



## Regular Meeting Agenda

**Steilacoom High School 54 Sentinel Drive Steilacoom, Washington**

**STUDY SESSION:** The School Board normally convenes at 6:00 pm just prior to the start of the formal Board meeting, to discuss the Board agenda and to have a brief dinner. No decision making is undertaken. These study sessions are open to the Public; however, food is not provided for the general public.

7/23/2015 7:00 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

#### 1. Smarter Balanced Assessment Results

**(Information)**

Presenter: Paul Harvey & Susan Greer

SBA Update v2.pdf (p. 3)

### IV. APPROVAL OF MINUTES

**(Action)**

7.9.15 Minutes.pdf (p. 14)

### V. CONSENT AGENDA

**(Action)**

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

Approval of June 30, 2015 Financial Reports.pdf (p. 17)

Approval of July 2015 Accounts Payable.pdf (p. 30)

Approval of Certificated Personnel Report.pdf (p. 51)

Approval of Resolution 824-07-23-15, Region 5 Hazard Mitigation Plan Addendum.pdf (p. 52)

## **VI. OLD BUSINESS**

### **1. Approval of Steilacoom High CTE Lab Project (Action)**

Presenter: Jim Brittain

CTE Computer Lab.pdf (p. 54)

## **VII. NEW BUSINESS**

### **1. First Reading of Policy 2413, Equivalency Credits for Career and Technical Education Classes (Action)**

Presenter: Paul Harvey

First Reading of Policy 2413.pdf (p. 55)

### **2. First Reading of Policy 2420, Grading and Progress Reports (Action)**

Presenter: Paul Harvey

First Reading of Policy 2420.pdf (p. 58)

### **3. First reading of Policy 6114, Gifts or Donations (Action)**

Presenter: Kathi Weight

First Reading Policy 6114.pdf (p. 61)

### **4. First Reading of Policy 6220, Bid Requirements (Action)**

Presenter: Kathi Weight

First Reading Policy 6220.pdf (p. 64)

### **5. First Reading of Policy 6512, Infection control Program (Action)**

Presenter: Kathi Weight

First Reading Policy 6512.pdf (p. 69)

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

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

## **IX. BOARD COMMUNICATION (Information)**

## **X. ANNOUNCEMENTS (Information)**

## **XI. ADJOURNMENT (Action)**

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

# Smarter Balanced Assessment Update

July 23, 2015

# Quick Review

- \* New assessment – based on new WA Learning Standards for Reading and Math (CCSS)
- \* Grades 3-8, 10 and 11 participate
- \* Replaces MSP (Reading, Writing & Math) and HSPE assessments.
- \* The class of 2016 is the last class participating in the HSPE.

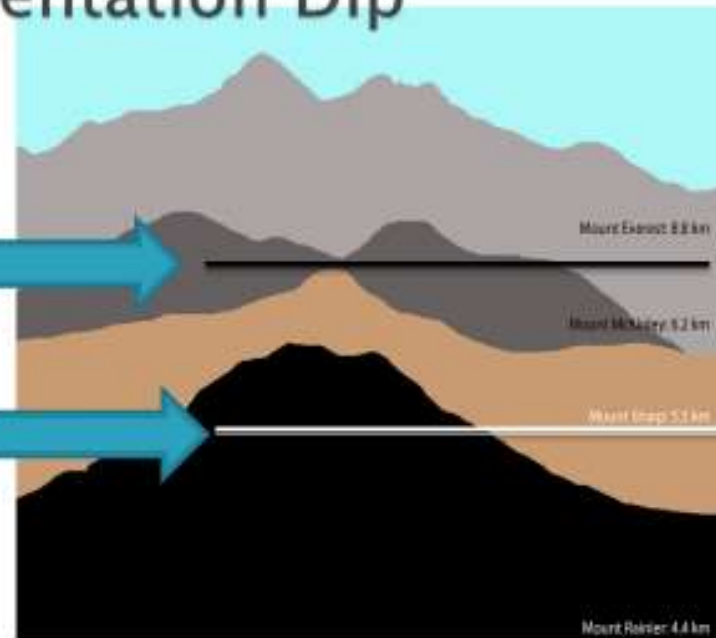
# OSPI Predictions

## Metaphor for Implementation Dlp

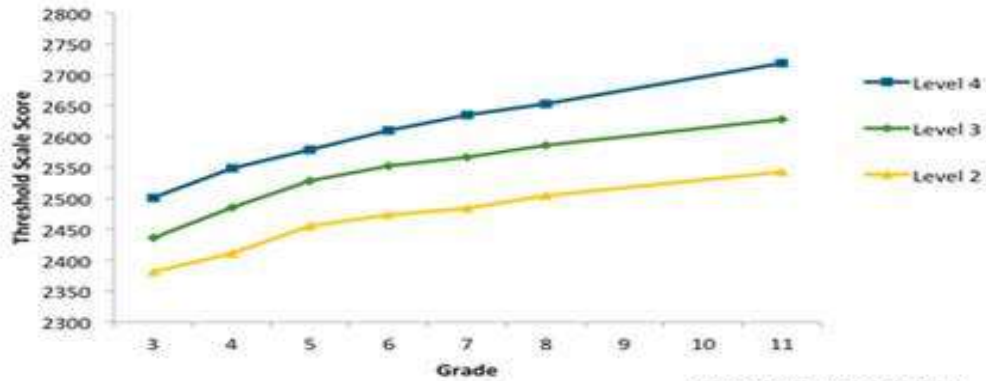
- ▶ Proficiency on SBA and future assessments



- ▶ Proficiency on MSP/HSPE

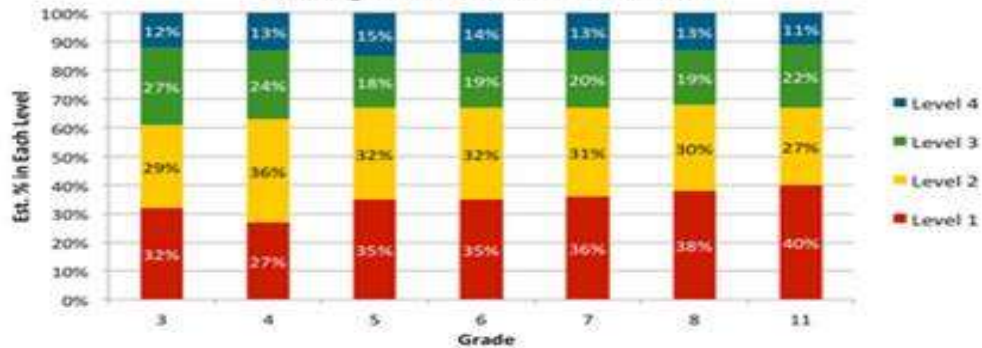


### Mathematics: Threshold Scale Scores



Adopted November 14, 2014

### Mathematics: Estimated Percentage of Students Scoring at Each Achievement Level



Estimates based on Spring 2014 Smarter Balanced field test in 21 states and USVI.

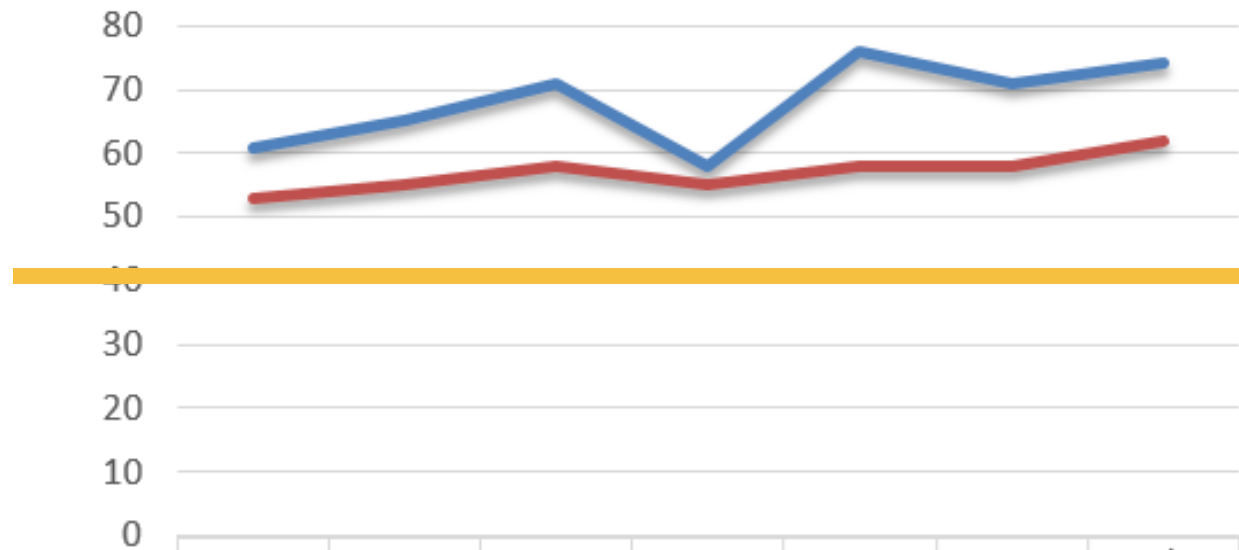
# Comparison Scores

## Washington State and SHSD

Note: Final scores to be announced on August 17

### English Language Arts

Meeting Standard

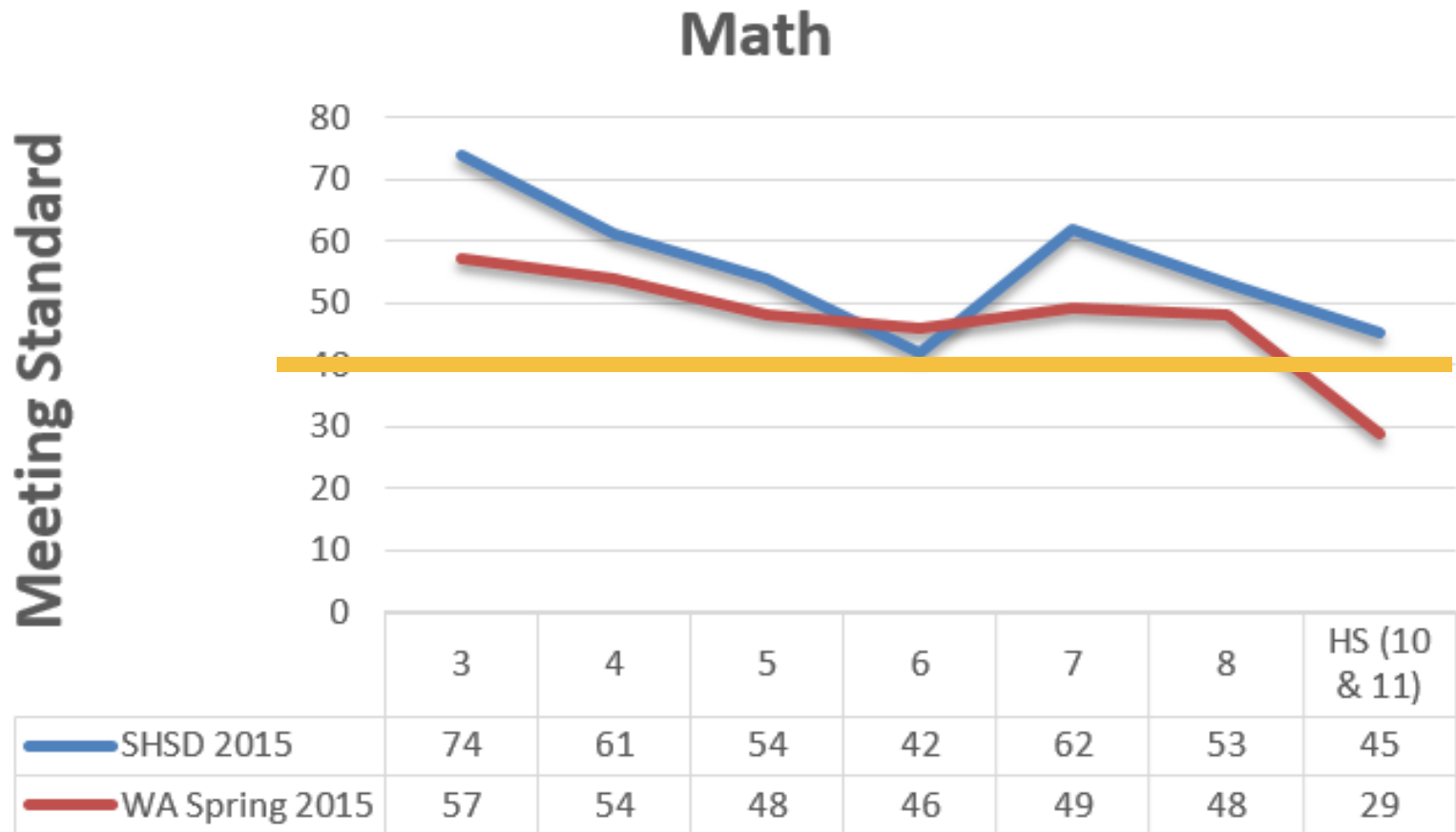


	3	4	5	6	7	8	HS (10 & 11)
SHSD 2015	61	65	71	58	76	71	74
WA Spring 2015	53	55	58	55	58	58	62

# Comparison Scores

## Washington State and SHSD

Note: Final scores to be announced on August 17



# Participation

- \* Elementary and Secondary Education act requires 95% participation on state tests
  - \* Each grade level in SHSD met the 95% participation rate.
  - \* Refusals to test – 14 students district wide
    - \* G3 = 3                      G6 = 0                      G10 = 0
    - \* G4 = 3                      G7 = 4                      G11 = 1
    - \* G5 = 1                      G8 = 2
- (CP = 376 students, UP = 526, N. Thurston = 458, Tacoma = 691, Peninsula = 1,077)

# Reflections from the Field/Lessons Learned

- \* Practice & training tests
- \* Developmental differences (3<sup>rd</sup> graders)
- \* Chromebooks
- \* Technology schedule
- \* Technology tools training
- \* Look for efficiencies of time
- \* Weekly Q&A sessions

# Pierce County District Assessment Directors

- \* Puyallup, Bethel, Eatonville, Tacoma, Peninsula, Clover Park, Franklin Pierce, Sumner, White River, and Fife
- \* Share similar concerns
  - \* Ability to retrieve and disaggregate student scores
  - \* Efficient method to determine which students have not tested
  - \* Clarify score reports – provide more details
  - \* Provide clear training for test administration

# Focus for 2016

- \* Use data for professional learning
  - \* Strand data analysis at each grade
    - \* Ex. 6<sup>th</sup> grade ELA and math
    - \* Review of individual CCSS domains
- \* Using student data to plan forward and make changes to instruction & impact learning while there is still time to change the outcome
  - \* Using interim assessments
  - \* Grade level/Content Teams develop common assessments
  - \* Explore additional options

# Questions?





## Regular Meeting Minutes

Thursday, 7/9/2015

Steilacoom High School 54 Sentinel Drive Steilacoom, WA 98388

### I. CALL TO ORDER

Chair Scott called the meeting to order at 7:02 pm.

Director Forbes led the Pledge of Allegiance.

Director Denning joined the meeting via Face Time; all other Directors and Superintendent Weight present.

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

### II. COMMENTS FROM THE AUDIENCE

Chair Scott welcomed Washington State Representative Dick Muri and DuPont Councilwoman Penny Coffey to the meeting.

- Representative Muri, who serves on the House Education Committee, stated the Legislature will conclude their session tomorrow, with some additional voting. An 18% increase in education funding was approved.  
Jaimie Garrett, Steilacoom, commented on the Steilacoom High summer book read choice, with concerns. She submitted a formal request for consideration of materials to Chair Scott.

### III. INTRODUCTION OF NEW ADMINISTRATIVE STAFF

Steilacoom High Principal Hay introduced new Assistant Principal Jake Tyrrell, who comes from Franklin Pierce High School. He will be working with the Career and Technical Education (CTE) and Athletics programs.

### IV. RECESS TO PUBLIC HEARING

Chair Scott recessed the meeting to the Public Hearing (DRAFT 2015-16 School Year Budget) at 7:19 pm.

### V. PUBLIC HEARING - DRAFT 2015-16 SCHOOL YEAR BUDGET

#### a. 2015-16 Draft Budget

Executive Director Brittain presented the 2015-16 school year draft budget based on current funding. The budget will be finalized pending the end of the Legislative session and approved in late August.

#### b. COMMENTS FROM THE AUDIENCE

No comments.

## **VI. RETURN TO PUBLIC SESSION**

Chair Scott returned the meeting to public session at 7:30 pm.

## **VII. REPORTS**

### **a. Legislative Update**

Director Denning deferred to the information presented by Representative Muri.

## **VIII. APPROVAL OF MINUTES**

Director Pierce made a motion to approve the 6.25.15 minutes; Director Forbes seconded the motion and the motion passed (5/0).

## **IX. CONSENT AGENDA**

Director Pierce made a motion to approve the Consent Agenda; Director Forbes seconded the motion and the motion passed (5/0).

## **X. NEW BUSINESS**

### **a. Approval of Steilacoom High Career and Technical Education Lab Project**

Director Forbes made a motion to table the action for more information; Director Pierce seconded the motion and the motion passed (5/0).

## **XI. COMMENTS FROM THE AUDIENCE**

- DuPont Councilwoman Coffey thanked Board member Forbes for his assistance with DuPont improvements.
- Jaimie Garrett, Chair of CTE Advisory Board, emphasized the efforts of teacher Peter Johnson and her continued request for a grant funded CTE director. She also commented on the need for teachers to teach summer school at no cost to the parents and no accountability from parents. Additionally she commented on the need for after-school stipends to be academic oriented.

## **XII. BOARD COMMUNICATION**

No Board Communication.

## **XIII. ANNOUNCEMENTS**

- Superintendent Weight announce that Summer School started this week.

## **XIV. RECESS TO EXECUTIVE SESSION**

Chair Scott recessed the meeting to Executive Session at 8:18 pm.

## **XV. EXECUTIVE SESSION**

### **per RCW 42.30.110(1)(g) to review the performance of a public employee**

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

No action taken.

**XVI. RETURN TO PUBLIC SESSION**

Chair Scott returned the meeting to public session at 8:44 pm.

**XVII. ADJOURNMENT**

Director Forbes made a motion to adjourn the meeting at 8:45 pm; Director Pierce seconded the motion and the motion passed (5/0).

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

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

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**Steilacoom Historical School District No. 1**  
**Financial Report For the Period Ending June 30, 2015**

The following information is a summary of the financial position as of June 30, 2015 for the district's five operating funds. It provides the School Board fiscal information to evaluate each month the fiscal stability and operations of the district. The information is unaudited but supported by the attached monthly budget status reports.

**General Fund Budget/Year-End Projection/YTD Actual**

	Annual Budget	Year-end Projection	Projected Variance	Projected Variance	YTD Actual
<b>General Fund</b>					
Revenues & Other Financing Sources	30,988,892	29,587,334	(1,401,558)	4.52%	25,352,399
Expenditures & Other Financing Uses	32,869,091	30,864,388	(2,004,703)	6.10%	25,705,018
Excess Revenues/Other Financing Sources Over (under) Expend & Oth Financing Uses	(1,880,199)	(1,277,054)			(352,619)

**General Fund Actual Ending Fund Balances:**

Beginning Committed for Other Purposes	2,379,280	
Transfer Out to Capital Projects Fund	1,854,000	
Ending Committed for Other Purposes		<u>525,280</u>
Ending Committed for Other Purposes (Board Policy)		<u>1,969,771</u>
Beginning Unassigned Fund Balance	3,138,674	
Excess Revenues Over Expenditures	(352,619)	
Ending Unassigned Fund Balance		<u>2,786,055</u>

**Capital Projects Actual Fund Ending Fund Balances:**

Beginning Committed for Other Purposes		604,397	
General Fund Transfer to Capital Projects	1,854,000		
Other Revenue Sources	83,714		
Expenses	(818,366)		
		<u>1,119,348</u>	
Ending Committed Assigned Fund Balance			<u><u>1,723,745</u></u>

**Other Funds Actual Ending Fund Balances:**

	Beginning Balance	Ending Balance	Variance
Debt Service Fund	2,982,664	4,335,766	1,353,102
Transportation Fund	37,367	37,388	21
ASB Fund	301,876	280,733	-21,143
Anderson Island	264	329	64
Cherrydale	8,128	4,916	(3,211)
Chloe Clark	8,842	7,801	(1,042)
Saltar's Point	2,151	10,546	8,395
Pioneer Middle	74,179	59,570	(14,609)
Steilacoom High	208,287	<u>197,572</u>	(10,715)
Total Ending ASB Fund Balance			<u><u>280,733</u></u>

10--GENERAL FUND-- FUND BALANCE -- AGENCY ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT  
Fiscal Year 2014 (September 1, 2014 - August 31, 2015)

For the STEILACOOM SCHOOL DISTRICT #1 School District for the Month of June, 2015

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
<b>A. REVENUES/OTHER FIN. SOURCES</b>						
1000 LOCAL TAXES	6,820,994	38,975.76	6,788,550.36		32,443.64	99.52
2000 LOCAL SUPPORT NONTAX	1,137,500	159,369.03	862,185.08		275,314.92	75.80
3000 STATE, GENERAL PURPOSE	16,741,274	962,069.34	12,829,814.42		3,911,459.33	76.64
4000 STATE, SPECIAL PURPOSE	4,040,137	191,573.35	3,022,380.71		1,017,756.47	74.81
5000 FEDERAL, GENERAL PURPOSE	406,000	.00	773,421.21		367,421.21-	190.50
6000 FEDERAL, SPECIAL PURPOSE	1,819,987	77,198.78	1,064,959.90		755,027.04	58.51
7000 REVENUES FR OTH SCH DIST	0	.00	.00		.00	0.00
8000 OTHER AGENCIES AND ASSOCIATES	15,500	.00	11,087.60		4,412.40	71.53
9000 OTHER FINANCING SOURCES	7,500	.00	.00		7,500.00	0.00
<b>Total REVENUES/OTHER FIN. SOURCES</b>	<b>30,988,892</b>	<b>1,429,186.26</b>	<b>25,352,399.28</b>		<b>5,636,492.59</b>	<b>81.81</b>
<b>B. EXPENDITURES</b>						
00 Regular Instruction	17,921,022	1,629,452.43	14,801,421.88	2,438,765.16	680,834.73	96.20
10 Federal Stimulus	0	.00	.00	0.00	.00	0.00
20 Special Ed Instruction	3,760,315	319,701.47	3,081,403.91	594,483.36	84,428.00	97.75
30 Voc. Ed Instruction	1,312,415	104,314.14	941,274.88	157,948.55	213,191.61	83.76
40 Skills Center Instruction	0	.00	.00	0.00	.00	0.00
50+60 Compensatory Ed Instruct.	980,626	63,253.18	638,435.16	106,554.76	235,636.39	75.97
70 Other Instructional Pgms	585,275	10,120.49	111,105.26	19,642.29	454,527.38	22.34
80 Community Services	10,000	.00	175.00	0.00	9,825.00	1.75
90 Support Services	8,299,437	572,645.24	6,131,202.32	1,486,789.94	681,444.98	91.79
<b>Total EXPENDITURES</b>	<b>32,869,091</b>	<b>2,699,486.95</b>	<b>25,705,018.41</b>	<b>4,804,184.06</b>	<b>2,359,888.09</b>	<b>92.82</b>
C. <u>OTHER FIN. USES TRANS. OUT (GL 536)</u>	1,854,000	.00	1,854,000.00			
D. <u>OTHER FINANCING USES (GL 535)</u>	0	.00	.00			
E. <u>EXCESS OF REVENUES/OTHER FIN.SOURCES</u> <u>OVER(UNDER)EXP/OTH FIN USES(A-B-C-D)</u>	3,734,199-	1,270,300.69-	2,206,619.13-		1,527,579.56	40.91-
F. <u>TOTAL BEGINNING FUND BALANCE</u>	7,506,200		7,487,725.38			
G. <u>G/L 898 PRIOR YEAR ADJUSTMENTS(+OR-)</u>	XXXXXXXXXX		.00			
H. <u>TOTAL ENDING FUND BALANCE</u> <u>(E+F + OR - G)</u>	3,772,001		5,281,106.25			

I. ENDING FUND BALANCE ACCOUNTS:

G/L 810 Restricted For Other Items	0	.00
G/L 815 Restrict Unequalized Deduct Rev	0	.00
G/L 821 Restricted for Carryover	0	.00
G/L 825 Restricted for Skills Center	0	.00
G/L 828 Restricted for C/O of FS Rev	27,200	.00
G/L 830 Restricted for Debt Service	0	.00
G/L 835 Restrictd For Arbitrage Rebate	0	.00
G/L 840 Nonspnd FB - Invent/Prepd Itms	0	.00
G/L 845 Restricted for Self Insur	0	.00
G/L 850 Restricted for Uninsured Risks	0	.00
G/L 870 Committed to Other Purposes	500,000	525,280.11
G/L 872 Committd to Econmc Stabilizatr	1,975,000	1,969,771.00
G/L 875 Assigned Contingencies	0	.00
G/L 884 Assigned to Other Cap Projects	0	.00
G/L 888 Assigned to Other Purposes	0	.00
G/L 890 Unassigned Fund Balance	1,269,801	2,786,055.14
<u>TOTAL</u>	3,772,001	5,281,106.25

20--CAPITAL PROJECT FUND-- FUND BALANCE -- AGENCY ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT  
Fiscal Year 2014 (September 1, 2014 - August 31, 2015)

For the STEILACOOM SCHOOL DISTRICT #1 School District for the Month of June, 2015

<u>A. REVENUES/OTHER FIN. SOURCES</u>	<u>ANNUAL BUDGET</u>	<u>ACTUAL FOR MONTH</u>	<u>ACTUAL FOR YEAR</u>	<u>ENCUMBRANCES</u>	<u>BALANCE</u>	<u>PERCENT</u>
1000 Local Taxes	0	.00	.00		.00	0.00
2000 Local Support Nontax	62,000	3,270.00	68,713.90		6,713.90-	110.83
3000 State, General Purpose	0	.00	.00		.00	0.00
4000 State, Special Purpose	0	.00	.00		.00	0.00
5000 Federal, General Purpose	0	.00	.00		.00	0.00
6000 Federal, Special Purpose	0	.00	.00		.00	0.00
7000 Revenues Fr Oth Sch Dist	0	.00	.00		.00	0.00
8000 Other Agencies and Associates	0	.00	.00		.00	0.00
9000 Other Financing Sources	4,510,000	.00	1,869,000.00		2,641,000.00	41.44
<u>Total REVENUES/OTHER FIN. SOURCES</u>	4,572,000	3,270.00	1,937,713.90		2,634,286.10	42.38
<u>B. EXPENDITURES</u>						
10 Sites	462,000	.00	60,846.88	17,373.15	383,779.97	16.93
20 Buildings	3,388,000	.00	747,532.18	0.00	2,640,467.82	22.06
30 Equipment	0	.00	.00	0.00	.00	0.00
40 Energy	0	.00	.00	0.00	.00	0.00
50 Sales & Lease Expenditure	35,000	.00	9,986.78	170.83	24,842.39	29.02
60 Bond Issuance Expenditure	0	.00	.00	0.00	.00	0.00
90 Debt	0	.00	.00	0.00	.00	0.00
<u>Total EXPENDITURES</u>	3,885,000	.00	818,365.84	17,543.98	3,049,090.18	21.52
<u>C. OTHER FIN. USES TRANS. OUT (GL 536)</u>	0	.00	.00			
<u>D. OTHER FINANCING USES (GL 535)</u>	0	.00	.00			
<u>E. EXCESS OF REVENUES/OTHER FIN.SOURCES OVER(UNDER)EXP/OTH FIN USES(A-B-C-D)</u>	687,000	3,270.00	1,119,348.06		432,348.06	62.93
<u>F. TOTAL BEGINNING FUND BALANCE</u>	452,080		604,396.58			
<u>G. G/L 898 PRIOR YEAR ADJUSTMENTS(+OR-)</u>	XXXXXXXX		.00			
<u>H. TOTAL ENDING FUND BALANCE (E+F + OR - G)</u>	1,139,080		1,723,744.64			

I. ENDING FUND BALANCE ACCOUNTS:

G/L 810 Restricted For Other Items	0	.00
G/L 825 Restricted for Skills Center	0	.00
G/L 830 Restricted for Debt Service	0	.00
G/L 835 Restrictd For Arbitrage Rebate	0	.00
G/L 840 Nonspnd FB - Invent/Prepd Itms	0	.00
G/L 850 Restricted for Uninsured Risks	0	.00
G/L 861 Restricted from Bond Proceeds	0	.00
G/L 862 Committed from Levy Proceeds	0	.00
G/L 863 Restricted from State Proceeds	0	.00
G/L 864 Restricted from Fed Proceeds	0	.00
G/L 865 Restricted from Other Proceeds	0	.00
G/L 866 Restricted Impact Fees	102,080	.00
G/L 867 Restrictd Mitigation Fees	0	.00
G/L 869 Restricted fr Undistr Proceeds	0	.00
G/L 870 Committed to Other Purposes	0	.00
G/L 889 Assigned to Fund Purposes	1,037,000	1,723,744.64
G/L 890 Unassigned Fund Balance	0	.00
<u>TOTAL</u>	1,139,080	1,723,744.64

30--DEBT SERVICE FUND-- FUND BALANCE -- AGENCY ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT  
Fiscal Year 2014 (September 1, 2014 - August 31, 2015)

For the STEILACOOM SCHOOL DISTRICT #1 School District for the Month of June, 2015

<u>A. REVENUES/OTHER FIN. SOURCES</u>	<u>ANNUAL BUDGET</u>	<u>ACTUAL FOR MONTH</u>	<u>ACTUAL FOR YEAR</u>	<u>ENCUMBRANCES</u>	<u>BALANCE</u>	<u>PERCENT</u>
1000 Local Taxes	5,956,663	32,526.64	5,901,356.20		55,306.80	99.07
2000 Local Support Nontax	2,500	.00	560.94		1,939.06	22.44
3000 State, General Purpose	0	.00	.00		.00	0.00
5000 Federal, General Purpose	0	.00	.00		.00	0.00
6000 Federal, Special Purpose	0	.00	.00		.00	0.00
9000 Other Financing Sources	0	.00	.00		.00	0.00
<u>Total REVENUES/OTHER FIN. SOURCES</u>	<u>5,959,163</u>	<u>32,526.64</u>	<u>5,901,917.14</u>		<u>57,245.86</u>	<u>99.04</u>
<u>B. EXPENDITURES</u>						
Matured Bond Expenditures	3,290,000	.00	3,290,000.00	0.00	.00	100.00
Interest On Bonds	2,445,578	.00	1,258,602.50	0.00	1,186,975.50	51.46
Interfund Loan Interest	0	.00	.00	0.00	.00	0.00
Bond Transfer Fees	10,000	.00	212.81	0.00	9,787.19	2.13
Arbitrage Rebate	0	.00	.00	0.00	.00	0.00
Underwriter's Fees	0	.00	.00	0.00	.00	0.00
<u>Total EXPENDITURES</u>	<u>5,745,578</u>	<u>.00</u>	<u>4,548,815.31</u>	<u>0.00</u>	<u>1,196,762.69</u>	<u>79.17</u>
<u>C. OTHER FIN. USES TRANS. OUT (GL 536)</u>	<u>0</u>	<u>.00</u>	<u>.00</u>			
<u>D. OTHER FINANCING USES (GL 535)</u>	<u>0</u>	<u>.00</u>	<u>.00</u>			
<u>E. EXCESS OF REVENUES/OTHER FIN.SOURCES OVER(UNDER) EXPENDITURES (A-B-C-D)</u>	<u>213,585</u>	<u>32,526.64</u>	<u>1,353,101.83</u>		<u>1,139,516.83</u>	<u>533.52</u>
<u>F. TOTAL BEGINNING FUND BALANCE</u>	<u>2,931,658</u>		<u>2,982,663.94</u>			
<u>G. G/L 898 PRIOR YEAR ADJUSTMENTS(+OR-)</u>	<u>XXXXXXXXXX</u>		<u>.00</u>			
<u>H. TOTAL ENDING FUND BALANCE (E+F + OR - G)</u>	<u>3,145,243</u>		<u>4,335,765.77</u>			

I. ENDING FUND BALANCE ACCOUNTS:

G/L 810 Restricted for Other Items	0	.00
G/L 830 Restricted for Debt Service	3,145,243	4,335,765.77
G/L 835 Restrictd For Arbitrage Rebate	0	.00
G/L 870 Committed to Other Purposes	0	.00
G/L 889 Assigned to Fund Purposes	0	.00
G/L 890 Unassigned Fund Balance	0	.00
<u>TOTAL</u>	3,145,243	4,335,765.77

40--ASB FUND-- FUND BALANCE -- AGENCY ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT  
Fiscal Year 2014 (September 1, 2014 - August 31, 2015)

For the STEILACOOM SCHOOL DISTRICT #1 School District for the Month of June, 2015

	<u>ANNUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ENCUMBRANCES</u>	<u>BALANCE</u>	<u>PERCENT</u>
<u>A. REVENUES</u>	<u>BUDGET</u>	<u>FOR MONTH</u>	<u>FOR YEAR</u>			
1000 General Student Body	116,700	5,945.83	68,615.48		48,084.52	58.80
2000 Athletics	123,950	785.00	61,835.07		62,114.93	49.89
3000 Classes	49,700	6,449.51	45,183.01		4,516.99	90.91
4000 Clubs	441,695	18,579.57	283,917.62		157,777.38	64.28
6000 Private Moneys	3,750	.00	769.58		2,980.42	20.52
<u>Total REVENUES</u>	735,795	31,759.91	460,320.76		275,474.24	62.56
<u>B. EXPENDITURES</u>						
1000 General Student Body	128,200	10,000.11	42,278.69	0.00	85,921.31	32.98
2000 Athletics	150,511	11,580.65	111,804.56	0.00	38,706.44	74.28
3000 Classes	40,200	6,322.32	38,246.59	908.02	1,045.39	97.40
4000 Clubs	439,000	59,759.35	286,955.46	470.42	151,574.12	65.47
6000 Private Moneys	3,500	1,630.88	2,043.81	0.00	1,456.19	58.39
<u>Total EXPENDITURES</u>	761,411	89,293.31	481,329.11	1,378.44	278,703.45	63.40
<u>C. EXCESS OF REVENUES</u>						
<u>OVER (UNDER) EXPENDITURES (A-B)</u>	25,616-	57,533.40-	21,008.35-		4,607.65	17.99-
<u>D. TOTAL BEGINNING FUND BALANCE</u>	257,438		301,876.11			
<u>E. G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)</u>	XXXXXXXXX		.00			
<u>F. TOTAL ENDING FUND BALANCE</u>	231,822		280,867.76			
<u>C+D + OR - E)</u>						

G., ENDING FUND BALANCE ACCOUNTS:

G/L 810 Restricted for Other Items	0	.00
G/L 819 Restricted for Fund Purposes	231,822	280,732.76
G/L 840 Nonspnd FB - Invent/Prepd Itms	0	.00
G/L 850 Restricted for Uninsured Risks	0	.00
G/L 870 Committed to Other Purposes	0	.00
G/L 889 Assigned to Fund Purposes	0	.00
G/L 890 Unassigned Fund Balance	0	.00
<u>TOTAL</u>	231,822	280,732.76

Differences	0	135.00-
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Note: A difference in the annual budget column represents an error between Revenue, Expenditure, Residual Equity Transfer accounts and Fund Balance ledger accounts. In the Actual For Year column the arithmetically displayed Fund Balance is different than the posted Fund Balance. An activity for GL 898 will indicate an expected difference.

90--TRANSPORTATION VEHICLE FUND-- FUND BALANCE -- AGENCY ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT  
Fiscal Year 2014 (September 1, 2014 - August 31, 2015)

For the STEILACOOM SCHOOL DISTRICT #1 School District for the Month of June, 2015

<u>A. REVENUES/OTHER FIN. SOURCES</u>	<u>ANNUAL BUDGET</u>	<u>ACTUAL FOR MONTH</u>	<u>ACTUAL FOR YEAR</u>	<u>ENCUMBRANCES</u>	<u>BALANCE</u>	<u>PERCENT</u>
1000 Local Taxes	0	.00	.00		.00	0.00
2000 Local Nontax	150	.00	20.73		129.27	13.82
3000 State, General Purpose	0	.00	.00		.00	0.00
4000 State, Special Purpose	16,000	.00	.00		16,000.00	0.00
5000 Federal, General Purpose	0	.00	.00		.00	0.00
8000 Other Agencies and Associates	0	.00	.00		.00	0.00
9000 Other Financing Sources	0	.00	.00		.00	0.00
<u>A. TOTAL REV/OTHER FIN.SRCS (LESS TRANS)</u>	16,150	.00	20.73		16,129.27	0.13
<u>B. 9900 TRANSFERS IN FROM GF</u>	0	.00	.00		.00	0.00
<u>C. Total REV./OTHER FIN. SOURCES</u>	16,150	.00	20.73		16,129.27	0.13
<u>D. EXPENDITURES</u>						
Type 30 Equipment	30,000	.00	.00	0.00	30,000.00	0.00
Type 60 Bond Levy Issuance	0	.00	.00	0.00	.00	0.00
Type 90 Debt	0	.00	.00	0.00	.00	0.00
<u>Total EXPENDITURES</u>	30,000	.00	.00	0.00	30,000.00	0.00
<u>E. OTHER FIN. USES TRANS. OUT (GL 536)</u>	0	.00	.00			
<u>F. OTHER FINANCING USES (GL 535)</u>	0	.00	.00			
<u>G. EXCESS OF REVENUES/OTHER FIN SOURCES OVER (UNDER) EXP/OTH FIN USES (C-D-E-F)</u>	13,850-	.00	20.73		13,870.73	100.15-
<u>H. TOTAL BEGINNING FUND BALANCE</u>	37,300		37,367.49			
<u>I. G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)</u>	XXXXXXXXXX		.00			
<u>J. TOTAL ENDING FUND BALANCE (G+H + OR - I)</u>	23,450		37,388.22			

K. ENDING FUND BALANCE ACCOUNTS:

G/L 810 Restricted For Other Items	0	.00
G/L 819 Restricted for Fund Purposes	13,850-	37,388.22
G/L 830 RES FOR DEBT SERVICE	0	.00
G/L 835 Restrictd For Arbitrage Rebate	0	.00
G/L 850 Restricted for Uninsured Risks	0	.00
G/L 889 Assigned to Fund Purposes	37,300	.00
G/L 890 Unassigned Fund Balance	0	.00
<u>TOTAL</u>	23,450	37,388.22

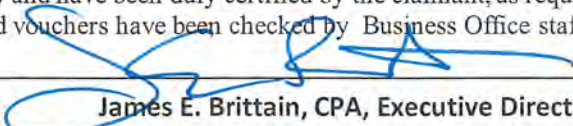
\*\*\*\*\* End of report \*\*\*\*\*

# 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: July 23, 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>		
July 15, 2015	Accounts Payable 117347 to 117392	\$ 363,069.78
July 15, 2015	Accounts Payable 117393 to 117401	\$ 28,556.33
<b>TOTAL GENERAL FUND:</b>		<b>\$ 391,626.11</b>

**CAPITAL PROJECTS FUND:**

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

**ASSOCIATED STUDENT BODY FUND:**

July 14, 2015	Accounts Payable 402371 to 402371	\$ 399.48
<b>TOTAL ASSOCIATED STUDENT BODY FUND:</b>		<b>\$ 399.48</b>

**TRANSPORTATION VEHICLE FUND:**

to  
**TOTAL TRANSPORTATION VEHICLE FUND: \$ -**

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

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 July 23, 2015, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$363,069.78. The payments are further identified in this document.

Total by Payment Type for Cash Account, GF WARRANTS OUTSTANDING:  
Warrant Numbers 117347 through 117392, totaling \$363,069.78

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
117347	ALBERS & COMPANY INC	07/16/2015	1161	ALBERS AND COMPANY INC FY 1415 OPEN PO	81415038	2,775.66	2,775.66
117348	BATTERIES PLUS	07/16/2015	245-106062-01	OPEN PURCHASE ORDER 2014-2015 FOR BATTERIES	101415123	315.10	315.10
117349	CDW-G	07/16/2015	WG56124	Laptops and Docking station for SHS, Saltar's, and Cherrydale	111415073	433.22	8,830.90
			WL15147	Fiber Jumpers, SFPs, SFP Chassis for Erate building cabling project.	111415076	2,302.62	
			WL67040	Laptops and Docking station for SHS, Saltar's, and Cherrydale	111415073	1,063.92	
			WL81257	Fiber Jumpers, SFPs, SFP Chassis for Erate building cabling project.	111415076	621.94	
			WL82244	Stacking Module, patch cables, and cable management for cabling projects.	111415077	511.80	
			WM34589	Stacking Module, patch cables, and	111415077	3,244.46	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				cable management for cabling projects.			
			WM78303	Stacking Module, patch cables, and cable management for cabling projects.	111415077	652.94	
117350	CED	07/16/2015	8541-794712	OPEN PURCHASE ORDER FOR 2014-2015 FOR ELECTRICAL SUPPLIES	101415057	693.06	1,171.24
			8541-794772	OPEN PURCHASE ORDER FOR 2014-2015 FOR ELECTRICAL SUPPLIES	101415057	478.18	
117351	CENTURYLINK	07/16/2015	206Z250055467B JUNE	DISTRICT WIDE PHONE SERVICES FOR THE 14/15 SCHOOL YEAR - DO NOT FAX	81415007	5,683.51	5,683.51
117352	CHEVRON & TEXACO CARD SERVICES	07/16/2015	44854015	CHEVRON & TEXACO FUEL CARD SERVICES OPEN PO	81415052	769.23	769.23
117353	CITY OF DUPONT	07/16/2015	000419-000 JUNE	CITY OF DUPONT WATER SEWER SVCS FY 1415 OPEN PO / 1712 PALISADE BLVD / STORM	81415045	940.95	10,574.75
			000420-000 JUNE	CITY OF DUPONT WATER SEWER SVCS FY 1415 OPEN PO / 1712 PALISADE BLVD IRRIGATION	81415045	950.90	
			000421-000 JUNE	CITY OF DUPONT WATER SEWER SVCS FY 1415 OPEN PO / 1712 PALISADE BLVD / DOMESTIC	81415045	809.70	
			000422-000 JUNE	CITY OF DUPONT WATER SEWER SVCS FY 1415 OPEN PO / 1712 PALISADE BLVD / FIRELINE	81415045	59.10	
			001586-016 JUNE	CITY OF DUPONT WATER SEWER SVCS FY 1415 OPEN PO / 3330	81415045	1,265.85	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				INTERNATIONAL PLACE			
			103176-000 JUNE	CITY OF DUPONT WATER SEWER SVCS	81415045	3,581.15	
				FY 1415 OPEN PO / 1750 BOB'S HOLLOW LN / DOMESTIC			
			103176-001 JUNE	CITY OF DUPONT WATER SEWER SVCS	81415045	59.10	
				FY 1415 OPEN PO / 1750 BOB'S HOLLOW LN / FIRELINE			
			103176-002 JUNE	CITY OF DUPONT WATER SEWER SVCS	81415045	471.70	
				FY 1415 OPEN PO / 1720 BOB'S HOLLOW LN / IRRIGATION			
			103176-003 JUNE	CITY OF DUPONT WATER SEWER SVCS	81415045	2,436.30	
				FY 1415 OPEN PO / 1750 BOB'S HOLLOW LN / IRRIGATION			
117354	COASTWIDE LABORATORIES	07/16/2015	GT2786615	OPEN PURCHASE ORDER 2014-2015 FOR CUSTODIAL SUPPLIES	101415011	271.69	2,171.89
			GT2786988	OPEN PURCHASE ORDER 2014-2015 FOR CUSTODIAL SUPPLIES	101415011	361.11	
			GT2788601	OPEN PURCHASE ORDER 2014-2015 FOR CUSTODIAL SUPPLIES	101415011	82.33	
			NT2786615	OPEN PURCHASE ORDER 2014-2015 FOR CUSTODIAL SUPPLIES	101415011	352.94	
			NT2786988	OPEN PURCHASE ORDER 2014-2015 FOR CUSTODIAL SUPPLIES	101415011	934.41	
			NT2786988-1	OPEN PURCHASE ORDER 2014-2015 FOR CUSTODIAL SUPPLIES	101415011	61.67	
			NT2788601	OPEN PURCHASE ORDER 2014-2015 FOR CUSTODIAL SUPPLIES	101415011	107.74	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
117355	COBRA BEC, INC	07/16/2015	44021	GUTTER & ROOF REPAIRS AT CHERRYDALE ELEMENTARY AND INSTALLATION OF NEW WATER DIVERTERS AT 5 GUTTER WALL LOCATIONS & 3 COURSE REPAIRS TO THE EXISTING ROOF SYSTEM AT SALTAR'S POINT ELEMENTARY PER PROPOSAL DATED 2-12-15 AND REVISION DATED 3-27-15	101415124	21,148.11	21,148.11
117356	COMCAST	07/16/2015	36241705	OPEN PO FOR DISTRICT WIDE NETWORK	81415009	6,393.64	6,393.64
117357	CULLIGAN	07/16/2015	201507380587 JUNE	OPEN PURCHASE ORDER FOR DISTRICT ADMIN BLDG CULLIGAN SERVICES 2014-2015	81415168	51.85	116.77
			201507400885 JUNE	OPEN PURCHASE ORDER FOR DISTRICT ADMIN BLDG CULLIGAN SERVICES 2014-2015	81415168	64.92	
117358	EDNETICS INC	07/16/2015	DP-60012	Anderson Island-ERate- Internal Connections Wireless network system New switches	111415057	21,438.02	58,260.15
			DP-60013	Anderson Island-ERate- Internal Connections Wireless network system New switches	111415057	100.65	
			DP-60014	Steilacoom High-ERate- Internal Connections Additional APs for device	111415059	1,063.37	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
			DP-60015	density- 30 devices per classroom Steilacoom High- ERate- Internal Connections Additional APs for device density- 30 devices per classroom	111415059	35,658.11	
117359	ESD 113	07/16/2015	0000029419	DATA PROCESSING SERVICES 14/15	81415087	10,491.48	10,491.48
117360	FIRST STUDENT INC	07/16/2015	11110116	OPEN PO FOR FIRST STUDENT BUS CHARGES	81415077	68,677.82	68,677.82
117361	FOLLETT SCHOOL SOLUTIONS INC	07/16/2015	691847F-0	library books	2371415101	102.09	102.09
117362	GE CAPITAL	07/16/2015	62970414	GE CAPITAL CORP OPEN PO FOR MAINTENANCE COPIER KYOCERA FS140	81415069	75.49	336.61
			62971988	GE CAPITAL CORP OPEN PO FOR COPIERS AT CHLOE CLARK	81415066	261.12	
117363	GREER, SUSAN FLEMING	07/16/2015	REIMBURSE TRAVEL	REIMBURSE TRAVEL TO WASA & AWSP ADMIN CONFERENCE IN SPOKANE 6/29-6/30	0	424.75	424.75
117364	HAROLD LEMAY ENTERPRISES	07/16/2015	6460064	DISTRICT WIDE GARBAGE/RECYCLING SVCS FY 1415 HAROLD LEMAY ENTERPRISES OPEN PO / 1100 DIGGS ST	81415047	105.76	4,683.59
			6460618	DISTRICT WIDE GARBAGE/RECYCLING SVCS FY 1415 HAROLD LEMAY ENTERPRISES OPEN PO / 1201 GALLOWAY ST	81415047	585.46	
			6460700	DISTRICT WIDE GARBAGE/RECYCLING SVCS FY 1415 HAROLD LEMAY ENTERPRISES OPEN	81415047	66.23	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				PO / 510 CHAMBERS ST			
			6460708	DISTRICT WIDE GARBAGE/RECYCLING SVCS FY 1415 HAROLD LEMAY ENTERPRISES OPEN	81415047	1,617.43	
				PO / 54 SENTINEL DR			
			6460757	DISTRICT WIDE GARBAGE/RECYCLING SVCS FY 1415 HAROLD LEMAY ENTERPRISES OPEN	81415047	330.71	
				PO / 908 3RD ST			
			6460876	DISTRICT WIDE GARBAGE/RECYCLING SVCS FY 1415 HAROLD LEMAY ENTERPRISES OPEN	81415047	896.52	
				PO / 1700 PALISADE BLVD			
			6461373	DISTRICT WIDE GARBAGE/RECYCLING SVCS FY 1415 HAROLD LEMAY ENTERPRISES OPEN	81415047	898.31	
				PO / 1750 BOB'S HOLLOW LN			
			6461570	DISTRICT WIDE GARBAGE/RECYCLING SVCS FY 1415 HAROLD LEMAY ENTERPRISES OPEN	81415047	50.73	
				PO / 601 CHAMBERS ST			
			6461985	DISTRICT WIDE GARBAGE/RECYCLING SVCS FY 1415 HAROLD LEMAY ENTERPRISES OPEN	81415047	132.44	
				PO / 511 CHAMBERS ST			
117365	HEALTH CARE AUTHORITY	07/16/2015	HCASBH0020	MEDICAID REIMBURSEMENT	81415148	1,180.76	1,180.76
117366	HEWLETT PACKARD	07/16/2015	56068447	Desktop computer order for SHS	111415074	33,623.95	52,869.60
			56071341	Desktop computer order for SHS	111415074	644.37	
			56081952	Computer Refresh	111415062	1,080.87	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				2015 Order 1			
			56086491	Computer refresh	111415067	9,113.02	
				order 2			
			56093619	Desktop computer	111415074	8,407.39	
				order for SHS			
117367	HONEY BUCKET	07/16/2015	2-1267675	OPEN PURCHASE	81415169	122.50	122.50
				ORDER FOR SHS			
				HONEY BUCKET			
				SERVICES			
				2014-2015			
117368	HOODZ OF THE GREATER SOUTH SOU	07/16/2015	222184	ANNUAL KITCHEN	101415136	894.89	894.89
				EXHAUST SYSTEM			
				CLEANING AT			
				STEILACOOM HIGH			
				AND PIONEER			
				MIDDLE SCHOOL			
117369	INTEGRATED REGISTER SYSTEM INC	07/16/2015	IN012510	IT RECEIPTING	0	1,039.30	1,039.30
				HELP DESK ANNUAL			
				SUPPORT / HELP			
				DESK / SOFTWARE			
				UGRADES 2014-2015			
				/ HIGH SCHOOL &			
				MIDDLE SCHOOL			
117370	JOHNSTON, CELESTE L	07/16/2015	REIMBURSE MILEAGE	REIMBURSE MILEAGE	0	34.42	34.42
				JUNE 2015			
117371	JOSTENS INC	07/16/2015	17784752	#108083 DIPLOMA -	0	25.19	25.19
				2 STUDENT			
				DIPLOMAS			
117372	LAKEWOOD HARDWARE & PAINT	07/16/2015	437098	OPEN PURCHASE	101415026	87.51	87.51
				ORDER 2014-2015			
				FOR SUPPLIES			
117373	LEADER SERVICES	07/16/2015	WA08608	Transactions for	0	165.20	165.20
				June 2015 @ \$1.40			
				per transaction			
117374	LEMAY MOBILE SHREDDING	07/16/2015	4440859	LEMAY MOBILE	81415049	106.80	238.60
				SHREDDING SVCS FY			
				1415 OPEN PO /			
				908 3RD ST			
			4440865	LEMAY MOBILE	81415049	103.00	
				SHREDDING SVCS FY			
				1415 OPEN PO / 54			
				SENTINEL DR			
			4442572	LEMAY MOBILE	81415049	28.80	
				SHREDDING SVCS FY			
				1415 OPEN PO /			
				1700 PALISADE			
				BLVD			
117375	LOWE'S / CREDIT SERVICES	07/16/2015	9900 195933 9 JUNE	OPEN PURCHASE	101415031	585.75	585.75
				ORDER 2014-2015			
				FOR SUPPLIES			

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
117376	MURREYS DISPOSAL COMPANY INC	07/16/2015	6148343	ANNUAL HEALTH ROOM HAZARDOUS MATERIALS DISPOSAL	0	38.75	38.75
117377	MVP PHYSICAL THERAPY INC	07/16/2015	143	SHS MVP PHYSICAL THERAPY ATHLETIC TRAINING SERVICES	81415107	1,840.00	1,840.00
117378	O'REILLY AUTO PARTS	07/16/2015	SC02373652	OPEN PURCHASE ORDER 2014-2015 FOR AUTO SUPPLIES	101415037	1.36	1.36
117379	PACIFICA LAW GROUP	07/16/2015	24002	OPEN PO FOR PROFESSIONAL SERVICES RENDERED BY PACIFICA LAW GROUP	81415163	42.00	42.00
117380	PIERCE COUNTY REFUSE	07/16/2015	6455353	OPEN PO FOR GARBAGE AND RECYCLING / 13005 CAMUS	81415084	158.31	158.31
117381	PIERCE COUNTY SEWER	07/16/2015	00858625 JULY	PIERCE COUNTY SEWER SVCS FY 1415 OPEN PO / 1712 PALISADE BLVD	81415046	161.46	342.82
			01354221 JULY	PIERCE COUNTY SEWER SVCS FY 1415 OPEN PO / 1750 BOBS HOLLOW LN	81415046	181.36	
117382	PIERCE COUNTY BUDGET & FINANCE	07/16/2015	CI-204704	Pierce County Budget and Finance Birth to Three Program / MAY 2015	91415009	15,994.95	41,917.80
			CI-204705	Pierce County Budget and Finance Birth to Three Program / JUNE 2015	91415025	14,340.30	
			CI-204962	Pierce County Budget and Finance Birth to Three Program	91415025	11,582.55	
117383	PUGET SOUND ENERGY	07/16/2015	200002143960 JUNE-2	PUGET SOUND ENERGY FY 1415 ELECTRICITY OPEN PO	81415039	7,969.98	7,969.98
117384	RIVIERA COMMUNITY CLUB	07/16/2015	SC/100 JULY	WATER USAGE FOR ANDERSON ISLAND	81415088	38.54	38.54

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
117385	STACY PLUMBING SUPPLY CO	07/16/2015	316731	OPEN PURCHASE ORDER FOR 2014-2015 FOR PLUMBING SUPPLIES	101415086	448.30	448.30
117386	TANNER ELECTRIC	07/16/2015	72131000 JUNE	ANDERSON ISLAND FY1415 TANNER ELECTRIC OPEN PO	81415044	412.22	412.22
117387	TOTALFUNDS BY HASLER	07/16/2015	7900010002028325JUNE	HASLER POSTAGE MACHINE SERVICES AND SUPPLY	81415100	922.90	922.90
117388	TOWN OF STEILACOOM	07/16/2015	1199.0 JUNE	TOWN OF STEILACOOM FY 1415 ELECTRICITY OPEN PO / 511 CHAMBERS ST FURNACE	81415043	281.81	15,426.33
			1199.1 JUNE	TOWN OF STEILACOOM FY 1415 ELECTRICITY OPEN PO / 511 CHAMBERS ST	81415043	833.72	
			1409.0 JUNE	TOWN OF STEILACOOM FY 1415 ELECTRICITY OPEN PO / 54 SENTINEL DR	81415043	116.05	
			1409.1 JUNE	TOWN OF STEILACOOM FY 1415 ELECTRICITY OPEN PO / 54 SENTINEL DR	81415043	8,771.41	
			1884.0 JUNE	TOWN OF STEILACOOM FY 1415 ELECTRICITY OPEN PO / 510 CHAMBERS ST	81415043	210.72	
			2075.0 JUNE	TOWN OF STEILACOOM FY 1415 ELECTRICITY OPEN PO / 908 THIRD STREET MODULAR	81415043	109.83	
			2456.0 JUNE	TOWN OF STEILACOOM FY 1415 ELECTRICITY OPEN PO / 1100 DIGGS ST	81415043	128.28	
			2456.1 JUNE	TOWN OF STEILACOOM FY 1415 ELECTRICITY	81415043	169.23	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				OPEN PO / 1100 DIGGS ST TOWN OF	81415043	1,164.94	
		2662.0	JUNE	STEILACOOM FY 1415 ELECTRICITY OPEN PO / 908 THIRD ST TOWN OF	81415043	1,411.05	
		2662.1	JUNE	STEILACOOM FY 1415 ELECTRICITY OPEN PO / 908 THIRD ST TOWN OF	81415043	12.66	
		3181.0	JUNE	STEILACOOM FY 1415 ELECTRICITY OPEN PO / 54 SENTINAL DR TOWN OF	81415043	575.39	
		3533.0	JUNE	STEILACOOM FY 1415 ELECTRICITY OPEN PO / 1201 GALLOWAY ST TOWN OF	81415043	1,373.11	
		3533.1	JUNE	STEILACOOM FY 1415 ELECTRICITY OPEN PO /1201 GALLOWAY ST TOWN OF	81415043	81.50	
		6359.0	JUNE	STEILACOOM FY 1415 ELECTRICITY OPEN PO / 611 CHAMBERS ST SHED TOWN OF	81415043	186.63	
		6571.0	JUNE	STEILACOOM FY 1415 ELECTRICITY OPEN PO / 511 CHAMBERS ST TRUSTEED PLANS	81415050	10,664.52	22,956.97
117389	TRUSTEED PLANS SERVICE CORP	07/16/2015	0082042-IN	SERVICE CORP SVCS FY 1415 OPEN PO	81415050	10,764.10	
			0082136-IN	TRUSTEED PLANS SERVICE CORP SVCS FY 1415 OPEN PO	81415050	1,528.35	
			45900-001 JUNE	TRUSTEED PLANS SERVICE CORP SVCS FY 1415 OPEN PO	81415050		
117390	WEIGHT, KATHLEEN J	07/16/2015	REIMBURSE RESIDENCY	REIMBURSE SUPPLIES FOR RESIDENCY REQUIREMENT /	0	488.95	4,088.93

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
			REIMBURSE RESIDENCY2	EMPIRE CHEMDRY REIMBURSE SUPPLIES FOR RESIDENCY REQUIREMENT / ALLWEST MOVING & STORAGE / MERIDIAN CHEMDRY / ELITE CLEANING	0	3,599.98	
117391	WELLS FARGO FINANCIAL LEASING	07/16/2015	5002277389	WELLS FARGO FINANCE LEASE OPEN PO FOR CHERRYDALE COPIER	81415074	612.01	785.01
			5002306319	WELLS FARGO FINANCE LEASE OPEN PO FOR PIONEER NURSE'S OFFICE COPIER	81415073	173.00	
117392	WESTERN STATE HOSPITAL/DSHS/CI	07/16/2015	1465-81754 JULY	BUS FUEL SUPPLY FOR FY1415 OPEN PO	81415055	5,508.55	5,508.55
			46	Computer	Check(s) For a Total of		363,069.78

	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
	46	Computer	Checks For a Total of	363,069.78
Total For	46	Manual, Wire Tran, ACH & Computer	Checks	363,069.78
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	363,069.78

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 July 23, 2015, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$28,556.33. The payments are further identified in this document.

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

Warrant Numbers 117393 through 117401, totaling \$28,556.33

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
117393	APEX LEARNING INC	07/16/2015	SOINV00056070	APEX LEARNING DIGITAL CURRICULUM 12 MONTH UNLIMITED ENROLLMENT SUBSCRIPTION COMPREHENSIVE COURSES PROFESSIONAL SERVICES 1 SIX HOUR PROGRAM PLANNING COMPREHENSIVE COURSES PROFESSIONAL SERVICES 1 THREE HOUR ONLINE FUNCTIONALITY TRAINING	271516003	16,475.00	16,475.00
117394	ASSOCIATION OF THE US ARMY	07/16/2015	MEMBERSHIP 3YEAR	RENEW ANNUAL MEMBERSHIP FOR 3 YEARS 5/1/2015-4/30/2018 FOR 2 DESIGNEES	0	405.00	405.00
117395	DEPARTMENT OF ENTERPRISE SERVI	07/16/2015	8418755	WASHINGTON STATE DEPARTMENT OF ENTERPRISE SERVICES RISK MANAGEMENT FOR PERIOD 7/1/2015 - 12/31/2015	81516005	700.00	700.00
117396	DEPARTMENT OF L&I	07/16/2015	178537	RENEWAL OF ANNUAL OPERATING	0	173.80	173.80

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
117397	HRM PLUS	07/16/2015	APPLICANT MGMT SYS	CERTIFICATE FOR PASSENGER CABLE ELEVATOR AT PIONEER (1750 BOB'S HOLLOW LN) APPLICANT MANAGEMENT AND PROFESSIONAL DEVELOPMENT SYSTEMS HOSTED SERVICE LEVEL 2 TAXABLE 2015-16 SCHOOL YEAR	81516004	4,436.17	8,620.72
			PRO DEV SYSTEM	APPLICANT MANAGEMENT AND PROFESSIONAL DEVELOPMENT SYSTEMS HOSTED SERVICE LEVEL 2 TAXABLE 2015-16 SCHOOL YEAR	81516004	4,184.55	
117398	MPS	07/16/2015	69054131	SHS AP PSYCH BOOKS *DO NOT ORDER, I WILL ORDER* SEE ATTACHED QUOTE	141516002	317.83	635.66
			69110069	SHS AP PSYCH BOOKS *DO NOT ORDER, I WILL ORDER* SEE ATTACHED QUOTE	141516002	317.83	
117399	NASCO	07/16/2015	73819	Nasco for Brace. I will order when approved.	141516005	66.87	549.25
			74277	Nasco for Brace. I will order when approved.	141516005	482.38	
117400	TED BROWN MUSIC CO	07/16/2015	1593995	INSTRUMENT REPAIRS FOR SALTAR'S POINT	0	354.52	901.26
			1593996	INSTRUMENT REPAIRS FOR SALTAR'S POINT	0	89.79	
			1593997	INSTRUMENT REPAIRS FOR SALTAR'S POINT	0	95.27	
			1593998	INSTRUMENT REPAIRS FOR SALTAR'S POINT	0	92.31	
			1593999	INSTRUMENT REPAIRS FOR SALTAR'S POINT	0	100.74	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
			1594000	REPAIRS FOR SALTAR'S POINT INSTRUMENT	0	67.89	
			1594001	REPAIRS FOR SALTAR'S POINT INSTRUMENT	0	100.74	
117401	THE NEWS TRIBUNE	07/16/2015	0001799480	REPAIRS FOR SALTAR'S POINT NOTICE OF PUBLIC HEARING ON PROPOSED BUDGET 2015-16	0	95.64	95.64
9	Computer			Check(s) For a Total of			28,556.33

	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	28,556.33
Total For	9	Manual, Wire Tran, ACH & Computer	Checks	28,556.33
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	28,556.33

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 July 23, 2015, the board, by a \_\_\_\_\_ vote, approves payments, totaling ??????????????. The payments are further identified in this document.

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

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
0	CDW-G	06/29/2015	VR25928	Ben's digital signage	0	-55.80	-55.80
				1 Manual	Check(s) For a Total of		-55.80

	1	Manual	Checks For a Total of	-55.80
	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	1	Manual, Wire Tran, ACH & Computer	Checks	-55.80
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	-55.80

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 July 23, 2015, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$399.48. The payments are further identified in this document.

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

Warrant Numbers 402371 through 402371, totaling \$399.48

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
402371	STEILACOOM HIST SCHOOL DIST #1	07/15/2015	20150608	ASB TO REIMBURSE GF FOR WILD WAVES FIELD TRIP	4051415086	399.48	399.48

1 Computer Check(s) For a Total of 399.48

	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	399.48
Total For	1	Manual, Wire Tran, ACH & Computer	Checks	399.48
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	399.48

Steilacoom Historical School District No. 1  
 Certificated Personnel Report

<b>Personnel Report 7-23-15</b>						
<b>Name</b>	<b>Position</b>	<b>FTE</b>	<b>Location</b>	<b>Effective Date</b>	<b>Action</b>	<b>Comment</b>
Brewster Jill	Teacher Kindergarten	1.00	Chloe Clark	8/31/2015	New Hire	Leave Replacement

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

**Resolution No. 824-07-23-15**

**A Resolution of the Board of Directors of Steilacoom Historical School District adopting the Region 5 All Hazard Mitigation Plan – 2015-2020 Edition and the Steilacoom Historical School District Addendum to the Region 5 Hazard Mitigation Plan; and Updating the 2004 Pierce County Natural Hazard Mitigation Plan.**

**WHEREAS**, the Federal Disaster Mitigation Act of 2000 requires that for all disasters declared on or after November 1, 2004, applicants for sub-grants following any disaster must have an approved Natural Hazard Mitigation Plan in accordance with 44CFR 201.6 prior to receipt of Hazard Mitigation Grant Program project funding; and

**WHEREAS**, the Federal Disaster Mitigation Act of 2000 requires that for Pre-Disaster Mitigation grant program project funding on or after November 1, 2003, applicants must have an approved Natural Hazard Mitigation Plan in accordance with 44CFR 201.6 prior to receipt of project funding; and

**WHEREAS**, the All Hazard Mitigation Plan Update represents the commitment of the Steilacoom Historical School District along with other surrounding government entities to reduce the risks from natural, man-made and technological hazards, serving as a guide for decision makers as they commit resources to reducing the affects of hazards, and it is in the public interest to proceed with the planning process in a timely manner; and

**WHEREAS**,(Steilacoom Historical School District has participated with the Pierce County Department of Emergency Management in the development of the District's All Hazard Mitigation Plan Update, and recognizes the economic loss, personal injury, and damage that can arise from these hazards; and

**WHEREAS**, adoption of this plan obligates the District to make improvements in facilities that mitigate identified hazards within a reasonable timeframe and these improvements will increase safety for students, staff, and others who utilize district facilities; and

**WHEREAS**, reduction of these impacts can be achieved through a comprehensive coordinated planning process which includes an updated risk assessment that provides the factual basis for activities proposed in the mitigation strategies to reduce losses and vulnerabilities, a five-year cycle for plan maintenance, and documentation of formal adoption by Steilacoom Historical School District and

**WHEREAS**, the 2015-2020 Region 5 All Hazard Mitigation Plan Edition has been completed and approved by the State of Washington and preliminarily approved by the Federal Emergency Management Agency; and

**WHEREAS**, Board adoption will allow the final approval of the Steilacoom Historical School District All Hazard Mitigation Plan by the Federal Emergency Management Agency, and final approval of the plan will qualify the District for future disaster relief funding from the federal government;

**NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of Steilacoom Historical School District, Pierce County, Washington,**

Section 1. The Region 5 Hazard Mitigation Plan, 2015-2020 Edition, is hereby adopted as set forth in Exhibit A, which is attached.

Section 2. The Steilacoom Historical School District Addendum to the Region 5 Hazard Mitigation Plan, an update to the Steilacoom Historical School District Natural Hazard Mitigation Plan is hereby adopted and shall be in full force and effect upon passage and signatures hereon.

**ADOPTED by the Board of Directors this 23rd day of June, 2015, in regular, open session.**

\_\_\_\_\_  
Board Chair

\_\_\_\_\_  
Board Vice-Chair

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

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

ATTEST:

\_\_\_\_\_  
Secretary to the Board

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

**Steilacoom Historical School District Board of Directors**

**REGULAR BOARD MEETING**

Date: July 23, 2015

**TO:** Members, Steilacoom Historical School District Board of Directors

**ISSUE:**  X  **ACTION** Approval of the Steilacoom H.S. CTE Lab Project

**BACKGROUND INFORMATION:**

This project was tabled at the July 9, 2015, meeting for additional information regarding the CTE IMac computer purchase. Further discussion of details are to be shared at the July 23, 2015, Study Session.

**FISCAL IMPLICATIONS:**

The IMac devices are quoted at a cost of \$68,275.

**RECOMMENDED ACTION:**

It is the recommendation of the Superintendent to approve the technology purchase, utilizing funds from the 2014-15 CTE budget.

**Report prepared by:**

Jim Brittain, Executive Director of Finance and Operations

**Steilacoom Historical School District Board of Directors**

**REGULAR BOARD MEETING**

Date: July 23, 2015

**TO:** Members, Steilacoom Historical School District Board of Directors

**ISSUE:**   X   **ACTION First Reading of Policy 2413, Equivalency Credit for CTE Courses**  
       **INFORMATION**

**BACKGROUND INFORMATION:** In the District's continual efforts to update policy and procedure in accordance with WSSDA model policy, it has been determined that the following policies are in need of minor revisions:

Policy 2413 – Equivalency Credit for Career and Technical Education Courses  
Minor changes (shall's to will's) and an added paragraph from WSSDA that indicates AP Computer Science will count as math or science; it references Algebra II enrollment and completion, and indicates transcript denotation.

**FISCAL IMPLICATIONS:** None

**RECOMMENDED ACTION:**

It is the recommendation of the Superintendent to move Policy 2413 to a second reading.

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



Policy News, August 2006 Legislature Codifies Course  
Equivalency for Career and Technical Courses

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

**Steilacoom Historical School District Board of Directors**

**REGULAR BOARD MEETING**

Date: July 23, 2015

**TO:** Members, Steilacoom Historical School District Board of Directors

**ISSUE:**   X   **ACTION First Reading of Policy 2420, Grading and Progress Reports**  
       **INFORMATION**

**BACKGROUND INFORMATION:** In the District’s continual efforts to update policy and procedure in accordance with WSSDA model policy, it has been determined that the following policies are in need of minor revisions:

Policy 2420 – Grading and Progress Reports

Updates the language to include allowance for electronic communication of progress reports.

“Shalls to wills” edits.

Addresses attendance-related grading to specify adverse effect only in cases where there was a graded activity and allows for an appeal to be made to the principal.

**FISCAL IMPLICATIONS:** None

**RECOMMENDED ACTION:**

It is the recommendation of the Superintendent to move Policy 2420 to a second reading.

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

## Grading and Progress Reports

The board believes that the cooperation of school and home is a vital ingredient in the growth and education of the student and recognizes the district's responsibility to keep parents informed of student welfare and progress in school.

The ~~issuance of district will issue~~ grades, ~~and~~ written or electronic progress reports, and provide opportunities for parent conferences ~~on a regular schedule serves to serve~~ as ~~the~~ basis for continuous evaluation of the student's performance and to help in determining changes that should be made to effect improvement. These written and verbal reports ~~shall~~will be designed to provide information that will be helpful to the student, teacher, counselor and parent.

The district ~~shall~~will comply with the marking/grading system incorporated into the statewide standardized high school transcript. Secondary ~~students~~students' grade points ~~shall~~will be reported for each term, individually and cumulatively.

The ~~board directs the~~ superintendent ~~to~~will establish a system of reporting student progress and ~~shall~~will require all staff members to comply with such a system as part of their teaching responsibility.

At the beginning of each term, each teacher ~~shall~~will specify in writing the student learning goals or standards for his/her respective courses. If participation is used as the basis of mastery of ~~an~~ goal or standard, a student's grades may be adversely affected for failure to attend or participate, provided on that day there was a graded participation activity. If the teacher does not so advise students in writing, the teacher may not use attendance and participation in the grading process. ~~Individual students~~Students who feel that ~~an unjust application of~~ attendance or tardiness factors ~~has~~have been ~~made~~unfairly applied, may ~~follow the~~ appeal ~~process for resolving the difference to the principal to determine a resolution~~.

A student's grade report may be withheld until such time the student pays for any school property that has been lost or willfully damaged. Upon payment for damages or the equivalency through voluntary work, the grade report will be released. The student or his/her parents may appeal the imposition of a charge for damages to the superintendent and board of directors.

Cross References:                   3520 - Student Fees, Fines, or Charges  
                                              3122 - Excused and Unexcused Absences

Legal References:

RCW 28A.150.240(2)(g) Certificated teaching and administrative staff as accountable for classroom teaching — Scope — Responsibilities — Penalty

RCW 28A.600.030 Grading policies — Option to consider attendance

RCW 28A.635.060 Defacing or injuring school property — Liability of pupil, parent, or guardian Withholding grades, diploma, or transcripts — Suspension and restitution — Voluntary work program as alternative — Rights protected

WAC 180-44-010 Regulatory provisions relating to RCW 28A.04.120(6) and 28A.58.101 — Responsibilities related to instruction

WAC 392-210 Student testing and evaluation - Washington state honors award program

WAC 392-400-235 Discipline — Conditions and limitations

WAC 392-415 Secondary education - Standardized high school transcript

**Adoption Date: 2.27.08**

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

Revised: 2.08; 7.15

**Steilacoom Historical School District Board of Directors**

**REGULAR BOARD MEETING**

Date: July 23, 2015

**TO:** Members, Steilacoom Historical School District Board of Directors

**ISSUE:**   X   **ACTION First Reading of Policy 6114 – Gifts or Donations**  
       **INFORMATION**

**BACKGROUND INFORMATION:** In the District’s continual efforts to update policy and procedure in accordance with WSSDA model policy, it has been determined that the following policy is in need of minor revisions:

Policy 6114 – Gifts or Donations

- Minor wording edits
- Retitled
- Three key updates: policy language in alignment with state non-discrimination regulations, addresses teacher-solicited donations to the district through organizations (Example – DonarsChoose.org) with prior approval, and clarity on the section on gifts to staff.

**RECOMMENDED ACTION:**

It is the recommendation of the Superintendent to move Policy 6114 to a second reading.

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

## **GIFTS or DONATIONS**

### **~~Gifts to District:~~**

The board recognizes that individuals and organizations in the community may wish to contribute additional supplies or equipment to enhance or extend the instructional program. Any gift to the district of real property can be accepted only by board approval. Any gift to the district or to an individual school or department of money, materials or equipment having a value of \$ 5,000 or greater will be subject to board approval.

~~In no event will any commitment be made by a staff member or other individuals in return for any gift to the district or to a school or department without the board's authorization.~~ The board will not authorize acceptance of gifts that are inappropriate, which carry with them unsuitable conditions or which will obligate the district to future expenditures from the general fund, or which are out of proportion to the value of the gift. All gifts will become district property and will be accepted without obligation relative to use and/or disposal.

The superintendent ~~shall will~~ establish criteria to be met in the acceptance of all gifts to the district, ~~regardless of whether they are solicited or unsolicited.~~

### **Unsolicited Gifts or Donations to the District**

Money or additional supplies and equipment donated by booster clubs or other groups or patrons to support specific teams or extra-curricular activities are not to result in unacceptable levels of disparity of allocation favoring one team or gender.

### **Solicited Gifts or Donations to the District**

Certificated staff seeking donations for their classroom must obtain prior approval from the building principal. Other staff or administrators seeking donations to benefit an entire school or the district as a whole must obtain prior approval from the Superintendent or his/her designee. In no event will any commitment be made by a staff member or other individuals in return for any gift to the district or to a school or department without the board's authorization.

### **Gifts to Staff:**

The board recognizes that students and/or parents may wish to express their appreciation to school staff by giving gifts. In recognition of the fact that not all families can afford to show their appreciation with ~~expensive~~ gifts, the board ~~discourages the giving of all but small, inexpensive gifts in favor of~~ encourages the giving of letters of appreciation instead.

Cross References:

~~Policy~~ 3515 — Student Incentives

6100 – Revenues From Local, State and Federal Sources

Legal References: RCW 28A.320.030

Gifts, conveyances, etc., for scholarship and student aid purposes, receipt and administration

WAC 392-190-025 Recreational and athletic activities.

Management Resources:      2015 - June Policy Issue

**Adoption Date: 2.27.08**

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

**Revised: 3.26.08; 10.22.14;**

**Steilacoom Historical School District Board of Directors**

**REGULAR BOARD MEETING**

Date: July 23, 2015

**TO:** Members, Steilacoom Historical School District Board of Directors

**ISSUE:**   X   **ACTION First Reading of Board Policy 6220-Bid Requirements**  
       **INFORMATION**

**BACKGROUND INFORMATION:** In the District’s continual efforts to update policy and procedure in accordance with WSSDA model policy, it has been determined that the following policy is in need of minor revisions:

Policy 6220 – Bid Requirements

- Minor wording edits
- Addition of new rules by the Federal Office of Management and Budget (OMB)
- Changes to procurement requirements for federal funds

**RECOMMENDED ACTION:**

It is the recommendation of the Superintendent to move Policy 6220 to a second reading.

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

## BID REQUIREMENTS

The board of directors of the Steilacoom Historical School District ~~#1~~No. 1 recognizes the importance of:

- maximizing the use of district resources;
- the need for sound business practices in spending public money;
- the requirement of complying with state laws governing purchasing;
- the importance of standardized purchasing regulations, and;
- ~~the need for clear documentation in meeting auditing requirements.~~

### Use of State Funds for PurchasesProcurement Using State Funds

Whenever the estimated cost of furniture, supplies, or equipment (except books) will cost:

- less than \$40,000, no competitive bidding process is required to make the purchase;
- between \$40,000 and \$75,000, the board will follow the informal competitive bidding process by requiring quotes from at least three different sources to be obtained in writing or by telephone and recorded for the public to review.
- over \$75,000, the board will follow the formal competitive bidding process by:
  1. preparing clear and definite plans and specifications for such work or purchases;
  2. providing notice of the call for formal bids by publication in at least one newspaper of general circulation in the district at least once each week for two consecutive weeks;
  3. providing the clear and definite plans and specifications to vendors interested in submitting a bid;
  4. require that bids be in writing;
  5. open and read bids in public on the date and in the place named in the notice; and
  6. file all bids for public inspection after opening.

The board may waive bid requirements for purchases:

- clearly and legitimately limited to a single source of supply;
- involving special facilities or market conditions;
- in the event of an emergency;
- of insurance or bonds; and
- involving public works in the event of an emergency.

"Emergency" means unforeseen circumstances beyond the district's control that present a real, immediate threat to the proper performance of essential functions or will likely result in material loss or damage to property, bodily injury or loss of life if immediate action is not taken.

Whenever bid requirements are waived, a document explaining the factual basis for the exception and the contract will be recorded and open for public inspection.

The board may by resolution reject any and all bids and make further calls for bids in the same manner as the original call. The board reserves the right to purchase through an inter-local cooperative agreement with another governmental agency provided such agency has complied with the bidding requirements that are applicable to school districts.

The board will include in each contract a proviso requiring the contractor to prohibit any of its

employees who has ever been convicted of or pled guilty to any of the child related felonies from working where he/she would have contact with public school students. The contract will also provide that failure to comply with this requirement is grounds for immediate termination of the contract.

The superintendent will establish bidding and contract awarding procedures for all purchases of furniture, equipment, supplies (except books) or public works projects consistent with state law.

### **Use of State Funds for Improvements or Repairs**

The board may make improvements or repairs to district property through a district department without following the competitive bidding process if the total cost of improvements or repairs does not exceed \$75,000. If the board estimates that the total cost is \$75,000 or more, the board will follow the formal competitive bidding process outlined above unless the contract is let using the small works roster process authorized by RCW 39.04.155 or under any other procedure authorized for school districts.

### **Use of Procurement Using Federal Funds**

When federal funds are used for procurement of goods (furniture, supplies, equipment and textbooks) other property, or professional services, the following steps will be followed:

- Purchases of \$3,000 or less do not require quotes. However, must consider price to be reasonable, and, to the extent practical, distribute equitably among suppliers.
- Purchases between \$3,000 and \$75,000 must be procured using price or rate quotations from three or more qualified sources.
- Purchases of \$75,000 or more must be publicly solicited using sealed bids.

When federal funds are used for procurement of services:

- Purchases of \$3,000 or less do not require quotes. However, must consider price to be reasonable, and, to the extent practical, distribute equitably among suppliers.
- Purchases between \$3,000 and 150,000 must be procured using price or rate quotations from a reasonable number of qualified sources
- Purchases of \$150,000 or more must be publicly solicited using sealed bids.

Procurement by noncompetitive proposals may only be used when one of the following four circumstances applies. The district must maintain documentation supporting the applicable circumstance for noncompetitive proposals.

- The item is only available from a single source;
- The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
- The awarding agency (e.g., OSPI) authorizes noncompetitive proposal in response to a written request from the district; or
- After solicitation of a number of sources, competition is determined inadequate.

### **Suspension and Debarment**

Before entering into federally funded vendor contracts for goods and services that equal or exceed \$25,000 and any subcontract award, the district will ensure the vendor is not suspended or debarred from participating in federal assistance programs.

- ~~1. An order for supplies or other property that totals \$75,000.00 or more must be publicly solicited using sealed bids. Orders for less than \$75,000.00 may be procured using price or rate quotations from three or more qualified sources;~~
- ~~2. A professional services contract that totals \$100,000.00 or more must be publicly solicited using sealed bids. Services contracts for less than \$100,000.00 may be procured using price or rate quotations from three or more qualified sources;~~
- ~~3. Procurement by noncompetitive proposals may only be used when it is infeasible to use informal quotes or sealed bids and one of the following circumstances applies:
  - ~~o The item is only available from a single source;~~
  - ~~o The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;~~
  - ~~o The awarding agency (e.g. OSPI) authorizes noncompetitive proposals; or~~
  - ~~o After solicitation of a number of sources, competition is determined inadequate;~~~~
- ~~4. For any procurement transaction over \$25,000.00 the vendor or contractor must not be suspended or debarred from participating in federal assistance programs; and~~
- ~~5. For any subcontract award in any amount, the grantee must not be suspended or debarred.~~

The superintendent will establish bidding and contract awarding procedures ~~for all purchases of furniture, equipment, supplies (except books) or public works projects~~ consistent with state and federal law.

### Conflict of Interest

No employee, officer or agent may participate in the selection, award or administration of a contract supported by federal funds if he or she has a real or apparent conflict of interest. Such a conflict would arise when the employee, officer or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

No employee, officer or agent of the district may solicit or accept gratuities, favors or anything of monetary value from contractors or parties to subcontracts. Violation of these standards may result in disciplinary action including, but not limited to, suspension, dismissal or removal.

### Legal References:

~~ESHB 1633 Amending RCW#28.A.335.190~~

RCW 28A.335.190

Advertising for bids — Competitive bid procedures — Purchases from inmate work programs — Telephone or written quotation solicitation, limitations — Emergencies

28A.400.330

Crimes Against Children — Contractor Employees — Termination of Contract

39.04.155

Small works roster contract procedures — Limited public works process  
Definition

39.04.280	Competitive Bidding Requirements — Exemptions
39.30.060	Bids on public works — Identification, substitution of contractors
<del>43.19.1911</del>	<del>Competitive Bids — Notice Of Modification Or Cancellation — Cancellation Requirements — Lowest Responsible Bidder — Preferential Purchase — Life Cycle Costing</del>
<u>2 CFR 200.318 – General Procurement Standards</u>	
34 CFR § 80.36	Procurement
34 CFR § 85	Debarment and Suspension

Management Resources:

<u><i>Policy News, June 2015</i></u>	
<i>Policy News, June 2013</i>	
<i>Policy News, April 2012</i>	Bid requirements policy revised to address audit concerns
<i>Policy News, February 2011</i>	Bid requirements
<i>Policy News, October 2005</i>	Competitive bid process changes
<i>Policy News, June 2001</i>	Legislation further simplifies bid compliance

**Adoption Date: 02.27.08**  
**School District: Steilacoom Historical School District**  
**Revised: 09.12.12; 12.10.14;**

**Steilacoom Historical School District Board of Directors**

**REGULAR BOARD MEETING**

Date: July 23, 2015

**TO:** Members, Steilacoom Historical School District Board of Directors

**ISSUE:**   X   **ACTION First Reading of Board Policy 6512-Infection Control Program**  
       **INFORMATION**

**BACKGROUND INFORMATION:** In the District’s continual efforts to update policy and procedure in accordance with WSSDA model policy, it has been determined that the following policy is in need of minor revisions:

Policy 6512 – Infection Control Program

- Minor wording edits
- Clarification of language to indicate that the Washington Department of Health only *recommends* certain immunizations for school staff.

**RECOMMENDED ACTION:**

It is the recommendation of the Superintendent to move Policy 6512 to a second reading.

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

## INFECTION CONTROL PROGRAM

In order to safeguard the school community from the spread of certain vaccine-preventable diseases and in recognition that prevention is a means of combating the spread of disease, the board strongly urges that susceptible school staff members (including volunteers) provide documentation of immunization or evidence of immunity against TD (Tetanus-Diphtheria) and MMR (Measles, Mumps and Rubella) certain vaccine-preventable diseases. The following immunizations are recommended for school staff: measles, mumps, rubella (MMR), varicella (chickenpox), diphtheria, tetanus, and pertussis (Tdap and Td), and influenza (flu). Staff members born prior to January 1, 1957 need not provide evidence of immunity to measles; these individuals are considered naturally immune.

To facilitate this prevention program, the board authorizes the superintendent to make arrangements for staff immunization at a convenient time and place, and at a nominal cost to the staff member. A “susceptible” staff member may be exempted from one or more of the immunizations recommended for school staff by the Washington Department of Health the requirements for immunization by filing a written objection to such immunization on the basis of religious or philosophical grounds, when a private physician certifies that the staff member's physical condition contraindicates immunization or when the staff member provides documentation of immunity by blood test.

In the event of an outbreak of a vaccine-preventable disease in school, the local health officer has the authority to exclude a susceptible staff member. A staff member granted an exemption by the district for religious, philosophical or medical reasons or without an acceptable immunization record on file may be excluded, as he/she is considered to be susceptible. If excluded, he/she is not eligible to receive sick leave benefits because of the exclusion itself. To qualify for benefits, he/she must be ill or temporarily physically-disabled, or is otherwise provided for in a collective bargaining agreement.

The superintendent or designee will evaluate all job duties of district employees to determine which employees have reasonably anticipated on-the-job exposure to blood or other potentially infectious material. The district will maintain a list of job classifications where employees have reasonably anticipated exposure to blood or other potentially infectious material. The hepatitis B vaccine will be provided at the district's expense to all employees identified as having risk of directly contacting blood or other potentially infectious material at work.

In the event that an employee has a specific exposure to blood or other potentially infectious material, the employee will be provided, at district expense, with confidential medical evaluation, follow-up and treatment, if indicated.

The district will provide annual training to all employees with reasonably anticipated exposure to blood or other potentially infectious material. All employees will receive district provided training on HIV/AIDS within six months of initial employment.

Records will be kept in strict confidence regarding the hepatitis B vaccine status of all employees with reasonably anticipated exposure to blood or other potentially infectious material and for each occupational exposure an employee has to blood or other potentially infectious material. The records will be kept for the duration of the employee's employment, plus thirty years. The district will also keep records that employees have received appropriate training.

Cross ~~R~~reference: Board Policy 3414

Infectious Disease

Legal References:

Chapter 246-110	WAC Contagious disease –School districts and day care centers
Chapter 296-823	WAC Occupation exposure to bloodborne pathogens
Chapter 392-198	WAC Training — school employees — HIV/AIDS

Management Resources:      2015 - June Policy Issue  
                                                 2015 - April Policy Issue

**Adoption Date: 2.27.08**  
**School District Name: Steilacoom Historical School District**  
**Revised: 1.14.15;**