proposed Agenda and Consent Agenda

- Added language regarding posting on district website
- Minor wording edits

## **RECOMMENDED ACTION:**

It is the recommendation of the Superintendent to move Policies 1400 and 1420 to a 2<sup>nd</sup> Reading.

**Report prepared by:**

**Kathi Weight, Superintendent**

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## MEETING CONDUCT, ORDER OF BUSINESS AND QUORUM

Board meetings will be scheduled in compliance with the law and as deemed by the board to be in the best interests of the district and community. The board will function through (1) regular meetings, (2) special meetings, and (3) emergency meetings.

### Regular Meetings

Regular meetings are usually preceded by a short study session held at 6:00 p.m. Regular meetings shall be held at 7:00 p.m. on the 2<sup>nd</sup> and 4<sup>th</sup> Wednesday of each month or at other times and places as determined by the presiding officer or by majority vote of the board. An agenda of business to be transacted must be posted on the district website not less than twenty-four (24) hours in advance of the published start time of the meeting.

-If regular meetings are adjourned to times other than a regular meeting time, notice of the meeting shall will be made in the same manner as provided for special meetings. All regular meetings of the board shall will be held within the district boundaries. ~~When a regular meeting date falls on a legal holiday, the meeting shall be held on the next business day.~~

### Special Meetings

Special meetings may be called by the chair or ~~on a petition at the request~~ of a majority of the board members. A written notice of a special meeting, stating the time and place of the special meeting and the business to be transacted purpose of the meeting, shall will be delivered to each board member ~~not less than twenty-four (24) hours prior to the time of the meeting.~~ Written notice shall will also be ~~sent not less than twenty-four (24) hours prior to the meeting delivered~~ to each newspaper and radio or television station that has filed a written request for such notices. Written notice may be delivered personally or by mail, facsimile or electronic mail. The notice must be posted on the district's website. The district must also prominently display the notice at the main entrance of the district's headquarters as well as at the location of the meeting if the meeting is held at a location other than the headquarters.

- All required notices must be delivered or posted not less than twenty-four (24) hours prior to the meeting.

- The written notice requirement will be deemed waived if a member:

1. Submits a written waiver of notice to the board secretary at or prior to the time the meeting convenes. The waiver may be given by telegram, fax, or electronic mail; or
2. Is actually present at the time the meeting convenes.

Final disposition ~~will shall~~ not be taken on any matter other than those items stated in the meeting notice.

### Study Session

~~A session of the school board where the members collect and study information. No decisions are made and there is no community input. These sessions are reserved for the school board members to study issues.~~

### Emergency Meetings

In the event of an emergency involving fire, flood, earthquake, possible personal injury or property damage, the board may meet immediately and take official action without prior notification.

## Public Notice

Public notice ~~shall~~will be properly given for any special meeting; whenever a regular meeting is adjourned to another time or meeting location changed. All meetings ~~shall~~will be open to the public with the exception of executive ~~or closed sessions authorized by law~~sessions authorized by law. Final action resulting from executive session discussions will be taken during a meeting open to the public as required by law.

Individuals with disabilities who may need a modification to participate in a meeting should contact the superintendent's office no later than three days before a regular meeting and as soon as possible in advance of a special meeting so that special arrangements can be made.

During the interim between meetings, the office of the superintendent, as board secretary, ~~shall~~will be the office of the board. The district's public records will ~~shall~~ be open for inspection in the manner provided by and subject to the limitation of the law.

## Quorum

Three board members ~~shall~~will be considered as constituting a quorum for the transaction of business.

## Meeting Conduct and Order Of Business

All board meetings will be conducted in an orderly and business-like manner using *Roberts Rules of Order (Revised)* as a guide, except when such rules are superseded by board bylaws or policies. The order of business will be that indicated in the agenda. Any additions or changes in the prepared agenda may be requested by the superintendent or a board member and must be approved by majority vote of the board members present. At a special meeting final action may be taken only on that business contained in the notice of the special meeting.

Board members are not required to be physically present to attend a board meeting. Any or all board members may attend a board meeting and vote via any communication platform—including videoconference or teleconference-- that provides, at a minimum, simultaneous aural communication between those present, provided: 1) the meeting is properly noticed with any required passwords or authorization codes; 2) the meeting is accessible to the public; 3) the meeting accommodates any member of the public who wishes to participate and 4) the communication platform is generally known and accessible to the public.

The board ~~shall~~will establish its regular order of business, but may elect to change the order by a majority vote of the members present. All votes on motions and resolutions shall be by “voice” vote unless an oral roll call vote is requested by a member of the board. No action shall be taken by secret ballot at any meeting required to be open to the public. An oral roll call vote of all the members of the board is required for the election of board officers, filling a vacancy on the board, or for the selection of the school district superintendent, and a majority vote of all the members of the board is required for any person to be elected or selected for such positions.

During board meetings, board members will refrain from communicating electronically (e.g., by e-mail, text, social media) with their fellow board members.

## Public Comment

The board recognizes the value of public comment on educational issues and the importance of involving members of the public in its meetings. In order to permit fair and orderly expression of such comment, the board will provide a period at the beginning of the meeting during which visitors may present to the board. If possible, such presentations should be scheduled in advance.

The board will also allow individuals to express an opinion prior to board action on agenda items that the board determines require or will benefit from public comment. Written and oral comment will be accepted by the board before the adoption or amendment of policies not expressly or by implication authorized by state or federal law, but which will promote the education of kindergarten through twelfth grade students in public schools or will promote the effective, efficient or safe management and operation of the district. Individuals wishing to be heard by the board will first be recognized by the chair.

Individuals, after identifying themselves, will proceed to make comments within the time limits established by the board. Any representative of a firm eligible to bid on materials or services solicited by the board will also be entitled to express an opinion. The chair/president may interrupt or terminate an individual's statement when it is too lengthy, personally directed, abusive, obscene, or irrelevant. The board as a whole has the final decision in determining the appropriateness of all such rulings.

Cross Reference:	<u>1420</u> <del>Board Policy 1220</del>  <del>Board Policy 1410</del>	<u>Proposed Agenda and Consent Agenda</u> Board Officers and Duties of Board Members Executive or Closed Sessions
Legal References:	RCW 28A.330.020 RCW 28A.320.040 RCW 28A.330.070 RCW 28A.343.370 RCW 28A.343.380 RCW 28A.343.390  RCW 42.30. <u>030</u> <hr/> RCW 42.30.050 <hr/> RCW 42.30.060  <hr/> RCW 42.30.070 <hr/> RCW 42.30.080 <hr/> Ch.42 U.S.C. §§ 12101-12213, Americans with Disabilities Act	Certain board elections, manner and vote required <del>Directors</del> — Bylaws <u>for board and school government</u> Office of board — Records available for public inspection <del>Directors</del> — <u>Filling vacancies</u> <u>Vacancies</u> <del>Directors</del> — Meetings <del>Directors</del> — Quorum — Failure to attend meetings may result in vacation of office <del>Open Public Meetings Act</del> <u>Meetings declared open and public</u> <u>Interruptions - Procedure</u> <del>Open Public Meetings</del> — <u>Ordinances, rules, resolutions, regulations, etc., adopted at public meetings – Notice - Voting by secret ballot</u> <u>secret voting prohibited</u> <u>Times and places for meetings – Emergencies – Exception</u> <u>Special Meetings</u>

Management Resources:

2014 – June Issue  
Policy News, June 2005 2005 – June Issue Special Meeting Notice Requirements

**Adoption Date: 2.27.08**  
**School District Name: Steilacoom Historical School District**  
**Revised: 5.28.08, 5.25.11;**

