



## 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. **THIS STUDY SESSION WILL START AT 5:45 PM.**

**THE FIRST 15 MINUTES WILL BE FOR AGENDA REVIEW; 6 - 7 PM WILL BE DEDICATED TO THE REVIEW OF ELEMENTARY SCHOOL IMPROVEMENT PLANS.**

10/22/2014 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 - Legislative Assembly

(Information)

Presenter: Don Denning

### IV. APPROVAL OF MINUTES

(Action)

Minutes 10.8.14.pdf (p. 3)

### 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 October 2014 Accounts Payable.pdf (p. 6)
- Approval of Certificated Personnel Report.pdf (p. 38)
- Approval of Co-Curricular Personnel Report.pdf (p. 39)
- Approval of Classified Personnel Report.pdf (p. 40)
- Approval of SHS Cross Country Team Trip.pdf (p. 41)

## **VI. OLD BUSINESS**

### **1. Second Reading of Management Series Policies 6100, 6102, 6111, 6112, 6114, 6120 (Action)**

Presenter: Jim Brittain

Second Reading Policies 6100 6102 6111 6112 6114 6120.pdf (p. 42)

### **2. Steilacoom High Classroom Update (Information)**

Presenter: Jim Brittain

SHCM Prelim Schedule.pdf (p. 52)

### **3. Capital Facilities Plan Draft 2014 - 2020 Update (Information)**

Presenter: Kathi Weight

## **VII. NEW BUSINESS**

### **1. First Reading of Management Series Policies 6210, 6212 and 6215 (Action)**

Presenter: Jim Brittain

First Reading of Policies 6210, 6212 and 6215.pdf (p. 53)

## **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.



## Regular Meeting Minutes

Pioneer Middle School 1750 Bob's Hollow Lane DuPont, WA

Wednesday, 10/8/2014

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

Chair Scott called the meeting at 7:00 pm

Food Services Manager Ben Guyton led the Pledge of Allegiance.

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

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

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

No comments.

### **III. PRESENTATION - Disability History Month**

Executive Director Beauchaine shared a page on the District website of resources for staff and families to explore and celebrate Disability History Month.

### **IV. APPROVAL OF MINUTES**

Director Wong made a motion to approve the minutes of the 9.24.14 regular board meeting minutes; Director Pierce seconded the motion and the motion passed (4/0).

### **V. REPORTS - Legislative Assembly**

Due to Director Denning's absence, Chair Scott tabled the report until the 10.22.14 meeting.

### **VI. CONSENT AGENDA**

Director Pierce made a motion to approve the Consent Agenda which included October 2014 Payroll and Accounts Payable and attached personnel reports. Director Forbes seconded the motion and the motion passed (4/0).

## **VII. OLD BUSINESS**

### **a. Second Reading of Management Support Series Policies 6022, 6030 and 6040**

Director Pierce made a motion to approve Management Series policies 6022, 6030 and 6040; Director Wong seconded the motion and the motion passed (4/0).

### **b. Second Reading of Policy 2004 Accountability Goals and 2005 School Improvement Plans**

Director Wong made a motion to approve Policy 2004 and Policy 2005; Director Pierce seconded the motion and the motion passed (4/0).

### **c. Approval of Steilacoom High School Classroom Project Bid**

Executive Director Brittain presented the bid process for the classroom modification at the high school. Director Pierce made a motion to approve the bid recommendation of contractor Jones and Roberts with the project amount not to exceed \$700,000; Director Forbes seconded the motion and the motion passed (4/0).

### **d. Facilities Use Procedures and Fee Schedule Update**

Executive Director Brittain updated the Board on the facility use procedure including the fee schedule. Chair Scott discussed HS turf field, history and maintenance. Director Pierce stated that if there was cause for a vote on this issue he would abstain to avoid a conflict of interest as a Board director and youth coach.

## **VIII. NEW BUSINESS**

### **a. First Reading of Management Series Policies 6100, 6102, 6111, 6112, 6114, 6120**

Director Wong made a motion to move Management Series policies 6100, 6102, 6111, 6112, 6114 and 6120 to a second reading; Director Forbes seconded the motion and the motion passed (4/0).

## **IX. COMMENTS FROM THE AUDIENCE**

- Jeff Krosschell, youth basketball coach, regarding facility use fees and the kids it will impact
- Mark Miller, Sentinel Youth Football program and asst. football coach HS regarding facility use fees and groupings
- Phil Raschke, reasonable facility use rates
- Fredrick Het, facility rental fee mechanism staggered
- Sedric Chachere, affordable facility fees
- Shawn McDonald, facility use rates inflated to recoup funds
- Kathleen Heady, facility use fees

**X. BOARD COMMUNICATION**

No communications.

**XI. ANNOUNCEMENTS**

- Superintendent Weight announced the District Focus on Education Day will be November 6 to include visits by elected officials to Steilacoom High, Saltar’s Point and Chloe Clark schools.
- Superintendent Weight reminder that the Crisis Awareness Training will be held 10/14 and 10/21 and will include the capability to attend by Skype on Anderson Island.
- Director Forbes announced the SHS Girls swim meet tomorrow at Clover Park High School.
- Reminder of the October 18 Special Board Meeting

**XII. ADJOURNMENT**

Director Forbes made a motion to adjourn the meeting at 7:46 pm; Director Pierce seconded the motion and the motion passed (4/0).

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

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\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_



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 October 22, 2014, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$1,956.99. The payments are further identified in this document.

Total by Payment Type for Cash Account, GF WARRANTS OUTSTANDING:  
Warrant Numbers 115588 through 115588, totaling \$1,956.99

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
115588	AUTOLUBE TIRE & AUTOMOTIVE	10/06/2014	0000013716	OPEN PURCHASE ORDER 2013-2014 FOR AUTO SERVICES	101314014	220.67	1,956.99
			0000013742	OPEN PURCHASE ORDER 2013-2014 FOR AUTO SERVICES	101314014	764.38	
			0000013743	OPEN PURCHASE ORDER 2013-2014 FOR AUTO SERVICES	101314014	239.39	
			0000013747	OPEN PURCHASE ORDER 2013-2014 FOR AUTO SERVICES	101314014	336.66	
			0000013753	OPEN PURCHASE ORDER 2013-2014 FOR AUTO SERVICES	101314014	58.81	
			0000013754	OPEN PURCHASE ORDER 2013-2014 FOR AUTO SERVICES	101314014	72.43	
			0000013758	OPEN PURCHASE ORDER 2013-2014 FOR AUTO SERVICES	101314014	54.77	
			0000013759	OPEN PURCHASE ORDER 2013-2014 FOR AUTO SERVICES	101314014	61.66	
			0000013778	OPEN PURCHASE ORDER 2013-2014 FOR AUTO SERVICES	101314014	95.42	
			0000013786	OPEN PURCHASE ORDER 2013-2014 FOR AUTO SERVICES	101314014	52.80	

1 Computer Check(s) For a Total of 1,956.99

	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
	1	Computer	Checks For a Total of	1,956.99
Total For	1	Manual, Wire Tran, ACH & Computer	Checks	1,956.99
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	1,956.99

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As of October 22, 2014, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$1,389.88. The payments are further identified in this document.

Total by Payment Type for Cash Account, GF WARRANTS OUTSTANDING:  
Warrant Numbers 115589 through 115589, totaling \$1,389.88

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
115589	AUTOLUBE TIRE & AUTOMOTIVE	10/07/2014	0000012243	SERVICE PERFORMED ON FORD E-150 PLATE A1706C	0	54.77	1,389.88
			0000012465	SERVICES PERFORMED ON CHEVROLET SILVERADO 2500 HD	0	466.43	
			0000013384	SERVICES PERFORMED ON FORD E-150 A1706C	0	48.60	
			0000013403	SERVICES PERFORMED ON KIA SEDONA LX	0	93.11	
			000001402	SERVICES PERFORMED ON DODGE GRAND CARAVAN ES	0	726.97	
				1 Computer			
						Check(s) For a Total of	1,389.88

	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	1,389.88
Total For	1	Manual, Wire Tran, ACH & Computer	Checks	1,389.88
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	1,389.88

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As of October 22, 2014, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$458.79. The payments are further identified in this document.

Total by Payment Type for Cash Account, GF WARRANTS OUTSTANDING:  
Warrant Numbers 115590 through 115590, totaling \$458.79

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

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
115590	AUTOLUBE TIRE & AUTOMOTIVE	10/09/2014	0000013743	OPEN PURCHASE ORDER 2013-2014 FOR AUTO SERVICES PAID 239.39 STILL OWE 458.79 TOTAL INVOICE WAS 698.18	0	458.79	458.79

1 Computer Check(s) For a Total of 458.79

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	1	Computer	Checks For a Total of	458.79
Total For	1	Manual, Wire Tran, ACH & Computer	Checks	458.79
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	458.79

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

As of October 22, 2014, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$0.00, and voids/cancellations, totaling \$419.26. The payments and voids are further identified in this document.

Total by Payment Type for Cash Account, GF WARRANTS OUTSTANDING:  
Voids/Cancellations, totaling \$419.26

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
115385	RIO GRANDE/THE BELL GROUP	10/08/2014	90572774	SHS RIO GRANDE FOR TERRY BADER COMMERCIAL ART SUPPLIES. PLEASE SEE ATTACHED CART LIST	141314017	16.09	419.26
			90572832	SHS RIO GRANDE FOR TERRY BADER COMMERCIAL ART SUPPLIES. PLEASE SEE ATTACHED CART LIST	141314017	403.17	
				1 Void	Check(s) For a Total of		419.26

	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	419.26
			Net Amount	-419.26

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 October 22, 2014, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$10,038.67. The payments are further identified in this document.

Total by Payment Type for Cash Account, GF WARRANTS OUTSTANDING:  
Warrant Numbers 115591 through 115591, totaling \$10,038.67

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
115591	STEILACOOM SCHOOL DISTRICT	10/10/2014	60232504-CORRECTION	FOOTBALL HELMET RECONDITIONING -RIDDELL INVOICE #60232504 GENERAL FUND TO REIMBURSE ASB	0	10,038.67	10,038.67

1 Computer Check(s) For a Total of 10,038.67

	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	10,038.67
Total For	1	Manual, Wire Tran, ACH & Computer	Checks	10,038.67
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	10,038.67

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 October 18, 2014, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$225,462.48. The payments are further identified in this document.

Total by Payment Type for Cash Account, GF WARRANTS OUTSTANDING:  
Warrant Numbers 115592 through 115647, totaling \$225,462.48

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
115592	ALBERS & COMPANY INC	10/13/2014	1102	ALBERS AND COMPANY INC FY 1415 OPEN PO	81415038	2,691.02	2,691.02
115593	ALBERTSONS	10/13/2014	100214	SHS ALBERTSONS FACSE- OPEN PO NOT TO EXCEED \$5,000	141415005	912.49	912.49
115594	APEX LEARNING	10/13/2014	SOINV00046771	DIGITAL CURRICULUM AND COURSE BOOKS	4311415016	7,201.39	7,201.39
115595	AUTOLUBE TIRE & AUTOMOTIVE	10/13/2014	0000014331	OPEN PURCHASE ORDER 2014-2015 FOR AUTO SERVICES	101415013	62.38	113.21
			0000014381	OPEN PURCHASE ORDER 2014-2015 FOR AUTO SERVICES	101415013	50.83	
115596	BROWN-JOLLY, MYRANDA ARLINE	10/13/2014	09-14 EXP REIM	09-14 EXPENSE REIMBURSEMENT MAGNETS	0	10.60	10.60
115597	BUILDERS HARDWARE & SUPPLY	10/13/2014	S3357260.001	OPEN PURCHASE ORDER 2014-2015 FOR SUPPLIES	101415008	22.53	71.06
			S3357309.001	OPEN PURCHASE ORDER 2014-2015 FOR SUPPLIES	101415008	48.53	
115598	BUILDING CONTROL SYSTEMS INC	10/13/2014	8681	OPEN PURCHASE ORDER 2014-2015 FOR HVAC SYSTEM CONTROLS & SERVICE	101415007	169.57	169.57
115599	CAREER STAFF UNLMTD- SEATTLE	10/13/2014	28427-223154	Jackie Muir, Contracted OT position for the	91415004	1,746.00	3,834.00

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
			28427-223836	2014-2015 school year. Jackie Muir, Contracted OT position for the 2014-2015 school year.	91415004	2,088.00	
115600	CELESTE L JOHNSTON	10/13/2014	MILEAGE REIMBURSEMEN	SEPTEMBER 14/15 MILEAGE REIMBURSEMENT	0	20.32	20.32
115601	CENTURYLINK	10/13/2014	206-225-0055 467B	DISTRICT WIDE PHONE SERVICES FOR THE 13/14 SY. DO NOT FAX	81415007	2,769.86	2,769.86
115602	CLEVERBRIDGE	10/13/2014	BKD-7367426641	Malwarebytes Enterprise Edition Renewal	111415005	7,755.00	7,755.00
115603	CTS LANGUAGE LINK	10/13/2014	68312	CTS LANGUAGE LINK TELEPHONIC MINUTES	0	44.91	44.91
115604	DEPARTMENT OF LICENSING	10/13/2014	DRIVING RECORD	DRIVING RECORD FOR JOHN FORD FORD*JA442QA	101415030	13.00	13.00
115605	FAIRFAX HOSPITAL	10/13/2014	1742	Tuition for Northwest School of Innovative Learning, 2014/2015 school year.	91415006	2,625.00	2,625.00
115606	FIRST STUDENT INC	10/13/2014	11001382	OPEN PO FOR FIRST STUDENT BUS CHARGES	81415077	125,368.33	124,473.00
			11001382-1	OPEN PO FOR FIRST STUDENT BUS CHARGES	81415077	-895.33	
115607	GENERAL ELECTRIC CAPITAL CORP	10/13/2014	61416466	GE CAPITAL CORP OPEN PO FOR COPIERS AT CHLOE CLARK AND MAINTENANCE	81415066	75.49	336.61
			61418094	GE CAPITAL CORP OPEN PO FOR COPIERS AT CHLOE CLARK AND MAINTENANCE	81415066	261.12	
115608	GRAINGER	10/13/2014	9553041006	OPEN PURCHASE ORDER 2014-2015 FOR SUPPLIES	101415016	380.17	575.89
			9557017556	OPEN PURCHASE ORDER 2014-2015	101415016	97.86	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
			9557543551	FOR SUPPLIES OPEN PURCHASE ORDER 2014-2015 FOR SUPPLIES	101415016	97.86	
115609	HAAS, DONALD GENE	10/13/2014	MILEAGE REIMBUR SEPT	MILEAGE REIMBURSEMENT SEPT 9/2-9/26	0	18.59	18.59
115610	HAROLD LEMAY ENTERPRISES	10/13/2014	5538648	DISTRICT WIDE GARBAGE/RECYCLING SVCS FY 1415 HAROLD LEMAY ENTERPRISES OPEN PO	81415047	102.58	3,450.62
			5539231	DISTRICT WIDE GARBAGE/RECYCLING SVCS FY 1415 HAROLD LEMAY ENTERPRISES OPEN PO	81415047	434.61	
			5539316	DISTRICT WIDE GARBAGE/RECYCLING SVCS FY 1415 HAROLD LEMAY ENTERPRISES OPEN PO	81415047	64.10	
			5539325	DISTRICT WIDE GARBAGE/RECYCLING SVCS FY 1415 HAROLD LEMAY ENTERPRISES OPEN PO	81415047	1,563.24	
			5539374	DISTRICT WIDE GARBAGE/RECYCLING SVCS FY 1415 HAROLD LEMAY ENTERPRISES OPEN PO	81415047	440.50	
			5539507	DISTRICT WIDE GARBAGE/RECYCLING SVCS FY 1415 HAROLD LEMAY ENTERPRISES OPEN PO	81415047	677.05	
			5540333	DISTRICT WIDE GARBAGE/RECYCLING SVCS FY 1415 HAROLD LEMAY ENTERPRISES OPEN PO	81415047	40.35	
			5540905	DISTRICT WIDE	81415047	128.19	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				GARBAGE/RECYCLING SVCS FY 1415 HAROLD LEMAY ENTERPRISES OPEN PO			
115611	HAYMOND, SARAH LYNN	10/13/2014	SUPPLIES REIMBURSEME	SUPPLIES	0	97.38	148.23
				REIMBURSEMENT SEPT 14			
			TEACHERS DISC SEPT	TEACHERS	0	50.85	
				DISCOVERY SPANISH TEACHING MOVIE DOWNLOADS			
115612	HD BAKER POINT OF SALE SYSTEM	10/13/2014	IN012052	INTOUCHBASE	81415059	201.30	201.30
				TRANSACTION FEE			
115613	HORIZON	10/13/2014	3N047725	OPEN PURCHASE	101415022	341.23	341.23
				ORDER 2014-2015 FOR SUPPLIES			
115614	HUMANUS CORPORATION	10/13/2014	2014-1861	Jonathan Golle, Contracted Psychologist position.	91415002	2,960.00	5,920.00
			2014-1894	Jonathan Golle, Contracted Psychologist position.	91415002	2,960.00	
115615	JOSTENS/MERCURIO, JACKIE	10/13/2014	FW14-1004G	YEARBOOK TRAINING	141415019	202.50	202.50
				ENTRY FEE BY CTE			
115616	KING COUNTY DIRECTORS ASSN	10/13/2014	3840084	kallay/art	2371415019	605.09	1,821.65
				supplies/cart #729561			
			3840085	wheeler/explorator	2371415018	187.95	
				y supplies			
			3840086	workroom/cart	2371415020	247.56	
				#729610			
			3842934	KCDA Order	1271415018	38.98	
			3842944	KCDA order for	1271415024	98.38	
				Rene Boaglio			
			3844121	copy paper - order for school year 2014-15	2371415014	643.69	
115617	KONE, INC	10/13/2014	221572949	OPEN PURCHASE	101415058	483.89	483.89
				ORDER FOR 2014-2015 FOR ELEVATOR SERVICE			
115618	KRISTINE L HARPER	10/13/2014	MILEAGE REIMBUR SEPT	MILEAGE	0	137.52	137.52
				REIMBURSEMENT SEPT 9/2-9/26			
115619	LABORATORIES, COASTWIDE	10/13/2014	T2696491-1	OPEN PURCHASE	101415011	33.61	1,443.88
				ORDER 2014-2015 FOR CUSTODIAL			

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
			T2703299	SUPPLIES OPEN PURCHASE ORDER 2014-2015 FOR CUSTODIAL	101415011	231.35	
			T2705753	SUPPLIES OPEN PURCHASE ORDER 2014-2015 FOR CUSTODIAL	101415011	25.71	
			T2705769	SUPPLIES OPEN PURCHASE ORDER 2014-2015 FOR CUSTODIAL	101415011	340.26	
			T2705865	SUPPLIES OPEN PURCHASE ORDER 2014-2015 FOR CUSTODIAL	101415011	27.82	
			T2706059	SUPPLIES OPEN PURCHASE ORDER 2014-2015 FOR CUSTODIAL	101415011	785.13	
115620	LAKWOOD HARDWARE & PAINT	10/13/2014	406548	SUPPLIES OPEN PURCHASE ORDER 2014-2015 FOR SUPPLIES	101415026	47.50	47.50
115621	LAKWOOD IRONWORKS	10/13/2014	100114	REPAIR LAMP POST STANDARD	101415070	191.45	191.45
115622	LALLEMAND, KRISTA MCCLAIN	10/13/2014	REIMBURSEMENT 09-14	SUPPLY REIMBURSEMENT FOR SCIENCE SUPPLIES 9/23-9/24	0	50.06	50.06
115623	LEMAY MOBILE SHREDDING	10/13/2014	4406478	LEMAY MOBILE SHREDDING SVCS FY 1415 OPEN PO	81415049	50.00	346.60
			4406479	LEMAY MOBILE SHREDDING SVCS FY 1415 OPEN PO	81415049	103.60	
			4406480	LEMAY MOBILE SHREDDING SVCS FY 1415 OPEN PO	81415049	100.00	
			4406485	LEMAY MOBILE SHREDDING SVCS FY 1415 OPEN PO	81415049	65.00	
			4408512	LEMAY MOBILE SHREDDING SVCS FY 1415 OPEN PO	81415049	28.00	
115624	LENNOX PARTS PLUS	10/13/2014	546549360	OPEN PURCHASE ORDER 2014-2015 FOR HVAC SUPPLIES	101415028	1,287.76	1,287.76
115625	LES SCHWAB TIRES	10/13/2014	30500208138	OPEN PURCHASE ORDER 2014-2015	101415029	109.35	109.35

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
115626	LUTHER, CYNTHIA ELIZABETH	10/13/2014	MILEAGE REIMB	FOR PARTS & SERVICE MILEAGE	0	22.46	22.46
				REIMBURSEMENT FOR TRAININGS 9/11-10/1/2014			
115627	MEDCO	10/13/2014	41853819	SPORTS MEDICINE SUPPLIES - QUOTE # 100381015	81415019	3,959.77	3,968.43
			41854288	SPORTS MEDICINE SUPPLIES - QUOTE # 100381015	81415019	8.66	
115628	NACE, RICHARD	10/13/2014	SEPT WORKSHOP 14	SHS CHOIR RETREAT FEE	4311415020	820.00	820.00
115629	NASCO	10/13/2014	981684	art supplies/kallay	2371415022	126.25	126.25
115630	PIERCE COUNTY REFUSE	10/13/2014	5533648	OPEN PO FOR GARBAGE AND RECYCLING	81314049	154.90	734.05
			5534606	OPEN PO FOR GARBAGE AND RECYCLING	81314049	579.15	
115631	PIERCE COUNTY SEWER	10/13/2014	00858625	PIERCE COUNTY SEWER SVCS FY 1415 OPEN PO	81415046	134.61	134.61
115632	PIERCE COUNTY WAVA	10/13/2014	1415WAVA DUES	SHS PIERCE COUNTY WAVA DUES FOR SARA GRAVES	141415017	500.00	500.00
115633	PUGET SOUND ENERGY	10/13/2014	200002143960	OPEN PO FOR GAS AND ELECTRICITY	81415039	7,813.67	14,098.65
			200002143960G	PUGET SOUND ENERGY FY 1415	81415040	541.30	
			200008146082	OPEN PO FOR GAS AND ELECTRICITY	81415040	35.35	
			200023874882	OPEN PO FOR GAS AND ELECTRICITY	81415039	5,708.33	
115634	RIVERSIDE PUBLISHING	10/13/2014	950911286	EasyCBM Renewal 2014-2015	271415009	2,002.02	2,002.02
115635	RONTOS, TANYA LYNNE	10/13/2014	09/14 REIMBURSEMENT	MILEAGE REIMBURSEMENT FOR 9/10-9/30/14	0	134.24	134.24
115636	SHIFFLER EQUIP SALES	10/13/2014	1427310500	OPEN PURCHASE ORDER 2014-2015 FOR SUPPLIES	101415043	25.14	25.14
115637	SUNBELT STAFFING	10/13/2014	6606129	Jacqueline Diaz, Contracted Psychologist position.	91415003	2,800.00	2,800.00
115638	TANNER ELECTRIC	10/13/2014	72131000	ELECTRIC CHARGES	81415044	445.41	445.41

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				FOR 14-15 SCHOOL YEAR ANDERSON ISLAND			
115639	TEAM EXPRESS	10/13/2014	P281080701022	fast pitch gear	2371314138	3,734.76	3,734.76
115640	TED BROWN MUSIC CO	10/13/2014	1283420	STEILACOOM HIGH SCHOOL GYMNASIUM SOUND SYSTEM	81415017	8,214.59	8,214.59
115641	THE WESTIN SEATTLE	10/13/2014	01137002	SHS THE WESTIN SEATTLE FOR TINA HAYDEN. *NOT TO EXCEED \$500.00 FOR ADVISOR HOUSING AT THE DECA MARKETING CONFERENCE* PLEASE SEE ATTACHED PAGE 3 IS HIGHLIGHTED!	141415015	417.84	417.84
115642	TRIARCO ARTS & CRAFTS INC	10/13/2014	123033	hallay/art supplies	2371415021	642.26	642.26
115643	TRUSTEED PLANS SERVICE CORP	10/13/2014	0078116-IN	TRUSTEED PLANS SERVICE CORP SVCS	81415050	3,855.93	5,986.68
			45900-001	FY 1415 OPEN PO OPEN PO TRUSTEED PLANS SERVICE CORPS	81415050	2,130.75	
115644	WAMOA	10/13/2014	10150	WAMOA ANNUAL MEMBERSHIP FOR ANNA GARVIN	101415065	60.00	60.00
115645	WEIGHT, KATHLEEN J	10/13/2014	09-14 MILEAGE REIM	MILEAGE REIMBURSEMENT FOR 9/16-9/30/14	0	134.47	134.47
115646	WELLS FARGO FINAN LEASING INC	10/13/2014	5001529263	WELLS FARGO FINANCE LEASE	81415074	1,224.02	1,224.02
				OPEN PO FOR CHERRYDALE COPIER			
115647	WITT COMPANY	10/13/2014	370588	OPEN PO FOR WITT COMPANY 14/15 ALL DISTRICT COPIER SERVICE AGREEMENT	81415028	4,708.67	9,417.34
			371186	OPEN PO FOR WITT COMPANY 14/15 ALL DISTRICT COPIER SERVICE AGREEMENT	81415028	4,708.67	

56 Computer Check(s) For a Total of 225,462.48

	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
	56	Computer	Checks For a Total of	225,462.48
Total For	56	Manual, Wire Tran, ACH & Computer	Checks	225,462.48
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	225,462.48

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 October 18, 2014, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$13.00. The payments are further identified in this document.

Total by Payment Type for Cash Account, GF WARRANTS OUTSTANDING:  
Warrant Numbers 115648 through 115648, totaling \$13.00

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
115648	DEPARTMENT OF LICENSING	10/14/2014	DRIVING REC MANNING	OPEN PURCHASE ORDER 2014-2015 FOR TYPE 2 DRIVING LICENSE ABSTRACTS	101415030	13.00	13.00
			1	Computer	Check(s) For a Total of		13.00

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	1	Computer	Checks For a Total of	13.00
Total For	1	Manual, Wire Tran, ACH & Computer	Checks	13.00
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	13.00

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 October 13, 2014, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$697.00. The payments are further identified in this document.

Total by Payment Type for Cash Account, CPF WARRANTS OUTSTANDING:  
Warrant Numbers 200227 through 200227, totaling \$697.00

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
200227	GREENEGASAWAY	10/13/2014	SEPT2014	ADMINISTRATION CENTER RELOCATION PLANNING FY1415	2001415001	697.00	697.00
				1 Computer	Check(s) For a Total of		697.00

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	1	Computer	Checks For a Total of	697.00
Total For	1	Manual, Wire Tran, ACH & Computer	Checks	697.00
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	697.00

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 October 22, 2014, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$1,075.41. The payments are further identified in this document.

Total by Payment Type for Cash Account, ASB WARRANTS OUTSTANDING:  
Warrant Numbers 401921 through 401921, totaling \$1,075.41

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
401921	RAINIER APPAREL	10/06/2014	L2014162	4042 FCA Powder Puff Football Shirts	4061314293	1,075.41	1,075.41
				1 Computer	Check(s) For a Total of		1,075.41

	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	1,075.41
Total For	1	Manual, Wire Tran, ACH & Computer	Checks	1,075.41
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	1,075.41

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 October 22, 2014, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$0.00, and voids/cancellations, totaling \$400.00. The payments and voids are further identified in this document.

Total by Payment Type for Cash Account, ASB WARRANTS OUTSTANDING:  
Voids/Cancellations, totaling \$400.00

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
401897	UNIVERSITY PLACE SD	10/08/2014	22097	SHS GIRLS BASKETBALL SUMMER LEAGUE FEE	4061314291	400.00	400.00

1 Void Check(s) For a Total of 400.00

	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
	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	400.00
			Net Amount	-400.00

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 October 18, 2014, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$20,846.78. The payments are further identified in this document.

Total by Payment Type for Cash Account, ASB WARRANTS OUTSTANDING:  
Warrant Numbers 401922 through 401938, totaling \$20,846.78

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
401922	JUNIOR LIBRARY GUILD	10/13/2014	239758	JUNIOR LIBRARY GUILD SUBSCRIPTION RENEWAL FOR SY 2014-15	4311415018	777.00	777.00
401923	NW MATHEMATICS CONFERENCE	10/13/2014	317015	NORTHWEST MATHEMATICS CONFERENCE REGISTRATION	4311415013	555.00	555.00
401924	BLACK BEAR FROZEN YOGURT LLC	10/13/2014	9001110	STUDENT STORE BLACK BEAR FROZEN YOGURT EXPENDITURES	4061415027	124.00	124.00
401925	CASCADE BAGEL & DELI, INC	10/13/2014	133241	SHS STUDENT STORE FY1415 OPEN PO FOR CASCADE BAGEL	4061415015	24.90	207.00
			133263	SHS STUDENT STORE FY1415 OPEN PO FOR CASCADE BAGEL	4061415015	24.90	
			133291	SHS STUDENT STORE FY1415 OPEN PO FOR CASCADE BAGEL	4061415015	32.70	
			133319	SHS STUDENT STORE FY1415 OPEN PO FOR CASCADE BAGEL	4061415015	24.90	
			133354	SHS STUDENT STORE FY1415 OPEN PO FOR CASCADE BAGEL	4061415015	24.90	
			133412	SHS STUDENT STORE FY1415 OPEN PO FOR CASCADE BAGEL	4061415015	24.90	
			133435	SHS STUDENT STORE FY1415 OPEN PO	4061415015	24.90	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
			133468	FOR CASCADE BAGEL SHS STUDENT STORE	4061415015	24.90	
401926	COSTCO	10/13/2014	259151425	FY1415 OPEN PO FOR CASCADE BAGEL OPEN PO FOR STUDENT STORE	4061415019	260.55	260.55
401927	DECA	10/13/2014	000354692	COSTCO FY1415 EXPENDITURE SHS DECA CLUB	4061415028	414.00	414.00
401928	FARRELLI'S WOOD FIRE PIZZA	10/13/2014	1	MEMBERSHIP DUES FARRELLI'S KINDER	4021415007	840.00	840.00
401929	JOSTENS/MERCURIO, JACKIE	10/13/2014	FW14-1004	FIELD TRIP SPRING 2014 (7 CLASSES) YEARBOOK TRAINING	4061415020	202.50	202.50
401930	JOSTEN'S	10/13/2014	17501	ENTRY FEE BY ASBF YEARBOOK JOSTEN'S	4061415039	8,215.60	8,215.60
401931	NACE, RICHARD	10/13/2014	SEPT WORKSHOP 2014	INITIAL DEPOSIT CHOIR RETREAT FEE	4061415034	380.00	380.00
401932	OLYMPIA HIGH SCHOOL	10/13/2014	OCT SWIM OLY	ASBF ENTRY FEE CHECK	4061415029	75.00	75.00
401933	RIDDELL	10/13/2014	60257976	FOR ANNUAL SOUTH SOUND INVITATIONAL RELAYS Youth Helmets	4051415004	641.87	641.87
401934	RUSH TEAM APPARELL	10/13/2014	10570	pioneer athletics shirts email order to : accounting@4bizgro wth.com	4051415000	1,362.72	1,362.72
401935	SPECIALTY FROZEN DISTRIBUTING	10/13/2014	1025	SPECIALTY FROZEN DISTRIBUTING FY1415 OPEN PO	4061415041	36.00	36.00
401936	THE WESTIN SEATTLE	10/13/2014	LEADSHIP CONF	FOR STUDENT STORE WA DECA	4061415023	2,622.64	2,622.64
401937	WASHINGTON DECA	10/13/2014	FALL LEAD CONF	CONFERENCE HOTEL ACCOMODATIONS WA DECA	4061415022	2,340.00	2,340.00
401938	WINNING SEASON	10/13/2014	J2014204	CONFERENCE REGISTRATION BAND PORT PC61	4061415025	815.85	1,792.90
			M2014483	RED T-SHIRTS Winning Seasons	4051415010	524.57	
			T2014143	new logo order SENIOR T-SHIRTS	4061415046	452.48	
				17 Computer	Check(s) For a Total of		20,846.78

	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
	17	Computer	Checks For a Total of	20,846.78
Total For	17	Manual, Wire Tran, ACH & Computer	Checks	20,846.78
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	20,846.78

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 October 14, 2014, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$156.00. The payments are further identified in this document.

Total by Payment Type for Cash Account, ASB WARRANTS OUTSTANDING:  
Warrant Numbers 401939 through 401939, totaling \$156.00

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
401939	WASHINGTON FCCLA	10/14/2014	FCCLAOCTA	FCCLA ADVISORS/GUESTS	0	36.00	156.00
			FCCLAOCTS	FCCLA STUDENTS/MEMBERS	0	120.00	
				1 Computer	Check(s) For a Total of		156.00

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	1	Computer	Checks For a Total of	156.00
Total For	1	Manual, Wire Tran, ACH & Computer	Checks	156.00
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	156.00

Steilacoom Historical School District No. 1  
 Certificated Personnel Report

Personnel Report 10-22-14						
Name	Position	FTE	Location	Effective Date	Action	Comment
Doughton Corinne	Teacher	1.00	Anderson Island	10/23/2014	New Hire	

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

<b>Personnel Report 10-22-14</b>				
<b>Name</b>	<b>Action</b>	<b>Location</b>	<b>Effective Date</b>	<b>Stipend Amount</b>
Nixon Julie	Doodle Club Advisor	Pioneer Middle	9/25/2014	2,400.00
Raschke Ragan	Dance Club Advisor	Pioneer Middle	10/30/2014	1,800.00

Steilacoom Historical School District No. 1  
Classified Personnel Report

<b>Personnel Report 10-22-14</b>						
<b>Name</b>	<b>Position</b>	<b>Hours</b>	<b>Location</b>	<b>Effective Date</b>	<b>Action</b>	<b>Comment</b>
Keys Victoria	LPN	7	Pioneer	10/16/2014	Resignation	
Schilling MariClaire	Secretary	7.5	Pioneer	11/26/2014	Resignation	

Wednesday October 14, 2014

Members of the School Board :

The Cross Country Team is requesting permission for travel to Pasco, WA the weekend of Nov. 7<sup>th</sup> and 8<sup>th</sup> to compete at the State Cross Country Championships. The girls' and Boys' team, plus two alternates, are running in Pasco. They will be supervised by Coach Jennie Lange, and Coach Dave Robertson.

The teams will leave Friday morning Nov. 7, 2014 from Steilacoom HS at approximately 8:00 AM by district bus. They will be able to walk/view the course Friday afternoon, and the races are on Saturday. The girls will run at 11:00 AM and the boys will run at 2:00 PM. The teams intend to return back to Steilacoom on Saturday evening after the boys' race is complete.

**Girls Cross Country:**

**Boys Cross Country:**

Abby Hubbard	Zach Sivankeo
Hannah Torjusen	Nathaniel Rimorin
Morgan Mathers	Kai Sorem
Isabelle Zimmerman	Jackson Miller
Rori Fortmann	Micah Gale
Emma Fortmann	Seth Koivisto
Olivia Lougee	Aaron Wenker
<b><u>ALTERNATES</u></b>	<b><u>ALTERNATES</u></b>
Sophia Kingsley	Richard Phillips
Anna Mester	Huy Hoang

Sincerely,



**Mike Miller**

**Assistant Principal/ Athletic Director**

**Steilacoom High School**

**253.983.2339**

**Steilacoom Historical School District Board of Directors**

**REGULAR BOARD MEETING**

Date: October 22, 2014

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

**ISSUE:**  X  **ACTION:** Second Reading of Board Policies: 6100, 6102, 6111, 6112, 6114, 6120  
 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 6100 - Revenues From Local State and Federal Sources

- Removes language around basic education formula for funding
- Adds state grant acceptance language
- Minor wording edits

Policy 6102 – District Fundraising Activities

- Minor wording edits

Policy 6111 – Tuition

- Minor wording edits
- Addition of language around full day kindergarten, summer school and similar educational programs

Policy 6112 – Rental or Lease of District Real Property

- Minor wording edits

Policy 6114 – Gifts

- Minor wording edits
- Adds language regarding gifts to staff

Policy 6120 – Investment of Funds

- Minor wording edit

**FISCAL IMPLICATIONS:** None

**RECOMMENDED DECISION:**

It is the recommendation of the Superintendent to adopt Policy 6100, 6102, 6111, 6112, 6114 and 6120.

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

## **REVENUES FROM LOCAL, STATE AND FEDERAL SOURCES**

### **Revenues From Discretionary Local Taxes**

As necessary, the district will consider the necessity of requesting voter approval of an excess property tax to be collected in the year following voter approval. Such a levy, if any, will be in that amount permitted by law which the board determines necessary to provide educational services beyond those provided by state appropriations. The board will solicit advice from staff and patrons prior to establishing the amount and purposes of the special levy request. The special levy being collected will be presented by program and expenditure in the district's annual descriptive guide for community members as required by law.

### **Revenues From State Resources**

The responsibility for financing public education in Washington falls primarily upon the state. To provide educational services beyond the levels possible under the basic education allocation, the district must depend upon state and federal special purpose funding programs and grants or excess property tax levies approved by district voters.

The state provides special purpose appropriations for programs of transportation, for children with disabilities and for such other programs as it deems appropriate to assist schools.

When the superintendent identifies an optional state grant where in the superintendent's reasonable professional judgment the benefits and advantages from accepting the grant outweigh the costs - the board will receive a report and will formally authorize participation.

### **Revenues From The Federal Government**

The objective of the board is to provide the best educational services possible within resources available to the district. Federal grants and programs may provide helpful financial resources towards pursuing that objective. When it is optional for the district to participate in a federally funded program, the board shall receive detailed analysis from the staff regarding both the advantages to be realized from the program and the additional costs in terms of staff time, impact on existing programs and new obligations that the program may require. Before authorizing participation in such a program, the board will first determine that the advantages outweigh the disadvantages and that the program will not detract from other programs already in operation.

The board agrees to comply with all federal and state requirements that may be a condition to receipt of federal funds including, but not limited to:

- A. Maintenance of fiscal records which show the receipt and disposition of federal funds;
- B. Provision for eligible private school students to participate in programs and/or services designed for the educationally disadvantaged as well as other programs which are supported by ECIA funds;  
Provision for testing to identify target students as well as to measure program results; and  
Provision for staff and parent involvement, program planning, budget development and program evaluation.

The district agrees to comply with Title 1 requirements pertaining to the implementation of internal controls for travel, contracted services, training, and capital outlay purchases and expenditures.

The district further assures that a district-wide salary schedule is in effect and that the staff is assigned equitably among schools. Instructional material will also be distributed equitably among all schools. The board grants authority to directors and staff to participate in the development of any state and/or federal regulations deemed to be necessary for the implementation of federally-funded programs.

### **Federal Impact Funds (Indian)**

Federal impact funds are provided to the district as a supplement to taxes and other revenue sources. State appropriated funds and local taxes contribute to the development and implementation of a basic education program for all students enrolled in the district. The district gives assurance that tribes and parents of Indian children will be afforded the opportunity to make recommendations regarding the needs of their children and will be involved in the planning and development of the basic education program including those educational programs and services to be provided with P.L. 81-874 funds. Indian students shall have the equal opportunity to participate in the district's program with other students.

Recognizing that the board is the ultimate authority in defining the educational program of the district, the superintendent will establish procedures to assure the involvement of the tribe and parents of Indian students in the development of the basic education program including the education services to be provided with P.L. 81-874 funds and the participation of Indian children in the program on an equal basis. The superintendent will provide opportunities for parents and members of the tribal council to suggest if any policy and/or procedure changes as well as program changes are necessary to better serve the needs of the Indian students.

Legal References:	RCW 28A.300.070	Receipt of federal funds for school purposes — Superintendent of public instruction to administer
	28A.150.230	Basic Education Act — District school directors as accountable for proper operation of district — Scope — Responsibilities — Publication of guide
	28A.150.250	Annual basic education allocation of funds according to average FTE student enrollment — Student/ teacher ratio standard
	28A.150.370	Additional programs for which legislative appropriations must or may be made

84.52.0 531	Levies by school districts — Maximum dollar amount for maintenance and operation support — Restrictions — Maximum levy percentage — Levy reduction funds — Rules. (Expires Jan. 1, 2008)
Chapter 180-16 Public Law 81-874	WAC State Support of Public Schools Impact Aid

**Adoption Date: 2.27.08**  
**School District Name: Steilacoom Historical School District**  
**Revised: 10.22.14**

## **DISTRICT FUNDRAISING ACTIVITIES**

The district recognizes that it needs a balance of state, federal, local, and nongovernmental funds to achieve its goals. The district further recognizes that dwindling state and federal funds present challenges for the district. Increasingly, the district is seeking local and nongovernmental funding sources in order to preserve, establish and enhance important district programs and educational opportunities. The district's ability to offer diverse, quality educational programs and experiences for our students depends in part on our ability to secure reliable alternative sources of funding.

To preserve and to establish district programs and educational opportunities the board authorizes fundraising activities where such programs:

- (1) promote K-12 education;
- (2) provide educational experiences for students, and/or
- (3) address local funding obligations that support the educational mission of the district;
- (4) and/or promote the effective, efficient, or safe management and operation of the district.

District fundraising activities may include:

- (1) soliciting gifts and donations that are reasonably related to the pursuit of the district's objectives;
- (2) entering into interlocal agreements with other governments which generate additional funds for school district activities; and/or
- (3) operating various revenue generating enterprises consisting of the sale of goods or services that are produced by, or that are linked to, the district's educational program.

Fundraising programs, including enterprise activities, will be in the best interests of the district and will not interfere with the operation of the district's programs and functions. District fundraising programs will not conflict with any applicable law and or state or federal constitutional provisions, including the separation of church and state.

This policy governs the establishment and administration of district fundraising for the general fund and for particular programs in the district. It does not address fundraising programs conducted by Parent Teacher Organizations, other non-profit or citizens' organizations, or the Associated Student Body. Fundraising by the Associated Student Body is addressed by RCW28A.325.030. and District Policy #3510.

The superintendent will establish procedures for the administration of district fundraising programs to ensure compliance with all applicable laws.

Cross References:                   3530 - Fundraising Activities Involving Students  
  3510 - Associated Student Bodies



## TUITION

Tuition will be charged to all persons age 21 or older who wish to attend the regular educational program. The formula for determining the rate of tuition is fixed by the State Superintendent of Public Instruction. Additionally, tuition may be charged to cover excess costs for full day kindergarten, summer school or similar optional educational programs.

Cross References: Policy 2240 - Summer School

Legal References: RCW 28A.225.220 Adults, children from other districts, agreements for attending school — Tuition

RCW 28A.320.500 Summer and/or other student vacation period programs - Authorized - Tuition and fees

**Adoption Date: 2.27.08**

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

**Revised: 10.22.14**

## RENTAL OR LEASE OF DISTRICT REAL PROPERTY

When district real property is not needed, the board has the authority to call for bids to rent or lease any surplus real property. A notice of the intent to rent or lease property will be published in a newspaper of general circulation in the district at least 45 days before the rental or lease takes effect, if the value of the rental or lease is \$10,000.00 or more. The district may establish a minimum acceptable bid based upon the fair market value, provided that such minimum bid is non-discriminatory within classes of users.

Such property shall be rented or leased for lawful purposes. The rental or lease will be in the best interests of the district and will not interfere with the conduct of the district's educational program and related activities. Proceeds from rental or lease of district property which are in excess of the operational costs incurred for such rental or lease will be deposited in the capital projects fund or debt service fund.

At the option of the board of directors, after evaluating the sufficiency of the school district's capital projects fund for purposes of meeting demands for new construction and improvements, moneys derived from the lease or rental of real property may be deposited into the district's general fund to be used exclusively for nonrecurring costs related to operating school facilities, including but not limited to, expenses for maintenance.

Legal References:	RCW 28A.335.040	Surplus school property, rental, lease or use of — Authorized
	28A.335.050	Surplus school property, rental, lease or use of — Joint use
	28A.335.060	Surplus school property, rental lease or use of — Disposition of moneys received for
	28A.335.070	Surplus school property, rental, lease or use of — Existing contracts not impaired
	28A.335.080	Surplus school property, rental, lease or use of — Community use not impaired
	28A.335.090	Conveyance and acquisition of property — Management
	28A.335.130	Real property — Sale — Use of proceeds

**Adoption Date: 2.27.08**

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

**Revised: 10.22.14**



## INVESTMENT OF FUNDS

The superintendent is authorized to direct and authorize the county or state treasurer to invest district moneys which are not needed for current obligations in any district fund. Such investments will be made with the objective of producing the greatest return, consistent with prudent practice.

Legal References:	RCW 28A.320.300	Investment of funds, including funds received by ESD — Authority — Procedure
	28A.320.320	Investment of funds of district not needed for immediate necessities — Service fee
	36.29.020	Custodian of moneys — Investment of funds not required or immediate expenditures, service fee
	43.250	Investment of local government funds
	WAC 210-01	Local Government Investment Pool

**Adoption Date: 2.27.08**

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

**Revised: 10.22.14**



**Steilacoom Historical School District Board of Directors**

**REGULAR BOARD MEETING**

Date: October 22, 2014

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

**ISSUE:**  X  **ACTION First Reading of Board Policies: 6210, 6212, 6215**

**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 6210 – Purchasing Authorization and Control

- Minor wording edits (shall to will)

Policy 6212 - Charge Cards

- Minor wording edits (shall to will)

Policy 6215-Voucher Certification and Approval

- Minor wording edits (shall to will)
- Change in authorization of advance payment of a voucher

**FISCAL IMPLICATIONS: None**

**RECOMMENDED DECISION:**

It is the recommendation of the Superintendent to move Policy 6210, 6212, and 6215 to a second reading.

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

## **PURCHASING: AUTHORIZATION AND CONTROL**

The superintendent is authorized to direct expenditures and purchases within the limits of the detailed annual budget for the school year. Board approval for purchase of capital outlay items is required when the aggregate total of a requisition exceeds \$50,000 except that the superintendent ~~shall~~will have the authority to make capital outlay purchases without advance approval when it is necessary to protect the interests of the district or the health and safety of the staff or students. The superintendent ~~shall~~will establish requisition and purchase order procedures as a means of monitoring the expenditure of funds. Staff who obligate the district without proper prior authorization may be held personally responsible for payment of such obligations.

**Adoption Date: 2.27.08**  
**School District: Steilacoom Historical School District**  
**Revised: 9.8.10; 11.12.14**

## CHARGE CARDS

The board authorizes the issuance of charge cards and/or procurement cards to officers and staff for district purchases, acquisitions and authorized travel. The board ~~will~~shall approve any contract for the issuance of credit cards, including the credit limit. Credit cards may be issued to staff in the following positions: Superintendent, Executive Directors, Maintenance Supervisor, Principals, Business Office, CTE Director, Assistant Principal, and Athletic Director. The superintendent or his/her designee is responsible for the authorization and control of the use of credit card funds, subject to final board approval of payments.

Upon billing or no later than thirty (30) days of the billing date, the officer or staff member using a charge card ~~shall~~will submit fully itemized receipts or invoices supporting purchases. Any charges not properly identified or not allowed following review by the auditing officer ~~shall~~will be paid by the official or staff member. Any official or staff member who has been issued a charge card ~~shall~~will not use the card if any disallowed charges are outstanding.

The superintendent ~~shall~~will establish procedures for the issuance and use of charge cards.

Cross References: Board Policy 6213

Reimbursement for Travel Expenses

Legal References: RCW 42.24.115

Municipal corporations and political subdivisions — Issuance of charge cards to officers and employees for travel expenses

43.09.2855

Local governments — Use of credit cards

Management Resources:

*Policy News*, April 2005

Credit Card Policy Updated

**Adoption Date: 2.27.08**

**School District: Steilacoom Historical School District**

**Revised: 3.14.12; 11.12.14**

## VOUCHER CERTIFICATION AND APPROVAL

Expenditures ~~shall~~will be made on district voucher forms. Before vouchers are submitted to the board for payment, they shall be audited and certified by the district's appointed auditing officer for accuracy and proof that the goods or services have been received, are satisfactory and that previous payment has not been made. The certification must be signed and dated by the auditing officer or his/her delegate. Vouchers ~~shall~~will be approved by a recorded affirmative vote of a majority of the board.

The board authorizes advance payment of a vouchers ~~when a delay in payment would otherwise result in a penalty or late fee or an interest charge on the unpaid balance except that advance payment for goods or services to a single vendor in excess of \$50,000 will not be permitted unless previously authorized by the board through a bid award or by action of the board at a preceding board meeting. n the interest of good sound business practices. It recognizes the need for the district to pay its outstanding business indebtedness in a prompt and efficient manner in order to:~~

- ~~1. Take advantage of cash discounts;~~
- ~~2. Avoid a penalty or late fee or an interest charge on an unpaid balance; or~~
- ~~3. To maintain a good vendor relationship.~~

~~The advance payment for goods or services to a single vendor in excess of \$50,000 shall not be permitted unless previously authorized by the board through a bid award or by action of the board at a preceding board meeting.~~

The board ~~shall~~will review and approve all such advance payments at its next regularly scheduled public meeting. In the event the claim is disapproved, the auditing officer and superintendent ~~shall~~will cause the claims to be recognized as receivables and pursue collection diligently until the funds are collected or until the board approves the payment of those claims.

The auditing officer and the superintendent ~~shall~~will each furnish an official bond, for not less than \$50,000, for the faithful discharge of such duties. The school district ~~shall~~will purchase and pay for the surety bonds.

Cross Reference: Board Policy 6500

Risk Management

Legal References: RCW 28A.330.080  
28A.330.090  
42.24.080  
  
42.24.180

Payment of claims  
Auditing committee and expenditures  
Municipal corporations and political subdivisions — Auditing and payment — Authentication and certification  
Taxing District — Issuance of warrants or checks before approval by legislative body — Conditions

State Auditor's Voucher certification and approval  
Bulletin #301-III(F)

**Adoption Date: 2.27.08**

**School District: Steilacoom Historical School District**

**Revised: 11.16.10; 11.12.14**