



## 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.

12/9/2015 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. REPORTS - Fall Sports Review (Information)

Presenter: John Nystrom and Jake Tyrrell

[Pioneer Fall Sports 2015.pdf](#)

[SHS Athletics Fall 2015 PPT.pdf](#)

### IV. APPROVAL OF MINUTES (Action)

[Minutes 11.18.15.pdf](#)

### V. RECOGNITION OF DIRECTOR YOSHIE WONG (Presentation)

### VI. RECEPTION

Running time: 10-15 minutes

### VII. SWEARING IN OF BOARD DIRECTORS

a. Oath of Office - Steve Schenk, Position 4 (Action)

b. Oath of Office - Sam Scott, Position 5 (Action)

## VIII. 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 November & December 2015 Accounts Payable and November 2015 Payroll.pdf](#)

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

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

[Approval of Steilacoom High Wrestling Overnight Trip.docx.pdf](#)

[Approval of Technology Surplus.pdf](#)

## IX. OLD BUSINESS

- a. **Second Reading of Policy 3141 Non Resident Students** (Action)

Presenter: Susanne Beauchaine

[Second Reading of Policy 3141 Nonresident Students.pdf](#)

- b. **Second Reading of Policy 4131 Notification of Threats of Harm or Violence** (Action)  
Presenter: Susanne Beauchaine

[Second Reading of Policy 4314 Notification of Threats of Violence or Harm.pdf](#)

- c. **Second Reading of Policies 5202 Federal Motor Carrier Safety Admin Mandate, 5251 Conflicts of Interest and 5253 Maintaining Professional Staff Student Boundaries** (Action)

Presenter: Kathi Weight

[Second Reading of Policy 5202, 5251, 5253.pdf](#)

- d. **Second Reading of Policy 5252 Staff Participation in Political Activities** (Action)  
Presenter: Kathi Weight

[Second Reading of Policy 5252.pdf](#)

## X. NEW BUSINESS

- a. **Election of Board Chair** (Action)

- b. **Election of Board Vice Chair** (Action)

- c. **Approval of Resolution 829-12-09-15 Emergency Grant** (Action)

Presenter: Jim Brittain

[Approval of Resolution 829-12-09-15.pdf](#)

- d. **Approval of Steilacoom High Overflow Parking Lot Project** (Action)

Presenter: Jim Brittain

[Approval of Steilacoom High School Parking Lot Project.pdf](#)

- e. **First Reading of Policy 5231 Length of Work Day** (Action)

Presenter: Kathi Weight

[First Reading Policy 5231.pdf](#)

- f. **First Reading of Policy 5270 Resolution of Staff Compliance** (Action)

Presenter: Kathi Weight

[First Reading Policy 5270.pdf](#)

- g. **First Reading of Policy 5271 Reporting Improper Governmental Action** (Action)

Presenter: Kathi Weight

[First Reading Policy 5271.pdf](#)

**XI. 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.

**XII. BOARD COMMUNICATION**

(Information)

**XIII. ANNOUNCEMENTS**

(Information)

**XIV. ADJOURNMENT**

(Action)



# Pioneer Fall Sports

GO PIRATES

# Pirate Football

- ▶ Stand outs.
  - ▶ Greg Padget, Ashantey Wagner, Hyrum Stowers, Malcolm Shevlen-Bennet, C.J. Carlos, and C.J. Delacruz stood out and played both Offense and Defense for our Pirates this year. Chance McDonald had a productive year as well as Quarterback.



# Stand outs

## ▶ Varsity

▶ Defense: Savannah Manley

▶ Offense: Emmy Rohrer & Grace Hembree

▶ Most Inspirational: Riley Gautier

▶ Most Improved: Savannah Antonowicz

## ▶ JV

▶ Defense: Kaylee Vazquez

▶ Offense: Mia McCreary

▶ Most Inspirational: Ady Barkhurst

▶ Most Improved: April Flora



# Winter Sports

- ▶ Girls Soccer- 4 teams – Varsity, Junior Varsity, C- team and 6<sup>th</sup> grade team.
- ▶ Boys Basketball – 3 Teams – Varsity, Junior Varsity, C-Team
- ▶ Home Dates Basketball : 12/11, 12/17; 1/21; 1/28
- ▶ Home Dates Wrestling: 12/16; 1/7; 1/12; 1/14; 1/26

# SENTINEL ATHLETICS

Fall Season 2015

Education Through Athletics

 Football	3.00	3.53	 Soccer
Golf		3.58	 Swim
 Tennis	3.32	3.37	 Volleyball
 Cross Country	3.65	3.65	 Cross Country

WIAA Scholastic Award Winners



- ▶ “Home” victory at Pierce College.
- ▶ Advanced to WCD3 for the second consecutive year.



# VOLLEYBALL

- ▶ Hosted (and won) a home playoff game for the first time since...

# FOOTBALL



▶ Advanced to State!

# SOCCER



- ▶ League champions! (Girls)
- ▶ SPSL 2A Coach of the Year, Jennie Lange!



# CROSS COUNTRY

- ▶ League champions (again)!
- ▶ Advanced to State!
- ▶ Sarah Burlingame (2<sup>nd</sup>) and Natalie Raschke (4<sup>th</sup>) in dive!



## SWIM & DIVE

- ▶ Qualified individual athletes for WCD3.

## TENNIS & GOLF

▶ Volleyball – Kendall Fox

~ 6 Total

▶ Football – Marques Hampton, Dawson Shero, Ahmed Jumper, Anthony Leiato, Graham Murphy

~ 14 Total

▶ Soccer – Lexi Orosco, Johnna Raby, Tayler Sayers-Howie

~ 7 Total

## SPSL 2A 1<sup>ST</sup> TEAM ALL-LEAGUE



## Meeting Minutes

Steilacoom High School 54 Sentinel Drive Steilacoom, Washington

### I. CALL TO ORDER

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

#### a. Pledge of Allegiance

Executive Director Beauchaine led the Pledge of Allegiance.

#### b. Roll Call

Director Wong made a motion to excuse Director Pierce; Director Denning seconded the motion and the motion passed (4/0). All other directors and Superintendent Weight present.

#### c. Approval of Agenda

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

### II. COMMENTS FROM THE AUDIENCE

No comments.

### III. PRESENTATIONS

#### a. Sequalitchew Creek Water Quality Project

Chloe Clark Elementary Principal Yoho introduced 3rd grade teacher Brett Bradshaw who introduced students Eli Vore, Ava Gin, Donaven Brown and Sadie Flake. The students presented a PowerPoint show about the Sequalitchew Creek Water Quality Project that all 3rd graders at their school have been involved in. Their presentation included the history of the area (DuPont) and the current status of the creek, its watershed and its inhabitants. Studies included science experiments, results and environmental impact.

#### b. Careers in Education

Steilacoom High Principal Hay introduced CTE teacher Keri Schultz-Brace who introduced Careers In Education students Akira Brown, Michaela Johnson, Deja Kumar, Mahea Ling-Oleole, Amanda Martin, Talina Sandoval and Tayler Syers-Howie. The students presented their Left Brain vs. Right Brain characteristics, personality and learning styles and its impact on careers in the field of education.

### IV. APPROVAL OF MINUTES

Director Denning made a motion to approve the minutes of the 10.28.15 regular school board meeting; Director Wong seconded the motion and the motion passed (4 /0).

## V. CONSENT AGENDA

Director Denning made a motion to approve the Consent Agenda; Director Wong seconded and the motion passed (4/0).

## VI. OLD BUSINESS

### a. Approval of 2015 - 2021 Capital Facilities Plan

Director Forbes made a motion to approve the 2015 - 2021 Capital Facilities Plan; Director Denning seconded the motion and the motion passed (4/0).

### b. Second Reading of Policy 2024, Online Learning

Director Forbes made a motion to approve Policies 2024, 2025, 5222, 5260 and 6101, Director Denning seconded the motion and the motion passed (4/0).

### c. Second Reading of Policy 2025, Copyright Compliance

### d. Second Reading of Policy 6101, Federal Cash and Financial Management

### e. Second Reading of Policies 5222 Job Sharing Staff Members and 5260 Personnel Records

## VII. NEW BUSINESS

### a. Approval of Resolution 827-11-18-15, Approval of WSSDA Registration for Newly Elected Director

Director Forbes made a motion to approve Resolution 827-11-18-15; Director Wong seconded the motion and the motion passed (4/0).

### b. Approval of Resolution 828-11-18-15, Acceptance of SHS Classroom Remodel Project

Director Denning made a motion to approve Resolution 828-11-18-15; Director Wong seconded the motion and the motion passed (4/0).

### c. First Reading of Policy 3141, Non Resident Student

Director Denning made a motion to move Policy 3141 to a second reading; Director Wong seconded the motion and the motion passed (4/0).

### d. First Reading of Policy 4314, Notification of Threats of Violence or Harm

Director Forbes made a motion to move Policy 3141 to a second reading; Director Denning seconded the motion and the motion passed (4/0).

### e. First Reading of Policy 5202, Federal Motor Carrier Safety Admin Mandated

Director Denning made a motion to move Policies 5202, 5251, 5252 and 5253 to a second reading; Director Wong seconded the motion and the motion passed (4/0).

### f. First Reading of Policy 5251, Conflicts of Interest

### g. First Reading of Policy 5252, Staff Participation in Political Activities

### h. First Reading of Policy 5253, Maintaining Professional Staff Student Boundaries

**VIII. COMMENTS FROM THE AUDIENCE**

No comments.

**IX. BOARD COMMUNICATION**

No Board communication.

**X. ANNOUNCEMENTS**

- Superintendent Weight announced that the Steilacoom Preservation Review Board approved the SHS Gravel parking lot; landscaping not required. She also announced that Steilacoom High has added a Girls Bowling Team. Director Forbes announced Steilacoom High Swim and Dive Team results.
- Director Denning assisted the Cubs Scouts Color Guard during the Saltar’s Point Veterans Day Assembly.

**XI. ADJOURNMENT**

Director Forbes made a motion to adjourn the meeting at 7:43 pm; Director Denning seconded the motion and the motion passed (4/0).

\_\_\_\_\_

(Chair)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(Secretary/Superintendent)

\_\_\_\_\_

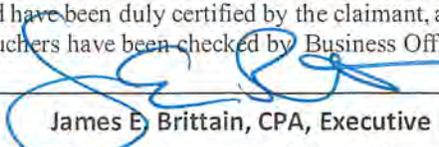
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# Steilacoom Historical School District

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: December 9, 2015

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

  
James E. Brittain, CPA, Executive Director of Finance & Operations

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

FUND NAME	WARRANTS (INCLUSIVE)	AMOUNT
<b>GENERAL FUND:</b>		
November 19, 2015	Accounts Payable 118174 to 118216	\$ 56,503.32
November 19, 2015	Accounts Payable 118217 to 118227	\$ 202.37
November 19, 2015	Accounts Payable 118228 to 118228	\$ 118.72
November 23, 2015	Accounts Payable 118229 to 118229	\$ 1,694.13
November 30, 2015	Payroll 800663 to 800669	\$ 15,648.52
November 30, 2015	Payroll A/P 118230 to 118255	\$ 639,264.08
November 30, 2015	Payroll Taxes	\$ 361,034.70
November 30, 2015	Direct Deposit	\$ 989,306.87
November 30, 2015	Accounts Payable 118256 to 118256	\$ 34,984.74
December 2, 2015	Accounts Payable 118257 to 118285	\$ 62,684.23
<b>TOTAL GENERAL FUND:</b>		<b>\$ 2,161,441.68</b>

<b>CAPITAL PROJECTS FUND:</b>		
November 12, 2015	Accounts Payable 200293 to 200294	\$ 28,440.71
November 19, 2015	Accounts Payable 200295 to 200296	\$ 1,345.24
November 20, 2015	Accounts Payable 200297 to 200298	\$ 44,480.70
December 3, 2015	Accounts Payable 200299 to 200299	\$ 13,034.30
<b>TOTAL CAPITAL PROJECTS FUND:</b>		<b>\$ 87,300.95</b>

<b>ASSOCIATED STUDENT BODY FUND:</b>		
November 12, 2015	Accounts Payable 402468 to 402478	\$ 4,082.96
November 19, 2015	Accounts Payable 402479 to 402488	\$ 4,090.28
November 19, 2015	Accounts Payable 402489 to 402490	\$ 33.00
November 20, 2015	Accounts Payable 402491 to 402494	\$ 4,100.00
November 23, 2015	Accounts Payable 402495 to 402495	\$ 340.10
November 30, 2015	Accounts Payable 402496 to 402496	\$ 15,599.36
December 3, 2015	Accounts Payable 402497 to 402505	\$ 4,239.99
<b>TOTAL ASSOCIATED STUDENT BODY FUND:</b>		<b>\$ 32,485.69</b>

Board of Directors of Steilacoom Historical School District No. 1
<p>I, Kathi Weight, being duly sworn, depose and say: That I am the Secretary to the Board of Steilacoom Historical School District No. 1, Pierce County, Washington, and that the above signatories are personally known to me and have signed these statements in my presence.</p> <p style="text-align: right; margin-right: 50px;"><i>Kathi Weight, Secretary to the Board</i></p>

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 December 9, 2015, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$56,503.32. The payments are further identified in this document.

Total by Payment Type for Cash Account, GF WARRANTS OUTSTANDING:  
Warrant Numbers 118174 through 118216, totaling \$56,503.32

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
118174	AAF INTERNATIONAL	11/20/2015	90948965	HVAC FILTER #170-112-500, 16X20X2", MARK FOR SHS	101516048	2,308.91	2,308.91
118175	ANDERSON ISLAND GENERAL STORE	11/20/2015	588889	FUEL FOR BUS & CARS ON AI OPEN PO 2015-16	81516050	150.79	150.98
			590487	FUEL FOR BUS & CARS ON AI OPEN PO 2015-16	81516050	142.74	
			591744	FUEL FOR BUS & CARS ON AI OPEN PO 2015-16	81516050	134.99	
			593097	FUEL FOR BUS & CARS ON AI OPEN PO 2015-16	81516050	142.46	
118176	BARNES & NOBLE	11/20/2015	3129065	books for advisory class	2371516018	1,040.72	1,040.72
118177	BETHEL SCHOOL DISTRICT	11/20/2015	1000057845	THANK YOU CARDS AND CERTIFICATES FOR ELSHIRE	0	67.50	67.50
118178	BUILDING CONTROL SYSTEMS INC	11/20/2015	9223	OPEN PURCHASE ORDER 2015-2016 FOR HVAC SYSTEM CONTROL PARTS & SERVICE	101516035	556.65	556.65
118179	CARTRIDGE WORLD	11/20/2015	38143	HP P1505 HP 36A K FILLED CB436A	0	122.51	122.51
118180	CASCADE RECREATION INC	11/20/2015	7028	60 CY FIBAR ENGINEERED WOOD FIBER RESILIENT SURFACING BLOWN INTO PLAYGROUNDS;	101516054	3,975.60	3,975.60

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
118181	CENTURYLINK #300493944	11/20/2015	300493944 NOV	30 CY AT CHERRYDALE & SALTAR'S POINT ELEMENTARIES DISTRICT WIDE CENTURY LINK SERVICES OPEN PO FY2015-16 / ACCT #300493944	81516021	348.49	348.49
118182	CHEVRON & TEXACO CARD SERVICES	11/20/2015	45642614	CHEVRON AND TEXACO GAS CARDS OPEN PO FY 2015-16	81516022	1,333.63	3,019.74
			45895944	CHEVRON AND TEXACO GAS CARDS OPEN PO FY 2015-16	81516022	1,686.11	
118183	CITY TREASURER (TACOMA)	11/20/2015	100683154 NOV	SHS READER BOARD SIGN POWER OPEN PO 2015-16	81516070	92.81	92.81
118184	COASTWIDE LABORATORIES	11/20/2015	GT2824547	OPEN PURCHASE ORDER 2015-2016 FOR CUSTODIAL SUPPLIES	101516003	662.61	1,288.86
			NT2824547	OPEN PURCHASE ORDER 2015-2016 FOR CUSTODIAL SUPPLIES	101516003	626.25	
118185	CROSS CULTURAL COMMUNICATIONS	11/20/2015	5	INTERPRETER SERVICES OCTOBER 2015	0	180.00	180.00
118186	CULLIGAN	11/20/2015	201511380587	WATER FOR ADMIN & MAINTENANCE OPEN PO 2015-16	81516071	45.10	45.10
118187	DELTA EDUCATION	11/20/2015	202501261687	Delta Education- Science curriculum supplies/kits. Payment shared with Paul Harvey's account.	1271516017	4,284.81	5,475.78
			202501262848	Delta Education- Science curriculum supplies/kits. Payment shared with Paul Harvey's account.	1271516017	1,190.97	
118188	EDNETICS INC	11/20/2015	CM-60298	Steilacoom High- ERate- Internal	111415059	-456.20	22.17

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				Connections Additional APs for device density- 30 devices per classroom			
			INV-67518	Cisco Management System (CPI) Licenses to manage new switches	111516008	478.37	
118189	FENCE SPECIALISTS	11/20/2015	0027029	OPEN PURCHASE ORDER 2015-2016 FOR FENCE REPAIRS	101516005	902.55	902.55
118190	GE CAPITAL	11/20/2015	63754916	DISTRICT OFFICE COPIERS FINANCING FY 2015-16 OPEN PO /ACCT #90136068109	81516027	529.50	529.50
118191	GK INDUSTRIAL REFUSE SYSTEMS	11/20/2015	0092364-IN	OPEN PURCHASE ORDER 2015/16 FOR PIONEER MIDDLE SCHOOL TRASH COMPACTOR.	101516058	211.07	211.07
118192	HELIX GROUP	11/20/2015	4149	ANNUAL FEE FOR SERVICES OF SCHOOL ALERT AND TAX	81516083	7,658.00	7,658.00
118193	HOME DEPOT CREDIT SERVICES	11/20/2015	0000000065169526511	OPEN PURCHASE ORDER 2015-2016 FOR SUPPLIES	101516008	118.72	118.72
118194	HORIZON DISTRIBUTORS INC	11/20/2015	3N059322	OPEN PURCHASE ORDER 2015-2016 FOR SUPPLIES	101516009	192.54	192.54
118195	INGRAM LIBRARY SERVICES	11/20/2015	90084960	English 11 Lit Circles - Ingram	4311516018	38.55	38.55
118196	J&I POWER EQUIPMENT INC	11/20/2015	288607	OPEN PURCHASE ORDER 2015-2016 FOR SUPPLIES	101516034	135.81	135.81
118197	JOSTENS INC	11/20/2015	17994762	#108083 DIPLOMA - 1 STUDENT DIPLOMA	0	10.04	10.04
118198	KCDA	11/20/2015	3970480	REFUND FOR RETURNED APPT BOOK	0	-70.16	606.66
			3975163	workroom/misc./sup plies	2371516014	47.78	
			3975166	copy paper for 2015-16 school year	2371516002	629.04	
118199	KIWANIS CLUB OF STEILACOOM	11/20/2015	MEMBER 2015-16 HAY	2015-16	0	80.00	80.00

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
118200	KONE INC	11/20/2015	949129370	MEMBERSHIP FOR DEB HAY OPEN PURCHASE ORDER 2015-2016 FOR ELEVATOR SERVICE	101516036	656.18	656.18
118201	LEWIS, MICHELLE	11/20/2015	11/14/15	LDC (LITERACY DESIGN COLLABORATIVE) TRAINING FOR CHLOE CLARK, CHERRYDALE & SHS	271516025	1,717.30	1,717.30
118202	MARK'S PLUMBING PARTS	11/20/2015	INV001465801	OPEN PURCHASE ORDER FOR PLUMBING SUPPLIES FOR 2015-2016	101516052	280.82	280.82
118203	MICROK12	11/20/2015	0464540-IN	Projector Lamps for classrooms	111516017	171.12	171.12
118204	MVP PHYSICAL THERAPY INC	11/20/2015	173	SHS PHYSICAL THERAPY ATHLETIC TRAINING SERVICES OPEN PO 2015-16	81516056	3,187.50	3,187.50
118205	NAFIS (NAT'L ASSOC OF FED IMPA	11/20/2015	2015/16 MEMBER	MEMBERSHIP 2015/16 FOR SHSD TO NATIONAL ASSOC OF FEDERALLY IMPACTED SCHOOLS	0	362.00	362.00
118206	PACIFICA LAW GROUP	11/20/2015	25742	PROFESSIONAL SERVICES OPEN PO 2015-16	81516034	476.00	3,479.00
			25743	PROFESSIONAL SERVICES OPEN PO 2015-16	81516034	3,003.00	
118207	POLAR ELECTRO, INC	11/20/2015	331431844	3 EA ACTIVITY MONITOR MANAGEMENT SYSTEMS, POLARGOFIT.COM WEB SERVICE, AND ANNUAL LICENSE PURCHASE FOR STEILACOOM HIGH SCHOOL	271516023	454.01	836.91
			331432137	3 EA ACTIVITY MONITOR MANAGEMENT SYSTEMS, POLARGOFIT.COM WEB SERVICE, AND ANNUAL LICENSE	271516023	382.90	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				PURCHASE FOR STEILACOOM HIGH SCHOOL			
118208	QBSI	11/20/2015	IN641249	QBSI OPEN PO FOR DISTRICT WIDE PRINT MANAGEMENT SERVICES 2015-16/ACCT #SH01	81516052	36.36	441.14
			IN641250	QBSI OPEN PO FOR DISTRICT WIDE PRINT MANAGEMENT SERVICES 2015-16/ACCT #SH01	81516052	404.78	
118209	SCHOOL SPECIALTY	11/20/2015	208115486646 208115496949	SPED art supplies	2371516026	81.94	304.18
118210	SCHULTZ-BRACE, KERI LYNN	11/20/2015	REIMBURSE MILEAGE	REIMBURSE MILEAGE / WA-FACSE CONVENTION (GRAND MOUND, WA)	0	98.90	98.90
118211	STABLES BUSINESS ADVANTAGE	11/20/2015	8036608853	COPY PAPER - OPEN PO NTE \$10000	4311516009	742.56	742.56
118212	TED BROWN MUSIC CO	11/20/2015	1747997 1767380 1770711	MUSIC INSTRUMENT REPAIR - OPEN PO NTE \$800 MUSIC INSTRUMENT REPAIR - OPEN PO NTE \$800 MUSIC SUPPLIES OPEN PO NTE \$500	4311516021 4311516021 4311516019	113.52 16.14 21.89	150.55
118213	TRUSTEED PLANS SERVICE CORP	11/20/2015	0083878-IN 0083971-IN	TPSC SERVICES OPEN PO 2015-16 TPSC SERVICES OPEN PO 2015-16	81516042 81516042	7,667.63 5,545.44	13,213.07
118214	US BANK EQUIPMENT FINANCE	11/20/2015	291655579	RISOGRAPH COPIERS FINANCING AT CC, SP & SHS OPEN PO 2015-16 / ACT #761778	81516061	1,058.94	1,058.94
118215	WEIGHT, KATHLEEN J	11/20/2015	REIMBURSE EDUCATION	REIMBURSE TEXTBOOKS FOR DOCTORATE PROGRAM @ SPU / AMAZON	0	30.89	30.89
118216	WELLS FARGO FINANCIAL LEASING	11/20/2015	5002613848	PIO COPIER FINANCING OPEN PO 2015-16 / ACCT #603-0012327-000	81516063	173.00	173.00

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				43 Computer	Check(s) For a Total of		56,503.32

	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
	43	Computer	Checks For a Total of	56,503.32
Total For	43	Manual, Wire Tran, ACH & Computer	Checks	56,503.32
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	56,503.32

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 December 9, 2015, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$202.37. The payments are further identified in this document.

Total by Payment Type for Cash Account, GF WARRANTS OUTSTANDING:  
Warrant Numbers 118217 through 118227, totaling \$202.37

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
118217	ASH, WILLIAM	11/20/2015	REFUND FOOD SERVICE	REFUND FOOD SERVICE / B. ASH, J. ASH & H. ALISKA	0	17.05	17.05
118218	CLARK, WILLIAM	11/20/2015	REFUND FOOD SERVICE	REFUND FOOD SERVICE / K. CLARK & J. CLARK	0	11.00	11.00
118219	GLENN, ERIN	11/20/2015	REFUND FOOD SERVICE	REFUND FOOD SERVICE / O. GLENN & B. GLENN	0	10.15	10.15
118220	HOWE, MARILYN	11/20/2015	REFUND FOOD SERVICE	REFUND FOOD SERVICE / N. PAGE	0	9.55	9.55
118221	HULL, TROY	11/20/2015	REFUND FOOD SERVICE	REFUND FOOD SERVICE / X. HULL & T. HULL	0	22.87	22.87
118222	HURLEY, CHRISTOPHER	11/20/2015	REFUND FOOD SERVICE	REFUND FOOD SERVICE / M. GREEN	0	30.75	30.75
118223	KENNEALLY, KAREN	11/20/2015	REFUND PARKING	REFUND PARKING PASS / S. KENNEALLY (RE-ISSUE OF CHECK #117942)	0	50.00	50.00
118224	MILANIO, FE	11/20/2015	REFUND FIELD TRIP	REFUND PSC ANATOMY FT / I. MILANIO	0	10.00	10.00
118225	MORRIS, ERINN	11/20/2015	REFUND LIBRARY	REFUND LOST LIBRARY BOOK / M. MORRIS "MIDDLE SCHOOL"	0	17.00	17.00
118226	WALKER, LOCKERT	11/20/2015	REFUND FOOD SERVICE	REFUND FOOD SERVICE / J. WALKER	0	14.00	14.00

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
118227	WIGGINS, DARWIN	11/20/2015	REFUND FIELD TRIP	REFUND PSC ANATOMY FT / T. BROWN	0	10.00	10.00
				11 Computer	Check(s) For a Total of		202.37

	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
	11	Computer	Checks For a Total of	202.37
Total For	11	Manual, Wire Tran, ACH & Computer	Checks	202.37
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	202.37

The following vouchers, as audited and certified by the Auditing Officer as required by RCW 42.24.060, 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 December 9, 2015, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$118.72. The payments are further identified in this document.

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

Warrant Numbers 118228 through 118228, totaling \$118.72

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
118228	SHELL FLEET PLUS CARD	11/20/2015	0000000065169526511	SHELL FUEL CARD NOV 2015	0	118.72	118.72

1 Computer Check(s) For a Total of 118.72

	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	118.72
Total For	1	Manual, Wire Tran, ACH & Computer	Checks	118.72
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	118.72

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 December 9, 2015, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$1,694.13. The payments are further identified in this document.

Total by Payment Type for Cash Account, GF WARRANTS OUTSTANDING:  
Warrant Numbers 118229 through 118229, totaling \$1,694.13

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
118229	STEILACOOM HIST SCHOOL DIST #1	11/24/2015	CTAX11 20151123AAA	Comp Tax owed for Cash Account 11 through 10/31/2015	0	1,694.13	1,694.13
			1	Computer	Check(s) For a Total of		1,694.13

	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	1,694.13
Total For	1	Manual, Wire Tran, ACH & Computer	Checks	1,694.13
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	1,694.13

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 December 9, 2015, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$34,984.74. The payments are further identified in this document.

Total by Payment Type for Cash Account, GF WARRANTS OUTSTANDING:  
Warrant Numbers 118256 through 118256, totaling \$34,984.74

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

Check Nbr	Vendor Name Vendor on Invoice	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
118256	MASTERCARD CORP. CLIENTS PAYME	11/30/2015		CREDIT CARD PAYMENT CHECK			34,984.74
	ABRA AUTO BODY & GLASS - PCARD		PCGFNOV00063	Credit Card Payment AP Invoice.	0	2,670.55	
	ACTFL - PCARD		PCGFNOV00048	Credit Card Payment AP Invoice.	0	785.00	
	ADOBE.COM - PCARD		PCGFNOV00033	Credit Card Payment AP Invoice.	0	26.12	
	ALIBRIS BOOKS - PCARD		PCGFNOV00067	Credit Card Payment AP Invoice.	0	174.92	
	AMAZON MARKETPLACE - PCARD		PCGFNOV00006	Credit Card Payment AP Invoice.	0	1,119.39	
	AMAZON MARKETPLACE - PCARD		PCGFNOV00040	Credit Card Payment AP Invoice.	0	298.71	
	AMAZON.COM - PCARD		PCGFNOV00005	Credit Card Payment AP Invoice.	0	1,870.45	
	AMAZON.COM - PCARD		PCGFNOV00030	Credit Card Payment AP Invoice.	0	69.31	
	AMLE (ASSOC MIDDLE LEVEL EDUCA		PCGFNOV00022	Credit Card Payment AP Invoice.	0	99.97	
	ANDERSON ISLAND GENERAL STORE		PCGFNOV00084	Credit Card Payment AP Invoice.	0	98.03	

Check Nbr	Vendor Name Vendor on Invoice	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
	ASCD (ASSOC FOR SUPERVISION &		PCGFNOV00018	Credit Card Payment AP Invoice.	0	39.45	
	ASCD (ASSOC FOR SUPERVISION &		PCGFNOV00064	Credit Card Payment AP Invoice.	0	91.72	
	BARNES & NOBLE		PCGFNOV00016	Credit Card Payment AP Invoice.	0	271.99	
	BEADUCATION INC - PCARD		PCGFNOV00056	Credit Card Payment AP Invoice.	0	186.26	
	BED BATH & BEYOND - PCARD		PCGFNOV00089	Credit Card Payment AP Invoice.	0	51.08	
	BOSLAND'S LEARNING PLUS - PCAR		PCGFNOV00081	Credit Card Payment AP Invoice.	0	2.67	
	BUREAU OF EDUCATION & RESEARCH		PCGFNOV00069	Credit Card Payment AP Invoice.	0	245.00	
	CAROLINA BIOLOGICAL SUPPLY CO		PCGFNOV00055	Credit Card Payment AP Invoice.	0	486.83	
	CASH & CARRY - PCARD		PCGFNOV00013	Credit Card Payment AP Invoice.	0	77.56	
	CDW-G		PCGFNOV00009	Credit Card Payment AP Invoice.	0	250.18	
	CENTER FOR EDUCATION AND EMPLO		PCGFNOV00020	Credit Card Payment AP Invoice.	0	225.00	
	COSTCO BUSINESS CENTER - PCARD		PCGFNOV00065	Credit Card Payment AP Invoice.	0	837.06	
	DAKTRONICS - PCARD		PCGFNOV00083	Credit Card Payment AP Invoice.	0	65.64	
	DEMCO INC		PCGFNOV00066	Credit Card Payment AP Invoice.	0	123.71	
	DOLLAR TREE - PCARD		PCGFNOV00019	Credit Card Payment AP Invoice.	0	83.51	
	DOUBLETREE HOTEL - PCARD		PCGFNOV00051	Credit Card Payment AP Invoice.	0	283.57	
	DUPONT GENERAL STORE - PCARD		PCGFNOV00091	Credit Card	0	20.64	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
	Vendor on Invoice						
	DUPONT GROCERY - PCARD		PCGFNOV00079	Payment AP Invoice. Credit Card	0	15.00	
	EBAY - PCARD		PCGFNOV00059	Payment AP Invoice. Credit Card	0	515.33	
	FEDEX - PCARD		PCGFNOV00008	Payment AP Invoice. Credit Card	0	14.57	
	FLINN SCIENTIFIC		PCGFNOV00042	Payment AP Invoice. Credit Card	0	399.56	
	FOLLETT SCHOOL SOLUTIONS INC		PCGFNOV00078	Payment AP Invoice. Credit Card	0	85.76	
	FRED MEYER - PCARD		PCGFNOV00001	Payment AP Invoice. Credit Card	0	307.58	
	GOODWILL - PCARD		PCGFNOV00088	Payment AP Invoice. Credit Card	0	84.58	
	GRADECAM LLC		PCGFNOV00044	Payment AP Invoice. Credit Card	0	787.68	
	HAGGEN - PCARD		PCGFNOV00026	Payment AP Invoice. Credit Card	0	1,976.42	
	HALLOWEEN CITY		PCGFNOV00087	Payment AP Invoice. Credit Card	0	36.00	
	HAND2MIND - PCARD		PCGFNOV00071	Payment AP Invoice. Credit Card	0	54.44	
	HERMAN ELECTRONICS		PCGFNOV00010	Payment AP Invoice. Credit Card	0	34.14	
	HOME DEPOT - PCARD		PCGFNOV00007	Payment AP Invoice. Credit Card	0	31.22	
	HOUGHTON MIFFLIN HARCOURT		PCGFNOV00050	Payment AP Invoice. Credit Card	0	1,928.18	
	HOUSE OF DONUTS - PCARD		PCGFNOV00021	Payment AP Invoice. Credit Card	0	310.50	
	KCDA		PCGFNOV00004	Payment AP Invoice. Credit Card	0	2,146.65	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
	Vendor on Invoice						
	LOGMEIN.COM - PCARD		PCGFNOV00057	Invoice. Credit Card Payment AP	0	26.25	
	LOWE'S - PCARD		PCGFNOV00000	Invoice. Credit Card Payment AP	0	527.25	
	MARRIOTT - PCARD		PCGFNOV00035	Invoice. Credit Card Payment AP	0	749.90	
	MASTERCARD CORP. CLIENTS PAYME		PCGFNOV00049	Invoice. Credit Card Payment AP	0	-25.43	
	MICHAELS - PCARD		PCGFNOV00038	Invoice. Credit Card Payment AP	0	21.87	
	MICHIGAN DEPT OF STATE RECORD		PCGFNOV00060	Invoice. Credit Card Payment AP	0	9.00	
	MR. SUPPLY		PCGFNOV00061	Invoice. Credit Card Payment AP	0	137.57	
	MUSIC AND ARTS - PCARD		PCGFNOV00015	Invoice. Credit Card Payment AP	0	6.08	
	NATIONAL ASSN FOR GIFTED CHILD		PCGFNOV00080	Invoice. Credit Card Payment AP	0	119.00	
	NORTHWEST TEXTBOOK DEPOSITORY		PCGFNOV00076	Invoice. Credit Card Payment AP	0	138.70	
	NSTA (NAT'L SCIENCE TEACHERS A		PCGFNOV00034	Invoice. Credit Card Payment AP	0	129.85	
	OFFICE DEPOT		PCGFNOV00053	Invoice. Credit Card Payment AP	0	1,149.70	
	OFFICE SUPPLY INC - PCARD		PCGFNOV00073	Invoice. Credit Card Payment AP	0	21.45	
	ORCA - PCARD		PCGFNOV00032	Invoice. Credit Card Payment AP	0	20.00	
	ORGANIC WORLD LANGUAGE		PCGFNOV00043	Invoice. Credit Card Payment AP	0	185.00	
	ORIENTAL TRADING CO - PCARD		PCGFNOV00017	Invoice. Credit Card Payment AP	0	140.16	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
	Vendor on Invoice						
	PACIFIC SCIENCE CENTER		PCGFNOV00047	Credit Card Payment AP Invoice.	0	132.00	
	PACIFIC LUTHERAN UNIVERSITY		PCGFNOV00075	Credit Card Payment AP Invoice.	0	75.00	
	PALOS SPORTS - PCARD		PCGFNOV00085	Credit Card Payment AP Invoice.	0	243.59	
	PEARSON EDUCATION		PCGFNOV00074	Credit Card Payment AP Invoice.	0	255.71	
	PIERCE COUNTY FERRY SYSTEM - P		PCGFNOV00012	Credit Card Payment AP Invoice.	0	4,564.35	
	PIZZA HUT - PCARD		PCGFNOV00029	Credit Card Payment AP Invoice.	0	122.73	
	POINT DEFIANCE ZOO & AQUARIUM		PCGFNOV00045	Credit Card Payment AP Invoice.	0	468.00	
	PUGET SOUND ESD 121		PCGFNOV00082	Credit Card Payment AP Invoice.	0	150.00	
	REALLY GOOD STUFF INC		PCGFNOV00072	Credit Card Payment AP Invoice.	0	123.81	
	RIO GRANDE JEWELRY		PCGFNOV00003	Credit Card Payment AP Invoice.	0	476.11	
	SAFEGWAY - PCARD		PCGFNOV00027	Credit Card Payment AP Invoice.	0	178.85	
	SAGE PUBLICATION - PCARD		PCGFNOV00014	Credit Card Payment AP Invoice.	0	315.96	
	SCHOOL ART MATERIALS - PCARD		PCGFNOV00036	Credit Card Payment AP Invoice.	0	47.02	
	SCHOOL NEWSPAPERS ONLINE		PCGFNOV00046	Credit Card Payment AP Invoice.	0	650.00	
	SCHOOL SPECIALTY		PCGFNOV00002	Credit Card Payment AP Invoice.	0	190.98	
	SCHOOLMATE.COM - PCARD		PCGFNOV00025	Credit Card Payment AP Invoice.	0	495.00	
	SDG SYSTEMS		PCGFNOV00062	Credit Card	0	57.15	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
	Vendor on Invoice			Payment AP Invoice.			
	STAPLES BUSINESS ADVANTAGE		PCGFNOV00068	Credit Card Payment AP Invoice.	0	738.49	
	STARBUCKS - PCARD		PCGFNOV00037	Credit Card Payment AP Invoice.	0	32.71	
	STEILACOOM HIST SCHOOL DIST #1		PCGFNOV00058	Credit Card Payment AP Invoice.	0	30.00	
	TEACHERSPAYTEACHERS - PCARD		PCGFNOV00070	Credit Card Payment AP Invoice.	0	38.00	
	TEACHINGBOOKS.NET - PCARD		PCGFNOV00023	Credit Card Payment AP Invoice.	0	513.75	
	TED BROWN MUSIC CO		PCGFNOV00011	Credit Card Payment AP Invoice.	0	43.79	
	THINK SOCIAL PUBLISHING - PCAR		PCGFNOV00031	Credit Card Payment AP Invoice.	0	80.84	
	TRADER JOE'S - PCARD		PCGFNOV00090	Credit Card Payment AP Invoice.	0	35.43	
	USPS - PCARD		PCGFNOV00052	Credit Card Payment AP Invoice.	0	186.70	
	VALUE VILLAGE - PCARD		PCGFNOV00086	Credit Card Payment AP Invoice.	0	56.70	
	WALMART - PCARD		PCGFNOV00024	Credit Card Payment AP Invoice.	0	166.56	
	WARD'S NATURAL SCIENCE		PCGFNOV00054	Credit Card Payment AP Invoice.	0	280.24	
	WERA (WA EDUCATIONAL RESEARCH		PCGFNOV00077	Credit Card Payment AP Invoice.	0	255.00	
	WSIPC		PCGFNOV00028	Credit Card Payment AP Invoice.	0	1,125.00	
	WSPRA (WA SCHOOL PUBLIC RELATI		PCGFNOV00041	Credit Card Payment AP Invoice.	0	40.00	
	WSSDA (WA STATE SCHOOL DIRECTO		PCGFNOV00039	Credit Card Payment AP Invoice.	0	195.00	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
	Vendor on Invoice			Invoice.			
1				Computer	Check(s) For a Total of		34,984.74

	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	34,984.74
Total For	1	Manual, Wire Tran,	ACH & Computer Checks	34,984.74
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	34,984.74

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 December 9, 2015, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$62,684.23. The payments are further identified in this document.

Total by Payment Type for Cash Account, GF WARRANTS OUTSTANDING:  
Warrant Numbers 118257 through 118285, totaling \$62,684.23

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
118257	BETANCOURT, WANDA A	12/03/2015	REIMBURSE MILEAGE	REIMBURSE MILEAGE - SCHEDULING FORUM	0	27.83	27.83
118258	BRITTAIN, JAMES E	12/03/2015	REIMBURSE MILEAGE	REIMBURSE MILEAGE MEETINGS	0	44.85	44.85
118259	BURNS, BARBARA JANE	12/03/2015	REIMBURSE SUPPLIES	REIMBURSE SUPPLIES - ACCUTRAIN CORP	0	84.85	84.85
118260	CAREERSTAFF UNLIMITED - TACOMA	12/03/2015	28427-265866	Jackie Muir, Contracted OT position	91516010	1,890.00	4,050.00
			28427-266611	Jackie Muir, Contracted OT position	91516010	2,160.00	
118261	CDW-G	12/03/2015	BFH8970	Adobe Acrobat Pro for Melissa and	81516082	351.70	351.70

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
118262	CENTURYLINK #78245209	12/03/2015	1357961951	Sue DISTRICT WIDE CENTURY LINK SERVICES OPEN PO FY2015-16 / ACCT #78245209	81516019	561.24	561.24
118263	COASTWIDE LABORATORIES	12/03/2015	GT284164-1	OPEN PURCHASE ORDER 2015-2016 FOR CUSTODIAL SUPPLIES	101516003	56.64	739.51
			NT2824547-1	OPEN PURCHASE ORDER 2015-2016 FOR CUSTODIAL SUPPLIES	101516003	360.23	
			NT2827432	OPEN PURCHASE ORDER 2015-2016 FOR CUSTODIAL SUPPLIES	101516003	322.64	
118264	DELTA EDUCATION	12/03/2015	202501264928	Delta Education- Science curriculum supplies/kits. Payment shared with Paul Harvey's account.	1271516017	88.22	2,697.79
			202501265715	Delta Education- Science curriculum supplies/kits. Payment shared with Paul Harvey's account.	1271516017	1,622.27	
			202501265895	Delta Education-	1271516017	1,187.30	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				Science curriculum supplies/kits. Payment shared with Paul Harvey's account.			
118265	GE CAPITAL	12/03/2015	63803020	PIONEER MIDDLE SCHOOL COPIERS FINANCING OPEN PO FY 2015-16/ACCT # 90136151454	81516024	743.10	1,973.85
			63808405	SHS COPIERS FINANCING OPEN PO FY 2015-16/ ACCT # 90136151415	81516023	695.78	
			63822079	SALTAR'S POINT ELEMENTARY COPIERS FINANCING FY 2015-16 OPEN PO / ACCT #90136152404	81516025	534.97	
118266	GOPHER SPORT	12/03/2015	9055336	PE SUPPLIES - GOPHER SPORT	4311516010	578.54	578.54
118267	GRAINGER	12/03/2015	9892660029	OPEN PURCHASE ORDER 2015-2016 FOR SUPPLIES	101516006	633.43	633.43
118268	HAROLD LEMAY ENTERPRISES	12/03/2015	6947689	DISTRICT WIDE GARBAGE & RECYCLING SERVICES OPEN PO 2015-16/ 1100 DIGGS, 13005 CAMUS, 1201	81516054	1,494.02	1,494.02

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
118269	HUNTERS TREE SERVICE	12/03/2015	4010	GALLOWAY REMOVAL OF TREE & BRANCHES AT PIONEER MS & CHLOE CLARK PER PROPOSAL DATED 9/10/15	101516053	1,750.40	1,750.40
118270	LITT, TERESA ANN	12/03/2015	REIMBURSE SUPPLIES	REIMBURSE SUPPLIES -- PRIDE TIME SUPPLIES	0	83.94	83.94
118271	NORTHWEST EDUCATIONAL DEVELOPM	12/03/2015	1016-1	TEACHER COACHING SERVICES PROVIDED SEPTEMBER 1-30 2015 FOR CHERRYDALE PRIMARY	271516028	4,500.00	4,500.00
118272	PUGET SOUND ENERGY	12/03/2015	200008146082 NOV	DISTRICT WIDE PSE OPEN PO FOR 2015-16 / 511 CHAMBERS ST	81516067	303.17	3,042.79
			200018787412 NOV	DISTRICT WIDE PSE OPEN PO FOR 2015-16 / 54 SENTINEL DR	81516067	2,358.41	
			200022057323 NOV	DISTRICT WIDE PSE OPEN PO FOR 2015-16 / 601 CHAMBERS ST #BUS	81516067	295.18	
			220005466069 NOV	DISTRICT WIDE PSE OPEN PO FOR 2015-16 / 511 CHAMBERS ST #B	81516067	86.03	
118273	ROBERTSON, DAVID H	12/03/2015	REIMBURSE MILEAGE	REIMBURSE MILEAGE	0	322.00	322.00

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
118274	SOUTH PUGET SOUND COMMUNITY CO	12/03/2015	NOV-15	- CROSS COUNTRY STATE CHAMPIONSHIP RUNNING START FOR SOUTH PUGET SOUND COMMUNITY COLLEGE (SPSCC) 2015-16	81516075	662.13	662.13
118275	SUNBELT STAFFING	12/03/2015	7455341	Megan Lindale RN Pioneer Middle School	91516012	1,320.00	3,945.00
			7455355	Jacqueline Diaz, Contracted Psychologist position.	91516009	2,625.00	
118276	TACOMA COMMUNITY COLLEGE	12/03/2015	PC-0000000042	RUNNING START PROGRAM AT TACOMA COMMUNITY COLLEGE FOR 2015-16	81516039	475.82	475.82
118277	TED BROWN MUSIC CO	12/03/2015	1753820	MUSIC INSTRUMENT REPAIR - OPEN PO NTE \$800	4311516021	180.09	390.12
			1763478	MUSIC INSTRUMENT REPAIR - OPEN PO NTE \$800	4311516021	101.29	
			1772703	open p.o. for supplies	2371516023	83.21	
			1772705	open p.o. for supplies	2371516023	62.40	
			1777293	open p.o. for supplies	2371516023	13.13	
118278	TOWN OF STEILACOOM	12/03/2015	1199.0	ELECTRICITY AND WATER/SEWER OPEN PO 2015-16 / 511	81516041	336.00	15,311.66

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				CHAMBERS ST FURNACE			
			1199.1	ELECTRICITY AND WATER/SEWER OPEN PO 2015-16 / 511	81516041	599.53	
			1409.0 NOV	CHAMBERS ST ELECTRICITY AND WATER/SEWER OPEN PO 2015-16 / 54	81516041	138.37	
			1409.1 NOV	SENTINEL DR ELECTRICITY AND WATER/SEWER OPEN PO 2015-16 / 540	81516041	7,499.20	
			1884.0	SENTINEL DR ELECTRICITY AND WATER/SEWER OPEN PO 2015-16 / 510	81516041	264.33	
			2075.0	CHAMBERS ST ELECTRICITY AND WATER/SEWER OPEN PO 2015-16 / 908	81516041	146.18	
			2456.0 NOV	THIRD ST MODULAR ELECTRICITY AND WATER/SEWER OPEN PO 2015-16 / 1100	81516041	121.27	
			2456.1 NOV	DIGGS ST ELECTRICITY AND WATER/SEWER OPEN PO 2015-16 / 1100	81516041	270.99	
			2662.0 NOV	DIGGS ST ELECTRICITY AND WATER/SEWER OPEN PO 2015-16 / 908	81516041	867.87	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
			3662.1 NOV	THIRD ST ELECTRICITY AND WATER/SEWER OPEN PO 2015-16 / 908	81516041	2,300.30	
			3181.0	THIRD ST ELECTRICITY AND WATER/SEWER OPEN PO 2015-16 / 54	81516041	31.65	
			3533.0 NOV	SENTINAL DR ELECTRICITY AND WATER/SEWER OPEN PO 2015-16 / 1201	81516041	761.77	
			3533.1 NOV	GALLOWAY ST ELECTRICITY AND WATER/SEWER OPEN PO 2015-16 / 1201	81516041	1,544.07	
			6359.0 NOV	GALLOWAY ST ELECTRICITY AND WATER/SEWER OPEN PO 2015-16 / 611	81516041	95.17	
			6571.0 NOV	CHAMBERS ST ELECTRICITY AND WATER/SEWER OPEN PO 2015-16 / 511	81516041	334.96	
118279	TRANE U.S. INC.	12/03/2015	11564189R1	CHAMBERS ST OPEN PURCHASE ORDER 2015-2016 FOR HVAC PARTS	101516024	95.19	95.19
118280	TRUSTEED PLANS SERVICE CORP	12/03/2015	0084072-IN	TPSC SERVICES OPEN PO 2015-16	81516042	11,588.67	11,588.67
118281	VERIZON WIRELESS	12/03/2015	9755808983	VERIZON WIRELESS OPEN PO 2015-16/ACCT	81516044	1,103.24	1,103.24

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
118282	WAMOA (WA ASSOC OF MAINT & OPS	12/03/2015	10846	#971255422-00001 2015/16 Annual WAMOA MEMBERSHIP for Anna Garvin	101516063	60.00	60.00
118283	WEIGHT, KATHLEEN J	12/03/2015	REIMBURSE	EDUCATION REIMBURSE EDUCATION - WINTER QUARTER 2015	0	4,710.00	4,776.93
118284	WITT COMPANY	12/03/2015	423988	REIMBURSE MILEAGE SUPPLIES FOR D.O. COPY MACHINES 2015-16	81516049	145.00	145.00
118285	PERMA-BOUND BOOKS	12/03/2015	1658643-00	Library Books	4021516009	993.73	993.73
				29 Computer	Check(s) For a Total of		62,684.23

	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	62,684.23
Total For	29	Manual, Wire Tran, ACH & Computer	Checks	62,684.23
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	62,684.23

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 December 9, 2015, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$0.00, and voids/cancellations, totaling \$118.72. The payments and voids are further identified in this document.

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

Voids/Cancellations, totaling \$118.72

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
118193	HOME DEPOT CREDIT SERVICES	11/19/2015	0000000065169526511	OPEN PURCHASE ORDER 2015-2016 FOR SUPPLIES	101516008	118.72	118.72

1 Void Check(s) For a Total of 118.72

	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	118.72
			Net Amount	-118.72

PAY	DESCRIPTION	COUNT	FACTOR	HOURS	GROSS	RETIRE
						HOURS
A214	FOOTBALL	1	1.0000		546.75	-0.10
A234a	SWIMMING	2	2.0000		2,567.72	86.90
A314	BASKETBALL	1	1.0000		1,137.47	40.30
A315	BASKETBALL	5	5.0000		5,428.81	
A354	CHEER ADVISOR	1	1.0000		892.23	42.00
A365	DANCE TEAM	1	1.0000		352.92	
A444	WRESTLING	1	1.0000		1,058.75	63.90
A445	WRESTLING	2	2.0000		1,289.18	
B013	BASE	201	185.0000		808,191.28	24246.00
B023	TRI	200	184.0000		143,049.13	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	864.00
B133	ASST PRINCIPAL	8	6.0000		49,798.60	864.00
B203	EXEMPT	8	6.0000		32,083.35	1008.00
B303	FAC OP MANAGER	1	1.0000		2,170.35	89.90
B314	LEAD GROUNDS	1	1.0000		4,177.34	168.00
B324	GROUNDS	2	2.0000		6,217.48	336.00
B334	LEAD CUSTODIAN	5	5.0000		18,089.10	840.00
B344	CUSTODIAN	13	13.0000		36,269.69	1974.00
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		29,492.62	2325.80
B413	PRESCHOOL ASST	5	4.0000		5,301.14	447.00
B423	TEACHER ASST	16	16.0000		28,284.17	2071.80
B423a	TEACHER ASST	1	1.0000		363.25	21.00
B433	TITLE I/LAP	7	6.0000		10,690.12	735.00
B443	BILINGUAL ASST	1	1.0000		1,950.28	136.50
B483	LIBRARY TECH	6	5.0000		8,338.20	634.20
B504	CAMPUS SUPERVIS	3	3.0000		7,094.62	504.00
B513	SPED PARA Ion1	3	3.0000		4,676.82	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
B623	SECRETARY 201	10	10.0000		18,488.54	1270.60

STELLACOOM SCHOOL DISTRICT #1  
PAY SUMMARY FOR MTHLY / MONTHLY PAYROLL - AFTER CALCS  
CHECK DATE: 11/30/2015 PERIOD ENDING DATE: 11/30/2015  
Pay/Ded/Bens Summary Totals

<u>PAY</u>	<u>DESCRIPTION</u>	<u>COUNT</u>	<u>FACTOR</u>	<u>HOURS</u>	<u>GROSS</u>	<u>RETIRE HOURS</u>
B633	SECRETARY 211	3	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	2	2.0000		6,739.21	336.00
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
E115	GSA ADVISOR	1	1.0000		600.00	
E135	GAME ADVISOR	1	1.0000		600.00	
E175	ART CLUB	2	2.0000		800.00	
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	
E425	TECH ALLOWANCE	1	1.0000		900.00	
E435	LEADERSHIP	1	1.0000		75.00	
E515	FCCLA	2	2.0000		200.00	

STELLACOOM SCHOOL DISTRICT #1  
PAY SUMMARY FOR MTHLY / MONTHLY PAYROLL - AFTER CALCS  
CHECK DATE: 11/30/2015 PERIOD ENDING DATE: 11/30/2015  
Pay/Ded/Bens Summary Totals

<u>PAY</u>	<u>DESCRIPTION</u>	<u>COUNT</u>	<u>FACTOR</u>	<u>HOURS</u>	<u>GROSS</u>	<u>RETIRE HOURS</u>
E565	DECA ADVISOR	1	1.0000		200.00	
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	3	3.0000		300.00	
E775	S2S ADVISOR	2	2.0000		800.00	
E785	EVENTS MGR	2	2.0000		1,650.00	
E795	SCI EQUIP PUR	1	1.0000		50.00	
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		208.34	
E955	VIDEO CLUB	1	1.0000		200.00	
E965	Digital Gaming	1	1.0000		200.00	
LWOP3	Leave w/o Pay	1	-0.2300		-4.23	-0.20
LWPB3	LWOP - Base	1	-15.0000		-577.68	-15.00
LWPT3	LWOP - TRI	1	-15.0000		-102.70	
T093	ADDT'L DAYS	2		15.0000	575.06	15.00
T214	FOOTBALL	6		184.1700	4,929.00	182.20
T413	PRESCHOOL ASST	1		-19.5000	-342.62	-19.50
T793	TEACHER ASST	1		-7.0000	-122.99	-7.00
T803	SPEC ED ASST	1		-7.2500	-114.48	-7.30
T823	APEX	2		31.0000	1,103.70	31.00
T863	SECRETARY	1		-0.2500	-3.95	-0.30
TCC5X	CLASS CVG	46	59.2500		2,267.90	
TEX3	EXTRA HOURS	6		39.0700	1,444.85	39.10
TEX4	EXTRA HOURS	1		8.0000	161.84	8.00
TO153	OVERTIME 1.5	1		2.7500	82.01	2.80
TO154	OVERTIME 1.5	1		41.5000	1,259.53	41.50
TO254	OVERTIME 2.5	1		7.0000	287.00	7.00
TPS4	POST SEASON	3		51.5000	1,221.89	51.50
TSP3	SUB CLASSIFIED	51		708.4200	7,552.41	708.60
TSP4	SUB CLASSIFIED	10		277.0000	4,385.30	277.00
TST3	SUB TEACHER	133		1686.2800	29,491.94	1687.20

<u>PAY</u>	<u>DESCRIPTION</u>	<u>COUNT</u>	<u>FACTOR</u>	<u>HOURS</u>	<u>GROSS</u>	<u>RETIRE</u> <u>HOURS</u>
TST5X	SUB TEACHER	4		37.5000	30.79	37.50
TTP3	TRAINING PAY	6		10.4100	182.19	10.50
ZVCE	VAC CASHOUT EXP	2	40.0000		1,497.80	40.00
	REPORT TOTAL	910	653.0200	3065.6000	1478,380.90	47436.00

CODE	DESCRIPTION	CATEGORY	COUNT	AMOUNT
1FIC	FICA	FICA	910	86,860.47
1Med	Medicare	MEDICARE	910	20,499.94
1ReE0	SERS Plan 0	RETIREMENT	80	
1ReE2	SERS Plan 2	RETIREMENT	79	18,474.71
1ReE3	SERS Plan 3	RETIREMENT	91	18,977.15
1ReP1	PERS Plan 1	RETIREMENT	1	234.81
1ReT0	TRS Plan 0	RETIREMENT	119	
1ReT1	TRS Plan 1	RETIREMENT	9	2,508.04
1ReT2	TRS Plan 2	RETIREMENT	154	35,667.44
1ReT3	TRS Plan 3	RETIREMENT	388	106,845.21
1UC	Unemployment 00	UNEMPLOY COMP	910	1,260.41
1WC	Workers' Comp	WORKERS' COMP	851	15,580.29
B5	LTD-Cert		218	2,752.17
B6	LTD-Classified		136	1,645.77
B9227	BROKERS FEES		354	4,191.24
H1187	HCA-100-87.5		303	17,682.75
H2187	HCA-12.5-37.49		41	603.47
H3187	HCA-62.5-87.49		8	391.52
H4187	HCA-37.5-62.49		2	65.26
K0	DENTAL- TPSC		286	29,952.00
K0adj	Dental TPSC Adj		1	-117.00
K1	DENTAL-WILLAMET		68	5,136.70
K1adj	Dent-Willam-Adj		1	82.50
L0	Life Ins - SCEA		125	244.20
L2	Life Ins - Cert		202	407.00
L3	Life Ins-Princi		14	26.40
L4	Life Ins-Exempt		13	22.00
M0	VISION - TPSC		354	6,290.04
M1	GROUP HEALTH		57	43,530.10
M1adj	GRP HLTH Adj		1	822.86
M2	BC PPO 2		39	27,292.44
M5	BC PPO 3		59	42,937.49
M6	BC PPO 5		22	16,744.45
M7a	BC EasyChoice A		61	37,135.06
M7b	BC EasyChoice B		28	16,121.19
MB	BC Basic		3	1,862.94

CHECK DATE: 11/30/2015 PERIOD ENDING DATE: 11/30/2015

Pay/Ded/Bens Summary Totals

<u>CODE</u>	<u>DESCRIPTION</u>	<u>CATEGORY</u>	<u>COUNT</u>	<u>AMOUNT</u>
MHD	BC HDHP		9	4,943.07
X0300	MEDICAL WAIVED		76	
			6983	567,674.09

\*\*\*\*\* 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.

*Dec 9, 2015*

As of November 18, 2015, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$28,440.71. The payments are further identified in this document.

Total by Payment Type for Cash Account, CPF WARRANTS OUTSTANDING:  
Warrant Numbers 200293 through 200294, totaling \$28,440.71

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
200293	LONG BUILDING TECHNOLOGIES INC	11/13/2015	JC124044	S2 SECURITY SYSTEM FOR STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1: PROJECT NO. 5050.150136	2001516014	28,256.61	28,256.61
200294	THE NEWS TRIBUNE	11/13/2015	20151104	NOTICE OF DETERMINATION OF NONSIGNIFICANCE PUBLIC NOTICE	0	184.10	184.10
				2 Computer	Check(s) For a Total of		28,440.71

	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
	2	Computer	Checks For a Total of	28,440.71
Total For	2	Manual, Wire Tran, ACH & Computer	Checks	28,440.71
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	28,440.71

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 December 9, 2015, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$1,345.24. The payments are further identified in this document.

Total by Payment Type for Cash Account, CPF WARRANTS OUTSTANDING:  
Warrant Numbers 200295 through 200296, totaling \$1,345.24

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
200295	GARLAND/DBS INC	11/20/2015	2511028117	PROJECT 25-WA-140520: STEILACOOM HIGH SCHOOL TENNIS COURT	0	1,000.63	1,000.63
200296	SIGN SOLUTIONS	11/20/2015	3528.02	CLASSROOM SIGN 117 FOR STEILACOOM HIGH SCHOOL CLASSROOM MODIFICATION	2001516013	344.61	344.61
				2 Computer	Check(s) For a Total of		1,345.24

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
	2	Computer	Checks For a Total of	1,345.24
Total For	2	Manual, Wire Tran, ACH & Computer	Checks	1,345.24
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	1,345.24

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 December 9, 2015, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$44,480.70. The payments are further identified in this document.

Total by Payment Type for Cash Account, CPF WARRANTS OUTSTANDING:  
Warrant Numbers 200297 through 200298, totaling \$44,480.70

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
200297	KCDA	11/23/2015	3942024	STELLACOOM HIGH SCHOOL GYMNASIUM PROJECTOR SYSTEM PROJECT PER SAXTON BRADLEY QUOTE QT-01963-3	2001516001	37,695.71	37,695.71
200298	SAXTON BRADLEY INC	11/23/2015	INV-14-02186	STELLACOOM HIGH SCHOOL PROJECTOR SYSTEM PROJECT PER QUOTE QT-01963-5	2001516003	6,784.99	6,784.99
				2 Computer	Check(s) For a Total of	44,480.70	

	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
	2	Computer	Checks For a Total of	44,480.70
Total For	2	Manual, Wire Tran, ACH & Computer	Checks	44,480.70
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	44,480.70

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 December 9, 2015, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$13,034.30. The payments are further identified in this document.

Total by Payment Type for Cash Account, CPF WARRANTS OUTSTANDING:  
Warrant Numbers 200299 through 200299, totaling \$13,034.30

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
200299	AHBL	12/04/2015	96410	STEILACOOM HIGH SCHOOL OVERFLOW PARKING PROJECT	2001516004	13,034.30	13,034.30

1 Computer Check(s) For a Total of 13,034.30

	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	13,034.30
Total For	1	Manual, Wire Tran, ACH & Computer	Checks	13,034.30
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	13,034.30

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.

*Dec 9, 2015*

As of ~~November 19, 2015~~, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$4,082.96. The payments are further identified in this document.

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

Warrant Numbers 402468 through 402478, totaling \$4,082.96

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
402468	CLOVER PARK SD - PRINTING & PU	11/12/2015	6528	CROSS COUNTRY MEET FORMS	0	41.85	41.85
402469	DEGOEDE BROTHERS	11/12/2015	140580	Poinsettia/wreath fundraiser	4051516031	1,765.50	1,765.50
402470	HARRIS, CHARM GENETTE	11/12/2015	REIMB20151105	COSTCO PURCHASE REIMBURSEMENT FOR JS2S TRAINING	0	72.83	72.83
402471	PACIFIC WELDING SUPPLIES LLC	11/12/2015	01321820	4012 STUDENT STORE 2015-16 OPEN PO - PACIFIC WELDING	4061516003	12.85	25.70
			01328648	4012 STUDENT STORE 2015-16 OPEN PO - PACIFIC WELDING	4061516003	12.85	
402472	PAPA JOHN'S PIZZA	11/12/2015	S2208-15-2160	4012 STUDENT STORE 2015-16 OPEN PO - PAPA JOHNS PIZZA	4061516004	50.27	251.35
			S2208-15-2161	4012 STUDENT STORE 2015-16 OPEN PO - PAPA JOHNS PIZZA	4061516004	50.27	
			S2208-15-2162	4012 STUDENT STORE 2015-16 OPEN PO - PAPA JOHNS PIZZA	4061516004	50.27	
			S2208-15-2177	4012 STUDENT STORE 2015-16 OPEN PO - PAPA JOHNS PIZZA	4061516004	50.27	
			S2208-15-2184	4012 STUDENT STORE 2015-16	4061516004	50.27	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
402473	PIERCE COLLEGE	11/12/2015	93854	OPEN PO - PAPA JOHNS PIZZA 2000 ATHLETICS - PIERCE COLLEGE FACILITY RENTAL DUE TO GYM CONSTRUCTION	4061516087	450.00	450.00
402474	PRO DJ'S - PCARD	11/12/2015	101520153363311615	DJ for Fall Social	4051516030	295.00	295.00
402475	SCHOLASTIC BOOK FAIRS	11/12/2015	W3446257BF	BOOK FAIR AMOUNT DUE TO SCHOLASTIC	4051516024	1,059.38	1,059.38
402476	STEILACOOM HIST SCHOOL DIST #1	11/12/2015	REIMB20151014	CD ASBF TO REIMBURSE GF FOR PUMPKIN PATCH FILED TRIP	0	73.35	73.35
402477	STEILACOOM HS BOOSTER CLUB	11/12/2015	DEP2015102015	4033 WEMAD - SHS BOOSTER CLUB RED	4061516083	20.00	20.00
402478	WIAA	11/12/2015	20141027	RIBBON DEPOSIT PO WIAA SCHOLASTIC INDIVIDUAL CERTIFICATES	0	28.00	28.00
11	Computer	Check(s) For a Total of					4,082.96

	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
	11	Computer	Checks For a Total of	4,082.96
Total For	11	Manual, Wire Tran, ACH & Computer	Checks	4,082.96
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	4,082.96

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 December 9, 2015, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$4,090.28. The payments are further identified in this document.

Total by Payment Type for Cash Account, ASB WARRANTS OUTSTANDING:  
Warrant Numbers 402479 through 402488, totaling \$4,090.28

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
402479	CONI LILJENGREN PIANO STUDIO	11/20/2015	20151017	ACCOMPANY CHOIR REHEARSALS	4051516037	125.00	125.00
402480	EASTBAY INC	11/20/2015	487048	1 EA NIKE TEAM WATERPROOF JACKET AND EMBROIDERY LOGO	4061516027	147.70	147.70
402481	INK INC	11/20/2015	31821	4018 STUDENT 2 STUDENT - S2S INK INC GEAR ORDER	4061516079	585.00	585.00
402482	NATIONAL BREAST CANCER FOUNDAT	11/20/2015	DONATION	PIONEER MIDDLE SCHOOL DONATION	0	360.02	360.02
402483	PAPA JOHN'S PIZZA	11/20/2015	S2208-15-2186	4012 STUDENT STORE 2015-16 OPEN PO - PAPA JOHNS PIZZA	4061516004	50.27	201.08
			S2208-15-2187	4012 STUDENT STORE 2015-16 OPEN PO - PAPA JOHNS PIZZA	4061516004	50.27	
			S2208-15-2189	4012 STUDENT STORE 2015-16 OPEN PO - PAPA JOHNS PIZZA	4061516004	50.27	
			S2208-15-2191	4012 STUDENT STORE 2015-16 OPEN PO - PAPA JOHNS PIZZA	4061516004	50.27	
402484	PENWORTHY COMPANY	11/20/2015	0017552-IN	Penworthy-Books for the Library	4021516008	598.60	598.60
402485	RAINIER APPAREL	11/20/2015	L2015306	1000 GENERAL ASB - ASB & LEADERSHIP GEAR - OPEN PO NTE	4061516024	171.62	171.62

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				\$1600.00			
402486	STEILACOOM HIST SCHOOL DIST #1	11/20/2015	REIMB	SHS ASB TO	0	50.00	174.26
			REIMB20151117	REIMBURSE GF			
				CD ASBF TO	0	5.26	
				REIMBURSE GF FOR			
				AMAZON CHARGE			
			REIMB262104	ASBF TO REIMBURSE	0	119.00	
				GF FOR S2S			
				CATERING			
402487	WESTERN WA FOOTBALL OFFICIALS	11/20/2015	300	FOOTBALL	4051516034	1,232.00	1,232.00
				OFFICIALS' FEES			
402488	WESTERN WA UMPIRES ASSOC (WWUA)	11/20/2015	131	FAST PITCH	4051516033	495.00	495.00
				OFFICIALS' FEES			
				10 Computer	Check(s) For a Total of		4,090.28

	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
	10	Computer	Checks For a Total of	4,090.28
Total For	10	Manual, Wire Tran, ACH & Computer	Checks	4,090.28
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	4,090.28

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 December 9, 2015, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$33.00. The payments are further identified in this document.

Total by Payment Type for Cash Account, ASB WARRANTS OUTSTANDING:  
Warrant Numbers 402489 through 402490, totaling \$33.00

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
402489	PHILBIN, ANGELINA	11/20/2015	REFUND TSHIRT	REFUND CLASS 2016 TSHIRT	0	15.00	15.00
402490	TRUONG, LYNDA	11/20/2015	REFUND TSHIRT	REFUND CLASS 2017 TSHIRT - PERSONALIZED	0	18.00	18.00
				2 Computer	Check(s) For a Total of		33.00

	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
	2	Computer	Checks For a Total of	33.00
Total For	2	Manual, Wire Tran, ACH & Computer	Checks	33.00
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	33.00

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 December 9, 2015, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$4,100.00. The payments are further identified in this document.

Total by Payment Type for Cash Account, ASB WARRANTS OUTSTANDING:  
Warrant Numbers 402491 through 402494, totaling \$4,100.00

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
402491	BELLARMINE PREPARATORY SCHOOL	11/23/2015	20151104	4003 CHEER - BELLARMINE PREP COMPETITION FEES	4061516104	400.00	400.00
402492	NORTHWEST CHEER & DANCE ACADEM	11/23/2015	2015-11-06	4003 CHEER - NWCDA - COMPETITION FEES	4061516102	800.00	800.00
402493	SDWWC	11/23/2015	20151119	2016 WRESTLING - GEAR INVENTORY PURCHASE	4061516110	2,500.00	2,500.00
402494	SKYLINE HIGH SCHOOL	11/23/2015	20151116	4003 CHEER - COMPETITION FEES	4061516101	400.00	400.00
				4 Computer	Check(s) For a Total of		4,100.00

	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	4,100.00
Total For	4	Manual, Wire Tran, ACH & Computer	Checks	4,100.00
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	4,100.00

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 December 9, 2015, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$340.10. The payments are further identified in this document.

Total by Payment Type for Cash Account, ASB WARRANTS OUTSTANDING:  
Warrant Numbers 402495 through 402495, totaling \$340.10

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
402495	STEILACOOM HIST SCHOOL DIST #1	11/24/2015	CTAX41 20151123AAA	Comp Tax owed for Cash Account 41 through 10/31/2015	0	340.10	340.10

1 Computer Check(s) For a Total of 340.10

	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	340.10
Total For	1	Manual, Wire Tran, ACH & Computer Checks		340.10
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	340.10

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 December 9, 2015, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$15,599.36. The payments are further identified in this document.

Total by Payment Type for Cash Account, ASB WARRANTS OUTSTANDING:  
Warrant Numbers 402496 through 402496, totaling \$15,599.36

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

Check Nbr	Vendor Name Vendor on Invoice	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
402496	MASTERCARD CORP. CLIENTS PAYME	11/30/2015		CREDIT CARD PAYMENT CHECK			15,599.36
	AMAZON MARKETPLACE - PCARD		PCASBNOV00000	Credit Card Payment AP Invoice.	0	216.39	
	AMAZON MARKETPLACE - PCARD		PCASBNOV00004	Credit Card Payment AP Invoice.	0	-9.43	
	ART AND CLAY STUDIO - PCARD		PCASBNOV00006	Credit Card Payment AP Invoice.	0	-30.00	
	BED BATH & BEYOND - PCARD		PCASBNOV00041	Credit Card Payment AP Invoice.	0	21.87	
	BIG LOTS - PCARD		PCASBNOV00018	Credit Card	0	38.29	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
Vendor on Invoice							
				Payment AP Invoice.			
	CASH & CARRY - PCARD		PCASBNOV00005	Credit Card	0	420.42	
				Payment AP Invoice.			
	COSTCO BUSINESS CENTER - PCARD		PCASBNOV00029	Credit Card	0	365.23	
				Payment AP Invoice.			
	COSTUME DISCOUNTERS - PCARD		PCASBNOV00024	Credit Card	0	343.72	
				Payment AP Invoice.			
	CRAMER SPORTS MEDICINE - PCARD		PCASBNOV00039	Credit Card	0	174.59	
				Payment AP Invoice.			
	CRANE'S CREATIONS		PCASBNOV00017	Credit Card	0	55.79	
				Payment AP Invoice.			
	DECA INC		PCASBNOV00034	Credit Card	0	38.00	
				Payment AP Invoice.			
	DOLLAR TREE - PCARD		PCASBNOV00002	Credit Card	0	166.28	
				Payment AP Invoice.			
	DOMINO'S PIZZA - PCARD		PCASBNOV00038	Credit Card	0	69.54	
				Payment AP Invoice.			
	ESPRESSO SUPPLY INC - PCARD		PCASBNOV00012	Credit Card	0	159.07	
				Payment AP Invoice.			
	FARRELLI'S WOOD FIRE PIZZA		PCASBNOV00011	Credit Card	0	273.04	
				Payment AP Invoice.			

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
	Vendor on Invoice						
	FORMAL FASHIONS INC		PCASBNOV00036	Credit Card Payment AP Invoice.	0	1,459.56	
	FORMAL FASHIONS INC		PCASBNOV00042	Credit Card Payment AP Invoice.	0	1,818.78	
	GO! FIGHT! WIN! MUSIC		PCASBNOV00009	Credit Card Payment AP Invoice.	0	798.00	
	HAGGEN - PCARD		PCASBNOV00001	Credit Card Payment AP Invoice.	0	146.43	
	HANDS ON CHILDRENS MUSEUM		PCASBNOV00045	Credit Card Payment AP Invoice.	0	504.00	
	HOME DEPOT - PCARD		PCASBNOV00008	Credit Card Payment AP Invoice.	0	70.70	
	INK INC		PCASBNOV00025	Credit Card Payment AP Invoice.	0	114.87	
	JOANN FABRICS - PCARD		PCASBNOV00043	Credit Card Payment AP Invoice.	0	15.83	
	JUNIOR LIBRARY GUILD		PCASBNOV00021	Credit Card Payment AP Invoice.	0	42.00	
	KCDA		PCASBNOV00040	Credit Card Payment AP Invoice.	0	193.00	
	KIWANIS INTERNATIONAL		PCASBNOV00014	Credit Card Payment AP	0	975.00	

Check Nbr	Vendor Name Vendor on Invoice	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				Invoice.			
	LOWE'S - PCARD		PCASBNOV00010	Credit Card	0	94.11	
				Payment AP			
				Invoice.			
	MICHAELS - PCARD		PCASBNOV00032	Credit Card	0	60.38	
				Payment AP			
				Invoice.			
	MSR WHOLESALE BALLOONS		PCASBNOV00033	Credit Card	0	95.07	
				Payment AP			
				Invoice.			
	NIAAA (NAT'L INTERSCHOL ATHLET		PCASBNOV00035	Credit Card	0	80.00	
				Payment AP			
				Invoice.			
	PIONEER DRAMA SERVICE		PCASBNOV00031	Credit Card	0	59.75	
				Payment AP			
				Invoice.			
	PIZZA HUT - PCARD		PCASBNOV00015	Credit Card	0	98.51	
				Payment AP			
				Invoice.			
	ROUND TABLE PIZZA - PCARD		PCASBNOV00027	Credit Card	0	102.28	
				Payment AP			
				Invoice.			
	SAFEWAY - PCARD		PCASBNOV00007	Credit Card	0	133.22	
				Payment AP			
				Invoice.			
	SCHILTER FAMILY FARM INC.		PCASBNOV00023	Credit Card	0	273.00	
				Payment AP			
				Invoice.			
	SPRINGHILL SUITES - PCARD		PCASBNOV00026	Credit Card	0	1,522.62	
				Payment AP			
				Invoice.			
	STAPLES BUSINESS ADVANTAGE		PCASBNOV00019	Credit Card	0	197.34	

Check Nbr	Vendor Name Vendor on Invoice	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				Payment AP Invoice.			
	STEILACOOM HIGH SCHOOL		PCASBNOV00030	Credit Card	0	40.00	
				Payment AP Invoice.			
	SUBWAY - PCARD		PCASBNOV00028	Credit Card	0	108.32	
				Payment AP Invoice.			
	SUPLAY PRODUCTS, INC.		PCASBNOV00037	Credit Card	0	154.49	
				Payment AP Invoice.			
	TARGET - PCARD		PCASBNOV00016	Credit Card	0	69.43	
				Payment AP Invoice.			
	THE LINEUP GROUP, LLC		PCASBNOV00013	Credit Card	0	54.70	
				Payment AP Invoice.			
	THE RAM RESTAURANT - PCARD		PCASBNOV00023	Credit Card	0	18.68	
				Payment AP Invoice.			
	UNITED AIRLINES - PCARD		PCASBNOV00003	Credit Card	0	3,824.00	
				Payment AP Invoice.			
	WALMART - PCARD		PCASBNOV00020	Credit Card	0	145.19	
				Payment AP Invoice.			
	WRISTEANDEXPRESS.COM - PCARD		PCASBNOV00044	Credit Card	0	37.29	
				Payment AP Invoice.			
			1	Computer	Check(s) For a Total of		15,599.36

	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	15,599.36
Total For	1	Manual, Wire Tran, ACH & Computer	Checks	15,599.36
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	15,599.36

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 December 9, 2015, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$4,239.99. The payments are further identified in this document.

Total by Payment Type for Cash Account, ASB WARRANTS OUTSTANDING:  
Warrant Numbers 402497 through 402505, totaling \$4,239.99

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
402497	CLOVER PARK SD - PRINTING & PU	12/04/2015	6528	CROSS COUNTRY MEET FORMS PRINTING FEE	0	41.85	41.85
402498	LIDS TEAM SPORTS	12/04/2015	933623	2012 BOWLING - NIKE TEAM GEAR	4061516106	488.21	488.21
402499	PAPA JOHN'S PIZZA	12/04/2015	S2208-15-2192	4012 STUDENT STORE 2015-16 OPEN PO - PAPA JOHNS PIZZA	4061516004	50.27	351.89
			S2208-15-2193	4012 STUDENT STORE 2015-16 OPEN PO - PAPA JOHNS PIZZA	4061516004	50.27	
			S2208-15-2194	4012 STUDENT STORE 2015-16 OPEN PO - PAPA JOHNS PIZZA	4061516004	50.27	
			S2208-15-2229	4012 STUDENT STORE 2015-16 OPEN PO - PAPA JOHNS PIZZA	4061516004	50.27	
			S2208-15-2231	4012 STUDENT STORE 2015-16 OPEN PO - PAPA JOHNS PIZZA	4061516004	50.27	
			S2208-15-2258	4012 STUDENT STORE 2015-16 OPEN PO - PAPA JOHNS PIZZA	4061516004	50.27	
			S2208-15-2263	4012 STUDENT STORE 2015-16 OPEN PO - PAPA JOHNS PIZZA	4061516004	50.27	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
402500	PUGET SOUND SCREEN PRINTING	12/04/2015	MM1778	2003 CROSS COUNTRY - T-SHIRT ORDER	4061516093	497.22	710.55
			MM1783	2003 CROSS COUNTRY - UNIFORMS	4061516092	213.33	
402501	SPECIALTY FROZEN DISTRIBUTING	12/04/2015	628482	4012 STUDENT STORE 2015-16 OPEN PO - SPECIALTY FROZEN DISTRIBUTION	4061516006	420.00	420.00
402502	STEILACOOM HIST SCHOOL DIST #1	12/04/2015	REIMB12032015	CC ASBF TO REIMBURSE GF: PUMPKIN PATCH FIELD TRIP	0	317.61	317.61
402503	TACOMA-PIERCE CO VOLLEYBALL OF	12/04/2015	3443	2000 ATHLETICS - TACOMA PIERCE COUNTY VOLLEYBALL OFFICIALS BOARD	4061516103	1,860.00	1,860.00
402504	WIAA	12/04/2015	INVOICE AMT \$28.00	SCHOLASTIC INDIVIDUAL CERTIFICATES: 56 EA	0	28.00	28.00
402505	WINNING SEASONS	12/04/2015	INVOICE #M2015500	T-SHIRT COLOR REORDER FEE	0	21.88	21.88
				9 Computer		Check(s) For a Total of	4,239.99

	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	4,239.99
Total For	9	Manual, Wire Tran, ACH & Computer	Checks	4,239.99
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	4,239.99

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

<b>Personnel Report 12-9-15</b>					
<b>Name</b>	<b>Position</b>	<b>Location</b>	<b>Effective Date</b>	<b>Amount</b>	<b>Comment</b>
Anderson-Gonzalez Barbie	Primary Music Director	Cherrydale	1/6/2016	1,200.00	
Robertson David	Track High Head Coach	High School	2/29/2016	4,927.50	
Wusterbarth Gary	Apex Coordinator	High School	9/3/2015	2,400.00	
Bradbury Thomas	FFA Advisor	High School	12/2/2015	2,400.00	
Snyder Mary	Assessment Coordinator	Saltar's Point	1/4/2016	500.00	
Parrotte Colette	TILT Leadership	Saltar's Point	11/30/2015	800.00	
Snow Dena	TILT Leadership	Saltar's Point	11/30/2015	800.00	
Fannin Coleman	TILT Leadership	Saltar's Point	11/30/2015	800.00	
Griffin Katelyn	TILT Leadership	Saltar's Point	11/30/2015	800.00	
Isler Denise	TILT Leadership	Saltar's Point	11/30/2015	800.00	
Snyder Mary	TILT Leadership	Saltar's Point	11/30/2015	800.00	
Isler Denise	Leadership Club	Saltar's Point	11/12/2015	1,200.00	

Steilacoom Historical School District No. 1  
Classified Personnel Report

<b>Personnel Report 12-9-15</b>						
<b>Name</b>	<b>Position</b>	<b>Hours</b>	<b>Location</b>	<b>Effective Date</b>	<b>Action</b>	<b>Comment</b>
Brown Nicole	Paraeducator	6.50	Cherrydale	12/14/2015	New Hire	Temporary for remainder of 2015-16



# STEILACOOM HIGH SCHOOL

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54 Sentinel Drive • Steilacoom, Washington 98388-1699 • 253-983-2300 • FAX 253-983-2393

Debra Hay  
*Principal*

Michael Miller  
*Assistant Principal*

Jacob Tyrrell  
*Assistant Principal*

7 December 2015

Members of the School Board:

The Steilacoom Boys Wrestling team is requesting permission to travel to Blaine High School in Blaine, WA on the weekend of 12/11/15 where they will be representing our school at the Battle of the Border Invitational. They will be supervised by Head Coach Nick Koubele, and his assistant coaches Travis Lensing and Cory Hoffman (volunteer).

The teams will leave from the high school via district bus at 6:30 AM on December 11 and begin the first day of competition on Saturday. They will then be seeded based on Saturday's results and finish the tournament by mid-day on Sunday. They intend to arrive back on our campus by 6:00 PM on December 12.

Thank you for your consideration.

Sincerely,

Jake Tyrrell  
Assistant Principal  
Steilacoom High School

# STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1 BOARD OF DIRECTORS

Board Meeting Date: December 9, 2015

## **Strategic Focus Area**

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

## **BACKGROUND INFORMATION**

The district has established a 5 year life cycle management plan for computer hardware. This plan assists the district in managing the productivity of staff by eliminating computer downtime or slow computers, assists in managing IT staff resources time in responding and maintaining IT equipment and in budgeting for replacement equipment.

A majority of the technology equipment listed as surplus are staff computers and monitors that were purchased in 2009, reached the 5 years and have been replaced.

The other technology equipment listed: document cameras, cd players, printers and a projector are broken and too costly to repair.

## **RECOMMENDED ACTION:**

It is the recommendation of the Superintendent to approve the technology surplus.

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

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**Information Technology Surplus Property**  
**12/9/2015**

<b>Code</b>	<b>Item</b>	<b>Manufacture</b>	<b>Model</b>	<b>Serial Number</b>	<b>Purchase/Install Date</b>
D	Printer	HP	6P	USDH125265	1998
D	Printer	HP	6P	USBD009303	1999
D	Printer	HP	LJ2100	USGH052899	2000
D	Printer	Dell	S-2500N	1FZS621	2003
S	Monitor	HP	D2838 (CRT)	TW83200651	2003
S	Monitor	Dell	2000FP	cn09e2494663337n1\	2004
D	Printer	HP	LJ1160	CNG1F45363	2005
S	Computer	HP	DX877AV	2UB5160FCK	2005
S	Projector	Hitachi	CP-x201	HBJ510653	2005
D	Printer	HP	CB412A	CNBK111027	2005
D	Printer	Copystar	GS-1820	XQQ6507324	2006
S	Laptop	Gateway	3501923	34444240	2006
D	Document camera	Aver	300AF	32481 7020	2007
D	Document camera	Aver	300AF +	54414 08050P	2007
S	Printer	HP	LJ2420dn	CNDJC12959	2007
S	Computer	HP	AP296US#ABA	2UA84110ZN	2007
S	Computer	HP	dc5800	MXL8250F7S	2008
D	Document camera	AverVision	300AF	37644 7040	2008
D	CD player	Sony	CDP-CX455	8931309	2008
S	Monitor	HP	LE1911	CNC016NVJ2	2009
S	Monitor	HP	LE1911	CNC016NWYB	2009
S	Monitor	HP	LE1911	CNC014S76F	2009
S	Monitor	HP	LE1911	CNC014PM3F	2009
S	Monitor	HP	LE1911	CNC016NVLB	2009
S	Monitor	HP	LE1911	CNC014PM40	2009
S	Monitor	HP	LE1911	CNK8201J7R	2009
S	Monitor	HP	LE1911	CNK8201J7R	2009
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S	Monitor	HP	LE1911	CNC016NVN1	2009
S	Monitor	HP	LE1911	CNC016NWWJ	2009
S	Monitor	HP	LE1911	CNC016NWYN	2009
S	Monitor	HP	LE1911	CNC016NVN1	2009
S	Monitor	HP	LE1911	CNC213P8VW	2009
S	Monitor	HP	LE1911	CNC016NWYH	2009
S	Monitor	HP	LA1951g	CNC016RHZZ	2009
S	Monitor	HP	LA1951g	CNC016RJC0	2009
S	Monitor	HP	LA1951g	CNC016RHZY	2009
S	Monitor	HP	LA1951g	CNC016RJCH	2009
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S	Monitor	HP	LA1951g	CNC016RJCF	2009
S	Monitor	HP	LA1951g	CNC016RJBT	2009
S	Monitor	HP	LA1951g	CNC016RJ01	2009
D	DVD Player	Califone	DVD-400	0411000957	2009

S	Computer	HP	Compaq 6000 Pro MXL118201B	2009
S	Computer	HP	Compaq 6000 Pro MXL02202FS	2009
S	Computer	HP	Compaq 6000 Pro MXL02202J4	2009
S	Computer	HP	Compaq 6000 Pro MXL02202KT	2009
S	Computer	HP	Compaq 6000 Pro MXL118203C	2009
S	Computer	HP	Compaq 6000 Pro MXL02202HD	2009
S	Computer	HP	Compaq 6000 Pro MXL02202J6	2009
S	Computer	HP	Compaq 6000 Pro MXL118200L	2009
S	Computer	HP	Compaq 6000 Pro MXL02202HC	2009
S	Computer	HP	Compaq 6000 Pro MXL02202FB	2009
S	Computer	HP	Compaq 6000 Pro MXL118200N	2009
S	Computer	HP	Compaq 6000 Pro MXL02202G6	2009
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S	Computer		White Box	86183264000361	unknown

# STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1 BOARD OF DIRECTORS

Board Meeting Date: December 9, 2015

## **Strategic Focus Area**

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

## **BACKGROUND INFORMATION**

**Second Reading of Policy 3141 Nonresident Students** is updated to align more closely with RCW 28A.225.225, the law controlling applications for enrollment from nonresident students, students receiving home-based instruction and children of school employees.

Language has been revised to meet the statute's requirement of "rational, fair and equitable" standard; to provide additional language for children of full-time employees; and to include new language regarding readmission of expelled or suspended students.

## **RECOMMENDED ACTION:**

It is the recommendation of the Superintendent to approve Policy 3141.

**Report prepared by:**  
**Susanne Beauchaine, Executive Director for Student Services**

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## **NONRESIDENT STUDENTS**

Consistent with Chapter 28A.225 RCW, any student who resides outside the district may apply to attend a school in the district or file the parental declaration of the intent to provide home-based instruction and enroll for ancillary services, if any. All applications for nonresident attendance or home-based instruction will be considered on an equal basis.

The Steilacoom Board of Directors annually will inform parents of the interdistrict enrollment options and parental involvement opportunities. Information on interdistrict acceptance policies will be provided to nonresidents on request. Providing online access to the information satisfies the requirements of this policy unless a parent or guardian specifically requests information to be provided in written form. The district will not charge any transfer fees or tuition costs for enrolling eligible nonresident students.

A parent or guardian will apply for admission on behalf of his or her child by completing the appropriate district application. The superintendent will develop an application form which contains information including, but not limited to, the current legal residence of the child and the school district in which he or she is currently enrolled or receiving home-based instruction, the basis for requesting release from the resident district and the specific building and grade level (elementary) or course offerings (secondary) in which the student desires to be enrolled if accepted by the district.

### **Standards for accepting or rejecting an application**

The superintendent will accept or reject an application for nonresident admission based upon the following standards:

- A. Whether acceptance of a nonresident student would result in the district experiencing significant financial hardship (“financial hardship” does not include routine programmatic costs associated with serving additional disabled or non-disabled students);
- B. Whether in the grade level or class at the building in which the student desires to be enrolled has the capacity for additional students;
- C. Whether appropriate educational programs or services are available to improve the student’s condition as stated in requesting release from his or her district of residence;
- D. Whether the student’s disciplinary records or other documentation indicate a history of violent or disruptive behavior or gang membership (a gang means a group of three or more persons with identifiable leadership that on an ongoing basis regularly conspires and acts in concert mainly for criminal purposes);
- E. Whether the student has been expelled or suspended from a public school for more than ten consecutive days, in which case the student may apply for admission under the district’s policy for readmission and reengagement of suspended or expelled students; and

### **Admission or denial: Notice of decision and appeal of decision**

The Superintendent or designee, in a timely manner will provide all applicants with written notification of the approval or denial of a nonresident student's enrollment application. If the student is to be admitted, the superintendent or designee will notify the resident district and make necessary arrangements for the transfer of student records.

If the application is denied, the superintendent or designee will notify the parent or guardian of the reason(s) for denial and the right to petition the board of directors, upon five school business day's prior notice, for review of the decision and to have a hearing before the board at its next regular meeting. Following the hearing by the board, a final decision will be promptly communicated to the parent in writing. The final decision of the district to deny the admission of a nonresident student may be appealed to the superintendent of public instruction or his or her designee pursuant to the process detailed in RCW 28A.224.230(3).

### **Children of full-time employees**

1. Pursuant to RCW 28A.225.225, a nonresident student who is the child of a full-time certificated or classified employee will be permitted to enroll:
  - a. At the school to which the employee is assigned;
  - b. At a school forming the district's kindergarten through twelfth grade continuum which includes the school to which the employee is assigned; or
  - c. At a school in the district that provides early intervention services pursuant to RCW 28A.155.065 and/or preschool services pursuant to RCW 28A.155.070, if the student is eligible for such services.
2. The district may reject the application of a student who is the child of a full-time employee if:
  - a. Disciplinary records or other evidence supports a conclusion that the student has a history of convictions, violent or disruptive behavior or gang membership; or
  - b. The student has been expelled or suspended from a public school for more than ten consecutive days (however, the district's policies for allowing readmission of expelled or suspended students and the required reengagement procedures under this rule must apply uniformly to both resident and nonresident applicants seeking admission, pursuant to RCW 28A.225.225(2)(b)); or

Enrollment of the nonresident child would displace a child who is a resident of the district.

3. If a nonresident student is the child of a full-time employee and has been enrolled under Section 1 above, the student must be permitted to remain enrolled at the same school or in the district's kindergarten through twelfth grade continuum until:
  - a. The student completes their schooling; or
  - b. The student has repeatedly failed to comply with requirements for participation in an online school program, such as participating in weekly direct contact with the teacher or monthly progress evaluations.

Cross References:	Board Policy 3120	Enrollment
Legal References:	RCW 28A.225.220	Adults, children from other districts, agreements for attending school — Tuition
	RCW 28A.225.225	Applications from nonresident students
	RCW 28A.225.230	Appeal from certain decisions to deny student's request to attend nonresident district — Procedure
	RCW 28A.225.290	Enrollment options information booklet
	RCW 28A.225.300	Enrollment options information to parents
	WAC 392-137	Finance — Nonresident attendance
Management Resources:		
	<i>Policy News</i> , September 1999	School safety bills impact policy
	<i>Policy News</i> , June 2003	Enrolling children of School Employees

**Adoption Date: 2.27.08**  
**School District Name: Steilacoom Historical School District**  
**Revised: 4.14.10; 12.09.15**

# STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1 BOARD OF DIRECTORS

Board Meeting Date: December 9, 2015

## **Strategic Focus Area**

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

## **BACKGROUND INFORMATION**

**Second Reading of Policy 4314 Notification of Threats of Violence or Harm** policy is updated to include language that the district may disclose information to appropriate parties as necessary if there is a specific and significant threat to the health or safety of a student or other individuals.

## **RECOMMENDED ACTION:**

It is the recommendation of the Superintendent to approve Policy 4314..

**Report prepared by:**  
**Susanne Beauchaine, Executive Director for Student Services**

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## **NOTIFICATION OF THREATS OF VIOLENCE OR HARM**

Students and school employees who are subjects of threats of violence or harm will be notified of the threats in a timely manner. Parents will be included in notifications to students who are subjects of threats of violence or harm. If there is a specific and significant threat to the health or safety of a student or other individuals, the district may disclose information from education records to appropriate parties whose knowledge of the information is necessary. Timing and details of the notice will be as extensive as permitted by the federal Family Educational Rights and Privacy Act (FERPA), other legal limitations, and the circumstances.

Individual-directed threats of violence or harm are communications that create fear of physical harm to a specific individual or individuals, communicated directly or indirectly by any means.

Building-directed threats of violence or harm are direct or indirect communications by any means of the intent to cause damage to a school building or school property (e.g., bomb threats), or to harm students, employees, volunteers, community members or visitors.

The district will address threats of violence or harm in a manner consistent with the district's safety policies and comprehensive safe school plans.

Persons found to have made threats of violence or harm against district property, students, employees or others will be subject to relevant district discipline policies and will be referred to appropriate community agencies including law enforcement and mental health services. District staff will work with in-district and community-based professionals and services in all relevant disciplines to address threats of violence or harm, those threatened and those making the threats. Necessary information about the person making the threat will be communicated by the principal to teachers and staff, including security personnel.

State law provides the district, school district directors and district staff with immunity from liability for providing notice of threats in good faith. Persons who make a knowingly false notification of a threat are subject to appropriate district discipline policies and may be referred for prosecution.

The superintendent is directed to develop and implement procedures consistent with this policy.

Cross References:	Board Policy 3207	Prohibition of Harassment, Intimidation and Bullying
	Board Policy 3240	Student Conduct
	Board Policy 3241	Classroom Management, Corrective Actions or Punishment
	Board Policy 5281	Disciplinary Action or Discharge
	Board Policy 6513	Workplace Violence Prevention



# STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1 BOARD OF DIRECTORS

Board Meeting Date: 12/9/15

## **Strategic Focus Area**

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

## **BACKGROUND INFORMATION**

Second Reading of Policy 5202, Federal Motor Carrier Safety Admin Mandate, Policy 5251 Conflicts of Interest and Policy 5253, Maintaining Professional Staff Student Boundaries.

No changes since the first reading of these three policies.

## **RECOMMENDED ACTION:**

It is the recommendation of the Superintendent to approve Policies 5202, 5251 and 5253.

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

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## FEDERAL MOTOR CARRIER SAFETY ADMINISTRATION MANDATED DRUG AND ALCOHOL TESTING PROGRAM

The superintendent/designee will establish programs and procedures as mandated by the Federal Motor Carrier Safety Administration (FMCSA) controlled substances, including marijuana (cannabis), and alcohol testing rules.

### Prohibited Alcohol And Controlled Substance-Related Conduct

The following alcohol and controlled substance-related activities are prohibited by the district for drivers required to possess a commercial driver's license (CDL) as part of their job responsibilities.

- A. Reporting for duty or remaining on duty to perform safety-sensitive functions while having an alcohol concentration in excess of the standard set by the FMCSA.
- B. Being on duty or operating a vehicle while the driver possesses alcohol.
- C. Using alcohol while performing safety-sensitive functions.
- D. When required to take a post-accident alcohol test, using alcohol within eight hours following the accident or prior to undergoing a post-accident alcohol test, whichever comes first.
- E. Refusing to submit to an alcohol or controlled substance test required by post-accident, random, reasonable suspicion, or follow-up testing requirements.
- F. Reporting for duty or remaining on duty when using any controlled substance, except when instructed by a prescribing authority who has advised the driver and the district that the substance does not adversely affect the driver's ability to safely operate a vehicle. Drivers are required to inform the district of any therapeutic drug use, although not the medication that has been prescribed. The use of any medication that could affect a driver's safe job performance is prohibited while working.
- G. Reporting for duty, remaining on duty or driving if the driver tests positive for controlled substances.

No supervisor having actual knowledge of the above violations will permit a driver to perform safety-sensitive functions.

Violations of this policy will result in appropriate corrective action ranging from removal from the performance of safety-sensitive functions up to and including discharge.

Cross References:	Board Policy 5201	Drug-Free Schools, Community and Workplace
	Board Policy 5281	Disciplinary Action and Discharge
Legal Reference:	49 CFR § 40	Procedures for transportation workplace drug and alcohol testing programs
	49 CFR §§ 382	Controlled substances and alcohol use and testing

Management Resources:

2015 – October Issue

*Policy News*, April 2012

*Policy News*, February 1999

*Policy News*, December 2001

Federal Motor Carrier Safety  
Administration mandated drug and  
alcohol testing program  
Bus drivers still tested for marijuana  
Federal Government Amends Bus  
Driver Drug Testing Rules

**Adoption Date: 2.27.08**

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

**Revised: 3.13.13; 12.09.15**

## CONFLICTS OF INTEREST

### General Rule

No district employee will engage in nor have a direct financial interest in any activity which conflicts with his/her duties and responsibilities. Further, no district employee may employ or use any person, money, or school property under the employee's official supervision, control or direction for the private gain of that employee or another.

Situations where a conflict of interest may exist include but are not limited to:

- A. Receiving economic benefit from selling or promoting the sale of goods or services to the students or their parents where the knowledge of the staff member's relationship to the district is in any way utilized to influence the sale;
- B. Receiving economic benefit from the sale of instructional and training materials and/or equipment where the district has specifically engaged a staff member(s) to develop such materials or equipment (in such instances, the district will retain a proprietary interest);
- C. Encouraging a student who is enrolled in one or more of the teacher's classes to take private lessons or to engage tutoring for fee from the staff member;
- D. Using or providing for others a list of names and home addresses obtained from school records or school-related contacts for purposes of identifying potential client or customer contacts;
- E. Participating in any way in the selection process for materials, books or equipment when an item developed by or authored by the staff member or a member of his/her family is under consideration for approval for district use;
- F. Being involved in the selection of an applicant or in the appointment, evaluation or supervision of any other staff member who is a family member;
- G. Using the interschool mail or email to promote sales of a product in which a staff member has a financial interest;
- H. Providing a staff or student directory for use in promoting sales of a product or service.
- I. Purchasing or otherwise acquiring surplus district property, where the staff member was involved in or had influence in the process of declaring the item(s) as surplus;

Written permission from the superintendent/designee is necessary when:

- A. A certificated staff member wishes to tutor or give private lessons for a fee to any student who is enrolled in one or more of the teacher's classes; or

A certificated staff member such as communication disorder specialists, psychologists or specialized music teachers, wishes to give private instruction for a fee to any student who is concurrently being served by that individual in the regular school program.

Exceptions

A district employee may use public resources to benefit others as part of the employee's official duties, if the expenditure is of *de minimus* value (of little or no value; no impact on public funds) and is purchased with the consent of his/her supervisor.

Legal Reference:      WAC 181-87-090  
                              RCW 28A.400.332

Improper remunerative conduct  
Use of persons, money, or property  
for private gain

Management Resources:

2015 – October Issue

**Adoption Date: 2.27.08**  
**School District Name: Steilacoom Historical School District**  
**Revised: 12.09.15**

## **Maintaining Professional Staff/Student Boundaries**

### **Purpose**

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

### **General Standards**

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

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

The interactions and relationships between district staff and students should be based upon mutual respect and trust, an understanding of the appropriate boundaries between adults and students in and outside of the educational setting, and consistency with the educational mission of the schools.

District staff will not intrude on a student’s physical and emotional boundaries unless the intrusion is necessary to serve an educational or physical, mental and/or emotional health purpose. An educational purpose is one that relates to the staff member’s duties in the district. Additionally, staff members are expected to be sensitive to the appearance of impropriety in their own conduct and the conduct of other staff when interacting with students. Staff members will notify and discuss issues with their building administrator or supervisor whenever they suspect or question whether conduct is inappropriate or constitutes a violation of this policy.

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

### **Use of Technology**

The board supports the use of technology to communicate for educational purposes. However, district staff are prohibited from inappropriately communicating with students online or from engaging in any conduct on social networking websites that violates the law, district policies or procedures, or other generally recognized professional standards. Staff whose conduct violates this policy may face discipline and/or termination, consistent with the district’s policies and procedures, acceptable use agreement and collective bargaining agreements, as applicable.

The superintendent/designee will develop protocols for reporting and investigating allegations and develop procedures and training to accompany this policy.

Legal References: Title IX of the Education Amendments of 1972  
Chapter 9A.44, RCW – Sex offenses  
Chapter 9A.88, RCW – Indecent exposure – Prostitution  
RCW 28A.400.320 Crimes against children  
RCW 28A.405.470 Crimes against children - Mandatory  
termination of certificated employees  
— Appeal — Recovery of salary or  
compensation by district  
RCW 28A.405.475 Termination of certificated employee  
based on guilty plea or conviction of  
certain felonies — Notice to  
superintendent of public instruction -  
Record of notices  
RCW 28A.410.090 Revocation or suspension of certificate  
or permit to teach — Criminal basis  
— Complaints — Investigation –  
Process  
RCW 28A.410.095 Violation or noncompliance — Investigatory powers  
of superintendent of public  
instruction — Requirements for  
investigation of alleged sexual  
misconduct towards a child — Court  
orders — Contempt — Written  
findings required  
RCW 28A.410.100 Revocation of authority to teach — Hearings  
Chapter 28A.640, RCW Sexual Equality  
Chapter 28A.642, RCW Discrimination Prohibition  
Chapter 49.60, RCW – Washington State Law Against Discrimination  
Chapter 181-87 WAC Professional certification — Acts of unprofessional  
conduct  
Chapter 181-88 WAC Definitions of sexual misconduct, verbal and  
physical abuse - Mandatory disclosure — Prohibited agreement

**Adoption Date: 9:22.10**

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

**Revised: 2.12.14; 12.09.15**

# STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1 BOARD OF DIRECTORS

Board Meeting Date: 12/9/15

## **Strategic Focus Area**

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

## **BACKGROUND INFORMATION**

Second Reading of Policy 5252, Staff Participation in Political Activities

The one change since 1<sup>st</sup> Reading was the addition of the word “will” based on the suggestion made by Director Forbes at our November 18<sup>th</sup> meeting. The procedure will be deleted because Policy and Procedure 4400 covers election activities and PDC requirements.

## **RECOMMENDED ACTION:**

It is the recommendation of the Superintendent to approve Policy 5252, Staff Participation in Political Activities.

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

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## STAFF PARTICIPATION IN POLITICAL ACTIVITIES

The board recognizes the right of its employees, as citizens, to engage in political activities. A staff member may seek an elective office provided that the staff member does not campaign on school property during working hours. District property and work time, supported by public funds, may not be used for political purposes.

In the event the staff member is elected to office, the employee may request a leave of absence in accordance with the leave policies of the district or the provisions of the applicable collective bargaining agreement. District employees who hold elective or appointive public office in an organization are not entitled to time off from their district duties for reasons incident to such offices unless the circumstances surrounding the leave request qualify under leave policies of the district.

Cross Reference:	Board Policy 4400	Election Activities
Legal References:	RCW 41.06.250	Political activities
	RCW 42.17.130	Forbids use of public office or agency facilities in campaigns ( <i>valid until January 1, 2012 — recodified as RCW 42.17A.555</i> )
	RCW 42.17.190	Legislative activities of state agencies and other units of government
Management Resources:		2015 – October Issue

**Adoption Date: 2.27.08**  
**School District Name: Steilacoom Historical School District**  
**Revised: 10.24.12; 12.09.15**

# STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1 BOARD OF DIRECTORS

Board Meeting Date: December 9, 2015

## **Strategic Focus Area**

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

## **BACKGROUND INFORMATION**

The Steilacoom Historical School District Emergency Management System project has been completed as described in the 2014 OSPI Emergency Response Grant Scope of Work. The equipment and system has been installed at the district office and all school buildings.

## **RECOMMENDED ACTION:**

It is the recommendation of the Superintendent for acceptance of final completion of the District's Emergency Response System.

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

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**Steilacoom Historical School District No. 1**

**511 Chambers**

**Steilacoom, WA 98388**

**Resolution No. 829-12-09-15**

**A RESOLUTION** to accept Steilacoom Historical School District Emergency Management System.

**WHEREAS**, the Board of Directors of the Steilacoom Historical School District has received notification that the 2014 OSPI Emergency Response Grant Scope of Work is complete in accordance with the grant application and specifications;

**WHEREAS**, the equipment is installed at all school buildings and district office;

**WHEREAS**, Emergency Management Response System has been tested and is running as expected;

**WHEREAS**, the equipment and system will be maintained in working order, and

**WHEREAS**, the Superintendent and the Board of Directors have reviewed the project and concur.

**THEREFORE, BE IT RESOLVED** by the Steilacoom Historical School District Board of Directors that the Emergency Management Response System is now complete.

The foregoing resolution was ADOPTED at a regular meeting of the Board of Directors of Steilacoom Historical School District on the 9<sup>th</sup> of December 2015, of which due notice was given the manner provided by law, the following directors being present and voting.

\_\_\_\_\_  
Chair

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

ATTEST

\_\_\_\_\_  
Secretary/Superintendent

# STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1 BOARD OF DIRECTORS

Board Meeting Date: December 9, 2015

## **Strategic Focus Area**

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

## **BACKGROUND INFORMATION**

The Steilacoom High School Overflow Parking Lot Project is to provide additional parking capacity for both students and event parking. We will utilize existing land the district owns, placing the additional gravel parking spaces adjacent to the current student parking lot.

In the past, Western State has allowed students to park in their lot. However, Western State will be using their parking lot for their employees and a construction staging area for their new facility. Western State still allows for high school event parking.

The district has completed all the Department of Ecology and Town of Steilacoom construction project requirements for public notice, SEPA and Engineering Plan submission and review process, and has received bid proposals from three excavation companies and three fencing companies.

Fiscal Impact to Capital Project Fund:

Excavation Proposal	\$111,627.38
Fencing Proposal	\$ 18,838.68
Parking Curbs	\$ 4,500.00
10% Contingency	<u>\$ 13,500.00</u>
Total Project Cost	<u>\$148,476.06</u>

## **RECOMMENDED ACTION:**

It is the recommendation of the Superintendent to approve the costs of Steilacoom High School Overflow Parking Lot Project from the district's Capital Project fund.

**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: 12-9-15

## **Strategic Focus Area**

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

## **BACKGROUND INFORMATION**

### **1<sup>st</sup> Reading – Policy 5231 – Length of Work Day**

Policy 5231 has been updated to include language that addresses FLSA and administrators. There is also minor language revisions that addresses classified and certificated staff.

## **RECOMMENDED ACTION:**

It is the recommendation of the Superintendent to move Policy 5253 to a 2<sup>nd</sup> Reading.

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

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## LENGTH OF WORK DAY

### Administrators

Administrators are Fair Labor Standards Act (FLSA) exempt and do not have regularly set, pre-determined work hours. Administrators are expected to report to work during the established public hours of the site(s) to which the administrator is assigned and consistent with all district expectations and directives. Administrators are expected to work before and after established public hours of the assigned site(s) to accomplish job duties.

### Certificated Staff

Regular building hours for teachers and other certificated, non-administrative staff will be one-half hour before school starts to one-half hour after school ends, unless otherwise negotiated, including a 30-minute duty-free lunch period. Individual schools may request a board waiver from these district-wide provisions. The starting and dismissal times for students, which may vary from school to school, will be determined by the district.

Fulfilling professional responsibilities will often require that teachers spend time outside of building hours. Such professional responsibilities include:

- A. Preparing for instruction of classes planning lessons;
- B. Consulting with students ~~-, grading assignments, completing paperwork when necessary~~;
- C. ~~Consulting with parents when it is not possible for the parent to meet with the teacher during building hours~~ Improving communication with parents, including but not limited to, initiating contact with parents after or before building hours;
- D. Participating in curriculum development committees leading towards the improvement of the educational program;
- E. Attending staff meetings, including ~~in-service training~~ attending necessary professional development, provided by the district, to improve and maintain teaching skills in the area of teaching skills needing improvement;
- F. Supervising and directing co-curricular activities not specifically included in the district's co-curricular program; and
- G. Participating in such other activities that pertain to the district's educational program.

~~Unless otherwise specified, the work day for certificated staff assigned to the district administrative center and all classified staff will be 8 hours per day exclusive of the lunch period.~~

### Classified Staff

A classified hourly staff member will be paid at the rate of one and one-half times the salary schedule rate when he/she works for more than 40 hours during the regular work week or consistent with the applicable provisions of collective bargaining agreements. The regular work day will include one 15 minute break for each four hours of work. A lunch period not to exceed one hour will be scheduled, but will not be counted for pay purposes. The district will be responsible for establishing the work day schedule for each classified staff member.

In the event a supervisor requests that a staff member work beyond the specified working hours and thus exceeds the 40 hours during the established work week, the district may grant, at the staff member's request, compensating time off in lieu of overtime pay consistent with applicable provisions of collective bargaining agreements. A staff member may accumulate up to 240 hours of compensating time. When the staff member reaches the 240-hour limit, compensatory time will cease to accrue and the staff member must either take compensating time off or receive pay

~~for such excess hours. he/she must either take compensating time off or receive pay for such excess hours.~~

Custodial/maintenance and office staff will report for work when schools are closed for bad weather when required by the superintendent/~~or~~ designee.

Legal References:	29 USC § 201 et seq.	Fair Labor Standards Act
	RCW 28A.405.140	Assistance for teacher may be required after evaluation
	RCW 28A.405.466	Presence of certificated personnel at school before and after school-Policy Chapter establishes minimum standards and is supplementary to other laws — more favorable standards unaffected
	RCW 49.46.120	
	RCW 49.46.130	Minimum rate of compensation for employment in excess of forty hour work week — Exceptions
	WAC 296-128-550	Regular rate of pay
	WAC 296-128-560	Compensating time off in lieu of overtime pay

Management Resources:

<u>2015 – October Issue</u>	
<u>Policy News, June 2006</u>	Certificated Staff Work Hours

**Adoption Date: 2.27.08**

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

**Revised: 04.22.09; 09.14.12;**

# STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1 BOARD OF DIRECTORS

Board Meeting Date: 12-9-15

1<sup>st</sup> Reading – Policy 5270 – Resolution of Staff Complaints

## **Strategic Focus Area**

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

## **BACKGROUND INFORMATION**

[Click here to enter text.](#)

Policy 5270 has been updated to clarify that a complaint must be based on a policy or procedure that has directly aggrieved an employee. Procedure will include update to address waiver of complaint.

## **RECOMMENDED ACTION:**

It is the recommendation of the Superintendent to move Policy 5270 to a 2<sup>nd</sup> Reading.

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

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## RESOLUTION OF STAFF COMPLAINTS

The board recognizes the importance of establishing reasonable and effective means for resolving difficulties which may arise among staff, to reduce potential areas of grievances and to establish and maintain recognized two-way channels of communication between supervisory personnel and staff.

~~The board intends to expedite the process for all concerned parties. Staff are urged to~~ Staff may use the administrative procedures whenever they feel that a district action has aggrieved them to allege a violation of existing district policies or procedures that has directly aggrieved them. The procedures are established to ~~seeure~~ provide a proper and equitable solution to a complaint at the lowest possible supervisory level and to facilitate an orderly procedure within which solutions may be pursued.

~~A complaint may be a claim by a staff member based upon alleged violation, misinterpretation or a misapplication of existing district policies or administrative procedures.~~

~~All documents, communications and records dealing with the processing of a grievance shall be maintained in a separate file and shall not be kept in the personnel file of the aggrieved.~~

A complaint is a written claim by a staff member that alleges a violation of existing district policies or procedures that has directly aggrieved them.

Management Resources: 2015 - October Issue

**Adoption Date: 2.27.08**

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

**Revised:**

# STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1 BOARD OF DIRECTORS

Board Meeting Date: 12-9-15

## **Strategic Focus Area**

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

## **BACKGROUND INFORMATION**

### **1<sup>st</sup> Reading – Policy 5271 – Reporting Improper Governmental Action**

Policy 5271 has been updated to include “whistleblower protection” phrase under title and minor edits. The procedure will be updated to list various personnel actions that do not constitute improper governmental action and steps to take when an employee reasonably believes the improper governmental action involves his or her supervisor.

## **RECOMMENDED ACTION:**

It is the recommendation of the Superintendent to move Policy 5271 to a 2<sup>nd</sup> Reading.

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

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## **REPORTING IMPROPER GOVERNMENTAL ACTION** **(Whistleblower Protection)**

The district encourages the reporting, consistent with the ~~Superintendent's district's~~ procedures, of improper governmental actions by any district officers or employees and will protect employees against retaliatory employment actions for reporting improper governmental actions when the reports are made in compliance with this policy and related procedure.

District officers and employees are prohibited from taking retaliatory action against an employee because the employee has in good faith reported alleged improper governmental action in accordance with this policy and related procedure.

The ~~s~~Superintendent/~~designee shall will~~ establish procedures for receiving and acting on employee reports of improper governmental actions and responding to allegations of retaliation.

Legal References: RCW 42.41.010-060

Local Government Whistleblowers  
Protection

Management Resources: 2015 - October issue

**Adoption Date: 2.27.08**

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

**Revised:**