



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

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

11/12/2014 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. PRESENTATION - President Volunteer Award

(Presentation)

IV. PRESENTATION - SHS Leadership

(Presentation)

V. REPORTS

1. Financial Report

(Information)

Presenter: Jim Brittain

1112014 Board Mtg Financial Report Final PPT.pdf (p. 4)

2. Capital Projects

(Information)

Presenter: Jim Brittain

SHCM Prelim Schedule.pdf (p. 12)

VI. APPROVAL OF MINUTES

1. Approval of 10/18/14 Special Board Meeting Minutes

(Action)

Minutes10.18.14doc.pdf (p. 13)

2. Approval of 10/22/14 Regular School Board Meeting Minutes

(Action)

Minutes 10.22.14.pdf (p. 15)

VII. CONSENT AGENDA

(Action)

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

Approval of November 2014 Accounts Payable and October 2014 Payroll.pdf (p. 17)

Approval of Certificated Personnel Report.pdf (p. 68)

Approval of Classified Personnel Report.pdf (p. 69)

Approval of Co-Curricular Personnel Report.pdf (p. 70)

Authorization for Submission of SEC Reporting Statement.pdf (p. 71)

Approval of SHS CheerTeam Request to Travel.pdf (p. 74)

Approval of District School Improvement Plans.pdf (p. 75)

VIII. OLD BUSINESS

1. Capital Facilities Plan Draft 2014 - 2020

(Discussion)

Presenter: Kathi Weight

2014-2020 SHSD Cap Fac Plan.pdf (p. 99)

2. 2014-15 District, Board, Superintendent Goals

(Discussion)

Presenter: Kathi Weight

2014-15 Board District and Supt Goals.pdf (p. 133)

3. Second Reading of Management Series Policies 6210, 6212 and 6215

(Action)

Presenter: Jim Brittain

Second Reading 6210,6212,6215.pdf (p. 140)

IX. NEW BUSINESS

1. Approval of Resolution 818-11-12-14, Cancellation of Municipal Warrants

(Action)

Presenter: Jim Brittain

Approval of Resolution 818-11-12-14.pdf (p. 144)

2. Fleet Replacement

(Discussion)

Presenter: Jim Brittain

Fleet Replacement.pdf (p. 147)

3. First Reading of Management Series Policies 6216, 6230 and 6250

(Action)

Presenter: Jim Brittain

First Reading of Management Series Policies 6216,6230,6250.pdf (p. 148)

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

Presenter: Jim Brittain

First Reading of Policy 6220, Bid Requirements.pdf (p. 152)

5. First Reading of Policy 3240, Student Conduct (Action)

Presenter: Susanne Beauchaine

First Reading Policies 3240.pdf (p. 157)

6. First Reading of Policy 3241, Classroom Management Corrective Actions or Punishment (Action)

Presenter: Susanne Beauchaine

First Reading Policies 3241.pdf (p. 160)

X. COMMENTS FROM THE AUDIENCE (Information)

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XI. BOARD COMMUNICATION (Information)

XII. ANNOUNCEMENTS (Information)

XIII. ADJOURNMENT (Action)

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

STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1

**Board Meeting
November 12, 2014**

**Financial Report
2013-2014 Year End Recap
and**

For Month Ending September 30, 2014

Steilacoom Historical School District No. 1

Budget To Actual For 2013 -2014

	2013-2014 Budget	2013-2014 Actual	Variance
Enrollment	2,978	2,879.00	99
FTE			
Certificated	192.101		
Classified	87.331		
Revenues/Other Finance Sources	29,345,274	28,868,377.21	476,897
Expenditures	32,867,351	29,350,823.08	3,516,528
Other Financing Sources			
Under/Over Budget	-3,522,077	(482,445.87)	
Salaries/Benefits	23,997,341	22,758,542.64	1,238,798
Certificated Salaries	13,517,794	12,896,063.55	621,730
Classified Salaries	4,054,937	3,777,713.88	277,223
All Benefits	6,424,610	6,084,765.21	339,845
Other Budgeted Costs	8,870,010	6,592,280.44	2,277,730

Steilacoom Historical School District No. 1

Budget To Actual For 2013 -2014

Major Expenditure Areas:

Basic Ed	18,038,278	16,562,574.43	1,475,704
SPED	3,831,895	3,809,295.71	22,599
Vocational Education	1,009,535	1,009,535.36	0
Compensatory Education (Disadv/Sch Imp)	878,137	889,681.97	-11,545
Other Instructional	780,311	156,525.73	623,785
District Support	6,069,500	4,846,815.86	1,222,684
Food Service	921,000	844,450.86	76,549
Transportation	1,266,000	1,231,943.16	34,057
	<hr/>	<hr/>	
	32,794,656	29,350,823.08	

Steilacoom Historical School District
General Fund Budget/YTD Actual/Year-End Projection
September 1, 2014

	Annual Budget	YTD Actual	Year-end Projection	Projected Variance	Variance Percentage
General Fund					
Total Revenues & Other Financing Sources	30,988,892	1,914,538	30,438,892	-550,000	1.77%
	<u>32,869,091</u>	<u>2,567,488</u>	<u>32,119,091</u>	-750,000	2.28%
Excess Revenues/Other Financing Sources					
Over (under) Expend & Oth Financing Uses	<u>-3,396,331</u>		<u>-1,680,199</u>		
General Fund Balance					
	Beginning Balance	Ending Balance	Variance		
	<u>7,487,725</u>	<u>6,834,776</u>	<u>-652,950</u>		
Committed for Other Purposes		2,379,280			
Committed for Min. Fund Balance		1,969,771			
Unassigned Fund Balance		<u>2,485,725</u>			
		<u>6,834,776</u>			

Steilacoom Historical School District
Capital Projects Budget/YTD Actual/Year-End Projection
September 1, 2014

Capital Fund	Annual Budget	YTD Actual	Year-end Projection	Projected Variance	Variance Percentage
Total Revenues & Other Financing Sources	4,572,000	15,000	4,350,000	-222,000	4.86%
Total Expenditures	<u>3,885,000</u>	0	<u>3,500,000</u>	-385,000	9.91%
Excess Revenues/Other Financing Sources Over (under) Expend & Oth Financing Uses	<u>687,000</u>		<u>850,000</u>		

Capital Project Fund Balance	Beginning Balance	Ending Balance	Variance
	604,397	619,397	15,000
Restricted Impact Fees		42,080	
Restricted for Fund Purpose		<u>577,316</u>	
		<u>619,397</u>	

Steilacoom Historical School District
Debt Service Budget/YTD Actual/Year-End Projection
September 1, 2014

Debt Service Fund	Annual Budget	YTD Actual	Year-end Projection	Projected Variance	Variance Percentage
Total Revenues & Other Financing Sources	5,959,163	79,550	5,959,163	0	0.00%
Total Expenditures	<u>5,745,578</u>	<u>0</u>	<u>5,745,578</u>	<u>0</u>	<u>0.00%</u>
Excess Revenues/Other Financing Sources					
Over (under) Expend & Oth Financing Uses	<u><u>213,585</u></u>		<u><u>213,585</u></u>		
 Debt Service Fund Balance	 Beginning Balance	 Ending Balance	 Variance		
	<u>2,982,664</u>	<u>3,062,460</u>	<u>79,796</u>		

Steilacoom Historical School District
ASB Budget/YTD Actual/Year-End Projection
September 1, 2014

	Annual Budget	YTD Actual	Year-end Projection	Projected Variance	Variance Percentage
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ASB Fund

Total Revenues & Other Financing Sources	735,795	42,181	730,000	-5,795	0.79%
Total Expenditures	761,411	3,356	750,000	-11,411	1.50%

Excess Revenues/Other Financing Sources Over (under) Expend & Oth Financing Uses	-25,616	-20,000
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ASB Fund Balance

	Beginning Balance	Ending Balance	Variance
	301,876	340,700	38,824

Steilacoom High School	208,287	239,648	31,361
Pioneer Middle School	74,179	81,446	7,267
Saltar's Point Elementary	2,150	2,971	821
Anderson Island Elementary	264	264	0
Cherrydale Primary	8,128	6,249	-1,879
Chloe Clark Elementary	8,842	10,122	1,280

QUESTIONS

JONES AND ROBERTS COMPANY



Special School Board Meeting Minutes

10/18/2014

Professional Development Center 511 Chambers Steilacoom, WA

I. CALL TO ORDER

Chair Scott called the meeting to order at 8:37 am.

Chair Scott led the Pledge of Allegiance.

Superintendent Weight and all Directors present (Director Pierce arrived late).

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

II. BOARD ROLES AND RESPONSIBILITIES

Discussion; no action taken.

III. BOARD SELF EVALUTION

Discussion; no action taken.

IV. CAPITAL PROJECTS

a. Steilacoom High School Property

Discussed high school north property for future use.

b. Additional classrooms required K-3 class size change

Discussed elementary school classroom needs for all-day kindergarten and reduced size class ratio.

c. Priorities of future projects

Priorities suggested and discussed.

V. STRATEGIC PLAN GOALS

Discussion; no action.

VI. 2014-15 BOARD ANNUAL GOALS

Developed for approval action at a future regular school board meeting.

VII. 2014-15 SUPERINTENDENT ANNUAL GOALS

Discussed for approval action at a future regular school board meeting.

VIII. ADJOURNMENT

Director Forbes made a motion to adjourn the meeting at 1:40 pm; Director Pierce seconded the motion and the motion passed (4/0). (Director Denning was excused prior to adjournment.)

(Secretary/Superintendent)

(Chair)



Regular Meeting Minutes

10/22/2014

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

I. CALL TO ORDER

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

Executive Director Harvey led the Pledge of Allegiance.

Director Pierce made the motion to excuse Director Denning; Director Forbes seconded the motion and the motion passed (4/0).

Director Pierce made a motion to amend the agenda by tabling item III. Legislative Report;

Director Wong seconded the motion and the motion passed (4/0).

II. COMMENTS FROM THE AUDIENCE

No comments.

III. REPORTS - Legislative Assembly

Tabled until next Board meeting.

IV. APPROVAL OF MINUTES

Director Forbes made a motion to approve the minutes of the October 8, 2014 regular school board meeting; Director Wong seconded the motion and the motion passed (4/0).

V. CONSENT AGENDA

Director Wong made a motion to approve the Consent Agenda which included attached personnel reports, accounts payable and high school field trip; Director Pierce seconded the motion and the motion passed (4/0).

VI. OLD BUSINESS

a. Second Reading of Management Series Policies 6100, 6102, 6111, 6112, 6114, 6120

Director Pierce made a motion to approve Policy 6100, 6102, 6111, 6112 6114 and 6120;

Directors Forbes seconded the motion and the motion passed (4/0).

b. Steilacoom High Classroom Update

Executive Directors Brittain stated that a preliminary meeting was held this week. Demolition will start next week and the timeline has a December completion date. There will be an update on each board agenda. Work will take place on school days starting at 6:30 am.

c. Capital Facilities Plan Draft 2014 - 2020 Update

Superintendent Weight has sent the draft to legal for review. Directors will review in November for approval at the December meeting.

VII. NEW BUSINESS

a. First Reading of Management Series Policies 6210, 6212 and 6215

Director Wong made a motion to move Policy 6210, 6212 and 6215 to a second reading; Director Forbes seconded the motion and the motion passed (4/0).

VIII. COMMENTS FROM THE AUDIENCE

No comments.

IX. BOARD COMMUNICATION

No Board communications.

X. ANNOUNCEMENTS

- Director Forbes announced that the high schools girls swim team is 9-0 in competition. Tomorrow is their final meet against Fife at Clover Park High School pool.
- Superintendent Weight announced that this is School Bus Safety Week; Focus on Education Day will be held on November 6, and the second Community Safety Training event was held last night.

XI. ADJOURNMENT

Director Forbes made a motion to adjourn the meeting at 7:16 pm; Director Wong seconded the motion and the motion passed (4/0).

(Secretary/Superintendent)

(Chair)

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: November 12, 2014

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, CFE, Executive Director of Finance and 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
GENERAL FUND:			
<u>Date</u>			
October 31, 2014	Payroll	800568 to 800578	\$ 31,266.75
October 31, 2014	Payroll A/P	115713 to 115737	\$ 557,438.91
October 31, 2014	Payroll Taxes		\$ 357,558.87
October 31, 2014	Direct Deposit		\$ 994,739.49
October 27, 2014	Accounts Payable	115649 to 115649	711.77
October 27, 2014	Accounts Payable	115650 to 115694	\$ 206,232.08
October 27, 2014	Accounts Payable	115695 to 115712	\$ 392.73
October 29, 2014	Accounts Payable	115738 to 115738	\$ 1,108.65
October 30, 2014	Accounts Payable	115739 to 115739	\$ 28,554.86
November 6, 2014	Accounts Payable	115740 to 115789	\$ 118,644.52
	TOTAL GENERAL FUND:		\$ 2,296,648.63
CAPITAL PROJECTS FUND:			
October 27, 2014	Accounts Payable	200228 to 200231	\$ 41,352.83
	TOTAL CAPITAL PROJECTS FUND:		\$
ASSOCIATED STUDENT BODY FUND:			
October 27, 2014	Accounts Payable	401941 to 401958	\$ 8,257.83
October 27, 2014	Accounts Payable	401959 to 401960	\$ 27.99
October 30, 2014	Accounts Payable	401961 to 401961	\$ 10,097.66
November 6, 2014	Accounts Payable	401962 to 401962	\$ 3,703.82
	TOTAL ASSOCIATED STUDENT BODY FUND:		\$ 22,087.30
TRANSPORTATION VEHICLE FUND:			
		to	\$
		to	\$
	TOTAL TRANSPORTATION VEHICLE FUND:		\$ -

Board of Directors of Steilacoom Historical School District No. 1

I, Kathi Weight, being duly sworn, depose and say: That I am the Secretary to the Board of Steilacoom Historical School District No. 1, Pierce County, Washington, and that the above signatories are personally known to me and have signed these statements in my presence.

Kathi Weight, Secretary to the Board

STEILACOOM HISTORICAL SCHOOL DISTRICT #1

STEILACOOM HIST SCHOOL DISTRICT
511 CHAMBERS STREET
STEILACOOM, WA 98388

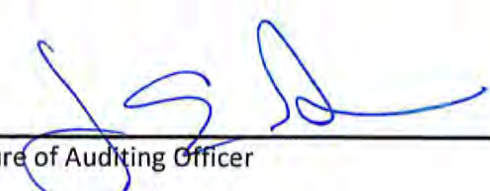
Check No. 115649
Check Date 10/27/2014
Check Type Computer

Invoice #	P.O.	Description	Inv Date	Gross	Net
		Comp Tax			
		Comp Tax owed for Cash Account 11 through 10/23/2014 CTGEN	10/23/2014	711.77	711.77

Check total 711.77

Certification

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein and that the claim is a just, due and unpaid obligation against STEILACOOM HISTORICAL SCHOOL DISTRICT, and that I am authorized to authenticate and certify to said claim.



Signature of Auditing Officer

10/28/14

Date

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 November 12, 2014, the board, by a _____ vote, approves payments, totaling \$206,232.08. The payments are further identified in this document.

Total by Payment Type for Cash Account, GF WARRANTS OUTSTANDING:
Warrant Numbers 115650 through 115694, totaling \$206,232.08

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
115650	ADVANCED MANUFACTURING TECHNIQ	10/27/2014	25207	SHS AMT: ADVANCED MAUNUFACTURING TECHNIQUES INC. SSA 1000KIT WITH TENSILE TEST ADAPTER. PLEASE SEE ATTACHED QUOTE!!	141415009	2,985.00	2,985.00
115651	BANK OF AMERICA	10/27/2014	14090074055	OPEN PO FOR SERVICE FEES - DO NOT FAX	81415079	148.80	148.80
115652	BUILDERS HARDWARE & SUPPLY	10/27/2014	S3359131.001	OPEN PURCHASE ORDER 2014-2015 FOR SUPPLIES	101415008	60.79	60.79
115653	BUREAU OF ED RESEARCH	10/27/2014	4553078	DO NOT FAX: WE WILL REGISTER AT CD 3rd grade PD: Jan. 22, 2015 Using Close Reading Strategies to Help Students Meet the Common Core State Standards	1461415019	717.00	717.00
115654	CAREER STAFF UNLMTD- SEATTLE	10/27/2014	28427 -224570	Jackie Muir, Contracted OT position for the 2014-2015 school year.	91415004	2,160.00	3,780.00
			28427-225406	Jackie Muir, Contracted OT position for the	91415004	1,620.00	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
115655	CDW-G, INC.	10/27/2014	QC38890	2014-2015 school year. SHS CDW-G FOR PETER JOHNSON BUSINESS CLASS TONER FOR THE OKI PRINTER *PLEASE SEE ATTACHED QUOTE #FQCK610 *	141415016	806.03	806.03
115656	CENTURYLINK	10/27/2014	300493944	DISTRICT WIDE PHONE SERVICES FOR THE 13/14 SY. DO NOT FAX	81415007	330.26	330.26
115657	CHEVRON & TEXACO CARD SERVICES	10/27/2014	609928	CHEVRON & TEXACO FUEL CARD SERVICES OPEN PO	81415052	1,605.93	1,605.93
115658	CONSOLIDATED ELECTRICAL DIST	10/27/2014	8541-776449	OPEN PURCHASE ORDER FOR 2014-2015 FOR ELECTRICAL SUPPLIES	101415057	925.34	1,195.71
			8541-777327	OPEN PURCHASE ORDER FOR 2014-2015 FOR ELECTRICAL SUPPLIES	101415057	270.37	
115659	CRISIS REALITY	10/27/2014	119	PHASE 1 - SITE ASSESSMENTS/PLAN REVIEW	81415032	19,312.50	19,312.50
115660	DEPARTMENT OF SOCIAL AND HEALT	10/27/2014	FY15-028	FIRST INSTALLMENT FOR INTERLOCAL AGREEMENT B/N THE STATE OF WA DEPARTMENT OF SOCIAL & HEALTH SERVICES AND STEILACOOM HISTORICAL SCHOOL DISTRICT	81415083	5,000.00	7,000.00
			FY15-029	LEASE AGREEMENT # 1476-14240 PARKING STALLS FOR INVOICE PURPOSES	81415098	2,000.00	
115661	DSHS:ACCOUNTS RECEIVABLE CIBS	10/27/2014	0975-81780	BUS FUEL SUPPLY FOR FY1415 OPEN PO	81415055	14,177.35	14,177.35
115662	ELSHIRE, KATHERINE BETH	10/27/2014	REIMBCOSTCO	COSTCO 10-22 REIMBURSEMENT FOR 100% CLUB	0	137.80	137.80

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
115663	ESD 113	10/27/2014	0000026646	CRISC SERVICES FOR FY1415 OPEN PO	81415056	11,621.80	11,621.80
115664	GENERAL ELECTRIC CAPITAL CORP	10/27/2014	61532553	GE CAPITAL CORP OPEN PO FOR DISTRICT OFFICE COPIER	81415068	529.50	529.50
115665	GRAVES, SARA COLLEEN	10/27/2014	MILREIMOCT	MILEAGE REIMBURSEMENT FOR 10/5-10/7	0	280.31	280.31
115666	HERITAGE FOOD SERVICE GROUP	10/27/2014	0002783439-IN	OPEN PURCHASE ORDER 2014-2015 FOR KITCHEN PARTS & SUPPLIES	101415018	455.37	455.37
115667	IMMEDIA	10/27/2014	65543	LASER PRINT BLACK & WHITE FLYERS FOR SAFETY EVENTS	0	76.58	76.58
115668	INNOVATIVE LEARNING CONCEPTS T	10/27/2014	200165822	TouchMath CCSS for Special Education Class at Chibe Clark	271415010	2,395.44	2,395.44
115669	JOSTEN'S	10/27/2014	16917756	108083 DIPLOMA	0	9.97	9.97
115670	K & L GATES	10/27/2014	3002825	PROFESSIONAL LEGAL SERVICES FOR 14-15 SY	81415080	245.00	245.00
115671	KING COUNTY DIRECTORS ASSN	10/27/2014	3845445	library supplies/L Davis/cart #733775	2371415030	198.34	770.31
			3845446	lowe/science/cart# 733612	2371415027	170.99	
			3845447	workroom supplies/cart #733556	2371415026	303.84	
			3845870	OPEN PURCHASE ORDER 2014-2015 FOR SUPPLIES	101415025	97.14	
115672	KIWANIS CLUB OF STEILACOOM	10/27/2014	SY14-15DUESHARRIS	14-15 DUES FOR CHARM HARRIS	0	110.00	110.00
115673	LABELS EAST INC	10/27/2014	00024262	Visitor stickers (250/roll) RED	1461415015	36.50	36.50
115674	LABORATORIES, COASTWIDE	10/27/2014	CT1659086	OPEN PURCHASE ORDER 2014-2015 FOR CUSTODIAL SUPPLIES	101415011	-1,593.23	13,320.56
			T2705753-1	OPEN PURCHASE ORDER 2014-2015 FOR CUSTODIAL SUPPLIES	101415011	16.34	
			T2706061	OPEN PURCHASE	101415011	163.80	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				ORDER 2014-2015 FOR CUSTODIAL SUPPLIES			
			T2706667	OPEN PURCHASE	101415011	56.34	
				ORDER 2014-2015 FOR CUSTODIAL SUPPLIES			
			T2706673	OPEN PURCHASE	101415011	25.33	
				ORDER 2014-2015 FOR CUSTODIAL SUPPLIES			
			T2706675	OPEN PURCHASE	101415011	44.92	
				ORDER 2014-2015 FOR CUSTODIAL SUPPLIES			
			T2706684	OPEN PURCHASE	101415011	33.62	
				ORDER 2014-2015 FOR CUSTODIAL SUPPLIES			
			T2706684-1	OPEN PURCHASE	101415011	30.12	
				ORDER 2014-2015 FOR CUSTODIAL SUPPLIES			
			T2707242	OPEN PURCHASE	101415011	68.88	
				ORDER 2014-2015 FOR CUSTODIAL SUPPLIES			
			T2707242-1	OPEN PURCHASE	101415011	60.27	
				ORDER 2014-2015 FOR CUSTODIAL SUPPLIES			
			T2708004	OPEN PURCHASE	101415011	2,127.30	
				ORDER 2014-2015 FOR CUSTODIAL SUPPLIES			
			t2708746	OPEN PURCHASE	101415011	803.93	
				ORDER 2014-2015 FOR CUSTODIAL SUPPLIES			
			t2709810	OPEN PURCHASE	101415011	11,482.94	
				ORDER 2014-2015 FOR CUSTODIAL SUPPLIES			
115675	MCDONALD, JODY D	10/27/2014	EXPRES1014	MILEAGE EXPENSE REIMBURSEMENT 09/08-10/03/14	0	65.38	65.38
115676	MILLER PAINT COMPANY	10/27/2014	28407706	OPEN PURCHASE ORDER FOR 2014-2015 FOR PAINT & SUPPLIES	101415069	68.88	68.88

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
115677	NETWORK COMPUTING ARCHITECTS	10/27/2014	46436	Barracuda Email Spam and Virus Filter Renewal	111415004	6,141.82	6,141.82
115678	PIERCE COUNTY SEWER	10/27/2014	01354221	OPEN PO FOR SEWER CHARGES-DO NOT FAX	81415046	173.52	173.52
115679	SCHOOL DUDE	10/27/2014	R-40026	ANNUAL RENEWAL FOR SCHOOL DUDE PROGRAMS MAINTENANCE DIRECT & PM DIRECT THRU NOV 30, 2015	101415071	1,644.83	1,644.83
115680	SCHOOL SPECIALTY	10/27/2014	208113464904	SPED supplies/ cart #7777080987	2371415025	90.41	90.41
115681	SHELL	10/27/2014	0000000065169526410	SHELL FUEL CARD FUEL FUEL FOR MAINT VAN 12	0	64.43	64.43
115682	SODEXO INC & AFFILIATES	10/27/2014	3004989	OPEN PO FOR FOOD SERVICE - DO NOT FAX	81415104	83,548.74	83,548.74
115683	SOUND PEST MANAGEMENT	10/27/2014	0000607	OPEN PURCHASE ORDER 2014-2015 FOR PEST CONTROL	101415046	114.87	289.91
			0000608	OPEN PURCHASE ORDER 2014-2015 FOR PEST CONTROL	101415046	82.05	
			0000609	OPEN PURCHASE ORDER 2014-2015 FOR PEST CONTROL	101415046	92.99	
115684	STEILACOOM SCHOOL DISTRICT	10/27/2014	FSREIMB	GENERAL FUND TO REIMBURSE ASB STUDENT TO STUDENT FUND	0	620.30	620.30
115685	SUNBELT STAFFING	10/27/2014	6620350	Jacqueline Diaz, Contracted Psychologist position.	91415003	2,800.00	5,600.00
			6633455	Jacqueline Diaz, Contracted Psychologist position.	91415003	2,800.00	
115686	TOTALFUNDS BY HASLER	10/27/2014	7900 0110 0202 8325	POSTAGE FOR HASLER	81415100	2,369.62	2,369.62
115687	TRIARCO ARTS & CRAFTS INC	10/27/2014	138641	kallay/art supplies	2371415021	91.40	91.40
115688	TRUSTEED PLANS SERVICE CORP	10/27/2014	0078209-IN	TRUSTEED PLANS SERVICE CORP SVCS FY 1415 OPEN PO	81415050	4,126.70	11,010.53
			0078302-IN	TRUSTEED PLANS	81415050	6,883.83	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
115689	US BANK EQUIP. FINANCE/US BANK	10/27/2014	263927873	SERVICE CORP SVCS FY 1415 OPEN PO US BANK EQUIPMENT FINANCE FY1415 OPEN PO FOR RISOGRAPH COPIERS AT CHLOE, SALTAR'S, AND SHS - DO NOT FAX	81415058	1,058.94	1,058.94
115690	VEX ROBOTICS, INC	10/27/2014	60702	SHS VEX ROBOTICS FOR PLTW. PLEASE SEE ATTACHED!	141415010	6,940.80	6,940.80
115691	WEIGHT, KATHLEEN J	10/27/2014	EXPRE10/01-10/10/14	MILEAGE EXPENSE REIMBURSEMENT 10/01-10/14	0	102.27	239.00
			MILREIM	MILEAGE REIMBURSEMENT 10/13-10/24	0	136.73	
115692	WELLS FARGO FINAN LEASING INC	10/27/2014	5001557224	WELLS FARGO FINANCE LEASE OPEN PO FOR CHLOE CLARK, ANDERSON, PIONEER AND SHS	81415097	1,529.44	1,875.44
			5001559300	WELLS FARGO FINANCE LEASE OPEN PO FOR CHLOE CLARK, ANDERSON, PIONEER AND SHS	81415097	346.00	
115693	WESTERN SYSTEMS	10/27/2014	0000026191	FLASHER WARNING SYSTEM EQUIPMENT	81415036	1,973.53	1,973.53
115694	WITT COMPANY	10/27/2014	372340	WITT COPIER SUPPLIES FOR CHLOE CLARK-OPEN PO NOT TO EXCEED \$1000	81415081	256.09	256.09
45	Computer	Check(s) For a Total of					206,232.08

	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
	45	Computer	Checks For a Total of	206,232.08
Total For	45	Manual, Wire Tran, ACH & Computer	Checks	206,232.08
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	206,232.08

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 November 12, 2014, the board, by a _____ vote, approves payments, totaling \$392.73. The payments are further identified in this document.

Total by Payment Type for Cash Account, GF WARRANTS OUTSTANDING:
Warrant Numbers 115695 through 115712, totaling \$392.73

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
115695	BEST, WENDY	10/27/2014	FSREIM	FOOD SERVICE REIMBURSEMENT FOR L. BEST, E. BEST	0	13.00	13.00
115696	BROWN, SINDRELLA	10/27/2014	FSREIMB	FOOD SERVICE REIMBURSEMENT FOR N. BROWN, AND I. TERIONG	0	8.65	8.65
115697	BRUMFIELD, BENJAMIN	10/27/2014	FSREIMB	FOOD SERVICE REIMBURSEMENT FOR J. BRUMFIELD, A. BRUMFIELD, A. BRUMFIELD, AND D. BRUMFIELD	0	43.65	43.65
115698	BULLOCK, JUDY	10/27/2014	FSREIMB	FOOD SERVICE REIMBURSEMENT A. BULLOCK, AND, G. BULLOCK	0	11.85	11.85
115699	BUXTON, GORDON	10/27/2014	FSREIMB	FOOD SERVICE REIMBURSEMENT FOR N. VELAZQUEZ, C. BUXTON, AND E. PADDOCK	0	14.70	14.70
115700	CLAYTON, ERIKA	10/27/2014	FSREIMB	FOOD SERVICE REIMBURSEMENT FOR S. CLAYTON, AND B. CLAYTON	0	3.50	3.50
115701	ELDER, CATHY	10/27/2014	FSREIMB	FOOD SERVICE REIMBURSEMENT FOR G. ELDER	0	16.40	16.40
115702	HARRIS, ANDREW JAMES	10/27/2014	FSREIM	FOOD SERVICE REIMBURSEMENT FOR A. HARRIS	0	3.40	3.40
115703	HOCKMAN, ANDREW	10/27/2014	PREIM	REIMBURSEMENT FOR	0	30.00	30.00

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				PARKING FEE, ONLY HAS TWO CLASSES PD 50.00 AND SHOULD ONLY BE 20.00			
115704	HUILLET, KARIN	10/27/2014	FSREIMB	FOOD SERVICE REIMBURSEMENT H. HUILLET, L. HUILLET, AND R. HUILLET	0	8.50	8.50
115705	KEPPLER, JANET	10/27/2014	FSREIMB	FOOD SERVICE REIMBURSEMENT FOR H. KEPPLER, H. KEPPLER, AND S KEPPLER	0	20.55	20.55
115706	KLEIN, CHARLES	10/27/2014	FSREIMB	FOOD SERVICE REIMBURSEMENT FOR E. FRITZ	0	82.50	82.50
115707	LLOYD, JANET	10/27/2014	FSREIM	FOOD SERVICE REIMBURSEMENT FOR B. HINEN	0	5.00	5.00
115708	RIDGEWAY, TERESA	10/27/2014	FSREIMB	FOOD SERVICE REIMBURSEMENT FOR C. RIDGEWAY, AND S. RIDGEWAY	0	10.35	10.35
115709	ROSEN, IRENE	10/27/2014	FSREIMB	FOOD SERVICE REIMBURSEMENT FOR K. KOZNARSKY, AND W. KOZNARSKY	0	85.83	85.83
115710	STACEY, TERA	10/27/2014	FSREIM	FOOD SERVICE REIMBURSEMENT FOR P. STACEY	0	4.00	4.00
115711	WEISKITTEL, ELISABETH	10/27/2014	FSREIMB	FOOD SERVICE REIMBURSEMENT FOR D. WEISKITTEL, AND K. WEISKITTEL	0	6.00	6.00
115712	WESTON, JERRIKA	10/27/2014	FSREIMB	FOOD SERVICE REIMBURSEMENT FOR C. WESTON, AND B. WESTON	0	24.85	24.85
18	Computer			Check(s) For a Total of			392.73

	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
	18	Computer	Checks For a Total of	392.73
Total For	18	Manual, Wire Tran, ACH & Computer	Checks	392.73
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	392.73

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 29, 2014, the board, by a _____ vote, approves payments, totaling \$1,108.65. The payments are further identified in this document.

Total by Payment Type for Cash Account, GF WARRANTS OUTSTANDING:
Warrant Numbers 115738 through 115738, totaling \$1,108.65

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
115738	WASHINGTON STATE DEPT OF REV	10/29/2014	PB115F3BD7	UNCLAIMED PROPERTY 14-15 E. FORSBERG	0	1,108.65	1,108.65
1	Computer			Check(s) For a Total of			1,108.65

	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	1,108.65
Total For	1	Manual, Wire Tran, ACH & Computer	Checks	1,108.65
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	1,108.65

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 30, 2014, the board, by a _____ vote, approves payments, totaling \$28,554.86. The payments are further identified in this document.

Total by Payment Type for Cash Account, GF WARRANTS OUTSTANDING:
Warrant Numbers 115739 through 115739, totaling \$28,554.86

Secretary _____ Board Member _____
Board Member _____ Board Member _____
Board Member _____ Board Member _____

Check Nbr	Vendor Name Vendor on Invoice	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
115739	MASTERCARD CORP. CLIENTS PAYME	10/30/2014		CREDIT CARD PAYMENT CHECK			28,554.86
	ACE HARDWARE		CCGF101400023	Credit Card Payment AP Invoice.	0	149.74	
	ACP DIRECT		CCGF101400024	Credit Card Payment AP Invoice.	0	453.95	
	ALBERTSONS		CCGF101400021	Credit Card Payment AP Invoice.	0	121.33	
	AMAZON MARKETPLACE		CCGF101400003	Credit Card Payment AP Invoice.	0	18.86	
	AMAZON MARKETPLACE		CCGF101400004	Credit Card Payment AP Invoice.	0	667.83	
	AMAZON.COM		CCGF101400002	Credit Card Payment AP Invoice.	0	947.35	
	AMAZON.COM		CCGF101400072	Credit Card Payment AP Invoice.	81415082	2,363.00	
	AMAZON.COM		CCGF101400079	Credit Card Payment AP Invoice.	0	279.39	
	AMERICAN AIRLINES - PCARD		CCGF101400040	Credit Card Payment AP Invoice.	0	347.20	
	ASSOC SUPERV - PCARD		CCGF101400055	Credit Card Payment AP Invoice.	0	99.00	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
	Vendor on Invoice						
	ASSOCIATION OF WA SCHOOL PRINC		CCGF101400001	Credit Card Payment AP Invoice.	0	100.00	
	BED BATH & BEYOND - PCARD		CCGF101400034	Credit Card Payment AP Invoice.	0	54.65	
	BRAINPOP - PCARD		CCGF101400008	Credit Card Payment AP Invoice.	0	160.00	
	CCM ROADSIDE - PCARD		CCGF101400035	Credit Card Payment AP Invoice.	0	61.00	
	CDW-G, INC.		CCGF101400049	Credit Card Payment AP Invoice.	0	223.13	
	CEC - PCARD		CCGF101400060	Credit Card Payment AP Invoice.	0	114.00	
	CHEVRON & TEXACO CARD SERVICES		CCGF101400067	Credit Card Payment AP Invoice.	0	16.36	
	CHIPOTLE - PCARD		CCGF101400074	Credit Card Payment AP Invoice.	0	10.95	
	CORE COMMON STANDARDS - PCARD		CCGF101400043	Credit Card Payment AP Invoice.	0	52.20	
	COSTCO		CCGF101400046	Credit Card Payment AP Invoice.	0	802.07	
	DEMCO INC		CCGF101400066	Credit Card Payment AP Invoice.	0	48.02	
	DICK BLICK ART MATERIALS		CCGF101400019	Credit Card Payment AP Invoice.	0	1.28	
	DINAH-MIGHT ADVENTURES, LP		CCGF101400051	Credit Card Payment AP Invoice.	0	60.00	
	DOLLAR TREE - PCARD		CCGF101400015	Credit Card Payment AP Invoice.	0	55.20	
	DOUBLETREE SUITES BY HILTON		CCGF101400073	Credit Card Payment AP Invoice.	0	133.76	
	EASYKEYS.COM - PCARD		CCGF101400068	Credit Card Payment AP Invoice.	0	13.90	
	EVERGREEN PRINTING - PCARD		CCGF101400050	Credit Card	0	414.22	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
	Vendor on Invoice						
				Payment AP Invoice.			
	FARRELLI'S WOOD FIRE PIZZA		CCGF101400028	Credit Card	0	94.01	
				Payment AP Invoice.			
	FISHER SPACE PEN - PCARD		CCGF101400031	Credit Card	0	18.50	
				Payment AP Invoice.			
	FLINN SCIENTIFIC		CCGF101400052	Credit Card	0	160.75	
				Payment AP Invoice.			
	FRED MEYER		CCGF101400009	Credit Card	0	91.36	
				Payment AP Invoice.			
	GBC		CCGF101400007	Credit Card	0	208.94	
				Payment AP Invoice.			
	HANDWRITING WITHOUT TEARS		CCGF101400011	Credit Card	0	21.56	
				Payment AP Invoice.			
	HILTON AIRPORT PARKING		CCGF101400037	Credit Card	0	20.00	
				Payment AP Invoice.			
	HOBBY LOBBY - PCARD		CCGF101400018	Credit Card	0	28.36	
				Payment AP Invoice.			
	HOME DEPOT		CCGF101400005	Credit Card	0	28.80	
				Payment AP Invoice.			
	ITUNES - PCARD		CCGF101400053	Credit Card	0	1.08	
				Payment AP Invoice.			
	KENNY PRODUCTS - PCARD		CCGF101400080	Credit Card	0	425.00	
				Payment AP Invoice.			
	KING COUNTY DIRECTORS ASSN		CCGF101400006	Credit Card	0	1,936.62	
				Payment AP Invoice.			
	LAKEWOOD APPLIANCE - PCARD		CCGF101400069	Credit Card	0	84.13	
				Payment AP Invoice.			
	LAKEWOOD MARKETPLACE - PCARD		CCGF101400032	Credit Card	0	27.48	
				Payment AP Invoice.			
	LEARNING FORWARD WASHINGTON		CCGF101400075	Credit Card	0	73.85	
				Payment AP Invoice.			
	LOWES		CCGF101400030	Credit Card	0	15.08	
				Payment AP			

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
	Vendor on Invoice						
	MASTERCARD CORP. CLIENTS PAYME		CCGF101400013	Invoice. Credit Card Payment AP	0	2,136.10	
	MICHAELS		CCGF101400016	Invoice. Credit Card Payment AP	0	98.30	
	MYBINDING.COM - PCARD		CCGF101400065	Invoice. Credit Card Payment AP	0	345.66	
	O DOHERTYS - PCARD		CCGF101400056	Invoice. Credit Card Payment AP	0	93.97	
	OFFICE DEPOT		CCGF101400026	Invoice. Credit Card Payment AP	0	1,193.91	
	OFFICE DEPOT		CCGF101400012	Invoice. Credit Card Payment AP	0	1,763.57	
	ORBITZ - PCARD		CCGF101400039	Invoice. Credit Card Payment AP	0	6.99	
	ORIENTAL TRADING CO		CCGF101400083	Invoice. Credit Card Payment AP	0	56.00	
	PANDA EXPRESS - PCARD		CCGF10400000	Invoice. Credit Card Payment AP	0	8.58	
	PANERA BREAD - PCARD		CCGF101400054	Invoice. Credit Card Payment AP	0	203.86	
	PAPERMART - PCARD		CCGF101400064	Invoice. Credit Card Payment AP	0	177.03	
	PAYPAL - PCARD		CCGF101400061	Invoice. Credit Card Payment AP	0	350.00	
	PETCO - PCARD		CCGF101400029	Invoice. Credit Card Payment AP	0	15.32	
	PIERCE COLLEGE		CCGF101400027	Invoice. Credit Card Payment AP	0	327.00	
	PIERCE COUNTY FERRY SYSTEM		CCGF101400036	Invoice. Credit Card Payment AP	0	2,876.35	
	PIERCE COUNTY FERRY SYSTEM		CCGF101400062	Invoice. Credit Card Payment AP	0	918.00	
				Invoice.			

Check Nbr	Vendor Name Vendor on Invoice	Check Date	Invoice Number	Invoice Desc	PG Number	Invoice Amount	Check Amount
	PORT OF SEATTLE PARKING - PCAR		CCGF101400057	Credit Card Payment AP Invoice.	0	56.00	
	PRO-ED		CCGF101400045	Credit Card Payment AP Invoice.	0	658.90	
	PUGET SOUND INSTRUMENTS		CCGF101400048	Credit Card Payment AP Invoice.	0	213.33	
	PUGET SOUND ESD		CCGF101400077	Credit Card Payment AP Invoice.	0	280.00	
	QUALITY SCIENCE LABS - PCARD		CCGF101400059	Credit Card Payment AP Invoice.	0	210.95	
	RED LION - PCARD		CCGF101400000	Credit Card Payment AP Invoice.	0	2,380.15	
	SAFEWAY		CCGF101400014	Credit Card Payment AP Invoice.	0	30.88	
	SCHOOL SPECIALTY		CCGF101400022	Credit Card Payment AP Invoice.	0	239.54	
	SCHOOLDOODLE - PCARD		CCGF101400038	Credit Card Payment AP Invoice.	0	33.42	
	STARFALL PUBLICATIONS - PCARD		CCGF101400044	Credit Card Payment AP Invoice.	0	-190.75	
	SUMMIT PROFESSIONAL EDUCATION-		CCGF101400041	Credit Card Payment AP Invoice.	0	179.00	
	TARGET - PCARD		CCGF101400081	Credit Card Payment AP Invoice.	0	6.54	
	THE UNION - PCARD		CCGF101400076	Credit Card Payment AP Invoice.	0	117.99	
	UNITED STATES FLAG STORE - PCA		CCGF101400042	Credit Card Payment AP Invoice.	0	37.05	
	USPS		CCGF101400047	Credit Card Payment AP Invoice.	0	76.34	
	VERNIER SOFTWARE TECHNOLOGY LL		CCGF101400017	Credit Card Payment AP Invoice.	0	384.00	
	WA-FACSE		CCGF101400020	Credit Card	141415012	675.00	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
	Vendor on Invoice						
				Payment AP Invoice.			
	WALGREENS - PCARD		CCGF101400058	Credit Card	0	22.66	
				Payment AP Invoice.			
	WALMART		CCGF101400010	Credit Card	0	111.78	
				Payment AP Invoice.			
	WASBO		CCGF101400082	Credit Card	0	395.00	
				Payment AP Invoice.			
	WASH SCHOOLS RISK MGMT POOL		CCGF101400070	Credit Card	0	300.00	
				Payment AP Invoice.			
	WASHINGTON STATE UNIVERSITY		CCGF101400078	Credit Card	0	100.00	
				Payment AP Invoice.			
	WILLIAM V MACGILL & CO		CCGF101400033	Credit Card	0	95.55	
				Payment AP Invoice.			
	WINNING SEASON		CCGF101400063	Credit Card	0	441.98	
				Payment AP Invoice.			
	WSPA		CCGF101400071	Credit Card	0	125.00	
				Payment AP Invoice.			
			1	Computer	Check(s) For a Total of		28,554.86

	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	28,554.86
Total For	1	Manual, Wire Tran, ACH & Computer Checks		28,554.86
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	28,554.86

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 November 12, 2014, the board, by a _____ vote, approves payments, totaling \$118,644.52. The payments are further identified in this document.

Total by Payment Type for Cash Account, GF WARRANTS OUTSTANDING:
Warrant Numbers 115740 through 115789, totaling \$118,644.52

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
115740	AMERICAN E-RATE SOLUTIONS, LLC	11/06/2014	SHSD-200	ERate Consulting and Processing	111415013	6,064.72	6,064.72
115741	ANDERSON ISLAND GENERAL STORE	11/06/2014	478381	FUEL FOR BUS AND CAR ON ANDERSON ISLAND	81415054	1,157.30	1,157.30
115742	AUTOLUBE TIRE & AUTOMOTIVE	11/06/2014	0000014635	OPEN PURCHASE ORDER 2014-2015 FOR AUTO SERVICES	101415013	189.46	189.46
115743	BEAUCHAINE, SUSANNE CHOE	11/06/2014	MILEAGE REIM	MILEAGE REIMBURSEMENT 9/28/2014-10/1/2014 FOR SPED LAW CONFERENCE IN PORTLAND	0	178.38	178.38
115744	BUILDERS HARDWARE & SUPPLY	11/06/2014	S3361607.001	OPEN PURCHASE ORDER 2014-2015 FOR SUPPLIES	101415008	34.46	59.72
			S3362681.001	OPEN PURCHASE ORDER 2014-2015 FOR SUPPLIES	101415008	25.26	
115745	BUILDING CONTROL SYSTEMS INC	11/06/2014	8720	OPEN PURCHASE ORDER 2014-2015 FOR HVAC SYSTEM CONTROLS & SERVICE	101415007	1,783.52	1,783.52
115746	CAREER STAFF UNLMTD- SEATTLE	11/06/2014	28427-226125	Jackie Muir, Contracted OT position for the 2014-2015 school year.	91415004	2,142.00	4,248.00
			28427-226829	Jackie Muir, Contracted OT position for the	91415004	2,106.00	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
115747	CELESTE L JOHNSTON	11/06/2014	MILEAGE REIMB	2014-2015 school year. MILEAGE REIMBURSEMENT 810/202014-10/17/2014	0	112.36	112.36
115748	CENTURYLINK	11/06/2014	1317796396	INTER-DISTRICT DISTRICT WIDE PHONE SERVICES FOR THE 14/15 SCHOOL YEAR - DO NOT FAX	81415007	543.75	543.75
115749	COMCAST	11/06/2014	32415163	OPEN PO FOR DISTRICT WIDE NETWORK	81415009	6,339.08	6,339.08
115750	FIORINA ENTERPRISES	11/06/2014	1813	ENGRAVED DOOR SIGN FOR ASST PRINCIPAL AT CHLOE CLARK	101415068	65.59	65.59
115751	FLOHAWKS	11/06/2014	I0025534	FLOHAWKS SHS KITCHEN LIFT STATION PUMP REBUILD AND INSTALLATION	101415076	5,569.01	5,569.01
115752	FOLLETT SCHOOL SOLUTIONS	11/06/2014	1149520	FOLLET SCHOOL SOLUTIONS INC DISTRICT SOFTWARE LICENSE RENEWALS	81415101	7,775.95	7,775.95
115753	GALE/CENGAGE LEARNING	11/06/2014	53549892	GVRL ANNUAL HOSTING FEECENGAGE 10/01/14 - 9/30/15	0	54.70	54.70
115754	GENERAL ELECTRIC CAPITAL CORP	11/06/2014	615562417	GE CAPITAL CORP OPEN PO FOR SHS COPIER	81415063	695.78	2,310.46
			61570220	GE CAPITAL CORP OPEN PO FOR PIONEER MIDDLE SCHOOL COPIER	81415064	743.10	
			61586742	GE CAPITAL CORP OPEN PO FOR SALTAR'S COPIER	81415065	534.97	
			61595573	GE CAPITAL CORP OPEN PO FOR MAINTENANCE COPIER KYOCERA FS140	81415069	75.49	
			61597212	GE CAPITAL CORP OPEN PO FOR	81415066	261.12	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
115755	GRAINGER	11/06/2014	9568383112	COPIERS AT CHLOE CLARK OPEN PURCHASE ORDER 2014-2015 FOR SUPPLIES	101415016	124.72	560.52
			9569467989	OPEN PURCHASE ORDER 2014-2015 FOR SUPPLIES	101415016	397.77	
			9570728668	OPEN PURCHASE ORDER 2014-2015 FOR SUPPLIES	101415016	38.03	
115756	HEALTH CARE AUTHORITY	11/06/2014	HCAFSA0574	Medicaid Reimbursement	81415094	411.11	411.11
115757	HEWLETT PACKARD	11/06/2014	54974580	License renewal for Absolute Manage	111415006	5,710.68	6,035.60
			54996377	Saltar's Point and HR Laptops	111415012	324.92	
115758	HUMANUS CORPORATION	11/06/2014	2014-1984	Jonathan Golle, Contracted Psychologist position.	91415002	2,960.00	2,960.00
115759	IMMEDIA	11/06/2014	65580	LASER PRINT COLOR - TRIM OUT & PACKAGE	0	27.35	27.35
115760	IPARADIGMS LLC	11/06/2014	IN11073080	TURNITIN RENEWAL FOR SCHOOL YEAR 2014-15	4311415017	2,707.65	2,707.65
115761	IPROMOTEU.COM, INC	11/06/2014	815632tcb	lanyards for entire district and extras for ID badges	281415003	521.99	521.99
115762	J W BROWER	11/06/2014	30376	PROVIDE HVAC EQUIPMENT FOR CHERRYDALE ELEM & STEILACOOM HIGH SCHOOL NEW HVAC UNITS PER PROPOSAL DATED 10/22/2014	101415078	8,134.76	8,134.76
115763	JW PEPPER	11/06/2014	14555590	SHS BAND JW PEPPER SHEET MUSIC OPEN PO sheet music/folmer/open p.o.	4311415024	16.43	26.24
			14556055		2371415028	9.81	
115764	KEYBANK NATIONAL ASSOCIATION	11/06/2014	14090000201	KEY BANK ANALYSIS FEE 13/14 SY	81415096	1,479.48	1,479.48
115765	KING COUNTY DIRECTORS ASSN	11/06/2014	3847987	OPEN PURCHASE ORDER 2014-2015	101415025	435.60	3,110.51

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
			3848689	FOR SUPPLIES nurse supplies/cart#7355 84	2371415032	53.86	
			3848690	oversized bulletin board/misc./cart #	2371415031	47.10	
			384881	KCDA order cart # 730936	1271415027	123.60	
			3849819	OPEN PURCHASE ORDER 2014-2015 FOR SUPPLIES	101415025	177.81	
			3850175	KCDA PAPER SUPPLIES FOR SHS	4311415022	998.00	
			3850268	KCDA PAPER SUPPLIES FOR SHS	4311415022	73.28	
			3850735	SHS KCDA ART SUPPLIES FOR TERRY BADER **PLEASE SEE CART #722444**	141415018	364.12	
			3852077	KCDA Order - will use credit card- do not fax	4311415023	683.52	
			3853557	SHS KCDA ART SUPPLIES FOR TERRY BADER **PLEASE SEE CART #722444**	141415018	153.62	
115766	KRISTINE L HARPER	11/06/2014	FUEL REIM	FUEL REIMBURSEMENT FOR VAN #12	0	20.00	20.00
115767	LABORATORIES, COASTWIDE	11/06/2014	T23713221	OPEN PURCHASE ORDER 2014-2015 FOR CUSTODIAL SUPPLIES	101415011	8.17	115.83
			T2707242-2	OPEN PURCHASE ORDER 2014-2015 FOR CUSTODIAL SUPPLIES	101415011	53.23	
			T2708004-1	OPEN PURCHASE ORDER 2014-2015 FOR CUSTODIAL SUPPLIES	101415011	8.07	
			T2710899	OPEN PURCHASE ORDER 2014-2015 FOR CUSTODIAL SUPPLIES	101415011	46.36	
115768	LAKEWOOD HARDWARE & PAINT	11/06/2014	408199	OPEN PURCHASE	101415026	194.50	467.02

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				ORDER 2014-2015 FOR SUPPLIES			
			408316	OPEN PURCHASE	101415026	13.76	
				ORDER 2014-2015 FOR SUPPLIES			
			408923	OPEN PURCHASE	101415026	198.47	
				ORDER 2014-2015 FOR SUPPLIES			
			409191	OPEN PURCHASE	101415026	60.29	
				ORDER 2014-2015 FOR SUPPLIES			
115769	LOUANN STALDER	11/06/2014	MILEAGE REIM	MILEAGE	0	152.55	152.55
				REIMBURSEMENT OCT 24-26 NBCT FACILITATOR TRAINING BELLINGHAM, WA			
115770	LOWE, LAURA G	11/06/2014	MILEAGE REIMB	MILEAGE AND PARKING REIMBURSEMENT 10/8/2014-10/10/20 14 PRINCIPAL TEACHER LEADERSHIP SYMPOISUM	0	155.48	155.48
115771	LOWES	11/06/2014	0115561	OPEN PURCHASE	101415031	663.19	663.19
				ORDER 2014-2015 FOR SUPPLIES			
115772	MICRO K12CONNECTED.COM	11/06/2014	0457024-IN	Doc Cam and projector lamps for classrooms	111415007	973.66	973.66
115773	MVP PHYSICAL THERAPY, INC	11/06/2014	104	SHS MVP PHYSICAL THERAPY ATHLETIC TRAINING SERVICES	81415107	1,340.00	3,675.00
			109	OPEN PO SHS MVP PHYSICAL THERAPY ATHLETIC TRAINING SERVICES	81415107	2,335.00	
				OPEN PO			
115774	NORTHWEST TEXTBOOK DEPOSITORY	11/06/2014	114-221-383	Triumph Math Materials for Chloe Clark	271415011	463.94	463.94
115775	OSPI-AGENCY ACCOUNTING	11/06/2014	15-239	ANNUAL K-20 NETWORK FEE	81415108	12,960.00	12,960.00
115776	PUGET SOUND ENERGY	11/06/2014	200008146082	OPEN PO FOR GAS AND ELECTRICITY	81415039	35.35	2,838.27
			200018787412	OPEN PO FOR GAS AND ELECTRICITY	81415039	2,729.58	
			20002205732	PUGET SOUND ENERGY FY 1415	81415039	73.34	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
115777	PUGET SOUND ESD	11/06/2014	0000082216	ELECTRICITY OPEN PO Relife slot for 1 student and Cooperative Member District Fee	91415012	8,000.00	8,000.00
115778	QBSI	11/06/2014	IN253918	QBSI OPEN PO PRINT MANAGEMENT SERVICES	81415035	52.53	862.09
			IN255005	QBSI OPEN PO PRINT MANAGEMENT SERVICES	81415035	404.78	
			IN255398	QBSI OPEN PO PRINT MANAGEMENT SERVICES	81415035	404.78	
115779	REDMAN, KATHERINE J	11/06/2014	MILEAGE REIMB	MILEAGE REIMBURSEMENT 10/9/2014-10/11/20 14 NWMC CONFERENCE IN PORTLAND	0	144.64	144.64
115780	RSD	11/06/2014	26157955-00	OPEN PURCHASE ORDER 2014-2015 FOR REFRIGERATION PARTS	101415041	184.93	184.93
115781	SCHOLASTIC READING COUNTS	11/06/2014	9884189	PLESAS DO NOT FAX - SCHOLASTIC READING COUNTS!	1461415017	937.60	937.60
115782	SHUCKHART, MAUREEN	11/06/2014	MILEAGE REIM	MILEAGE REIMBURSEMENT FOR SEP. 2ND -SEP 29TH.	0	11.85	11.85
115783	STACY PLUMBING SUPPLY CO	11/06/2014	313734	INTER-DISTRICT OPEN PURCHASE ORDER 2014-2015 FOR PLUMBING SUPPLIES	101415048	180.68	407.06
			313820	OPEN PURCHASE ORDER 2014-2015 FOR PLUMBING SUPPLIES	101415048	226.38	
115784	TACOMA COMMUNITY COLLEGE	11/06/2014	409	13/14 RUNNING START OPEN PO - DO NOT FAX	81415095	198.26	198.26
115785	TOWN OF STEILACOOM	11/06/2014	0-00720.0	TOWN OF STEILACOOM FY 1415 ELECTRICITY OPEN PO	81415043	975.46	16,397.56
			01-00722.0	OPEN PO FOR	81415043	116.50	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				UTILITIES FOR STEILACOOM. DO NOT FAX			
		01-00727.0		OPEN PO FOR	81415043	1,545.78	
				UTILITIES FOR STEILACOOM. DO NOT FAX			
		04-00360.0		OPEN PO FOR	81415043	753.37	
				UTILITIES FOR STEILACOOM. DO NOT FAX			
		04-00361.0		OPEN PO FOR	81415043	1,411.60	
				UTILITIES FOR STEILACOOM. DO NOT FAX			
		04-01690.1		OPEN PO FOR	81415043	155.01	
				UTILITIES FOR STEILACOOM. DO NOT FAX			
		04-01692.0		OPEN PO FOR	81415043	126.45	
				UTILITIES FOR STEILACOOM. DO NOT FAX			
		05-00010.0		OPEN PO FOR	81415043	306.18	
				UTILITIES FOR STEILACOOM. DO NOT FAX			
		05-00020.0		OPEN PO FOR	81415043	794.37	
				UTILITIES FOR STEILACOOM. DO NOT FAX			
		05-00025.0		OPEN PO FOR	81415043	261.61	
				UTILITIES FOR STEILACOOM. DO NOT FAX			
		05-00040.0		OPEN PO FOR	81415043	79.37	
				UTILITIES FOR STEILACOOM. DO NOT FAX			
		08-01800.0		OPEN PO FOR	81415043	138.37	
				UTILITIES FOR STEILACOOM. DO NOT FAX			
		08-01805.0		OPEN PO FOR	81415043	63.30	
				UTILITIES FOR STEILACOOM. DO NOT FAX			
		08-01810.0		OPEN PO FOR	81415043	9,670.19	
				UTILITIES FOR STEILACOOM. DO			

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
115786	TRUSTEED PLANS SERVICE CORP	11/06/2014	0078398-in	NOT FAX TRUSTEED PLANS SERVICE CORP SVCS	81415050	4,600.88	4,600.88
115787	VERIZON WIRELESS	11/06/2014	9733974709	FY 1415 OPEN PO VERIZON WIRELESS PHONE SERVICES	81415070	1,375.60	1,375.60
115788	WIRELESS CONNECTION, LLC	11/06/2014	8547-00	OPEN PO FFC License Renewal - Transportation Radios	111415015	440.00	440.00
115789	WITT COMPANY	11/06/2014	371962	WITT COPIER SUPPLIES FOR PIONEER OPEN PO NTE \$500	81415102	171.90	171.90
50	Computer			Check(s) For a Total of		118,644.52	

	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
	50	Computer	Checks For a Total of	118,644.52
Total For	50	Manual, Wire Tran, ACH & Computer Checks		118,644.52
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	118,644.52

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 November 12, 2014, the board, by a _____ vote, approves payments, totaling \$41,352.83. The payments are further identified in this document.

Total by Payment Type for Cash Account, CPF WARRANTS OUTSTANDING:
Warrant Numbers 200228 through 200231, totaling \$41,352.83

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
200228	TRAFFIC SUPPLY COMPANY	10/27/2014	989209985961	TRAFFIC SAFETY SUPPLY CO ADDITIONAL CHARGE FOR SCHOOL ZONE SIGNS	81415099	68.43	68.43
200229	DAILY JOURNAL OF COMMERCE	10/27/2014	3292753	DAILY JOURNAL OF COMMERCE CLASSROOM IMPROVEMENTS REFERENCE	2001415004	638.40	638.40
200230	ERICKSON MCGOVERN	10/27/2014	1	ERICKSON MCGOVERN STEILACOOM HIGH SCHOOL CLASSROOM MODIFICATION SERVICES	2001415006	35,614.71	37,988.22
			13	ERICKSON MCGOVERN PLLC DESIGN SERVICES FOR STEILACOOM ADMINISTRATION BUILDING	2001415005	2,173.51	
200231	K & L GATES	10/27/2014	3004989	LEGAL SERVICES TO REVIEW CHAMBERS BAY LLC PURCHASE AND SALES AGREEMENT FOR INVOICE PURPOSES	2001415007	2,657.78	2,657.78
4	Computer	Check(s)	For a Total of				41,352.83

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	4	Computer	Checks For a Total of	41,352.83
Total For	4	Manual, Wire Tran, ACH & Computer	Checks	41,352.83
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	41,352.83

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 November 12, 2014, the board, by a _____ vote, approves payments, totaling \$8,257.83. The payments are further identified in this document.

Total by Payment Type for Cash Account, ASB WARRANTS OUTSTANDING:
Warrant Numbers 401941 through 401958, totaling \$8,257.83

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
401941	DECA	10/27/2014	00035462	SHS DECA ADVISOR DUES FOR TINA HAYDEN	141415008	18.00	18.00
401942	WASHINGTON DECA	10/27/2014	01137002	SHS WASHINGTON DECA FOR FLC ADVISOR FEE FOR TINA HAYDEN *PLEASE PAY ONLY \$135.00 FOR THE ADVISOR FEE* SEE ATTACHED PAGE 1	141415014	135.00	135.00
401943	BLACK BEAR FROZEN YOGURT LLC	10/27/2014	1027	STUDENT STORE BLACK BEAR FROZEN YOGURT EXPENDITURES	4061415027	120.00	120.00
401944	CASCADE BAGEL & DELI, INC	10/27/2014	133491	SHS STUDENT STORE FY1415 OPEN PO FOR CASCADE BAGEL	4061415015	24.90	174.30
			133520	SHS STUDENT STORE FY1415 OPEN PO FOR CASCADE BAGEL	4061415015	24.90	
			133582	SHS STUDENT STORE FY1415 OPEN PO FOR CASCADE BAGEL	4061415015	24.90	
			133604	SHS STUDENT STORE FY1415 OPEN PO FOR CASCADE BAGEL	4061415015	24.90	
			133630	SHS STUDENT STORE FY1415 OPEN PO FOR CASCADE BAGEL	4061415015	24.90	
			133652	SHS STUDENT STORE FY1415 OPEN PO FOR CASCADE BAGEL	4061415015	24.90	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
			133686	SHS STUDENT STORE	4061415015	24.90	
				FY1415 OPEN PO			
				FOR CASCADE BAGEL			
401945	COSTCO	10/27/2014	259176959	OPEN PO FOR	4061415019	273.11	273.11
				STUDENT STORE			
				COSTCO FY1415			
				EXPENDITURE			
401946	CUSTOMINK.COM	10/27/2014	4687482	CUSTOM INK	4061415032	361.11	361.11
				T-SHIRTS FOR			
				YEARBOOK			
401947	ISLAND OASIS	10/27/2014	STHS 014	SHS STUDENT STORE	4061415014	333.00	333.00
				OPEN PO FOR			
				FY1415 ISLAND			
				OASIS EXPENDITURE			
401948	KRAFT, HOUSTON	10/27/2014	AUG212014	HOUSTON KRAFT	4061415031	1,800.00	3,200.00
				SPEAKER'S FEE AUG			
				21			
			AUG272014	HOUSTON KRAFT	4061415030	1,400.00	
				SPEAKER'S FEE AUG			
				27			
401949	MASSEY'S PIANO TUNING	10/27/2014	712864	PIANO TUNING	4021415006	80.00	80.00
401950	MEDIAFLY SCREENSHOP	10/27/2014	12350	FOOTBALL	4061415054	403.00	403.00
				SENTINELS 2014			
				YOUTH CAMP SHIRTS			
401951	PACIFIC WELDING	10/27/2014	01239887	SHS STUDENT STORE	4061415017	198.51	209.72
				FY 1415 OPEN PO			
				FOR PACIFIC			
				WELDING			
			01241283	SHS STUDENT STORE	4061415017	11.21	
				FY 1415 OPEN PO			
				FOR PACIFIC			
				WELDING			
401952	PIERCE COLLEGE	10/27/2014	83425	Pierce College	4041415001	108.00	108.00
				Science Dome			
				Field Trip on			
				November 18, 2014			
401953	PUGET SOUND SCREEN PRINTING	10/27/2014	MM1610	CROSS COUNTRY	4061415042	262.56	262.56
				TEAM ARM SLEEVES			
401954	RAINIER APPAREL	10/27/2014	L2014314	SOPHOMORE	4061415048	573.19	880.88
				T-SHIRTS			
			L2014320	LOGOMARK	4061415056	307.69	
				SUNGLASSES FOR			
				CLASS 2017			
401955	RIDDELL	10/27/2014	60258222	Youth Helmets	4051415004	890.55	1,257.15
			97076495	Youth Helmets	4051415004	366.60	
401956	SPECIALTY FROZEN DISTRIBUTING	10/27/2014	622950	SPECIALTY FROZEN	4061415041	300.00	300.00
				DISTRIBUTING			
				FY1415 OPEN PO			
				FOR STUDENT STORE			
401957	TACOMA SCHOOL DISTRICT	10/27/2014	REFUNDCK159035	REFUND CHECK	0	100.00	100.00

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
401958	WIAA OFFICE	10/27/2014	16495	159035 SENT TO US BY ACCIDENT FOR FOSS HS CROSS COUNTRY INVITATIONAL Football Rule Books	4051415002	42.00	42.00
18	Computer			Check(s) For a Total of			8,257.83

	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
	18	Computer	Checks For a Total of	8,257.83
Total For	18	Manual, Wire Tran, ACH & Computer	Checks	8,257.83
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	8,257.83

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 November 12, 2014, the board, by a _____ vote, approves payments, totaling \$27.99. The payments are further identified in this document.

Total by Payment Type for Cash Account, ASB WARRANTS OUTSTANDING:
Warrant Numbers 401959 through 401960, totaling \$27.99

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
401959	BROCK, TRACY	10/27/2014	LBREIM	REIMBURSEMENT FOR LOST BOOK BUSY, BUZZY BEES	0	16.00	16.00
401960	MCCARLEY, KACI	10/27/2014	LBREIM	REIMBURSEMENT FOR LOST BOOK THE FIRST AND FINAL VOYAGE	0	11.99	11.99
2	Computer			Check(s) For a Total of			27.99

	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
	2	Computer	Checks For a Total of	27.99
Total For	2	Manual, Wire Tran, ACH & Computer	Checks	27.99
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	27.99

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 November 12, 2014, the board, by a _____ vote, approves payments, totaling \$10,097.66. The payments are further identified in this document.

Total by Payment Type for Cash Account, ASB WARRANTS OUTSTANDING:
Warrant Numbers 401961 through 401961, totaling \$10,097.66

Secretary _____ Board Member _____
Board Member _____ Board Member _____
Board Member _____ Board Member _____

Check Nbr	Vendor Name Vendor on Invoice	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
401961	MASTERCARD CORP. CLIENTS PAYME	10/30/2014		CREDIT CARD PAYMENT CHECK			10,097.66
	ACE HARDWARE		CCASB101400025	Credit Card Payment AP Invoice.	0	12.64	
	ALBERTSONS		CCASB101400000	Credit Card Payment AP Invoice.	0	227.19	
	AMY'S HALLMARK #663		CCASB10400000	Credit Card Payment AP Invoice.	0	7.65	
	BIG 5 SPORTING GOODS - PCARD		CCASB101400012	Credit Card Payment AP Invoice.	0	133.43	
	BLEACHERS GRILL AND CEDAR - PC		CCASB10400008	Credit Card Payment AP Invoice.	0	36.58	
	CASCADE BAGEL & DELI, INC		CCASB101400015	Credit Card Payment AP Invoice.	0	91.69	
	CASH N CARRY - PCARD		CCASB101400023	Credit Card Payment AP Invoice.	0	41.69	
	COSTCO		CCASB101400018	Credit Card Payment AP Invoice.	0	292.26	
	COSTCO BUS CENTER - PCARD		CCASB101400022	Credit Card Payment AP Invoice.	0	371.35	
	COSTUME DISCOUNTERS		CCASB101400013	Credit Card Payment AP Invoice.	0	77.83	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
	Vendor on Invoice						
	COUNTRYWIDE PROMOTIONS - PCARD		CCASB10400006	Credit Card Payment AP Invoice.	4021415008	326.00	
	CRANES CREATIONS		CCASB101400008	Credit Card Payment AP Invoice.	0	62.08	
	CUSTOMINK.COM		CCASB101400017	Credit Card Payment AP Invoice.	0	1,221.66	
	DOLLAR TREE - PCARD		CCASB101400004	Credit Card Payment AP Invoice.	0	330.79	
	DOUBLE R FARMS - PCARD		CCASB101400029	Credit Card Payment AP Invoice.	0	66.09	
	FARWEST SPORTS		CCASB101400032	Credit Card Payment AP Invoice.	0	21.86	
	FRED MEYER		CCASB101400014	Credit Card Payment AP Invoice.	0	68.60	
	HOBBY LOBBY - PCARD		CCASB101400007	Credit Card Payment AP Invoice.	0	153.53	
	HOME DEPOT		CCASB10400003	Credit Card Payment AP Invoice.	0	11.03	
	LAKE SPANAWAY GOLF COURSE P-CA		CCASB101400024	Credit Card Payment AP Invoice.	0	138.00	
	LOWES		CCASB101400005	Credit Card Payment AP Invoice.	0	54.23	
	MASTERCARD CORP. CLIENTS PAYME		CCASB101400027	Credit Card Payment AP Invoice.	4061415036	634.86	
	MASTERCARD CORP. CLIENTS PAYME		CCASB101400028	Credit Card Payment AP Invoice.	4061415001	2,378.00	
	MASTERCARD CORP. CLIENTS PAYME		CCASB10400010	Credit Card Payment AP Invoice.	4061415037	216.42	
	MASTERCARD CORP. CLIENTS PAYME		CCASB10400011	Credit Card Payment AP Invoice.	0	173.90	
	MICHAELS		CCASB101400002	Credit Card Payment AP Invoice.	0	294.84	
	MSR WHOLESALE BALLOONS		CCASB101400030	Credit Card	0	35.52	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
	Vendor on Invoice						
				Payment AP Invoice.			
	NEWEGG.COM - PCARD		CCASB10400005	Credit Card	4021415001	481.90	
				Payment AP Invoice.			
	OFFICE DEPOT		CCASB101400010	Credit Card	0	33.66	
				Payment AP Invoice.			
	OFFICE DEPOT		CCASB10400007	Credit Card	0	107.42	
				Payment AP Invoice.			
	PARTY CITY - PCARD		CCASB101400003	Credit Card	0	319.94	
				Payment AP Invoice.			
	PEACE PARTNERS INC		CCASB10400002	Credit Card	0	188.10	
				Payment AP Invoice.			
	RADIO SHACK - PCARD		CCASB101400009	Credit Card	0	49.21	
				Payment AP Invoice.			
	SAFEWAY		CCASB101400006	Credit Card	0	68.80	
				Payment AP Invoice.			
	SCHILTER FAMILY FARM INC		CCASB10400001	Credit Card	0	385.00	
				Payment AP Invoice.			
	SPORTS AUTHORITY - PCARD		CCASB101400031	Credit Card	0	87.59	
				Payment AP Invoice.			
	SUBWAY SANDWICHES		CCASB10400009	Credit Card	0	51.75	
				Payment AP Invoice.			
	TARGET - PCARD		CCASB101400001	Credit Card	0	224.35	
				Payment AP Invoice.			
	TEAM EXPRESS		CCASB101400020	Credit Card	0	40.99	
				Payment AP Invoice.			
	TEAM EXPRESS		CCASB101400021	Credit Card	0	245.96	
				Payment AP Invoice.			
	THE WEBSTAURANT STORE - PCARD		CCASB101400016	Credit Card	0	16.68	
				Payment AP Invoice.			
	USPS		CCASB101400011	Credit Card	0	2.32	
				Payment AP Invoice.			
	WALGREENS - PCARD		CCASB10400004	Credit Card	0	10.47	
				Payment AP			

Check Nbr	Vendor Name Vendor on Invoice	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
	WASHINGTON MUSIC EDUCATORS ASS		CCASB101400019	Invoice. Credit Card Payment AP	0	155.00	
	WEAR A KNIT		CCASB101400026	Invoice. Credit Card Payment AP Invoice.	0	148.80	
			1	Computer	Check(s) For a Total of		10,097.66

	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	10,097.66
Total For	1	Manual, Wire Tran, ACH & Computer	Checks	10,097.66
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	10,097.66

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 November 12, 2014, the board, by a _____ vote, approves payments, totaling \$3,703.82. The payments are further identified in this document.

Total by Payment Type for Cash Account, ASB WARRANTS OUTSTANDING:
Warrant Numbers 401962 through 401968, totaling \$3,703.82

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
401962	CASCADE BAGEL & DELI, INC	11/06/2014	133216	SHS STUDENT STORE FY1415 OPEN PO FOR CASCADE BAGEL	4061415015	24.90	99.60
			133284	SHS STUDENT STORE FY1415 OPEN PO FOR CASCADE BAGEL	4061415015	24.90	
			135024	SHS STUDENT STORE FY1415 OPEN PO FOR CASCADE BAGEL	4061415015	24.90	
			135047	SHS STUDENT STORE FY1415 OPEN PO FOR CASCADE BAGEL	4061415015	24.90	
401963	FROMUTH	11/06/2014	872864	FROMUTH TENNIS EQUIPMENT	4061415040	235.67	336.76
			874689	FROMUTH TENNIS EQUIPMENT	4061415040	101.09	
401964	INK INC	11/06/2014	31297	BOYS TENNIS CLUB GRAY T-SHIRTS	4061415058	262.56	262.56
401965	MEDCO	11/06/2014	41885470	MEDCO SPORTS MED SUPPLIES	4061415008	119.31	119.31
401966	OLYMPIA HIGH SCHOOL	11/06/2014	SWIM DIVE ENTRY FEE	BOYS' SWIM AND DIVE TEAM ENTRY FEE FOR THE SOUTH SOUND RELAY MEET MAKE CHECK PAYABLE TO SARAH L. WILLIAMS, ASB FISCAL OPERATIONS OFFICER, OLYMPIA HIGH SCHOOL	4061415075	75.00	75.00
401967	SCHOLASTIC	11/06/2014	W3281698BF	SCHOLASTIC BOOK FAIR ** NEED TO PAY VENDOR FROM	4021415011	1,355.53	2,560.59

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
			W3281699BF	INVOICE ** FOR INVOICING PURPOSES: PLEASE PAY INVOICE#W3281699BF (attached) FALL BOOKFAIR INVOICE	4031415003	1,205.06	
401968	WEST CENTRAL DIST III	11/06/2014	66	WEST CENTRAL DISTRICT III 2014-15 SERVICE FEE	4061415064	250.00	250.00
				7 Computer	Check(s) For a Total of		3,703.82

	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
	7	Computer	Checks For a Total of	3,703.82
Total For	7	Manual, Wire Tran, ACH & Computer	Checks	3,703.82
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	3,703.82

BANPR Payroll Direct Dep Settlement

<u>PAYEE</u>	<u>DATE</u> <u>ISSUED</u>	<u>WARRANT</u> <u>NUMBER</u>	<u>FND</u>	<u>AMOUNT</u>	<u>MICR</u> <u>NUMBER</u>	<u>DATE</u> <u>REDEEMED</u>	<u>DATE</u> <u>REGISTERED</u>	<u>INTEREST</u>
FUND TOTALS								
Total 001 001 GENERAL FUND		31,266.75						
Total 001		31,266.75						

Total All Funds		31,266.75						

SHEILA S PRATER	10/31/2014	800568 001		2,432.12	800568			
SCOTT A DUNCAN	10/31/2014	800569 001		3,358.93	800569			
DAWNA L MILLER III	10/31/2014	800570 001		2,928.71	800570			
PHILLIP E RASCHKE	10/31/2014	800571 001		3,222.22	800571			
KATHRINE J CASEY	10/31/2014	800572 001		4,542.79	800572			
ANTHONY D CRAWFORD	10/31/2014	800573 001		4,262.07	800573			
COLBY S DAVIES	10/31/2014	800574 001		4,262.07	800574			
BRIAN K KOCH	10/31/2014	800575 001		5,686.10	800575			
ELLEN GEORGE	10/31/2014	800576 001		53.77	800576			
MARY L HUBER	10/31/2014	800577 001		242.74	800577			
MELISSA J ROBISON	10/31/2014	800578 001		275.23	800578			
Page Total				31,266.75				
Subtotal				31,266.75				
GRAND TOTAL				31,266.75				

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

October Payroll
2014

11 GF WARRANTS OUTSTANDING

PAYEE	DATE	WARRANT		AMOUNT	MICR NUMBER	DATE	DATE	INTEREST
	ISSUED	NUMBER	FND			REDEEMED	REGISTERED	
FUND TOTALS								
Total 001 001 GENERAL FUND		557,438.91						
Total 001		557,438.91						
Total All Funds 557,438.91								

*AFA-ACCIDENT & OTHER INS	10/31/2014	115713	001	984.17	115713			
*AFA-FLEX ACCT ADMINISTRATION	10/31/2014	115714	001	4,828.30	115714			
*AFA-HEALTH SVCS ADMINISTRATION	10/31/2014	115715	001	1,337.50	115715			
*DEFERRED COMPENSATION	10/31/2014	115716	001	11,711.00	115716			
*DRS PUBLIC EMP RETIRE SYSTEM	10/31/2014	115717	001	304.20	115717			
*DRS SCHOOL EMP RETIRE SYSTEM	10/31/2014	115718	001	36,390.49	115718			
*DRS SERS 3 EMPLOYEE CONTRIB	10/31/2014	115719	001	9,679.77	115719			
*DRS TEACHERS RETIRE SYSTEM	10/31/2014	115720	001	125,386.11	115720			
*DRS TRS 3 EMPLOYEE CONTRIB	10/31/2014	115721	001	58,010.09	115721			
*ESD UNEMPLOYMENT POOL	10/31/2014	115722	001	1,503.75	115722			
*GROUP HEALTH COOPERATIVE	10/31/2014	115723	001	59,570.28	115723			
*LINCOLN FINANCIAL GROUP	10/31/2014	115724	001	2,858.20	115724			
*PUGET SOUND WORKERS COMP TRUS	10/31/2014	115725	001	21,791.47	115725			
*SCHOOL EMPLOYEES CREDIT UNION	10/31/2014	115726	001	8,850.00	115726			
*THE OMNI GROUP	10/31/2014	115727	001	9,910.00	115727			
*UNITED WAY	10/31/2014	115728	001	47.50	115728			
*VEBA TRUST	10/31/2014	115729	001	11,739.18	115729			
*WA STATE HCA	10/31/2014	115730	001	18,276.02	115730			
*WA STATE SUPPORT REGISTRY	10/31/2014	115731	001	685.00	115731			
*WEA SELECT PLANS-PREMERA	10/31/2014	115732	001	153,565.85	115732			
*WEA SELECT PLANS-WILLAMETTE	10/31/2014	115733	001	4,749.00	115733			
*WEA/APA PREMIER	10/31/2014	115734	001	897.30	115734			
Page Total				543,075.18				

11 GF WARRANTS OUTSTANDING

<u>PAYEE</u>	<u>DATE</u> <u>ISSUED</u>	<u>WARRANT</u> <u>NUMBER</u>	<u>END</u>	<u>AMOUNT</u>	<u>MICR</u> <u>NUMBER</u>	<u>DATE</u> <u>REDEEMED</u>	<u>DATE</u> <u>REGISTERED</u>	<u>INTEREST</u>
*WEA/APA VOL LIFE	10/31/2014	115735	001	247.00	115735			
*WEA/APA DUES	10/31/2014	115736	001	13,434.73	115736			
*WEA/APA LIFE	10/31/2014	115737	001	682.00	115737			
Page Total				14,363.73				
Subtotal				557,438.91				
GRAND TOTAL				557,438.91				

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

4th Quarter 2014

	Oct Total	Nov Total	Dec Total	Q4 Totals
Payroll Date	10/31/2014			
Total Employees	368			
Total Gross Pay	1,464,723.38			1,464,723.38
Taxable Benefits	240.66			240.66
Pre-Tax				
Flex-Plan MED	3,553.31			3,553.31
Flex-Plan DEP	1,274.99			1,274.99
Medical Premiums	34,617.18			34,617.18
VEBA	11,739.18			11,739.18
Total Oth Bef Tax	51,184.66	-	-	51,184.66
SERS	16,617.45			16,617.45
PERS	120.00			120.00
TRS	73,028.05			73,028.05
Total Retirement	89,765.50	-	-	89,765.50
TSA - 403(b)	9,910.00			9,910.00
DCP - 457	11,711.00			11,711.00
Total Elective Deferrals	21,621.00	-	-	21,621.00
LESS Total Pre-Tax	162,571.16	-	-	162,571.16
Total Taxable Gross	1,302,392.88	-	-	1,302,392.88
Federal Income Tax Withheld	141,533.03			141,533.03
FICA Base Gross	1,411,501.54			1,411,501.54
FICA Deduction (ee)	87,513.06			87,513.06
FICA Benefit (er)	87,513.06			87,513.06
Social Security Amount	175,026.12	-	-	175,026.12
Medicare Base Gross	1,413,779.38			1,413,779.38
Medicare Deduction (ee)	20,499.86			20,499.86
Medicare Benefit (er)	20,499.86			20,499.86
Medicare Amount	40,999.72	-	-	40,999.72
Social Security Amount	175,026.12	-	-	175,026.12
Medicare Amount	40,999.72	-	-	40,999.72
Federal Income Tax Withheld	141,533.03	-	-	141,533.03
Total Taxes	357,558.87	-	-	357,558.87

Deposit Confirmation

Your payment has been accepted.

Payment Successful

An EFT Acknowledgement Number has been provided for this payment. Please keep this number for your records.

REMINDER: REMEMBER TO FILE ALL RETURNS WHEN DUE!

EFT ACKNOWLEDGEMENT NUMBER:	270470495752342
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PLEASE NOTE

Any amounts represented in the subcategories of Social Security, Medicare, and Income Tax Withholding are for informational purposes only.

Payment Information	Entered Data
Taxpayer EIN	xxxxx8807
Tax Form	941 Employers Federal Tax
Tax Type	Federal Tax Deposit
Tax Period	Q4/2014
Payment Amount	\$357,558.87
Settlement Date	10/31/2014
Subcategories:	
1 Social Security	\$175,026.12
2 Medicare	\$40,999.72
3 Tax Withholding	\$141,533.03

Steilacoom Historical School District No. 1
Certificated Personnel Report

Personnel Report 11-12-14						
Name	Position	FTE	Location	Effective Date	Action	Comment
Robertson Dave	Teacher	0.50	High School	11/13/2014	New Hire	Leave Replacement

Steilacoom Historical School District No. 1
Classified Personnel Report

Personnel Report 11-12-14						
Name	Position	Hours	Location	Effective Date	Action	Comment
Richard Flores	Accounting Clerk	8	High School	11/13/2014	New Hire	
Luther Cynthia	Accounting Clerk	8	District Office	11/6/2014	Resignation	

Steilacoom Historical School District No. 1

Co-Curricular Personnel Report

Personnel Report 11-12-14				
Name	Action	Location	Effective Date	Stipend Amount
Anderson Erin	Math Team Advisor	High School	8/28/2014	2,400.00
Elshire Katherine	Choir Advisor	Pioneer	9/2/2014	2,500.00
Gidley Amanda	Basketball Head Coach Girls	Pioneer	10/22/2014	3,500.00
Harris Charm	Student 2 Student	Pioneer	9/18/2014	2,400.00
Harris Charm	Builders Club	Pioneer	9/18/2014	2,400.00
Johnston Daniel	Wrestling Head Coach Boys	Pioneer	11/3/2014	3,500.00
McAvoy Robert	Wrestling Assistant Coach Boys	Pioneer	11/3/2014	3,176.25
McJunkins Trina	Basketball Assistant Coach Girls	Pioneer	10/22/2014	2,625.00
Raschke Ragan	Dance Club Advisor	Pioneer	10/30/2014	1,800.00
Davis Eric	Associate Head Wrestling Coach	High School	11/17/2014	5,263.00
Cushman John	Assistant Head Wrestling Coach	High School	11/17/2014	3,947.25
Edison Chris	Assistant Football Coach	High School	8/20/2014	3,059.44
Rodgers Courtney	Assistant Girls Basketball Coach	High School	11/17/2014	4,549.88

Steilacoom Historical School District Board of Directors

REGULAR BOARD MEETING

Date: November 12, 2014

TO: Members, Steilacoom Historical School District Board of Directors

ISSUE: X **ACTION** **Approval to submit to the Securities and Exchange Commission a Questionnaire for Self-Reporting the District's 2012 Bond Issuance.**

 INFORMATION

BACKGROUND INFORMATION:

The Board hereby authorizes staff to submit a "Questionnaire for Self-Reporting Entities" to the Securities and Exchange Commission (SEC) about the District's 2012 bonds in response to the SEC's "Municipalities Continuing Disclosure Cooperation Initiative." The Board authorizes staff to work with K&L Gates LLP, the District's bond counsel, in preparing the Questionnaire. Attached is a copy of the SEC Questionnaire and description of the settlement terms offered by the SEC if noncompliance is identified.

Security Exchange Commission Rule 15c2-12 requires initial and continuing disclosure by issuers like the District when issuing municipal bonds.

FISCAL IMPLICATIONS:

No financial impact, except for legal fees in connection with the filing.

RECOMMENDED DECISION:

It is the recommendation of the Superintendent to approve and authorize the staff to submit the "Questionnaire for Self-Reporting to the Securities and Exchange Commission.

Report prepared by:

Jim Brittain, Executive Director of Finance & Operations

**Municipalities Continuing Disclosure Cooperation Initiative
of the U.S. Securities and Exchange Commission**

Settlement Terms for Issuers

By filing the questionnaire to “self-report” a bond issuance that may include a “potentially inaccurate statement” in the issuer’s official statement, the issuer consents to applicable settlement terms with the SEC.

Following are excerpts from the SEC’s website describing the settlement terms that would be applicable to issuers under MCDC:

“C. Standardized Settlement Terms the Division Will Recommend”

“1. Types of Proceedings and Nature of Charges - For eligible issuers, the Division will recommend that the Commission accept a settlement pursuant to which the issuer consents to the institution of a cease and desist proceeding under Section 8A of the Securities Act for violation(s) of Section 17(a)(2) of the Securities Act.⁶ The Division will recommend a settlement in which the issuer neither admits nor denies the findings of the Commission.”

“2. Undertakings - For eligible issuers, . . . as part of the settlement, the issuer must undertake to:

- establish appropriate policies and procedures and training regarding continuing disclosure obligations within 180 days of the institution of the proceedings;
- comply with existing continuing disclosure undertakings, including updating past delinquent filings within 180 days of the institution of the proceedings;
- cooperate with any subsequent investigation by the Division regarding the false statement(s), including the roles of individuals and/or other parties involved;
- disclose in a clear and conspicuous fashion the settlement terms in any final official statement for an offering by the issuer within five years of the date of institution of the proceedings; and
- provide the Commission staff with a compliance certification regarding the applicable undertakings by the issuer on the one year anniversary of the date of institution of the proceedings.”

“3. Civil Penalties - For eligible issuers, the Division will recommend that the Commission accept a settlement in which there is no payment of any civil penalty by the issuer.”

“D. No Assurances Offered with Respect to Individual Liability”

“The MCDC Initiative covers only eligible issuers and underwriters. The Division provides no assurance that individuals associated with those entities, such as municipal officials and employees of underwriting firms, will be offered similar terms if they have engaged in violations of the federal securities laws. The Division may recommend enforcement action against such individuals and may seek remedies beyond those available through the MCDC Initiative. Assessing whether to recommend enforcement action against an individual for violations of the federal securities laws necessarily involves a case-by-case assessment of specific facts and circumstances, including evidence regarding the level of intent and other factors such as cooperation by the individual.”

“E. No Assurances for Entities That Do Not Take Advantage of MCDC Initiative”

“For issuers and underwriters that would be eligible for the terms of the MCDC initiative but that do not self-report pursuant to the terms of the MCDC Initiative, the Division offers no assurances that it will recommend the above terms in any subsequent enforcement recommendation. As noted above, assessing whether to recommend enforcement action necessarily involves a case-by-case assessment of specific facts and circumstances, but entities are cautioned that enforcement actions outside of the MCDC initiative could result in the Division or the Commission seeking remedies beyond those described in the initiative. For issuers, the Division will likely recommend and seek financial sanctions. For underwriters, the Division will likely recommend and seek financial sanctions in amounts greater than those available pursuant to the MCDC Initiative.”

Friday, October 31, 2014

Members of the School Board:

The Cheerleading Team is requesting permission for travel to Orlando, Florida the weekend of February 5th-9th to compete at the National High School Cheerleading Championship. The "Red" varsity team and one alternate will be in attendance. They will be supervised by Head Coach Jennetta Blake and Assistant Coach Haygen Morton as well as additional parent chaperones.

The teams will leave Thursday morning February 5th, 2015. We will meet at the airport and the flight leaves at 5:20AM. There is a layover in San Francisco and the next flight leaves at 9:00AM. They will arrive in Orlando at 5:03PM. They will have a scheduled practice time at the venue on Friday. The prelims and semifinals will take place on Saturday and the finals will be on Sunday. The team intends to return back to Washington on Monday, February 9th. The flight leaves at 8:55AM. There is a layover in Houston and the next flight leaves at 2:48PM to arrive in Seattle at 5:44PM.

Red Varsity

Emily Anderson	Claire Enfield
Tessa Ayles	Chloe Huffman
Savannah Bowdish	Meghan Miller
Kailah Bush-Johnson	Anna Mester
Madison Dagan	Makayla Muilenburg
Madeline Danielson	Destini Ruff
Kyra Delgado	Taylor Slaughter

Alternate

Madison Baca

Sincerely,



Mike Miller

Assistant Principal/ Athletic Director

Steilacoom High School

253.983.2339

Steilacoom Historical School District Board of Directors

REGULAR BOARD MEETING

Date: November 12, 2014

TO: Members, Steilacoom Historical School District Board of Directors

ISSUE: X **ACTION** Approval of 2014-2015 School Improvement Plans
 INFORMATION

BACKGROUND INFORMATION:

Required by Policy No. 2005, "Each school will develop and adopt a school improvement plan or process, with annual review for progress and necessary changes. Each school will submit its plan to the board of directors each year for initial approval and annual review."

The elementary school principals presented to the school board on October 22, 2014 and the secondary school principals are presenting to the school board on November 12, 2014. Both presentations were given during board study session.

FISCAL IMPLICATIONS:

None

RECOMMENDED DECISION:

It is the recommendation of the Superintendent to approve all six schools' school improvement plans for the 2014-2015 school year.

Report prepared by:

Paul Harvey, Executive Director for Student Achievement



Anderson Island Elementary
2014-2015 School Improvement Plan Summary

Enrollment 36

Free/Reduced Lunch 65.8%

ELL 0%

Special Education 15.8%

Student Learning Goal 1 Reading: On any given assessment throughout the 2014-2015 school year targeted students will be proficient as measured by the following: DIBELS, EasyCBM, WA KIDS, and classroom based assessments.

Rationale for selecting the goal— Based on student data collected from the first month and a half of the school year, students were targeted for intervention in the area of reading based on their scores from the MSP, DIBELS, EasyCBM and WA KIDS assessments. We have currently identified 5 students from the 3-5 classroom and 6 students from the K-2 classroom that meet the reading intervention criteria.

Data will be collected daily to monitor the intervention process. The next benchmark assessments will occur in January to measure student's progress toward their individual learning goals. The last benchmark assessment will occur in May.

Student Learning Goal 2 Math: On any given assessment throughout the 2014-2015 school year targeted students will be proficient as measured by the following: Easy CBM, WA KIDS, and classroom based assessments.

Rationale for selecting the goal— Based on student data collected from the first month and a half of the school year, students were targeted for intervention in the area of math based on their scores from the MSP, Easy CBM and WA KIDS assessments. We have currently identified 7 students from the 3-5 classroom and 10 students from the K-2 classroom that meet the reading intervention criteria.

Data will be collected daily to monitor the intervention process. The next assessments will occur in January to measure student's progress toward their individual learning goals. The last benchmark assessment will occur in May.

Strategies for meeting learning goals

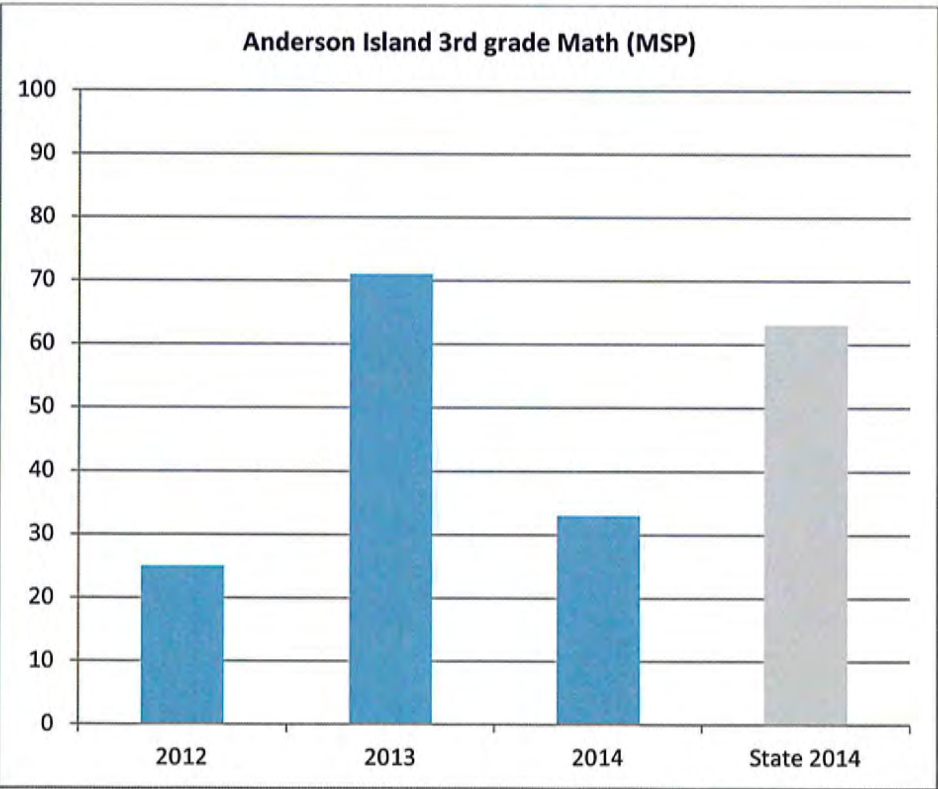
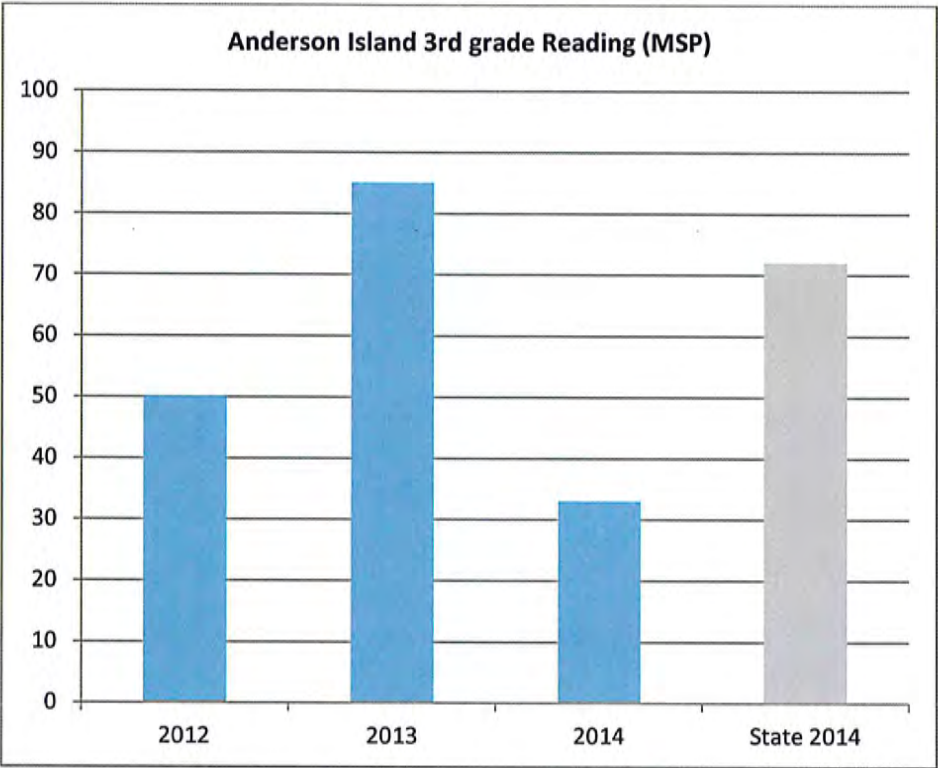
1. Instruction—Targeted students will be pulled out for intervention in small groups or 1:1. K-1 students, depending on data will receive 1:1 or 1:2 intervention. 2-5 students will be in small, skill-based intervention groups.
2. Collaboration—The classroom teacher will develop the intervention plan with targeted learning goals for each student receiving intervention services. The intervention para educator will work with the classroom teacher to design appropriate lessons for each student.
3. Using data—The para educator will collect data on a daily basis and communicate progress to the classroom teacher to help determine and modify learning goals.

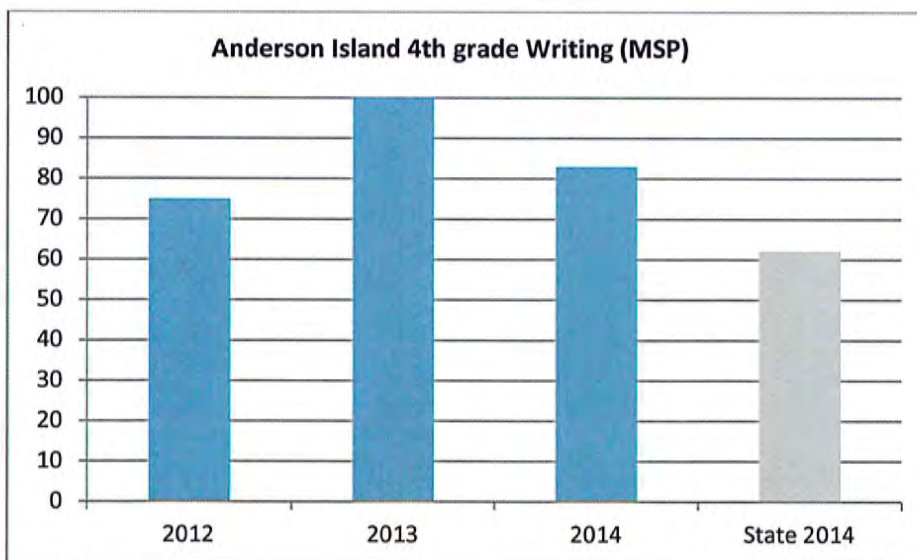
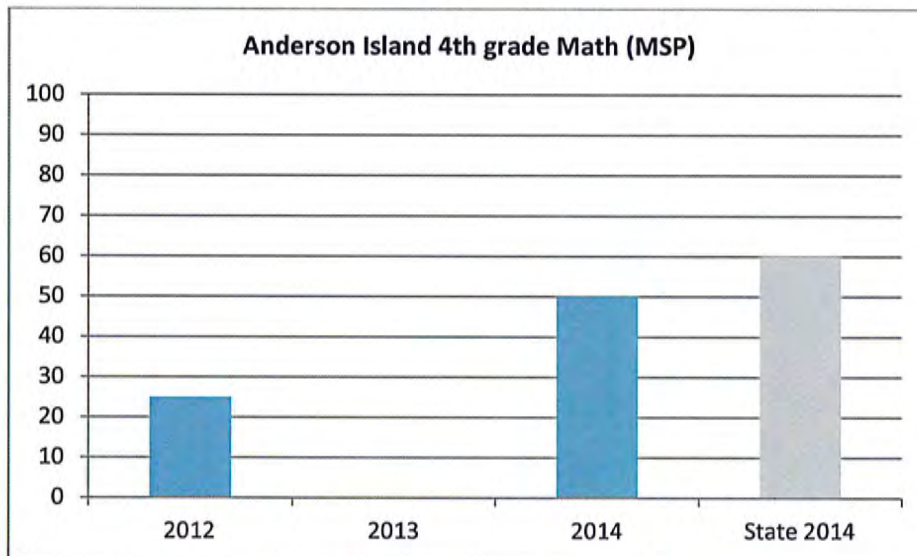
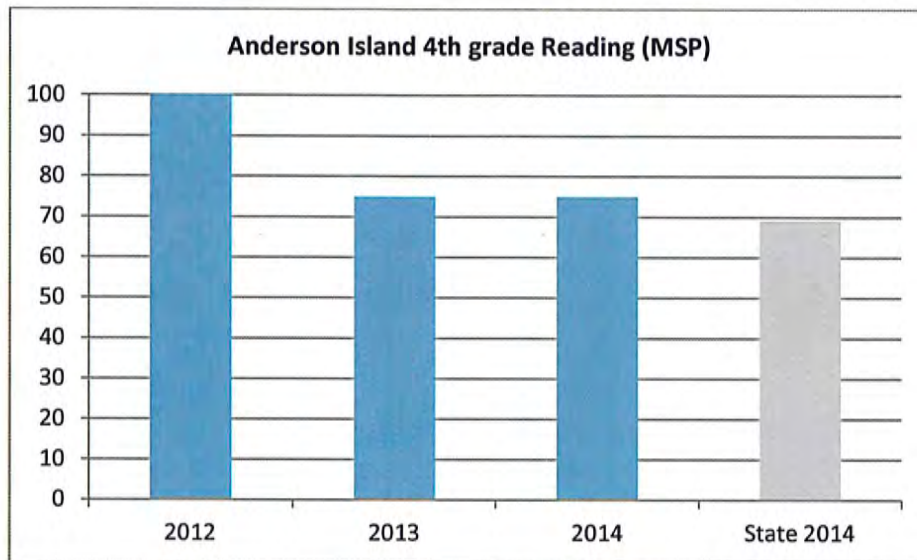
District Strategic Plan Goal: Safety, Service and Support

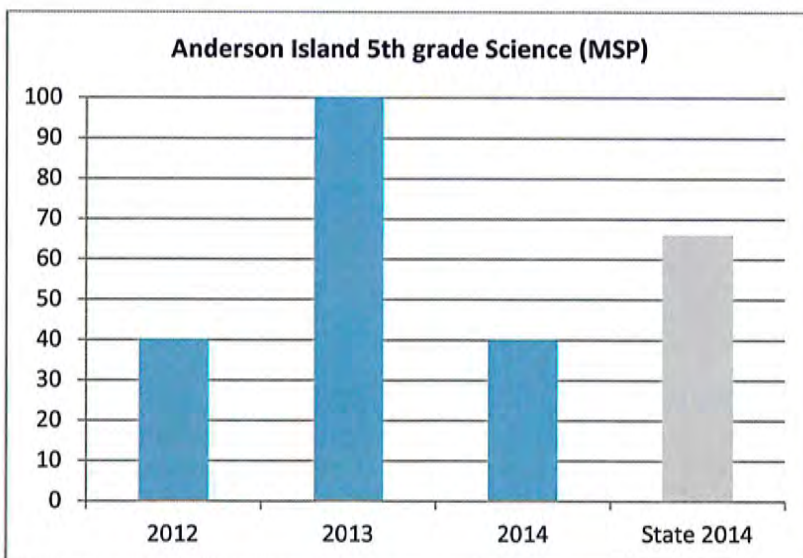
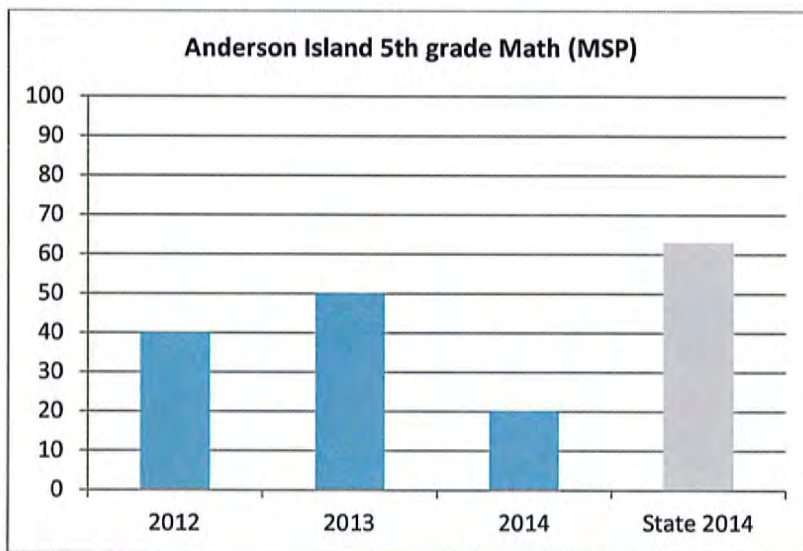
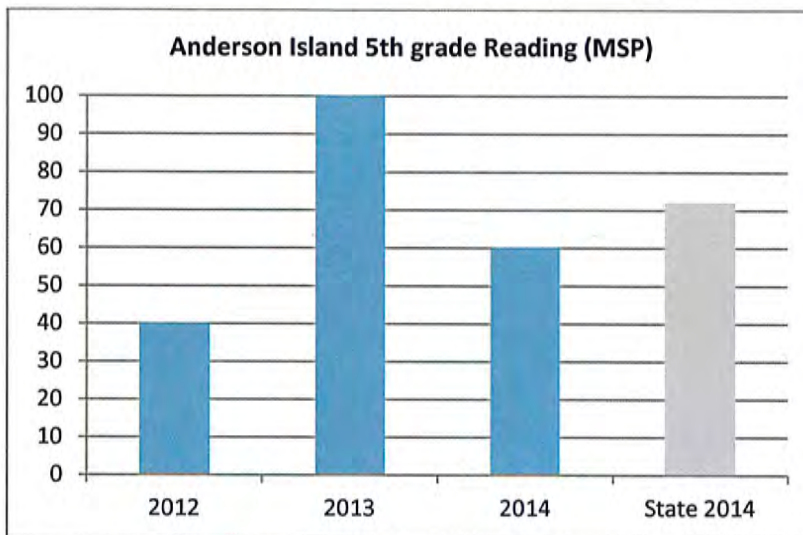
- This year we have made it a priority to ensure that customer service needs are met on the island at all times by providing front office coverage during the entire school day.
- We have also worked in conjunction with the IT to provide Skype opportunities to connect major mainland events to the islanders. For example, the 10/14 and 10/21 Parent Safety meetings were Skyped to the Anderson Island multipurpose room. We also plan to use Skype to provide professional learning opportunities to staff so they feel connected with our mainland staff without having to worry about the restrictions and time constraints of the ferry schedule.

School Highlight: Principle 6 – Establishes a school environment that improves school safety and discipline and address other non-academic factors that impact student achievement, such as students' social, emotional, health needs.

- Eagle Flyer Badges provide positive behavior reinforcement and reduce discipline issues.
- Fresh Fruits and Vegetable Grant provides a daily snack to students in the afternoon and exposes students to new food they may not have access to on the island.
- Free breakfast and lunch for all students (grant).









Chloe Clark Elementary School 2014-2015 School Improvement Plan Summary

Enrollment: 567

Free/Reduced Lunch 10.4%

ELL 5.8%

Special Education 7.9%

Student Learning Goal 1: 90% of students will be able to calculate accurately and efficiently according to the grade-level standards by June, 2015 – as measured by classroom-based assessments (CBAs) and EasyCBM.

Rationale for selecting the goal: Achieving grade-level proficiency in stated math standards prepares students for the next grade level. We chose this goal based on MSP, EasyCBM, district-adopted curriculum assessments, and high-impact Common Core Standards.

How school will monitor progress: Throughout the course of the school year, students will be assessed three times using EasyCBM assessments. Grade-level common assessments will be used as well as EasyCBM, progress monitoring and report cards.

Student Learning Goal 2: 90% of students will be able to read and comprehend literary and informational texts independently and proficiently according to grade-level standards by June 2015 as measured by DIBELs and EasyCBM assessments.

Rationale for selecting the goal: Achieving grade-level proficiency in stated reading standards prepares students for the next grade level. We chose this goal based on MSP, EasyCBM, DIBELs benchmark assessments, district-adopted curriculum assessments, and high-impact Common Core Standards.

How school will monitor progress: Throughout the course of the school year, students will be assessed using DIBELs, EasyCBM assessments as well as grade-level common assessments and report cards.

Strategies for Meeting Learning Goals

1. Students who are identified “at risk” through benchmark assessments will be served in a scheduled manner through our Learning Center (which includes targeted instruction in math).
2. Teachers will provide differentiated instruction to meet the needs of each individual student.
3. Grade-level teams will meet twice a month to discuss and determine effective teaching strategies based on data collected through common grade level assessments. Each grade level team currently has a data team leader whose responsibility is to ensure the effective gathering and analysis of student data.
4. Grade-level teams will engage in professional learning to meet common core state standards.

District Strategic Plan Goal in Conjunction with Turnaround Principle 6: “Safety, Service, and Support” and “Establish a Safe Learning Environment”

During the 2014-2015 school year, all staff members will promote and encourage a safe learning environment that supports academic achievement to include:

- Teaching and reinforcing building-wide PBS expectations to both students and staff.
- Utilizing effective classroom management and playground management strategies.
- Evaluating and making changes to current school safety plans.
- Continuing Watch-DOGs program.
- Crisis reality trainings
- Building safety assessment

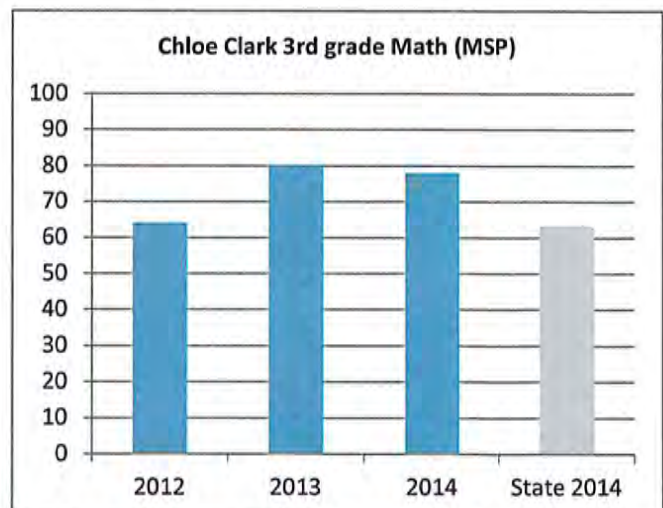
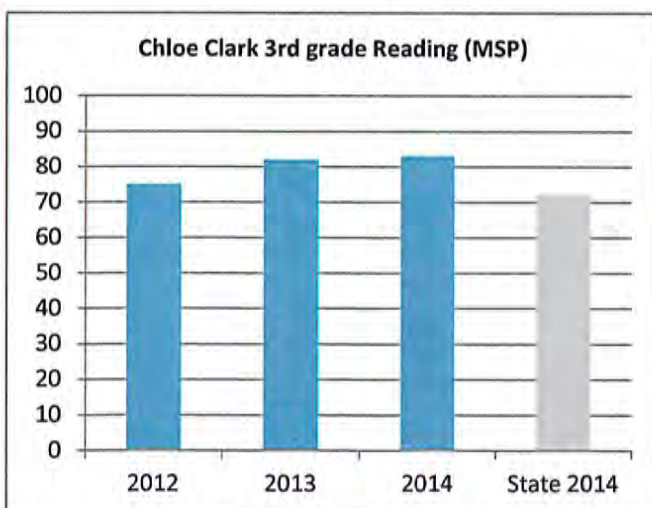
School Highlight: Measures Taken to Improve Security and Safety of Kids and Staff

We are excited by the possibilities that we now see as a result of our site assessment recently completed by Crisis Reality. Mr. Villahermosa is working with our school to make some significant changes that will help to make it a safer, more secure facility. While some measures have already been implemented, there are many that we will continue to work with the district to accomplish this school year.

We plan to make the overall safety of our school a significant focus this year. We have been working on a modified version of PBS (Positive Behavior Supports) for three years – and our entire staff understands some basics of this program; we will be weaving PBS into the monthly meeting of our SIT (School Improvement Team) Group.

We are seeking out professional development opportunities for our classified staffing at Chloe Clark, to include trainings on how to better manage and create a safer, more secure playground. Professional development is something that we recognize as lacking for this important group of staff.

The presence of Watch DOGS at Chloe Clark is making an impact on the overall safety of our school. We are working with Mr. Pierce on continuing to improve this important program at Chloe – and already this year we are seeing dads spend time in classrooms, hallways, the playground, and at lunch interacting with kids and helping us create a safer environment for our children.





Cherrydale Primary School
2014-2015 School Improvement Plan Summary

Enrollment: 314

Free/Reduced Lunch 36.9%

ELL 3.1%

Special Education
13.1%

Student Learning Goal 1: Increase the number of students at or above winter and spring benchmarks based on the fall benchmark assessment in reading as measured by Easy CBM and DIBELS.

Rationale: This year we are targeting both our Title I students (those in the bottom 25% in grades 1-3) and 'bubble' students (those below benchmark but not in the bottom 25%).

Assessments: Easy CBM CCSS Reading and DIBELS

We used a composite score to rank the needs in each classroom by multiplying each subtest in reading, if a student was below benchmark, by other factors (special education, Title I, ELL).

Monitoring Progress: We will use Easy CBM and DIBELS at the end of the semester and end of May to measure the progress of students. In addition, teachers are using monthly progress monitoring on specific CCSS in reading to track student growth.

Strategies for meeting learning goal

1. Instruction—we need to provide more support for our 'at-risk' students. Para educators and teachers are using the composite rank order to target extra support in the classroom. Para educators' schedules have been determined based on students' needs so that classes with a higher composite score are getting more para time. We are in the process of starting an afterschool tutoring program for our Title I students to provide an extra opportunity to work at their individual reading level using Lexia, an online curriculum which students will also be able to access from home and in the classroom.
2. Collaboration—The majority of teachers are also doing Student Growth Goal 3.1 which identifies a sub-group of students to measure growth in reading. In addition, we created three days a week in which grades 1-3 have common planning time.
3. Using data—We will progress monitor the students below the fall benchmark at least monthly.

Student Learning Goal 2: Increase the number of students at or above winter and spring benchmarks based on the fall benchmark assessment in math as measured by Easy CBM.

Rationale: This year we are targeting both our Title I students (those in the bottom 25% in grades 1-3) and 'bubble' students (those below benchmark but not in the bottom 25%).

Assessments: Easy CBM CCSS Math

We used a composite score to rank the needs in each classroom by multiplying each subtest in math, if a student was below benchmark, by other factors (special education, Title I, ELL).

Monitoring Progress: We will use Easy CBM at the end of the semester and end of May to measure the progress of students. In addition, teachers are using monthly progress monitoring on specific CCSS in math to track student growth.

Strategies for meeting learning goal

1. Instruction—we need to provide more support for our ‘at-risk’ students. Para educators and teachers are using the composite rank order to target extra support in the classroom. Para educators’ schedules have been determined based on students’ needs so that classes with a higher composite score are getting more para time. We are in the process of starting an afterschool tutoring program for our Title I students to provide an extra opportunity to work at their individual math level using iXL, an online curriculum which students will also be able to access from home and in the classroom.
2. Collaboration—The majority of teachers are also doing Student Growth Goal 3.1 which identifies a sub-group of students to measure growth in math. In addition, we created three days a week in which grades 1-3 have common planning time.
3. Using data—We will progress monitor the students below the fall benchmark at least monthly.

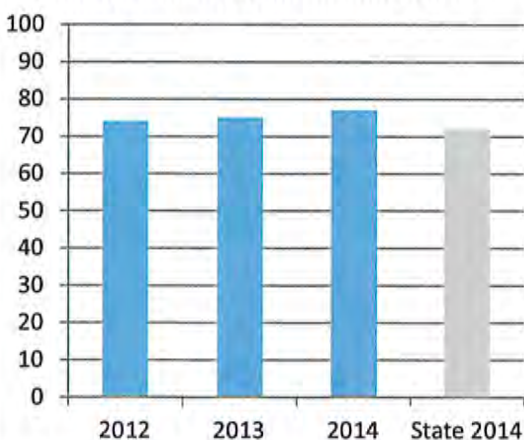
District Strategic Plan Goal: Safety, Service and Support: Promote safe learning environments that support academic achievement.

Improve safety procedures for parents, volunteers and visitors to access our school, students and staff. Implement a plan requiring all volunteers, visitors and parents to check into the office before enter the hallways of our school. Keep exterior doors locked and establish a ‘Main Entrance Only’ environment.

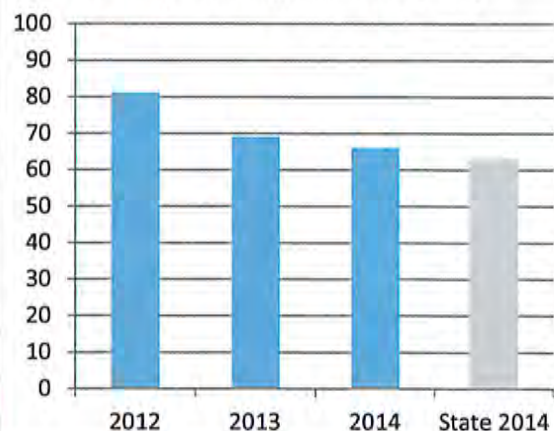
School Highlight:

Since the start of the 2013-2014 school year Cherrydale has been using the Washington/Indistar Key School Indicators for Student and School Success. Last year was a foundational year in which we worked to build a structure for school climate and culture around our focused key indicators. At the end of last year we implemented a shared leadership model in which all staff serve on committees. These committees represent Principles 1, 6 and 7 (Strong leadership: Team structure, Safety, discipline, and social, emotional, and physical health—school and classroom culture, Family and Community engagement) Our committees are activity making improvements; expectations assembly, PTA involvement, safety procedures.

Cherrydale 3rd grade Reading (MSP)



Cherrydale 3rd grade Math (MSP)





Saltar's Point Elementary School **2014-2015 SIP Plan Summary**

Enrollment 433

Free/Reduced Lunch 21.2%

ELL 4.62%

Special Education 9.7%

Student Learning Goal 1: On any assessment over the course of the 2014-2015 school year, targeted students will be proficient in English / Language Arts as measured by the CFA's (Common Formative Assessments), EasyCBM, and DIBELS testing.

Rationale for selecting the goal: Based upon MSP scores as well as student data collected at the start of the year, staff identified targeted students. These students were identified based upon individual strand data from the MSP. Staff developed a plan of action in order to support these targeted students throughout the year.

How school will monitor progress: Throughout the course of the school year, students will be assessed three times using the DIBELS and Easy CBM assessments. Teachers will continue to progress monitor targeted students through formative and classroom based assessments.

Student Learning Goal 2: On any given assessment over the course of the 2014-2015 school year, targeted students will be proficient in Mathematics as measured by CFA's (Common Formative Assessments) and EasyCBM testing.

Rationale for selecting the goal: Based upon MSP scores as well as student data collected at the start of the year, staff identified targeted students. These students were identified based upon individual strand data from the MSP. Staff developed a plan of action in order to support these targeted students throughout the year.

How school will monitor progress: Throughout the course of the school year, students will be assessed three times using the Easy CBM assessments. Teachers will continue to progress monitor targeted students through formative and classroom based assessments.

Strategies for meeting learning goals

1. Instruction: We have implemented a "push in" support model for our targeted students. These students receive support from para-educators and certificated staff. Staff has utilized small group instruction and some leveled groups in order to target specific ELA / Mathematics skills.
2. Collaboration: Grade level teams meet consistently to discuss strategies for targeted students. General education staff collaborates with our L.A.P. teacher to develop targeted goals and to plan instruction for push-in implementation.
3. Using data: Data is collected weekly in the form of learning targets and specific interventions used. This data is used in the planning of additional instructional support. Throughout the year, staff will monitor the growth of all targeted students through classroom and standardized assessments in order to ensure growth in each student's identified areas of growth.

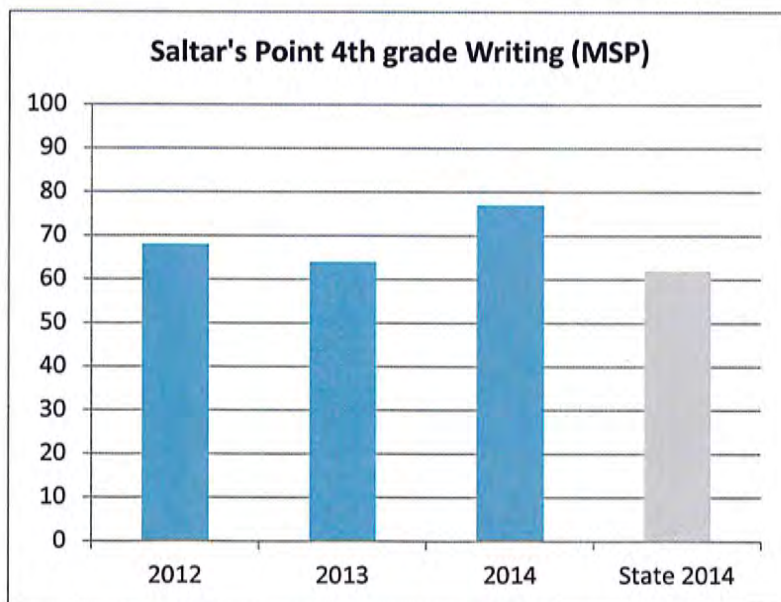
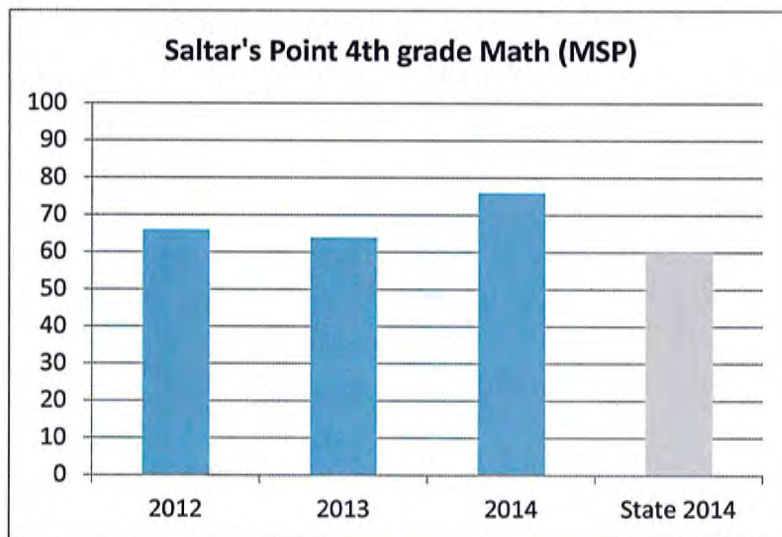
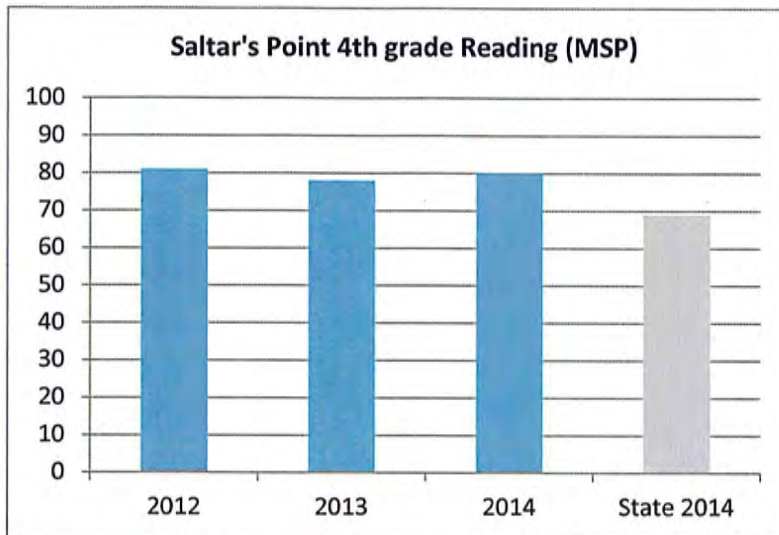
District Strategic Plan Goal: Family and Community Involvement

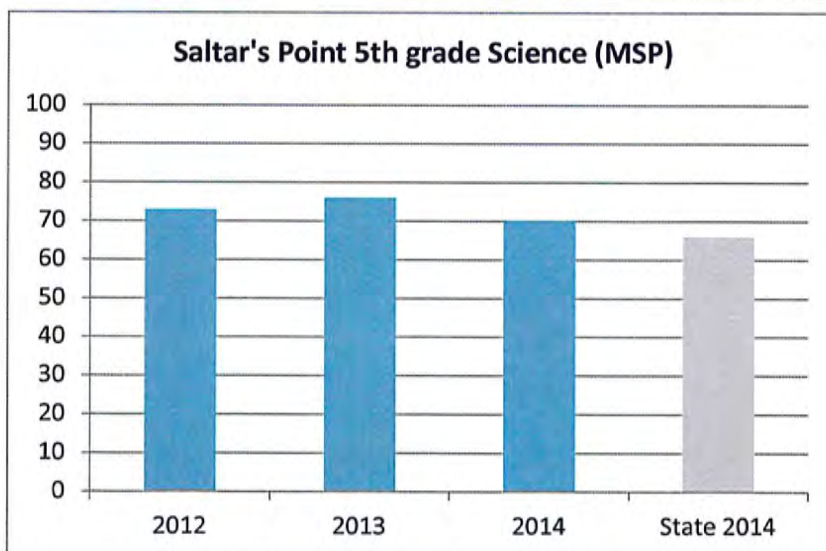
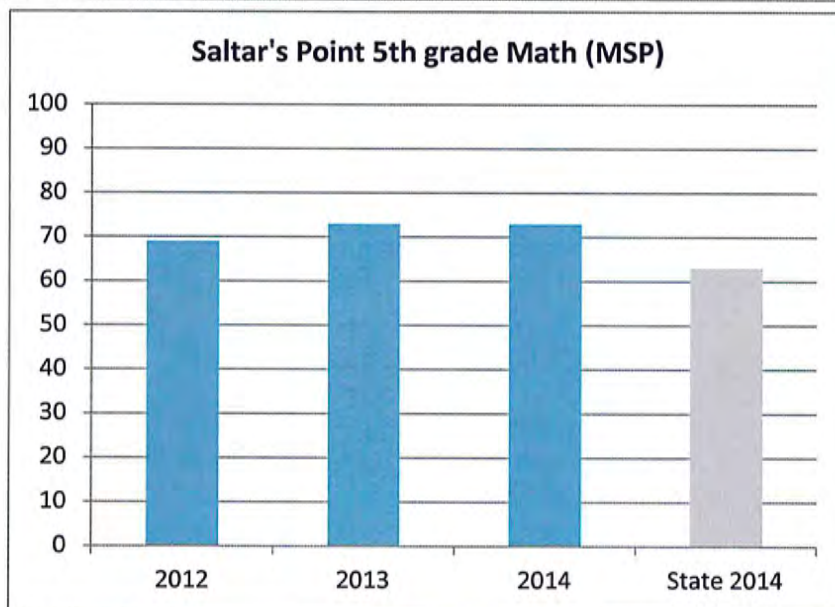
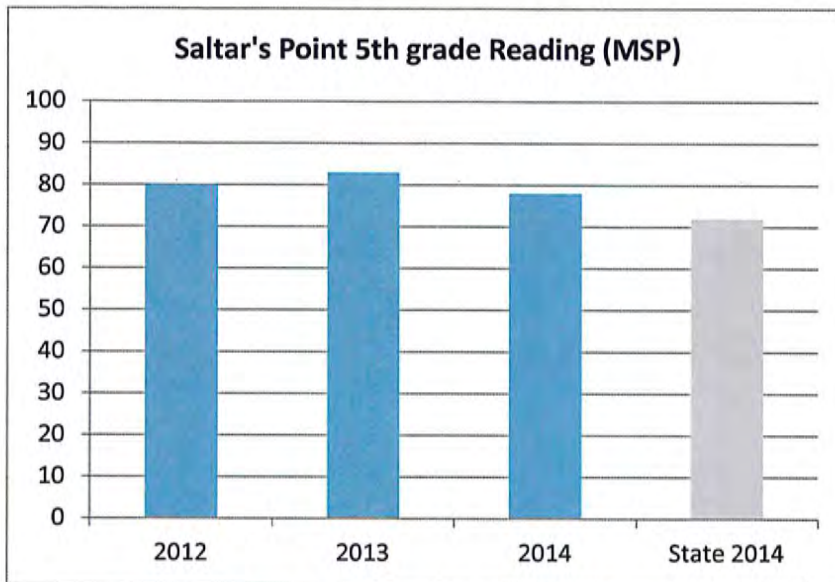
- At Saltar's Point, our goal around Family and Community Involvement is to increase the opportunities for family participation in our school as academic and social partners.
- Saltar's Point implemented the Watch D.O.G.S. program in order to provide opportunities for positive male figures to participate in the academic and social aspects of the school day.
- We currently have Watch D.O.G.S. volunteers signed up three to four times a week until March of 2015.
- As part of the P.B.I.S. program at Saltar's Point, we have implemented "Otterplause" rewards for our students. In order to build stronger communications home to our families, Otterplause rewards are mailed home as a postcard to families to better share student successes.
- We have worked closely with our PTA to develop additional activities to encourage more community and family involvement. Our PTA has already hosted an evening movie night, a general meeting and a breakfast fundraiser with additional events planned. These events will include such activities as Game Night, Sock Hop, Math Night and Art's Gala.

School Highlight: Principle 2 - Ensure that teachers are effective and able to improve instruction.

We have devoted one ACE day a month for staff development delivered by our resource teaching team. This professional development is focused on instructional strategies to help support all students and those students with specific academic concerns. In addition, our team has delivered specific professional development focused on our inclusive students with identified disabilities. Our staff has been very supportive of the professional development and has implemented strategies in their daily instruction.

We have developed and implemented professional development for all para-educator staff to help improve and support student learning. Classified staff meets twice a month to talk about instructional strategies, data collection and how to build positive relationships with students. This team has articulated that their role is much more than supervision and safety but includes academic instruction as well.







Pioneer Middle School 2014-2015 SIP Plan Summary

Enrollment 747

Free/Reduced Lunch 23.6%

Free/Reduced Lunch 23.6%

Special Education 10.1%

Student Learning Goal 1: Math (8th Grade) : During the 2014/2015 school all students were administered a pre-assessment within the first two weeks of school on math CCSS for a baseline. By the spring of 2015 the students will be giving a post test. The goal is for 80% of students to achieve 70% or higher on the end-of-year-post-test.

Strategies for meeting learning goal

1. **Instruction:** We have placed a great amount of time and effort in professional development around high yield instructional strategies as well as best practices. The administrative team conducted a workshop once a month on a researched based high yield instructional strategy. We have also had a book study on Robert Marzano's *Classroom Instruction that Works –Research Based Strategies for Increasing Student Achievement*. The Administrators conduct regular walk-throughs with a teacher and administrative agreed upon walk-through form that emphasis student engagement, effective learning targets and researched based instructional strategies. We also spot light teachers who use effective instructional strategies during staff meetings and in our weekly newsletter to the staff.
2. **Collaboration:** At Pioneer, collaboration or being a professional learning community PLC is paramount to everything we do. The math teams at Pioneer and Steilacoom High spent all last reviewing and adopting a new math curriculum that aligned with CCSS. Pioneer math team meet twice a month during ACE days to create curriculum map, select common assessment for CCSS, and to analyze student data. This year the team included the math special education teachers in their PLC meeting to create a model were all students are learning the same skills at the same time. This allows us to provide interventions that can assist general education and special education students with the same skill.
3. **Using data:** All decisions about math placement are made with the use of data from multiple assessment tools. Students are placed in eight grade according to rating scale created by 7th grade math team, MSP data, parental advice and classroom based assessments. We also monitor all students' progress during our PLC data team meetings to ensure students are placed in the correct course because we offer three 8th grade math course; geometry, 8th grade CCSS math and algebra. The math team are using the data from common assessment of CCSS to revise their curriculum maps for the 2015/2016 school year. With CCSS being new, the team wants to make sure they are providing enough time in their curriculum to teach all the new CCSS.

Student Learning Goal 2: Reading (6th Grade) : Assessing CCSS reading targets 6.1-6.6 - All 6th graders took a pretest in the fall with 9.4% meeting standard. A midterm formative assessment will be given in the winter of 2015 with a goal of 45% meeting or passing or above standards. A final posttest will be administered during the spring of 2015. The goal is for 85% meeting or above standard at the end of the school year. The students will demonstrate mastery of reading by passing 5 or more targets (ELA 6.1-6.6).

Strategies for meeting learning goal

1. **Instruction:** The language arts teachers have work very hard learning instruction strategies to teach CCSS. The 6th grade team is currently creating activities to deepen students understanding of concepts and skills. The language arts teams are also working on creating more effective learning targets. The new standards require teachers to teach more challenging cognitive demands. For example, I observed a teacher teach the student how to connect text to their world and other text but the lesson did not end with that skill: the students also had to write how they made that connection. The teacher was taking her instruction to another level to deepen the students understanding
2. **Collaboration:** At Pioneer, collaboration or being a professional learning community PLC is paramount to everything we do. The language arts teams at Pioneer is our most efficient PLC team. Pioneer language arts team meet twice a month during ACE days to create curriculum map, select common assessment for CCSS, and to analyze student data. This year the team is working very close with our SPED department to ensure we are meeting those students' needs. We have created "Check-in Friday" where general education teacher meet with SPED teacher to discuss students with disabilities. The language arts teachers are using these meeting to see how they can help the students reach their IEP goals, The language teachers have also included the language arts special education teachers in their PLC meeting to create a model were all students are learning the same skills at the same time. This allows us to provide interventions that can assist general education and special education students with the same skill.
3. **Using data:** The 6th grade language have been effectively analyzing student data for the last three years. They have produced our highest reading scores the last three years also. We chose them for our SIP because we knew they had built the capacity to teach CCSS. They have selected CCSS common assessments, taken the smarter balance practice test, and they have a comprehensive curriculum map: they are confident that their curriculum mapping will provide the time necessary to teach all the skills being assessed on the smarter balance exam.

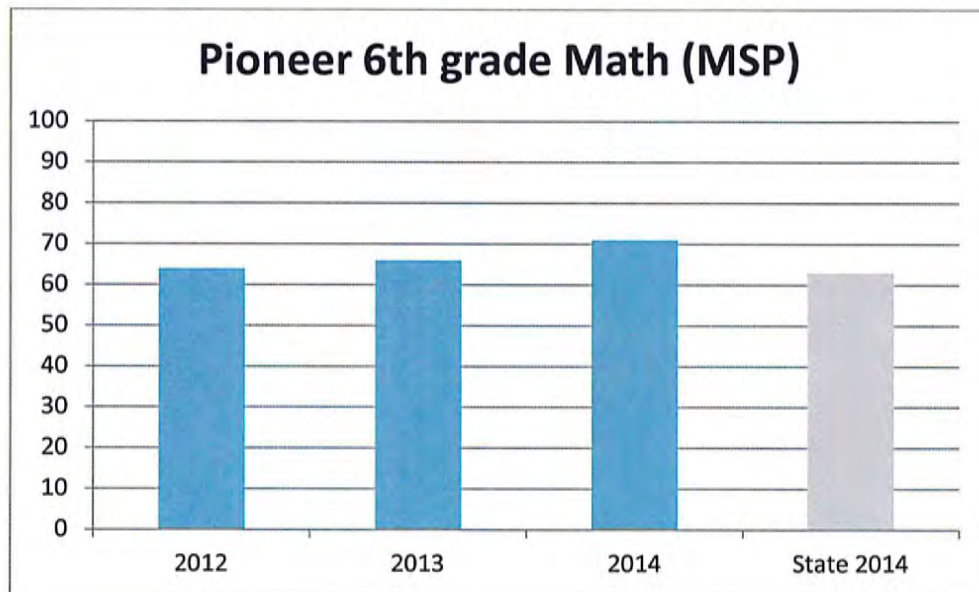
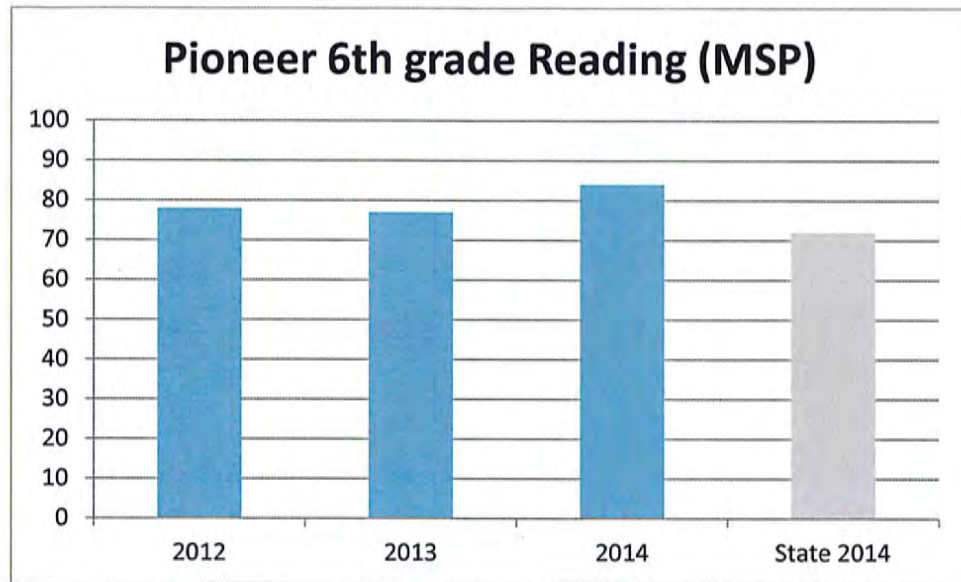
District Strategic Plan Goal: Family and Community Involvement

Teaching and Learning Goal: Strengthen instructional programs that reflect state and national standards. All students will take computerized Smarter Balance exams. We want all of Pioneer students able to type fast enough so the computer does not hinder their testing ability.

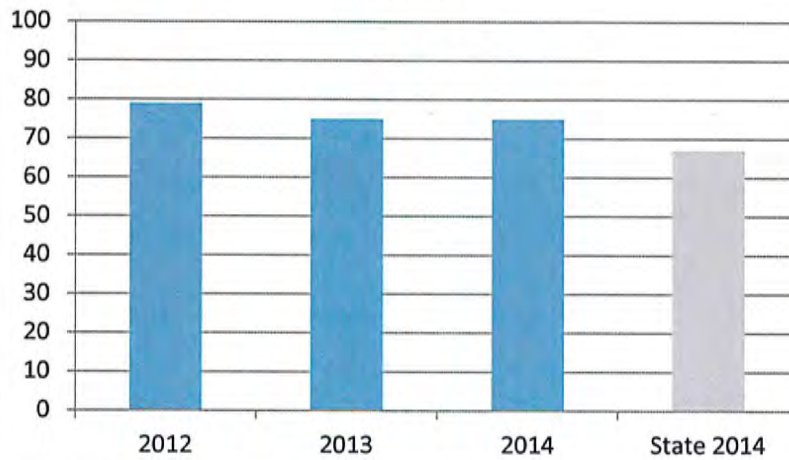
Six and seventh graders word processing skills where assessed with a 3 minute timing. The average 6th grader typed 14 word per minute and the 7th graders typed 25 words per minute with five or less errors. The goal is for 6th graders to type between 31-40 words per minute with five or less errors by the end quarter. The goal is for 7th graders to type 36-45 or greater words per minute with five or less errors by the end of the semester.

School Highlight: Principle 3 - IVD05 - The school monitors progress of the extended learning time programs and strategies being implemented, and uses data to inform modifications.

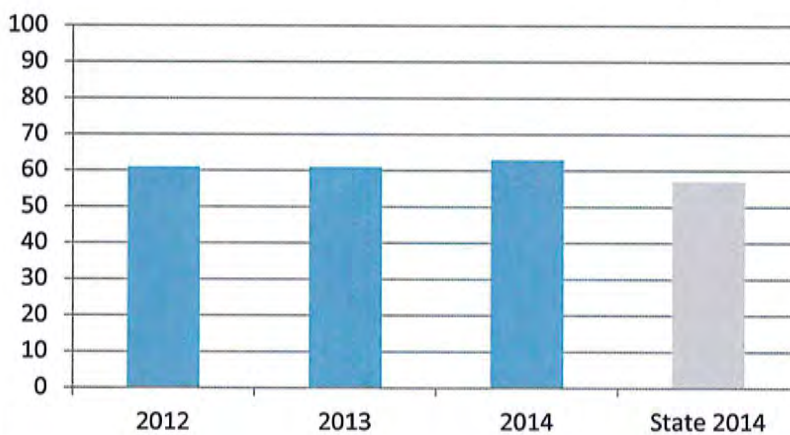
We started the process of a homework club on 10/16/14. Students with failing grade or excessive missing assignments are required to attend after school homework club three days a week. We also have a plan to start an after school targeted assistance program. This program will target skills that students struggle with on certain CCSS. Homework club student will have four hours of extended after school learning on Tuesday, Thursday, and Friday. A classroom teacher will lead the club with the assistance of SHS mentorship and SHS honor society. Student grades will be monitored with an emphasis on their grades reaching at least a C average.



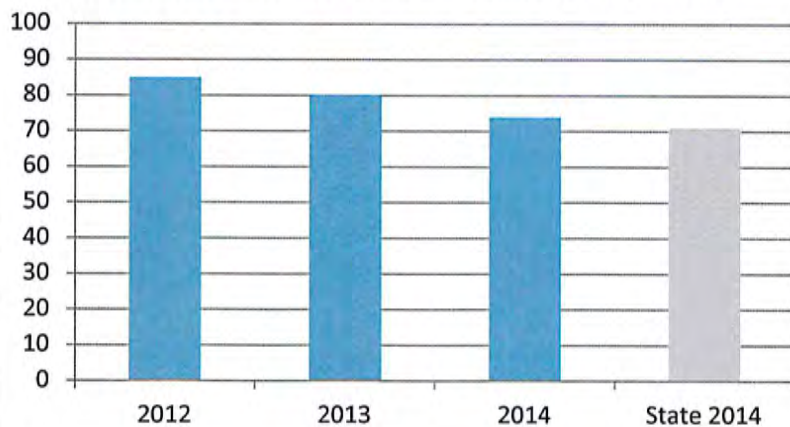
Pioneer 7th grade Reading (MSP)



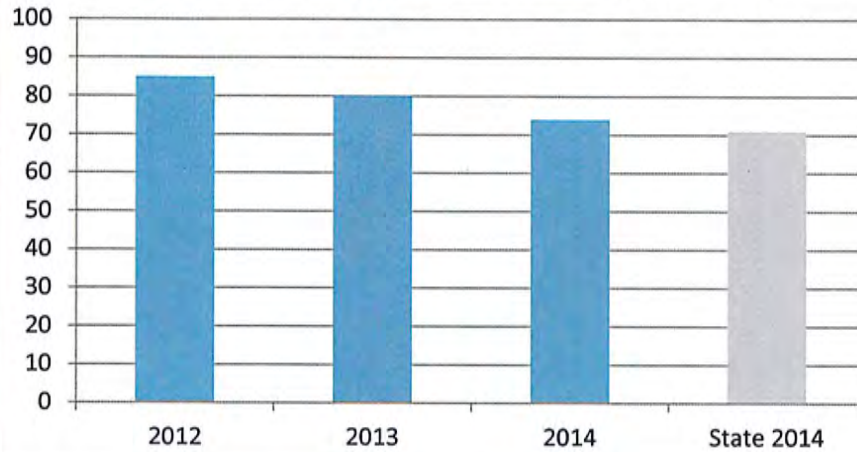
Pioneer 7th grade Math (MSP)



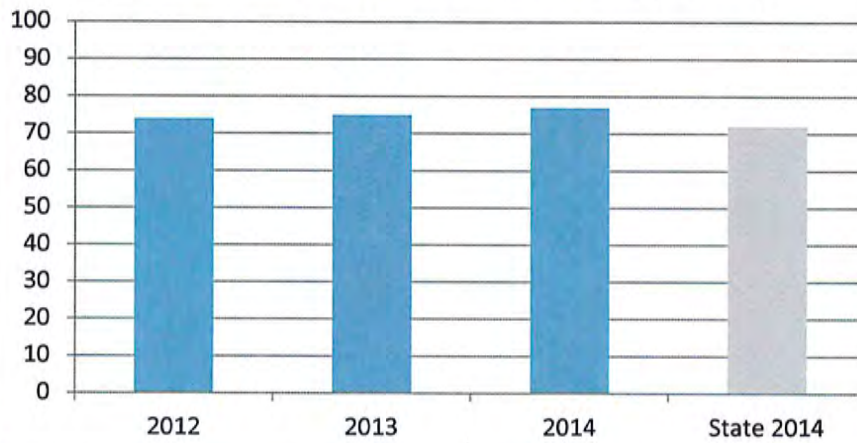
Pioneer 7th grade Writing (MSP)



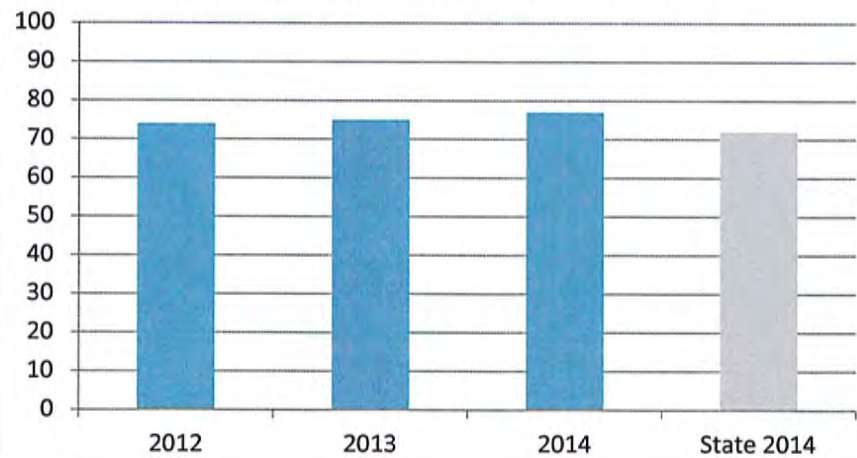
Pioneer 8th grade Reading (MSP)



Pioneer 8th grade Science (MSP)



Pioneer 8th grade Math (MSP)





Steilacoom High School 2014-2015 SIP Plan Summary

Enrollment 880	Free/Reduced Lunch 22.8%	ELL .8%	Special Education 9.3%
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Student Learning Goal 1: Math - SHS will increase their Algebra EOC score during the 14-15 SY from 64% to 72%, during the 15-16 SY 72% to 78%, 16-17 SY from 78% to 90% for first time test takers as measured each year by common classroom based assessments aligned with CCSS Math Standards for EOC and with EOC Algebra Tests.

Rationale for selecting the goal— Math must be a focus area and through our Accreditation Process we determined there was limited alignment that had been done with current best practices and Common Core State Standards (CCSS). Through the Accreditation Process we were able to work with Curriculum and Instruction Department to adopt new textbooks, *Big Ideas*, grades 6-12 that were aligned with best practices and with CCSS.

Which measures will be used - Course level teams have worked to build common assessments and will be measuring progress using those assessments. The larger Summative Assessment will be Algebra EOC.

How school will monitor progress - Through Data PLC team reviewing common assessments which are aligned to CCSS. Students will be completing review processes through their math classes using IXL.

Strategies for meeting learning goal

1. Instruction - Data was collected last spring that provided evidence of student skill sets and students were placed in classes per this data collection process. Each math teacher reviewed the following data points: Current Grades, Grade History, Placement Test Information, Prior state testing Data. No one area outweighed to create a fair and data driven decision making process. In addition, we used this data to secure students for the LAP Algebra 1 Lap and Algebra 2 Lab to further support students who showed need prior to testing and after testing was unsuccessful. Special Services created a continuum of service and from that data, one Algebra 1 course was developed using the Team Teaching approach. Geometry was also developed from the same data process.
2. Collaboration—The high school collaborated with 8th grade math teachers to develop a placement process and then followed the placement process for grades 8-11. (See attached collection sheet)
3. Using data—Data is collected after each Summative Assessment. Teams are then reviewing the data to determine needs for students and instruction. In addition, the team uses their IXL data to measure progress for specific skills.

Student Learning Goal 2: Writing - SHS will increase their HSPE Writing scores from the 12-13 SY at 79.6% to a passing rate of 85% during the 14-15 SY, 88% during the 15-16 SY, and above 90% during the 16-17 SY as measured by Common Writing assessments using a common rubric aligned to the CCSS and by HSPE scores.

Rationale for selecting the goal—Through the review of data sources from 12-13 and 13-14 SY including SAT, HSPE, Achievement Index the Strategic Plan Team determined there was an achievement gap with Writing Scores in the area of African American Males in all areas. In addition, Writing took more than a 10% drop in scores from 11-12 SY to 12-13 SY. While it was believed that this was due to implementation of new Spring Board English Curriculum it was necessary to further review and exam. The team in conjunction with the English Department determined it was necessary to continue focusing on our work with writing.

Which measures will be used - English and History Department are using the writing rubric aligned to CCSS that measure argumentative writing which is a key focus for Smart Balance assessment. They will measure growth through the use of the common rubric in conjunction with the Student Growth Goals for the evaluation process. History Department is working with English and Librarian to further explore how they can support writing across curriculum and implementation of CCSS. They are participating with CTE Department in ELA training with a hired Literacy Coach as part of the CTE Strategic Plan.

How school will monitor progress—Through review of student growth goal data with English Teachers we will be able to predict success on the Smarter Balance exam. In addition, we will review HSPE results with current 11th and 12th graders as they were part of the original 79%.

Strategies for meeting learning goal

1. Instruction—Teachers are working in their PLC Groups to ensure they are aligned with the curriculum and following the use of the common rubric. Spring Board is aligned to CCSS. The team has found however the 12th Grade Spring Board is in need of more rigor and through their discussion and data collection, the 12th Grade Team with the curriculum leader who teachers 9th and 10th grade will be aligning course outcomes that support students to meet post secondary outcomes. In addition, the team's Student Growth Goal is
2. Collaboration - Teachers worked with Administrative team to review data and completed a book talk on PLC and CCSS work during the 13-14 SY. They worked within their team to develop the rubric for Argumentative writing while sharing that with the History Department. English is also doing a presentation on Turnitin.com for assessing writing and plagiarism.
3. Using data—The teams Student Growth Data is from the Argumentative Rubric which is aligned to the CCSS. They review the common data after each assessment using the rubric. Data was used to further determine 11th or 12th graders who have not met standard in reading and writing who were then selected for a Enhanced English course with Shannon Wood.

Student Learning Goal 3: Biology EOC - SHS will increase their Science EOC scores from the current score of 82.3% to 85% during the 14-15 SY, then 88% during the 15-16 SY, and then above 90% during the 16-17 SY as measured by common course assessments aligned to NGSS and as measured by the Science EOC.

Rationale for selecting the goal— As Biology EOC passage is a state requirement this is necessary area of focus. In addition, we are in the adoption phase of Next Generation Science Standards (NGSS) which enables there to be a focus on Science.

Which measures will be used - The team has focused on Procedure Writing after spending 13-14 SY focused on Conclusion Writing. Both are part of what is measured for the NGSS. The team collects data using a common rubric and analyzes the data in their PLC time. This year to create evidence that places them in a distinguished category, they are focusing on students assessing and tracking their learning as well as the team. EOC practice material will be imbedded in all courses for first time and repeat test takers using material and instructional methods that resulted in 100% passage rate for students who attended the course the year prior. The evidence from this learning and the EOC data will be reviewed and used to support program placements and creations for the 15-16 SY.

How school will monitor progress - Through Data PLC team reviewing common assessments which are aligned to NGSS.

Strategies for meeting learning goal

1. Instruction - The team has focused on Procedure Writing after spending 13-14 SY focused on Conclusion Writing. Both are part of what is measured for the NGSS. The team collects data using a common rubric and analyzes the data in their PLC time. This year to create evidence that places them in a distinguished category, they are focusing on students assessing and tracking their learning as well as the team. EOC practice material will be imbedded in all courses for first time and repeat test takers using material and instructional methods that resulted in 100% passage rate for students who attended the course the year prior. The evidence from this learning and the EOC data will be reviewed and used to support program placements and creations for the 15-16 SY. In addition, the team is working on Course sequencing that will support other science opportunities for students to increase the overall rigor in Science Courses for students.
2. Collaboration— The team works closely together in their PLC time as a whole group and subject groups of Chemistry and Biology. The data is collected out of the two subject teams. They are using a rubric being used by Math for Problem Solving and also using IXL to support students math needs in Chemistry Classes.
3. Using data—Data is collected after each Summative Assessment. Teams are then reviewing the data to determine needs for students and instruction. In addition, the team has student measuring the progress. The team will also collect data from the EOC intervention materials embedded in class and for the after school intervention program.

District Strategic Plan Goal: Family and Community Involvement

Goal 2: Continue a culture of teamwork and support for all stakeholders staff, students and community through measure of a climate survey that improves from an average score to above average school with all stakeholders.

Plan for meeting goal—Staff will be working through the evaluation process with their evaluator and as well in their PLC teams to have common Student Growth Goals where will be collected and analyzed in every department. Teams are using common data collection tools along with common rubrics and assessments. In addition, staff are participating in Professional Learning monthly supported by District Teaching and Learning Team covering areas on CCSS and State Testing. At these monthly meetings, staff are being recognized for exceptional work receiving public recognition through the Staff Steilly Star Program. (see certificate and picture example. Leadership students then recognize staff with a “Staff Spotlight” where they are recognized in the school newsletter and they receive a parking spot up front for the month.

Students receive recognition through the Leadership/ Renaissance Program with our PRIDE Team. Student receive Steilly Stars with a post card home to parents communicating why and how they received the star that is displayed for their years at SHS. In addition, we have a student of the month recognition program where they receive a place to park as well. We have PRIDE Days that recognize students who receive a .5 increase in their GPA or have a 3.0 GPA or higher that are then recognized at three assemblies per year. Our school this year is hosting Jostens Renaissance Conference where schools from around the state will participate in a conference supporting student recognition in high schools. This is a large event that will enable us to highlight our program here at SHS. In addition, our S2S program is nationally recognized as the best program in the nation for our support of new students entering SHS. Our S2S students regularly attend the national conferences and are invited each year to participate in a public way. SHS works on building connectivity within our school through all the clubs and activities. We will be hosting a lip dub in April that will honor and recognize these clubs and activities and show the positive impact they have on our student body and community.

Community is supported through communication and connection with our Boosters. Our boosters create in collaboration with the school the Newsletter that is written monthly. This is provided for all families of SHS. In this publication we promote all programs and highlight information that can support students and families for social emotional and academic needs. In addition, SHS will be hosted a community forum that mirrors the districts forum for review of their strategic plan. This will take place November 18th from 6:00-7:00 pm in the SHS Library. We will give opportunity for review of the Academic Strategic Plan, CTE Strategic Plan, and Athletic Strategic Plan.

To measure progress towards this goal a PRIDE survey is being completed from Jostens that will cover community, students and staff. This survey process will be complete by mid-December with data being reviewed by staff and students.

School Highlight: Principle #3—Expand time for student learning and teacher collaboration.

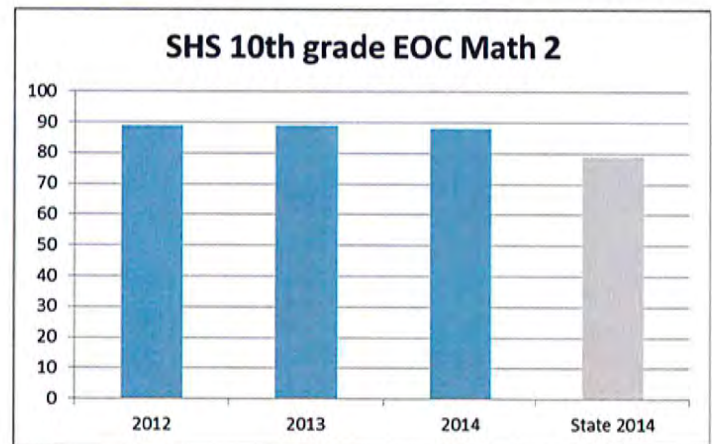
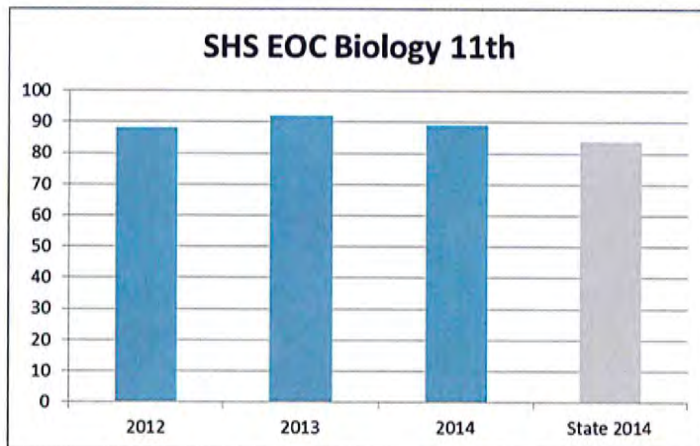
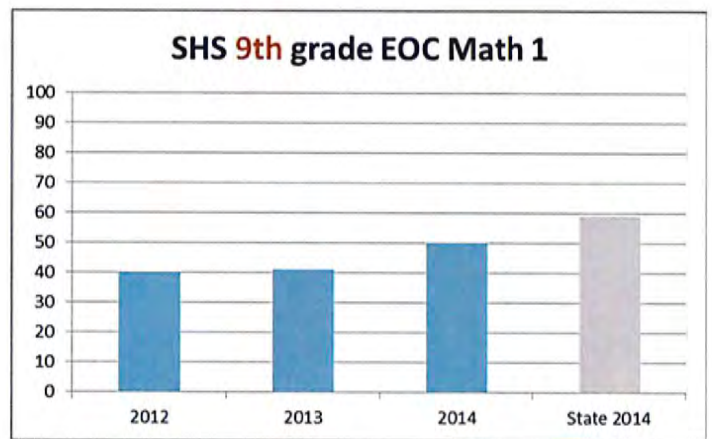
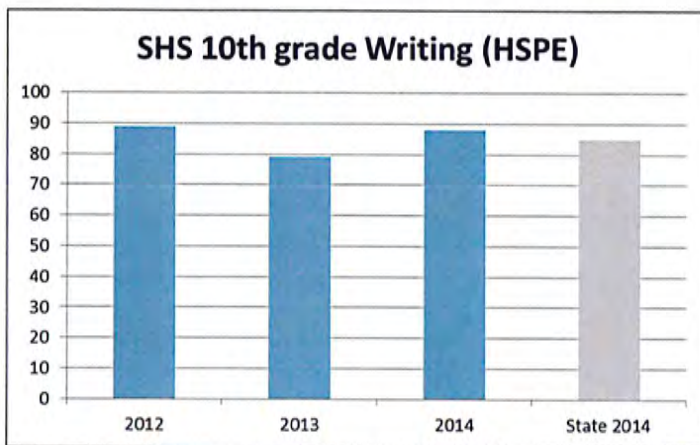
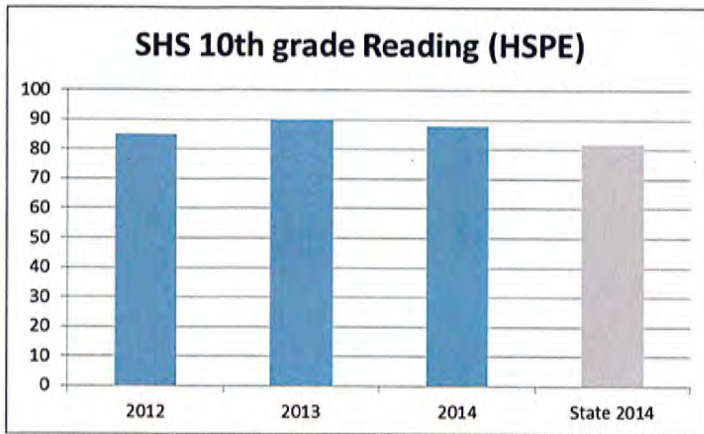
Student programs:

1. APEX Program—Please see attached slides for data from 13-14 SY summer to summer programs.
2. Biology EOC Prep Course—After school intervention to support students not enrolled in a science course to ensure success on the January EOC. 100% passage rate occurred with last years course for students who attended all sessions.
3. ACT Prep Course—After school counselors will host an ACT Prep course which will allow students an alternate route for passing state tests in reading, writing, math and science. This course will also be used in our Enhanced English Class.

Staff programs:

We have expanded teacher collaboration time beyond ACE Time through department release.

1. Geometry Team—Created and developed 11 common assessments aligned to CCSS and their Student Growth Goal with the Mathematical Practice on Problem Solving.
2. Biology Team—Reviewed data from common assessments from 13-14 SY, from the data developed and improved questions to be used commonly, worked to create the scope and sequence for first semester to then meet again in December to create scope and sequence for second semester.
3. Chemistry Team—Reviewed data from common assessments from 13-14 SY, from the data developed and improved questions to be used commonly, worked to create the scope and sequence for first semester to then meet again in December to create scope and sequence for second semester.
4. CTE Team— Is working with a Literacy Coach to begin their efforts to use CCSS ELA standards in their subjects. They have completed the pre-teaching webinar and will be in an all day training November 12th learning more on the CCSS in ELA and how they can incorporate.
5. English 12 Team—Will be meeting December 5th to work on a course alignment with CCSS ELA in grade 12 changing our senior English offering to be post secondary preparation ready. The team will work with teacher that focuses on 9th and 10th grade standards to ensure proper alignment 9-12.



Steilacoom Historical School District Board of Directors

REGULAR BOARD MEETING

Date: November 12, 2014

TO: Members, Steilacoom Historical School District Board of Directors

ISSUE: **ACTION** **2014-2020 SHSD Capital Facilities Plan DRAFT**
 X **INFORMATION**

BACKGROUND INFORMATION: The Capital Facilities Plan (CFP) is completed yearly and assesses the following:

- The anticipated growth within the District's boundaries;
- The anticipated school enrollment growth through the 2014-2020 planning period;
- The new school facilities required to meet the needs of this expanding student enrollment; and
- As applicable, the school impact fee calculations based on the capacity projects necessary to address growth needs.

Specific changes in this draft are related to new Strategic Plan goals and updated information regarding student generation rate and enrollment projections. The higher elementary student generation rates have resulted in new impact fees. In this CFP the District has chosen to adjust the single family impact fee so that it remains level with the fee charged in recent years.

The CFP is in response to the provisions of the Growth Management Act (GMA).

FISCAL IMPLICATIONS: None

RECOMMENDED DECISION:

None at this time. The CFP will come to the Board as an approval item at the December 10, 2014 Board meeting.

Report prepared by: Kathi Weight-Superintendent

Steilacoom Historical School District No. 1



CAPITAL FACILITIES PLAN

2014 - 2020

November 2014

**Steilacoom Historical School
District No. 1**
511 Chambers Street
Steilacoom, WA 98388
(253) 988-2200

Board of Directors

Mr. Samuel Scott

Ms. Yoshie Wong

Mr. Donald Denning

Mr. Robert Forbes

Mr. Jason Pierce

Ms. Kathi Weight, Superintendent

Prepared by the
Steilacoom Historical School District No. 1

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STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1

BUILDING SITES

ADMINISTRATIVE OFFICE

511 CHAMBERS STREET

STEILACOOM, WA 98388

WEB SITE: www.steilacoom.k12.wa.us

DISTRICT OFFICE

511 Chambers Street
Steilacoom, WA 98388

(253) 983-2200
(253) 584-7198 (fax)

Ms. Kathi Weight - Superintendent
Mr. Jim Brittain - Executive Director of
Finance and Operations
Ms. Susanne Beauchaine- Executive
Director of Student Services
Mr. Paul Harvey-Executive Director of
Teaching and Learning

CHERRYDALE PRIMARY SCHOOL

1201 Galloway
Steilacoom, WA 98388

(253) 983-2500
(253) 583-8478 (fax)

Ms. Nancy McClure - Principal
Ms. Michele Hildebrand- Office Coordinator

CHLOE CLARK ELEMENTARY SCHOOL

1700 Palisades Blvd
DuPont, WA 98327

(253) 583-7100
(253) 964-0935 (fax)

Mr. Gary Yoho - Principal
Ms. Melissa McGann - Office Coordinator

SALTAR'S POINT ELEMENTARY SCHOOL

908 Third Street
Steilacoom, WA 98388

(253) 983-2600
(253) 581-9083 (fax)

Mr. Alex Clauson - Principal
Ms. Rita Gorman – Office Coordinator

ANDERSON ISLAND ELEMENTARY SCHOOL

13005 Camus Road
Anderson Island, WA 98303

(253) 884-4901
(253) 884-7835 (fax)

Ms. Laurie Vallieres - Principal
Ms. Dana Ballou - Secretary/Para Educator

PIONEER MIDDLE SCHOOL

1750 Bob's Hollow Lane
DuPont, WA 98327

(253) 583-7200
(253) 583-7292 (fax)

Mr. Andre Stout - Principal
Mr. John Nystrom - Assistant Principal
Ms. Amy Malkames - Office Coordinator

STEILACOOM HIGH SCHOOL

54 Sentinel Drive
Steilacoom, WA 98388

(253) 983-2300
(253) 983-2393 (fax)

Ms. Debra Hay - Principal
Ms. Sara Graves - Assistant Principal
Mr. Michael Miller - Assistant Principal/
Athletic Director
Ms. Sharon Larson - Office Coordinator

TAB 1 INTRODUCTION

This Capital Facilities Plan (CFP) has been developed for Steilacoom Historical School District No. 1 in response to the provisions of the Growth Management Act (GMA). This report assesses the following:

- The anticipated growth within the District's boundaries;
- The anticipated school enrollment growth through the **2014-2020** planning period;
- The new school facilities required to meet the needs of this expanding student enrollment; and
- As applicable, the school impact fee calculations based on the capacity projects necessary to address growth needs.

Residential development has historically preceded any school construction and has never progressed in an orderly and coordinated manner. Selection of school sites and the construction of schools have generally followed the construction of new homes. This historic process of school construction following residential growth has left a gap between available space and the student population. As a result, schools have commonly become overcrowded. Compounding the situation is the required time to acquire property, plan and design facilities, acquire all necessary permits, and to construct facilities.

In the past, relief for overcrowded schools has primarily come from local residents who have supported tax levies and bond issues. Voter approval of school levies and bond issues is becoming more difficult as other interests vie for property tax dollars. In addition, many existing residents are questioning the equity of having to pay for the educational facilities of new residents. In an effort to overcome the perceived inequity of property tax supported levies and bond issues, school districts have sought conditions upon development activity to provide a share of the local financial support needed for the construction of school facilities.

This Capital Facilities Plan is designed to support the use of school impact fees as provided for under the 1990 Growth Management Act. Therefore, this Plan consists of:

- An inventory of the existing schools, support facilities and properties owned by Steilacoom Historical School District No.1;
- An enrollment history and projection for the **2014-2020** time frame;
- An identification of the District's current "level of service" with respect to capital facilities;
- A forecast of the District's need for new construction, modernization, and new construction-in-lieu-of modernization; and
- A plan that will finance the proposed construction projects within projected funding capacities and clearly identify sources of public money for such purposes. The CFP is designed to support school impact fees authorized by Pierce County, as implemented by Steilacoom Historical School District No. 1 and other municipalities that may collect school impact fees on behalf of the District.

In addition, the CFP will also provide a basis for mitigation under the State Environmental Protection Act (SEPA) or the State Subdivision Act.

TAB I DISTRICT STATEMENTS AND CORE VALUES

DISTRICT VISION STATEMENT

“The best education for every student.”

DISTRICT MISSION STATEMENT

The mission statement for the Steilacoom Historical School District No.1, in partnership with our communities, is to educate and prepare responsible citizens who can contribute and adapt in a changing world.

DISTRICT CORE VALUES

Academics

We commit to engage all students by using effective instructional practices, challenging students to reach their fullest potential.

Collaboration

We practice purposeful, professional, student-centered collaboration.

Climate

We ensure a positive, respectful and safe learning climate, responsive to students' individual needs.

Integrity

We commit to act with honesty and integrity, respecting all diversities.

Community

We welcome and encourage family and community involvement, where each member of the school community is a valued partner.

Accountability

We, the SHSD learning community, share in the responsibility for attaining academic and fiscal goals by providing educators with the necessary tools and resources for success.

TAB I DISTRICT STRATEGIC PLAN AND GOALS

A new strategic plan was implemented in the 2013-14 school year with a focus on four areas as priority:

Teaching and Learning

- Coordinate curriculum, teaching and assessment to strengthen instructional programs that reflect state and national standards.
- Ensure early learning success through ongoing interventions, pre-K through 3rd grade.
- Relevant and accessible professional development focused on data and student achievement.

Resource Management

- Maximize instructional resources.
- Maintenance and preservation of district facilities.
- Ensure fiscal integrity and stability district-wide.
- Technology planning that supports student learning and staff productivity.

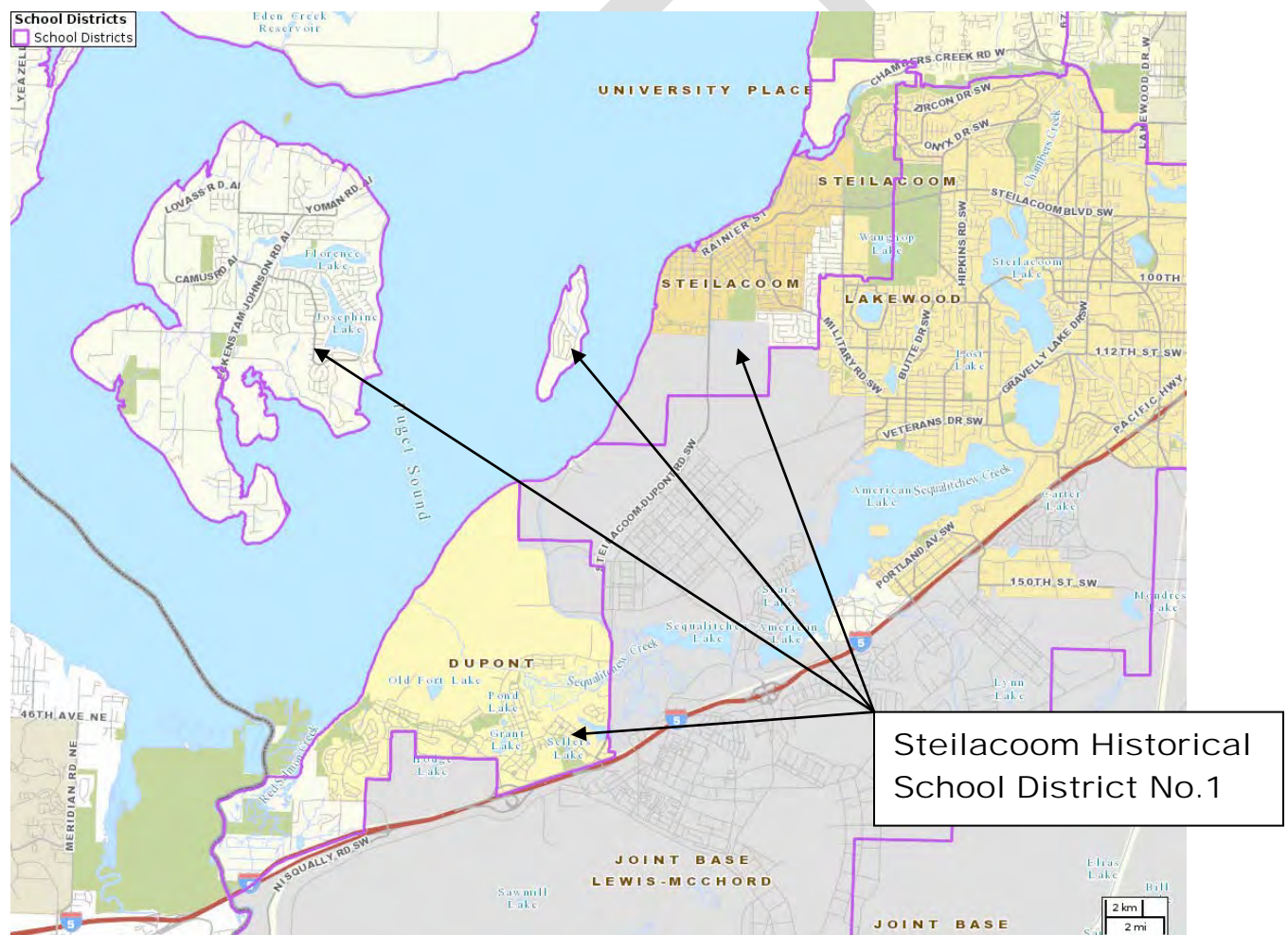
Safety, Service and Support

- Promote safe learning environments that support academic achievement.
- Identify achievement gaps and target interventions to specific needs.
- Maximize learning and enrichment opportunities.
- Customer service focus.

Family and Community Involvement

- Commitment to ongoing family and community outreach strategies.
- Fully engage our parents, community and staff in the education of our children.
- Gather and use community input for regular planning and decision making.

TAB I DISTRICT MAP



TAB II LOCATION AND DESCRIPTION OF SCHOOL FACILITIES

The chart below lists and describes each school facility site within the District. This represents the most accurate inventory of SF areas for the individual facilities within the District as reviewed by District staff. The numbers below do not include SF areas for portable buildings but do include covered outdoor play areas. The Washington State's Office of the Superintendent for Public Instruction's School Facility Inventory of Permanent School Facilities Report will be updated per the numbers listed below.

2014 Steilacoom Historical School District Facility Inventory						
School	Location	Grades	SF as of 2006	Added/New SF	Year SF added	2014 Total SF
Anderson Island ES	Anderson Island	K-5	1,680	2,865	2007	4,545
Cherrydale Primary	Steilacoom	K-3w/full day K and pre-K	40,487	0		40,487
Salter's Point ES	Steilacoom	4-5 (all district)	53,039	0		53,039
Chloe Clark ES	DuPont	K-3 w/full day K and pre-K	22,100	37,734	2006	59,835
Pioneer Middle School	DuPont	6-8 (all district)	917	104,707	2008	104,707
Steilacoom High School	Steilacoom	9-12 (all district)	112,800	23,091	2009	135,891

TAB II HISTORY OF FACILITIES

1. School District Building Data

<u>Date</u>	<u>Building</u>	<u>Cost</u>	<u>Location</u>
1851	Log Building	Unknown	Main & Commercial
1858	First Public School	\$450	Starling & Frederick
		Contributions/Partial Payment	
1892	Second Public School	\$10,000.00	Chambers & Sequalish
1916-17	Third Public School	\$15,000.00	Chambers & Sequalish
1952	All Purpose School	\$133,953.00	Chambers & Nisqually
1962	Cherrydale School	\$183,597.00	Galloway and C
1966	Cherrydale Addition	\$175,646.00	Galloway and C
1968	Pioneer Addition	\$405,422.00	Chambers & Nisqually
1969	Silver Beach Site	\$42,000.00	SOLD
1972	Saltar's Point School	\$605,860.00	Third & Beech
1976	Oakbrook Site	\$42,500.00	SOLD
	Consolidation with Anderson Island and DuPont School Districts		
1979	Acquisition of Laughbon Jr./Sr. High School; Anderson Island and Harriet Taylor schools		
1981	Steilacoom High School		Sentinel Drive
1986	District Office		Steilacoom, WA
2000	Chloe Clark Elementary	\$1.7 million	Palisade Boulevard
2006	Chloe Clark Elementary	\$6.0 million	DuPont, WA
	School Addition/Modernization		
2007	Anderson Island Elementary	\$951,460	Anderson Island, WA
	New Multipurpose Room		
2008	New Pioneer Middle School	\$34.0 million	DuPont, WA
2008-2009	Steilacoom HS Addition	\$27.0 million	Steilacoom, WA
	/Modernization		
2011	Pioneer Middle School	\$461,967	DuPont, WA
	Classroom Air Conditioning		

2. Land/Parcel holdings for future growth

Until 2012, the District owned a 30 acre parcel located in the City of DuPont at the intersection of Center Drive and International Place. The District sold this property and used a portion of the sale proceeds to acquire a 14.71 acre site located on Manchester Place within the City of DuPont and a 5.3 acre site located on International Place within the City of DuPont.

This newly acquired 14.71 acre site in DuPont is intended to serve as the location for a future new elementary school. The 5.3 acre site on International Place is ideally suited for transportation and maintenance facilities.

In its long range planning, the District's Board of Directors regularly analyzes smaller parcels owned by the District that cannot support the size of facilities at any grade level and considers the sale of those parcels to fund the District's long range capital facility or future land acquisition

funding strategies. Most recently, the District declared Parcel C, a vacant parcel at Cherrydale Primary School, as surplus and sold the property to the Town of Steilacoom.

In 2010, the District purchased a 13.5 acre parcel directly north of Steilacoom High School. It is the intent of the District and the Board to utilize a portion of this site for a future addition to the high school, additional parking and athletic fields (i.e., fast pitch field).

3. History of Capital Facility Planning and Construction

To meet increasing population and provide a sturdier building, the Town of Steilacoom approved in 1913 the construction of a new brick structure at the cost of \$15,000.

During the early part of the 1990's, about a dozen portable classrooms were placed to accommodate the growing enrollment at Cherrydale Primary School, Saltar's Point Elementary, and Pioneer Middle School. After the Town of Steilacoom placed a moratorium on the number of portables that could be sited, the District held public information meetings designed to inform residents about the critical situation. When the bond election was held in 1996 to approve general obligation bonds of \$38,000,000, voters rejected it. A second election, held in the following year, however, was approved.

In 1997, voters approved by over 60% a proposition for construction and improvements to the District's elementary schools and high school but rejected a second proposition to build a new middle school.

Instead, the old Steilacoom School serving as Pioneer Middle School underwent an extensive retro-fit to make the building earthquake safe. In addition, the cafeteria was remodeled and enlarged and the gymnasium floor was replaced. The results of that retro-fit were demonstrated during the February 28, 2001 earthquake. A portion of Proposition #1, or \$2,003,000, was designated for Technology—computers, software and related equipment.

Following approval of the 1997 Capital Facilities Bond, plans were started for work on Cherrydale Primary School, Saltar's Point Elementary School, and Anderson Island Elementary School. Arrangements were made to house Cherrydale Primary students in vacant classrooms throughout the Clover Park School District, while Saltar's Point Elementary students were transported to Parkway Elementary School at Ft. Lewis. Cherrydale Primary students returned to their renovated school in February 1999, while Saltar's Point Elementary students returned to their new school in the fall of that year. To accommodate school-age students in the DuPont/Northwest Landing community, ground was broken in fall 2000 for a new elementary school. Chloe Clark Elementary School was dedicated in August 2001 and 180 students were enrolled for the following school year.

In April 2002, the board chartered the Facilities Committee to gather and analyze information, evaluate facilities options and conduct hearings about the District's facilities. A vision statement was prepared to guide the facilities planning and policy process.

The committee's recommendations were to:

1. Build a new high school at the district-owned DuPont, WA site.
2. Convert the current high school to a middle school.

3. Complete Chloe Clark Elementary school.

In May 2003, the Steilacoom Historical School District No. 1's Board of Directors unanimously approved Resolution 472-05-21-03. The resolution supported the recommendations of the Facilities Committee and the Board's Long-Term Facilities Vision.

In 2004 and 2005, the Board reviewed the student enrollment projections against the 2005 State Study and Survey and studied the earlier recommendations by the Facilities Committee. The Board of Directors studied the long range facility plan further. Based on Pierce County and District demographics data, projected enrollment, near and long term financial plans, assessed valuations and District land capacities, the Board of Directors voted to amend the previously adopted resolution to permit the District to construct a replacement new middle school, expand and modernize the high school, increase the capacity of Chloe Clark Elementary School and replace the multi-purpose room at Anderson Island Elementary School.

On May 17, 2005, District voters approved Steilacoom Historical School District No. 1 to issue \$55.9 million dollars in general obligation bonds to finance a 6-year construction program. The Pierce County Auditor's Office validated the vote on May 27, 2005 with Approved 2,631 (62.57%); Rejected 1,547 (37.43%) votes. The District anticipated receiving approximately \$7.1 million dollars in state match dollars.

The 2005 bond projects included:

- Completing Phase II of Chloe Clark Elementary School
- Building a new middle school
- Building an addition to Steilacoom High School
- Modernizing the existing portion of Steilacoom High School
- Building a new multi-purpose room at Anderson Island Elementary School
- Completing other priority renovations/modernization projects

Bond sales were executed in two phases: June 2005, \$22 million dollars and July 2006, \$33.9 million dollars. The 2005 bond projects are complete.

The anticipated Washington State Office of Superintendent of Public Instruction 'state match' was approximately \$7.1 million dollars for this program. Due to prudent planning and a higher than anticipated state match cost per square foot factor, the District received \$5,087,870 in state match allocation for Pioneer Middle School and \$12,078,446 for Steilacoom High School.

In 2011, The District sold to Pierce County two parcels totaling 3.0 acres as part of a land conservation grant program. This area is commonly referred to as the Cherrydale Woods. This land is adjacent to Cherrydale Elementary School. In 2012, the District sold the remaining 1.64 parcel, referred to as Parcel C, to the Town of Steilacoom.

Also in 2011, air conditioning was added to the classrooms at Pioneer Middle School. Snow guards were added to the roofs as well.

Anderson Island Elementary School's administrative and cafeteria building received improvements to provide more functional cafeteria, kitchen, administrative staff and community

areas. The campus wide fire alarm system was serviced and has been brought up to current code standards.

The parcel and structure known as the "Yellow House" located to the east of the District Office at the SE corner of Chambers and Sequalish Street was sold in late 2012.

The board passed in November 2012 Resolution 787-10-24-12 to approve the addition of a modular building containing two classrooms to be placed at Saltar's Point Elementary to accommodate enrollment growth. The two classrooms are now in place.

In 2008, the Board of Directors gave the Citizens Advisory Committee the task of exploring options regarding the buildings that make up the old Pioneer Middle School site. The Committee's recommendation included consolidation of all SHSD administrative offices into the 1918 Building since the current administrative facility does not provide adequate space. In 2011, the District received a state energy grant that included a new heating system for the 1918 building. The District converted the 1918 Building into an administrative building in August of 2014 which has enabled all of the District's administrative staff to be housed in one building.

Following the completion of the conversion of the 1918 Building, the District is utilizing the former District Office space located at 510 Chambers in Steilacoom as a storage facility.

4. Future Capital Facility Plans

The District's projected enrollment growth will continue to be focused in the near term at the elementary grade levels and in particular the City of DuPont area where the population growth continues though at a slower rate than in recent years. In addition, in 2010, the Washington State Legislature passed Substitute House Bill 2776, which requires implementation of full day Kindergarten by the school year 2017-18. With the exception of Anderson Island Elementary (which started full day kindergarten the 2014-15 school year), the District anticipates that it will start phasing in full day Kindergarten beginning in the 2016 school year. (In addition, SHB 2776 identifies the potential of reduced class sizes for grades K-3. The District will closely monitor actions related to class size reductions and make adjustments as necessary in future updates to the Capital Facilities Plans.) Existing capacity in elementary schools is also impacted by increased special education needs and increases in other programs such as ELL classes.

To meet these capacity needs, the Board envisions the potential need for another elementary school in DuPont. Chloe Clark Elementary School's Phase II & III projects have been completed. If a new elementary school is not constructed, the District would need to add additional classrooms at Chloe Clark. The Board of Directors and the District have explored options for the location of a new elementary school and have found the newly acquired 14.71 acres to be very well suited as the location for a future elementary school. The District plans to construct the first phase of this school during the six year planning period of this Capital Facilities Plan.

In addition, the district has reviewed options to increase capacity at all of the primary and elementary schools to allow for future expansion of existing programs such as special education

and other programs. Two modular classrooms were recently added at Saltar's Point Elementary School.

The Board of Directors expressed the need to relocate and build a facility to house maintenance and transportation staff and equipment for the District. With the sale of the 30 acre parcel in DuPont and the consequential acquisition of 5.3 acres on International Place in DuPont, conceptual design has begun for utilizing the 5.3 acre site for a transportation facility.

Speculation on Anderson Island's growth may, in the long term, impact Steilacoom elementary school enrollment growth.

The District's 2005 Capital Improvement Program and the approved conditional use permit for Steilacoom High School made provisions for the addition of four future classrooms onto the new design of Steilacoom High School. The project is expected to be complete in January of 2015. In addition, the District reviewed the option to purchase property adjacent to the High School to allow for future expansion. This 13.50 acre parcel was purchased by the District in late 2010. It is the intent of the District and the Board to consider using a portion of this site for a future addition to the high school, additional parking and athletic fields (i.e., fast pitch field).

At Pioneer Middle School, four additional classrooms could be added onto the new school but a separate conditional use permit would be required. These potential build-outs could accommodate up to 125 additional students at the middle and high school levels.

TAB II PARCEL SUMMARY BY LOCATION

The following tab contains information on the District's current property holdings.

The list of parcels and approximate square feet data is from Pierce County Assessor-Treasurer online database files:

School/Facility/Parcel Description	Address City	Pierce County Tax ID parcel #	Approximate acreage	Notes
Steilacoom High School	54 Sentinel Steilacoom	7615000681	32.50	With two easements from DSHS. 13.50 acres were purchased north of the HS in late 2010.
Old Pioneer Middle School Site	511 Chambers Steilacoom	2305000600	3.26	Converted into administrative building in 2014.
Bus Barn and Upper Field	710 Chambers Steilacoom	6655200310 6655200160	1.61 1.61	Considering selling parcels
Saltar's Point Elementary School	908 3 rd St Steilacoom	7260000072	7.69	2008 New parcel number 7260000072
Cherrydale Primary School	1201 Galloway Steilacoom	0219052048	7.24	Parcels 0219052045 and 0219052046 were sold to Pierce County in 2011; parcel 0219052047 was sold in 2012.
Chloe Clark Elementary School	1700 Palisades Blvd DuPont	0119264010	10.01	
Anderson Island Elementary School	13005 Anderson Island	0119052002	N/A	Parcel is owned by the AI Park Board and is leased to SHSD
District Office	510 Chambers St Steilacoom	2305000651	0.20	
Vacant Undeveloped Parcel	N/A Steilacoom	7615000022	13.5	Purchased in 2010
Vacant Undeveloped Parcel	Williamson Place DuPont	3001000010- 3001000050	14.71	Purchased in 2012
Vacant Undeveloped Parcel	International Place DuPont	3000390282	5.34	Purchased in 2012

TAB III STUDENT ENROLLMENT TRENDS

1. DISTRICT GROWTH

Steilacoom Historical School District No. 1 has reviewed historical demographic trends and actual enrollments. It is the belief of the District that residential growth within the City of DuPont will have a slight increase in the near future. This should result in a consistent K-12 student population increase from City of DuPont based students. The Steilacoom based student population is most likely to remain stable with a potential slight decrease as this has been the trend in recent years. The combined student population from the Town of Steilacoom and the City of DuPont is expected to result in an overall increase in student enrollment. In addition, the implementation of all day kindergarten, likely beginning in 2016, will result in increased overall student enrollment.

Since 2002, the District has experienced significant student enrollment growth. In 2006, the Steilacoom Historical School District No. 1 entered into an agreement with K12.com to develop Washington State's first statewide Virtual Academy (WAVA). This academy included grades K-8 and saw an initial enrollment of 1,400 students in its first year of operation. The District anticipated enrollment of over 3,000 students within the first five years. This program was developed for the large number of home school students residing in Washington State. In October 2011, 1,692 students were enrolled in the WAVA. There had been a steady decrease in enrollment throughout the 2010-2011 and 2011-2012 school years. At the end of the 2011-2012 school year, the program was terminated.

Using brick and mortar enrollment figures, the District's elementary school enrollment (Grades K-5) grew from 966 students in 2003 to 1,245 students in 2014. During that same period, the Middle School (grades 6-8) student enrollment grew from 529 students to 739 students in 2014. Overall student enrollment for grades 9-12 increased from 675 students in 2003 to 823 students in 2014.

The actual and projected growth of the elementary school student population within the District led the District to develop and implement a three year, phased grade/school realignment plan. This plan as outlined below was implemented at the beginning of the 2009-2010 school year.

- | | |
|---------------------------------------|--|
| a. Anderson Island Elementary School: | Grades K to 5 th |
| b. Cherrydale Primary School: | Grades Pre-K to 3 rd |
| c. Chloe Clark Elementary School: | Grades Pre-K to 3 rd |
| d. Salter's Point Elementary School: | Grades 4 th to 5 th |
| e. Pioneer Middle School: | Grades 6 th to 8 th |
| f. Steilacoom High School: | Grades 9 th to 12 th |

2. ENROLLMENT

The Washington State Superintendent of Public Instruction (OSPI) provides enrollment projections based on the "Cohort Survival" method. This method of enrollment projection uses historic patterns of student progression by grade level to measure the portion of students moving from one grade level up to the next cohort or grade. This ratio or survival rate is used in conjunction with current birth rates as a base for statewide enrollment projections. The OSPI

system is useful, but has obvious inadequacies in representing the unique growth conditions of individual school districts. Historically, OSPI projections in growing school districts tend to underestimate the actual student enrollment growth. Furthermore, the OSPI projections do not anticipate new students from new development within the District. Most significantly, the current OSPI projections for the District are skewed by the WAVA enrollment numbers. The OSPI projections showed large enrollment gains during the years that WAVA was in place in the District. However, following the termination of the program, the cohort projections dramatically declined in a manner that does not reflect reality (for example, the OSPI projection show a total of 30 students in grade 1 in 2019 and 134 students in grade 12 in 2019).

School enrollment growth and distribution over the next six years in Steilacoom School District will be influenced by several factors. A primary factor will be overall population growth in the District. Lower rates of residential development are anticipated than in years past. Joint Base Lewis McChord is currently still experiencing some growth but it difficult to predict the impacts on the District. The transition to full day Kindergarten, expect to be phased in beginning in 2016, will also impact overall enrollment and capacity.

3. FUTURE GROWTH

In this year's Capital Facilities Plan, the District hired a consultant to prepare enrollment projections using historical enrollment data, birth rate information, and data regarding planned and expected residential development.

The following tables provide the District's historical enrollment data and the projections by grade level through 2020. The enrollment projections use full-time equivalent (FTE) enrollment and assume continuation of current half-day Kindergarten enrollment. As noted above, the District anticipates legislative funding and implementation of full-day Kindergarten in 2016. Future updates to the Capital Facilities Plan will include updated information related to full day Kindergarten implementation.

HISTORICAL STUDENT ENROLLMENT 2005-2014
ACTUAL ENROLLMENTS ON OCTOBER 1st*

GRADES	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014
K	91	84	110	102	112	108	107	122	128	106
1 st Grade	169	200	192	235	232	231	227	231	234	256
2 nd Grade	191	187	211	199	238	243	246	234	214	229
3 rd Grade	198	208	196	231	211	244	250	249	227	207
4 th Grade	167	202	226	216	226	224	240	262	238	195
5 th Grade	184	171	206	236	219	222	232	245	264	252
6 th Grade	194	189	178	244	240	231	236	240	264	267
7 th Grade	183	185	200	194	242	250	230	260	235	245
8 th Grade	198	182	174	218	203	241	238	229	264	227
9 th Grade	180	208	202	199	232	201	237	226	222	246
10 th Grade	171	178	194	188	210	221	195	224	219	216
11 th Grade	158	167	152	197	187	198	201	189	199	189
12 th Grade	124	104	127	119	160	155	158	176	173	172
Total Enrollment	2,208	2,265	2,368	2,578	2,712	2,769	2,797	2,887	2,881	2,807

* FTE enrollment; brick and mortar only.

PROJECTED ENROLLMENT BY GRADE SPAN

Enrollment by Grade Span	Oct. 2014*	2015- 16	2016-17	2017-18	2018- 19	2019- 20	2020-21
Elementary (K-5)	1,245	1,219	1,248	1,270	1,282	1,261	1,261
Middle School (6-8)	739	777	742	696	672	739	739
High School (9-12)	823	864	848	874	880	856	856
TOTAL**	2,807	2,859	2,838	2,840	2,834	2,855	2,855

Source: Calm River Demographics (October 2014)

*Full-Time Equivalent

**Actual October 2014 Enrollment.

TAB IV LEVEL OF SERVICE

1. INTRODUCTION

The Growth Management Act (GMA) requires that school districts provide “level of service” or “school capacity” data as a component of their Capital Facilities Plan (CFP). The GMA was developed, in part, to help ensure that public services, including schools, necessary to support development shall be adequate to serve said development at the time the development is available for occupancy and use, without decreasing current service levels below locally established minimum standards. In other words, each public service needs to clearly define their service level so that service level can be maintained in the face of new development.

2. DEFINITION

The “level of service” is based on the number of classrooms available at each school and the desired average class load. Inherent in the level of service are the types and amounts of space required to accommodate the District’s adopted educational program. The educational program standards which typically drive facility space needs include grade configuration, optimal facility size, class size, educational program offerings, as well as classroom utilization and scheduling requirements.

In addition to factors that affect the amount of space required, government mandates and community expectations may affect how classroom space is used. For example, State requirements related to full day Kindergarten and reduced class sizes impact the level of service. In addition, traditional educational programs offered by school districts are often supplemented by non-traditional or special programs such as special education, bilingual education, remediation, alcohol and drug education, AIDS education, preschool programs, computer labs, music programs, etc. These special or non-traditional educational programs can have a significant impact on the available student capacity of school facilities. For example, the District currently has approximately 350 students (12.12% of its total student population) participating in Special Education Programs.

Variations in student capacity between schools often result in special or non-traditional programs offered at specific schools. These special programs require classroom space, which can reduce the permanent capacity of some of the buildings housing these programs. Some students, for example, leave their regular classroom for a short period of time to receive instruction in these special programs. Newer schools within the District have been designed to accommodate many of these programs. However, older schools often require space modifications to accommodate special programs, and in some circumstances, these modifications may reduce the overall classroom capacities of the buildings.

District educational program standards will undoubtedly change in the future as a result of changes in the program year, special programs, class sizes, grade span configurations, use of new technology, and other physical aspects of the school facilities. The school space inventory will be reviewed periodically and adjusted for any changes to the educational program standards. These changes will also be reflected in future updates of this Capital Facilities Plan (CFP).

The District seldom considers portables as being ideal instructional space for students and/or staff members. By design, portable classrooms separate their occupants from the rest of a school's student body and/or staff members. In addition, the increased enrollments that portables afford serve to tax the "core" facilities of the permanent building(s); such spaces as the gymnasium, the library, the restrooms, the main office, and the food service facilities. Currently, the District does not have any portable facilities used for classroom purposes.

DRAFT

3. SUMMARY

The Growth Management Act (GMA) requires that school districts provide “level of service” or “school capacity” data to support requests for impact fees from residential developers. With respect to public schools, the “level of service” is a quantifiable measure of the capacity available to support the instruction of students.

Steilacoom Historical School District No. 1 has elected to define its “level of service” in terms of each student’s share of the District’s permanent school facilities, with reference to the District’s standard for average class load and identification of classrooms available for regular instruction.

Steilacoom Historical School District No. 1 has adopted an organization that houses kindergarten through fifth grade in elementary schools, sixth, seventh, and eighth grade in middle schools, and ninth through twelfth grade in high schools.

The District has adopted a traditional calendar beginning in early September and ending in mid-June, and a traditional daily schedule with academic classes beginning between 7:35 a.m. and 9:35 a.m. and ending mid-afternoon. Although the District continues to study alternate organizations, calendars, and schedules, the District believes the adopted organization is educationally sound and reflects community values.

The District’s educational program includes individual and small group work as well as full class activities. Portable classrooms, which are neither intended for nor function as long term educational space, are excluded from the level of service calculation. Portables are considered adequate only for supplemental programs and interim housing.

The capacity for each facility is established by multiplying the regular classrooms available by the District’s standard for average class load (the “Standard of Service”) Spaces used for special program needs are excluded from the definition of regular classrooms. Core facilities and special use facilities are compared to classroom capacity to confirm that facility capacity is not limited by limitations in core facilities.

Grade Level	Standard of Service
High School	25 students/classroom
Middle School	25 students/classroom
Elementary	19.6 students/classroom

Using the Standard of Service and updated information regarding classroom utilization, the District's current facility capacity is as follows:

Facility	Area (SF)	Actual Building Classrooms	Capacity (Classroom Per Student FTE)	Actual October 2014 FTE Enrollment	Actual October 2014 Headcount Enrollment
Steilacoom High School	135,891	35	875	818.8	880
Pioneer Middle School	104,707	33	825	739.04	743
Saltar's Point Elementary	53,039	18	450	432.20	433
Anderson Island Elementary	2,675	2	34	35.00	38
Cherrydale Elementary	39,699	17	289	273.5	314
Chloe Clark Elementary	59,356	24	408	504	567

The level of service is dictated by the amount of space required to accommodate the District's adopted educational program. The LOS will change as the District changes its educational program and it must be reviewed and modified periodically.

School District Cost Per Student

Each year Steilacoom School District provides to Pierce County the costs expended per student as an update to the Capital Facilities Plan. Building and equipment costs at each educational facility are rounded up and reflect the District's capital improvement campaign costs as completed in 2010.

School Facility	Building Costs	Equipment Costs	Total Costs
Anderson Island Elementary School	\$ 946,000	\$ 50,000	\$ 996,000
Cherrydale Primary School	\$ 9,457,000	\$ 400,000	\$ 9,857,000
Chloe Clark Elementary School	\$ 9,727,000	\$ 450,000	\$10,177,000
Saltar's Point Elementary School	\$ 6,765,000	\$ 350,000	\$ 7,115,000
New Pioneer Middle School	\$34,244,000	\$1,800,000	\$36,044,000
Steilacoom High School	\$30,597,000	\$ 630,000	\$31,227,000

The current cost per student based upon capacity enrollment figures is as follows:

- Elementary Student \$18,101
- Middle School Student \$42,405
- High School Student \$36,738

TAB V THE DISTRICT'S CONSTRUCTION PLAN

1. INTRODUCTION

From district to district, it is common to find variations in the grade level configurations, class size requirements and instructional programs depending upon a local community's educational philosophy and the needs of the students to be served. Such variations between districts do impact the design and the cost of newly constructed school facilities.

Future projected facilities could be developed by a facility planning committee comprised of the following:

- School Board Members
- Superintendent of School District
- Staff and Community Members
- Town of Steilacoom and City of DuPont Officials
- Design professionals (Architect/Engineers)
- Project/Construction Management professionals

In addition, future updates of this report will identify the District's need for new construction of support facilities, the modernization of school and support facilities and the new construction-in-lieu-of modernization of school and support facilities.

2. THE NEW CONSTRUCTION PROGRAM

The ability to move forward on the construction of any new school facility in the Steilacoom Historical School District No. 1 hinges on three (3) factors. First, the District needs to have local funding available to pay for the cost of new school facilities. Normally, school districts secure the majority of their local funds through the sale of general obligation bonds, as approved by the qualified voters of their districts. The authority to issue and sell such bonds rests in the Constitution and laws of the State of Washington, including RCW 28A.530.010 and RCW 84.52.056.

The State of Washington has set forth site size standards, as defined in WAC 392-342-020. Specifically, for an elementary school, the minimum standard is five (5) acres plus an additional one (1) acre for each one hundred (100) pupils of a school's maximum enrollment. For junior and senior high schools, the minimum standard is ten (10) acres plus an additional one (1) acre for each one hundred (100) pupils of a school's maximum enrollment. These recommended acreages provide space for the school building(s) and the appropriate support facilities such as play fields, athletic facilities and parking.

Third, and of particular importance to Steilacoom Historical School District No. 1, is the eligibility for State School Construction Assistance. Such State assistance is used along with local funds to pay for the cost of new school facilities. However, State monies cannot be used to purchase school sites, to make off-site improvements and/or fund those specific items spoken to in WAC 392-343-120. The formula for determining the exact amount of State funding assistance a district can receive is set forth in WAC 392-27-020.

To address capacity needs, the District plans to construct Phase I of a new elementary school in the City of DuPont. The District is in early planning stages for this school but expects that it will be available for occupancy by 2018. The District's voters will need to approve a bond measure to fund the construction of this school. In the alternative, the District would add two additional classrooms at Chloe Clark Elementary. In addition, the District plans to construct a new Transportation Facility in the City of DuPont, perform field improvements, and address parking needs at Steilacoom High School.

3. SUMMARY

To accommodate enrollment growth, Steilacoom Historical School District No. 1 completed the 2005 Capital Improvement Program which benefitted four schools. The completion of Phases II and III to Chloe Clark Elementary School resulted in a student capacity increase from 175 to 656 students. The 2,865 square foot multipurpose building at Anderson Island Elementary was added to accommodate up to 50 students. The replacement new Pioneer Middle School, which can hold 825 students, opened in August 2008. The addition and modernization of the existing Steilacoom High School was completed in 2009. Steilacoom High School can now hold 875 students.

To address projected growth in the District and the implementation of full day Kindergarten, the District plans to construct Phase I of a new elementary school in DuPont within the six year planning period of this Capital Facilities Plan. In addition, the District plan several non-capacity projects as identified above.

TAB VI THE DISTRICT'S FINANCE PLAN

1. INTRODUCTION

The Steilacoom Historical School District No. 1 clearly recognizes the long-term value of capital facilities planning. The execution of the 2005 Capital Improvement Program, discussed earlier in this report, helped address the District's need for permanent facilities to accommodate students from new housing developments.

The District's long-planned modernization of its older facilities (Cherrydale, Saltar's Point, and Anderson Island Elementary Schools) and construction of a future elementary school in DuPont is dependent on a means of financing modernization or new construction. The costs associated with new construction and modernization identified in the District's Construction Plan and anticipated state and local funding are presented in Tab 5. The District uses an impact fee methodology that is based upon the Pierce County school impact fee ordinance.

In this CFP, based on current enrollment projections and the need to construct a new elementary school to meet capacity needs related to growth, the District is requesting school impact fees.

The District's Funding Plan identifies the specific funding sources, amounts of funding, and the unique relationships that exist between funding sources for the projects spelled out in the District's Comprehensive Plan.

2. COST FACTORS

Factors: A number of factors influence the total cost and, specifically, the local share of any new school construction project. The major factors that impact the cost of new school construction are as follows:

1. The per acre cost of school sites will vary considerably from district to district. In general, the more urban the district tends to be, the more costly the school sites.
2. The acreage of available property and the use ability of acreage will not always match the preferred school site sizes.
3. The proximity of needed utilities (i.e., water, sewer, electricity, etc.) and roadways to a new school site are oftentimes a significant cost variable.
4. The nature of the instructional programs housed in school facilities drastically impact the cost of those facilities. The square foot cost of senior high schools is almost always higher than elementary and middle schools. The square footage costs of middle schools are usually higher than elementary schools. Specialized facilities for Vocational and Special Education programs can also increase construction costs.
5. The posture of the local governmental planning agencies (i.e., City or County) will affect such items as off-site street improvements, landscaping, street signaling, and signage, etc.

6. The “bidding climate” at the time a new school project comes on line is terribly important. Normally, the less construction work available the more competitive the general contractors become and vice-versa.
7. The experiences and competence of the lowest bidding and general contractor and their major subcontractors can also impact the final cost of any new school project.
8. The State’s “funding assistance percentage”, as determined in accordance with the formula set forth in RCW 28A.525.166, establishes the relationship between the local and state funding of any new school construction project.
9. The enrollment projection provisions of the State’s “space allocations” determine just how much area of a new school facility will be eligible for State School Construction Funding Assistance. Building a new school (i.e., elementary, middle, senior high) without full “unhoused” eligibility increases the amount of local funds that have to go into a project.
10. The State funding assistance formula also impacts the level of state financial assistance. See WAC 392-343-060.

Site Acquisition: The first major expense of any new school construction project is the cost to purchase the site. Property acquisition cannot be funded with State School Construction Funding Assistance. Land costs are strictly a local school district expense.

In addition to the location, site size and availability to utilities, other factors can also impact the cost of school sites. For example, the general condition of the real estate market, zoning and the overall construction suitability of a site do influence the price.

Construction Estimates: The second major expense of any new school construction project is the cost of actually developing the site and constructing the buildings(s). Such costs include payment for planning, designing, engineering, constructing, furnishing, and equipping new school facilities. In addition, at times, new portable classrooms are purchased and sited at new schools and/or existing portable classrooms are moved to new school sites.

3. FUNDING SOURCES

School districts utilize budgets consisting of a number of discrete funds. However, for the most part, the capital needs of any school system are addressed with the Capital Projects Fund and the Debt Service Fund.

- The Capital Projects fund is used for purposes such as: (a) to finance the purchase and development of school sites; (b) the construction of new facilities and the modernization of existing facilities; and (c) the purchase of initial equipment, library books and textbooks for new facilities. Revenues accruing to the Capital Project Fund come primarily from bond sale proceeds, capital levy collections, and state matching funds. However, Revenues from the General Fund, the sale of property and contributions can also be accrued to the Capital Projects Fund. School impact fees and mitigation fees are maintained in segregated accounts.

- The Debt Service Fund is used as a mechanism to pay for bonds. When a bond issue passes, a school district sells bonds that have a face value and an interest rate. Local property taxes are adjusted to provide the funds necessary to meet the approved periodic payments on sold bonds. The proceeds from the taxes collected for this purpose are deposited in the Debt Service Fund and drawn out for payments at the appropriate times.

As noted earlier, school districts receive funds for capital program purposes from a variety of sources. Those sources are described as follows:

Bonds: Bonds are financial instruments having a face value and an interest rate, which is determined at the time and by the conditions of their sale. Bonds are backed by the “full faith and credit” of the issuing school district and may be paid from proceeds derived from a specific increase in the property taxes for that purpose. The increase in the taxes results in an “excess levy” of taxes beyond the constitutional limit, so the bonds must be approved by a vote of the people in the jurisdiction may not exceed five (5) percent of the assessed value of the property within that jurisdiction at the time of issuance. Bonds are multi-year financial instruments, generally issued for 10-20 years. Because of their long-lasting impact, they require both an extraordinary plurality of votes and a specific minimum number of voters for validation. The positive votes must equal or exceed 60 percent of the total number of voters in the school district who cast ballots in the last general election.

Proceeds from bond sales are limited by bond covenants and must be used for the purpose(s) for which the bonds are issued. They cannot be converted to a non-capital or operating purpose. The life of the improvement resulting from the bonds must meet or exceed the term of the bonds themselves.

Capital Levies: Capital Levies differ from bonds in that they do not result in the issuance of a financial instrument and, therefore, do not affect the “bonded indebtedness” of a school district. This method of financing is a straight increase in property tax rates to produce a voter-approved dollar amount. The amount generated from the capital levy is then available to a district in the approved year. The actual levy rate itself is determined by dividing the number of dollars approved by the assessed valuation of the total district at the time the taxes are set by the County Council. While a typical period for capital levies is one or two years, they can be approved for up to a six-year period at one election. The amounts to be collected are identified for each year separately and the tax rates set for each individual year. Like bond issues, capital levies must be used for the specific capital purpose(s) that they were passed. They cannot be converted to a non-capital or operating purpose.

State Funding Assistance: The State of Washington has a Common School Construction Fund. The State Board of Education is responsible for administration of the funds and the establishment of matching ratios. The Office of the Superintendent of Public Instruction (OSPI), on behalf of the State Board of Education, has determined that Steilacoom School District’s 2014 funding assistance ratio is 51.35% percent for those expenses that are defined as eligible for state funding assistance. However, the District’s planned capacity project included in this six-year plan, a new elementary school, will not qualify for state funding.

The base to which the percent is applied is the cost of construction, as determined by the Construction Cost Allocation (formerly, the “Boeckh Index”). The Construction Cost Allocation

is an index of construction costs that is used by the state to hold, define, or limit their level of support. This particular construction cost index rarely matches the actual cost of school construction in districts across Washington State. Nevertheless, the Construction Cost Allocation for school construction costs for July 2014 was \$200.40 per square foot.

The formula for determining the amount of state matching support can be expressed as $A \times B \times C = D$, where

A= eligible area (determined by OSPI's student square footage allowances)
B= The Construction Cost Allocation (in dollars per square foot)
C= A school district's applicable state funding assistance rate
D= the amount of state fiscal assistance to which a district will be entitled. Qualification for state matching funds involves an application process. Districts may submit information for consideration by the State Board of Education, which meets once every two months during the year. Once approved, the district qualifies for matching funds in a sequence, which recognizes the existing approvals of previous submittals. Failure of a school district to proceed with a project in a timely manner can result in loss of a district's "place in line".

New construction projects are eligible for a state reimbursement at 100% of the Construction Cost Allocation for matchable construction costs. At this time, the Washington State Legislature have approved that Modernization of new-in-lieu-of replacement projects are eligible for state reimbursement at 100% of the Construction Cost Allocation.

Funds for the state match come from the Common School Construction Fund using revenues accruing predominately from the sale of renewable resources, primarily timber, from state school lands being set aside by the Enabling Act of 1889. If these sources are insufficient to meet current needs, the legislature can appropriate additional funds or the State Board of Education can establish a moratorium on certain projects (Chapter 392, Sections 341-344 of the Washington Administrative Code).

Market demand for timber and wood products has been declining over the past decade, resulting in a substantial decrease in state matching revenues. Efforts in the State Legislature to supplement timber-generated revenues with general fund monies have been only partially successful. As noted in WAC 392-343-057, in the event that state matching monies are not available to fund a specific school project, then school districts may proceed at their own financial risk. At such time state monies do become available, reimbursement will be made to the district for the state's share of said project.

Impact Fees: According to RCW 82.02.050, the definition of an impact fee is "... a payment of money imposed upon development as a condition of development approval to pay for public facilities needed to serve new growth and development, and that is reasonably related to the new development that creates additional demand and need for public facilities, that is a proportionate share of the cost of the public facilities, and that is used for facilities that reasonably benefit the new development. "Impact fee" does not include a reasonable permit or application fee."

Impact Fees can be collected where a District demonstrates an "un-housed student need" as determined by applying the district's level of service to projected growth from new residential development. The amounts to be charged are calculated based on the costs for providing the space for the projected number of students in each residential unit.

The District determines the cost per unit by using a student generation rate. The Pierce County School Impact Fee Ordinance, Table 4A-1 of Chapter 4A.30 of the Pierce County Code, identifies the school impact fee formula and defines the “Student Factor” as follows:

"Student Factor" means the number derived by a School District to describe how many students of each grade span are expected to be generated by development activity. Student factors shall be based on District records of average actual student generated rates for new developments constructed over a period of not more than five years prior to the date of the fee calculation; provided that, if such information is not available in the District or if there are no developments in the District similar to that being proposed, the District may use data from districts with similar demographics, or, if no other data sources are reasonably available, county-wide averages. For purposes of this year’s CFP, the District utilized an independent consultant to research student generation rates.

The student factors are as follows:

Single Family Dwelling Units:

Elementary – K through 5:	.436
Middle School – 6 through 8:	.204
High School – 9 through 12:	.204

Total: .844

Multi-Family Dwelling Units:

Elementary – K through 5:	.034
Middle School – 6 through 8:	.034
High School – 9 through 12:	.011

Total: .080

Source: Michael McCormick (study on file with District).

For impact fees, the District’s Board of Directors must first adopt a Capital Facilities Plan with recommended fees and then, the towns, cities, and counties located within the District boundaries must then adopt a school impact fee ordinance and adopt or update the District’s recommended fee. Within the Steilacoom Historical School District, those general government jurisdictions include the Town of Steilacoom, the City of DuPont and Pierce County.

Furthermore, developers may contribute properties which will have value to a district. In such cases, the developer is entitled to a credit for the actual cost of the provided property. This credit can reduce or eliminate the mitigation or impact fee that would be chargeable under the mitigation/impact fee calculation.

The District collects school impact fees from new residential development in unincorporated Pierce County and the Town of Steilacoom. The City of DuPont must adopt a school impact fee ordinance for the City to collect school impact fees on behalf of the District. Development in the City of DuPont within Northwest Landing is subject to mitigation under a School Mitigation Agreement executed between the District and the master developer. The Pierce County school

impact fee ordinance requires that the calculated fee be discounted by 50% and, in addition, artificially caps fees and updates the capped fee each year based upon an escalation factor. The Town of Steilacoom generally uses the District's recommended fee as a basis for the fee amount.

In this CFP the District has chosen to adjust the single family impact fee so that it remains level with the fee charged in recent years. As noted above, the District utilized an independent consultant to research the student generation rate specific to the District. The resulting elementary student generation rate is notably higher than the elementary student generation rate used in years past (which was based on data borrowed from a school district with similar demographics). The District plans to update the student generation study going forward and to monitor whether the higher elementary student generation rate is a trend or an anomaly in the current year. The District will make decisions regarding any future adjustment to the impact fee as the CFP is updated annually.

Enclosures 1 through 2 to this tab include the District's 2014 impact fee calculations and data.

5. THE DISTRICT FUNDING PLAN

The District's Funding Plan is designed to identify the specific funding resources, the amounts of funding needed and the unique relationships that exist between funding sources for each of the capital projects set forth in the District's Construction Plan. As noted above, the District does not expect to receive state matching funds for construction of the new elementary school. The District anticipates that the Phase 1 of the new elementary school will cost approximately \$11,700,000. The District's voters will need to approve a bond measure to fund construction of the new school. Impact fee revenue will also be used to fund the planning and construction.

Additional near term planning includes converting old Pioneer Middle School into District administrative staff space and constructing the new transportation and maintenance facility to handle increased transportation and maintenance needs that have resulted from our increased enrollment. Funding of these facilities is from existing capital projects funds.

The District's excess assessed value is \$2,255,579,467 and the timber assessed value is \$314,893.

Other minor sources of funding include grants, bequests, and proceeds from the sales of excess property. They are usually a small part of the total financing package.

ENCLOSURES 1 AND 2 BELOW

ENCLOSURE 1 (Impact Fee Planning Factors) to TAB VI District Finance Plan

Student Factors-Single/Multi-Family

Elementary	.436/.034
Middle School	.204/.034
High School	.204/.011

Temporary Facilities Costs

Elementary
Middle School
High School

Student Capacity Per Facility

Elementary	300-500
Middle School	500-600
High School	1,300

Permanent Square Footage

Elementary	154,769
Middle School	104,707
High School	135,891
Total	398,553

Site Acreage Site

Elementary	15 acres
Middle School	25 acres
High School	40 acres

State Funding Assistance

Rate: 51.35% (currently not eligible)

Construction Cost Allocation

\$200.40

Site Cost per Acre

Elementary
Middle School
High School

Gen. Obligation Bond Interest Rate

Current Bond Buyer Index 3.90%

New Facility Construction Cost

Elementary Phase 1 (175) \$11,700,000

District Debt Service Tax Rate

Current \$/1,000 \$2.597

SPI Square Footage per Student

Elementary (K-5)	90
Middle School (6-8)	117
High School (9-12)	130
Special Education	144

Average Assessed Value

Single Fam. Res.	\$295,000
Multi-Family Res.	\$239,186
P.C. Assessor-Treasurer	

ENCLOSURE 2 (Impact Fee Single/Multi-Family Dwelling Unit) to TAB VI District Finance Plan

SCHOOL IMPACT FEE CALCULATIONS							
DISTRICT	Stellatoom Historical School District						
YEAR	2014						
School Site Acquisition Cost:							
(((AcresxCost per Acre)/Facility Capacity)xStudent Generation Factor							
	Facility	Cost/	Facility	Student	Student	Cost/	Cost/
	Acreage	Acre	Capacity	SFR	MFR	SFR	MFR
Elementary	12.00	\$0.00	300	0.436	0.034	\$0	\$0
Middle	25.00	\$0.00	600	0.204	0.034	\$0	\$0
High	40.00	\$0.00	1,200	0.204	0.011	\$0	\$0
					TOTAL	\$0	\$0
School Construction Cost:							
(((Facility Cost/Facility Capacity)xStudent Generation Factor)x(permanent/Total Sq Ft)							
	%Perm/	Facility	Facility	Student	Student	Cost/	Cost/
	Total Sq.Ft.	Cost	Capacity	SFR	MFR	SFR	MFR
Elementary	100.00%	11,700,000	175	0.436	0.034	\$29,150	\$2,273
Middle	100.00%	\$ -	600	0.204	0.034	\$0	\$0
High	100.00%	\$ -	1,200	0.204	0.011	\$0	\$0
					TOTAL	\$29,150	\$2,273
Temporary Facility Cost:							
(((Facility Cost/Facility Capacity)xStudent Generation Factor)x(Temporary/Total Square Feet)							
	%Temp/	Facility	Facility	Student	Student	Cost/	Cost/
	Total Sq.Ft.	Cost	Size	SFR	MFR	SFR	MFR
Elementary	0.00%	\$ -	22	0.436	0.034	\$0	\$0
Middle	0.00%	\$ -	22	0.204	0.034	\$0	\$0
High	0.00%	\$ -	22	0.204	0.011	\$0	\$0
					TOTAL	\$0	\$0
State Matching Credit:							
Boeckh Index X SPI Square Footage X District Match % X Student Factor							
	Boeckh	SPI	District	Student	Student	Cost/	Cost/
	Index	Footage	Match %	SFR	MFR	SFR	MFR
Elementary	\$ 200.40	90	0.00%	0.436	0.034	\$0	\$0
Junior	\$ 200.40	117	0.00%	0.204	0.034	\$0	\$0
Sr. High	\$ 200.40	130	0.00%	0.204	0.011	\$0	\$0
					TOTAL	\$0	\$0
Tax Payment Credit:						SFR	MFR
Average Assessed Value						\$295,000	\$239,186
Capital Bond Interest Rate						3.90%	3.90%
Net Present Value of Average Dwelling						\$2,404,670	\$1,949,707
Years Amortized						10	10
Property Tax Levy Rate						\$2.597	\$2.597
Present Value of Revenue Stream						\$6,245	\$5,063
Fee Summary:				Single	Multi-		
				Family	Family		
Site Acquisition Costs				\$0	\$0		
Permanent Facility Cost				\$29,150	\$2,273		
Temporary Facility Cost				\$0	\$0		
State Match Credit				\$0	\$0		
Tax Payment Credit				(\$6,245)	(\$5,063)		
FEE (AS CALCULATED)				\$22,905	(\$2,790)		
FEE (50% Discount)				\$11,452	(\$1,395)		
FINAL FEE (adjusted by District)				\$6,184	\$0		



Steilacoom Historical School District #1 Board of Directors

Board, District and Superintendent Goals

For the 2014-2015 School Year

Vision Statement

- o The best education for every student

Mission Statement

- o The mission statement of the Steilacoom Historical School District No. 1, in partnership with our communities, is to educate and prepare responsible citizens who can contribute and adapt in a changing world.

District Core Values

Academics

We commit to engage all students by using effective instructional practices, challenging students to reach their fullest potential.

Climate

We ensure a positive, respectful, and safe learning climate, responsive to students' individual needs.

Community

We welcome and encourage family and community involvement where each member of the school community is a valued partner.

Collaboration

We practice purposeful, professional, student-centered collaboration.

Integrity

We commit to act with honesty and integrity, respecting all diversity.

Accountability

We, the SHSD learning community, share in the responsibility for attaining academic and fiscal goals by providing educators with the necessary tools and resources for success.

Summary of 2013-14 District Goals

- o Resource the student learning environment to positively impact student achievement, as measured by district, state, and national standards.
- o Continue the development of the district's capital facilities plan, to include the completion of the conversion of the 1918 building to serve as a district administrative facility.
- o Continue focus on facilities maintenance and preservation plan.
- o Common Core State Standards professional development and communication with full implementation by 2014-2015 school year.

2014- 2015 Board Goals

- o Correlate the relationship and consistency of decisions to board goals and our district's vision, mission, and values.
- o Maintain open communications with the community, focusing on the use of taxpayer funds entrusted to the district.
- o Maintain the minimum 6 percent reserved ending fund balance in the general operations account. Monitor unreserved fund balance to support emerging educational reform initiatives.
- o Maintain the working relationship of the board and the board/superintendent team.
- o Review the 6000 (Management Support) series policies, per the four year review cycle for all policies.

2014-2015 District Goals

- o Resource the student learning environment to positively impact student achievement, as measured by district, state, and national standards.
- o Continue the development of the district's capital facilities plan, to include the completion of comprehensive safety review of all school sites.
- o Continue focus on facilities maintenance and preservation plan.
- o Implement and communicate District Strategic Plan.

2014-15 Superintendent Goals

- o Year 2 of Washington State Leadership Academy (WSLA) and work to align all administrative leadership actions, including school improvement efforts, with the District's four areas of focus.
- o By August 1, 2015, the district administrative team will review the completion of projects and progress of all Strategic Plan focus areas.
- o Prepare accurate and informative budget documents to monitor and assess district financial status.

Steilacoom Historical School District Board of Directors

REGULAR BOARD MEETING

Date: November 12, 2014

TO: Members, Steilacoom Historical School District Board of Directors

ISSUE: X **ACTION** Second 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 adopt revised Policy 6210, 6212, and 6215.

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 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 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 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 will submit fully itemized receipts or invoices supporting purchases. Any charges not properly identified or not allowed following review by the auditing officer will be paid by the official or staff member. Any official or staff member who has been issued a charge card will not use the card if any disallowed charges are outstanding.

The superintendent 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 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 will be approved by a recorded affirmative vote of a majority of the board.

The board authorizes advance payment of a voucher 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.

The board 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 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 will each furnish an official bond, for not less than \$50,000, for the faithful discharge of such duties. The school district 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

REGULAR BOARD MEETING

TO: Members, Steilacoom Historical School District Board of Directors

BACKGROUND INFORMATION:

Cancellation of municipal warrants.

FISCAL IMPLICATIONS:

\$2, 524.76 returns to ASB Fund account.

It is the recommendation of the Superintendent to approve and authorize staff to cancel the identified warrants outstanding as of one year with the Pierce County Treasurer.

Jim Brittain, Executive Director of Finance & Operations

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

Resolution 818-11-12-14
Cancellation of Municipal Warrants

A RESOLUTION of the Board of Directors of the Steilacoom Historical School District No. 1, Pierce County, Washington, cancellation of General Fund and Associated Student Body warrants not presented within one year of their issue.

WHEREAS, RCW 39.56.040 states that warrants not presented within one year of their issue shall be cancelled by passage of a resolution of the governing body, and

WHEREAS, the Steilacoom Historical School District has warrants outstanding in excess of one year,

NOW, THEREFORE, BE IT RESOLVED THAT the Board of Directors of the Steilacoom Historical School District No. 1, Pierce County, Washington, does hereby declare that the Property is no longer needed for school purposes and that the Property is "surplus."

NOW, THEREFORE, BE IT RESOLVED THAT, following General Fund and Associated Student Body Program Fund warrants be cancelled:

WARRANT	WARRANT AMOUNT	ISSUE DATE	WARRANT	WARRANT AMOUNT	ISSUE DATE
GENERAL FUND			GENERAL FUND		
107906	\$9.40	9/30/2011	109558	\$3.80	5/30/2012
107955	\$150.00	9/30/2011	109565	\$3.80	5/30/2012
108051	\$14.10	10/14/2011	109571	\$10.00	5/30/2012
108289	\$23.20	11/15/2011	109573	\$5.35	5/30/2012
108891	\$14.92	2/29/2012	109769	\$4.50	6/29/2012
108992	\$26.71	3/15/2012	109770	\$4.45	6/29/2012
109049	\$199.00	3/30/2012	800299	\$1,108.65	10/31/2012
109246	\$398.40	4/30/2012	ASB FUND		
109268	\$235.43	4/30/2012	400470	\$116.89	3/16/2012
109306	\$229.00	4/30/2012	400526	\$2,390.40	4/30/2012
109343	\$5.15	4/30/2012	400652	\$17.47	6/29/2012
109344	\$3.50	4/30/2012			
109355	\$21.05	4/30/2012			

The resolution was passed and approved at the regular meeting of the Board of Directors held November 12, 2014.

STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1

BY: _____
Chair

Vice-Chair

ATTEST:

Superintendent/Secretary

Steilacoom School District

District Vehicle List as of September 9, 2014

Administration and Building Vehicles

License Plate	Make/Model	Year	Mileage	Vehicle	Assigned
94800C	Nissan Sentra	2006	67,747	Sedan	Courier
A1730C	Ford Focus SW	2005	135,594	Station Wagon	IT-Roger
73858C	Dodge Grand Caravan	2005	26,635	Van #1	Anderson Island
A1705C	Dodge Van	2001	99,829	Van #3	
54161C	GMC Safari	1997	85,902	Van #4	IT-Isaac
54162C	Chevy Astro	2000	84,080	Van #7	IT-Jacob
21515C	Chevy Astro	1992	69,282	Van #8	Anderson Island ferry dock
94719C	Chevy G15 Express Van	2002	45,351	Van #9	
94745C	Dodge Caravan	2010	42,840	Van #10	SHS Transitions
77774C	Ford	2006	27,257	Van #11	SHS Transitions/SHS Football
97426C	Kia Sedona Van	2010	24,567	Van #12	Spc Svcs
66097C	IC Bus	2005	127,299	Bus	First Student
A0111C	Thomas Bus	2013	3,052	Bus	First Student

Maintenance, Grounds and Sodexo Vehicles

License Plate	Make/Model	Year	Mileage	Vehicle	
72960C	Chevy	2000	93,938	Food Van	Sodexo
53538C	Ford Van box Truck	1985	43,110	Truck w/ lift	
72954C	Chevy Express	2000	228,861	Cargo Van	Maint Tech Clement
75383C	Chevy K20 PU	2005	54,838	Pickup Truck	Maint Tech Scott
78867C	Ford F550 Diesel Truck	2001	124,244	Flatbed Truck	
64866C	Chevy G20 Sport V	1991	100,205	Old Van #2	
47528C	Chevy Astro	1992	93,547	Old Van #3	
A1706C	Ford Econoline Van	2007	76,592	Cargo Van	Maint Tech Shae
A1502C	Chevy Silverado Truck	2005	148,693	Pickup Truck	Grounds

Steilacoom Historical School District Board of Directors

REGULAR BOARD MEETING

Date: November 12, 2014

TO: Members, Steilacoom Historical School District Board of Directors

ISSUE: X **ACTION** **First Reading Board Policies: 6216, 6220, 6230, 6250**
 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 6216 – Reimbursement for Goods and Services: Warrants

- Minor editing – shall to will

Policy 6220 – Bid Requirements

- Formatting changes
- Clarification of state and federal funds for purchases based of ESHB 1633 amendment to RCW #28.A.335.190

Policy 6230- Relations with Vendors

- Cross reference added "conflicts of interest"
- Minor editing – shall to will

Policy 6250 – Cellular Telephones

- Minor editing – shall to will

FISCAL IMPLICATIONS: None

RECOMMENDED DECISION:

It is the recommendation of the Superintendent to move Policy 6216, 6220, 6230, and 6250 to a second reading.

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

REIMBURSEMENT FOR GOODS AND SERVICES: WARRANTS

- | A majority of the members of the board ~~shall~~will approve the issuance of all warrants, except that advance payments may be made on vouchers when authorized by the board.
- | Expenditures of district moneys ~~shall~~will be made on approved vouchers by a warrant signed by the secretary of the board or, in his/her absence, the board chairman.
- | Warrants to be issued ~~shall~~will first be recorded with the county auditor's office and the county treasurer's office showing date, payee, and amount.

Unclaimed or Reissued Warrants

| Warrants which have not been redeemed within a period of twelve (12) months or longer ~~shall~~will be cancelled by the authority of the board. Such action ~~shall~~will take place on or before the end of each calendar year. In the event that a warrant has been lost, a replacement warrant may be issued following acknowledgement of a "stop payment" with the district's depository. A replacement warrant may also be issued to the estate of a deceased staff member upon notice from the court. A replacement warrant may also be issued to a claimant whose warrant has been cancelled because of the time limitation imposed by this policy.

Cross Reference: Board Policy 6215

Voucher Certification and Approval

| Legal References: RCW 28A.330.080
28A.330.090
28A.330.230
63.29
39.56.040

Payment of Claims-Signing of warrants
Auditing Committee and Expenditures
Drawing and issuance of warrants
Uniform Unclaimed Property Act
Cancellation of Municipal Warrants

Adoption Date: 2.27.08

School District: Steilacoom Historical School District

| **Revised: 12.10.14**

RELATIONS WITH VENDORS

Financial and business transactions of the district ~~shall~~will be carried out in conformity with the law and consistent with sound and ethical business practices. Purchasing decisions ~~shall~~will be made on the basis of objectivity and ~~shall~~will not be influenced by friendships or other personal relationships. Board members, administrators or staff ~~shall~~will not accept a gift or favor from vendors or prospective vendors or other firms or individuals who have had or hope to have transactions with the district. Financial interests of board members, administrators or staff in any district purchase, sale or other transaction ~~shall~~will be prohibited.

Cross References: 5251 - Conflicts of Interest

Legal References:	RCW 42.23.030	Interest in contract prohibited —
		Excepted cases
	RCW 42.23.040	Remote interests

Adoption Date: 2.27.08
School District: Steilacoom Historical School District
Revised: 12.10.14

CELLULAR TELEPHONES

The board authorizes the issuance of cellular telephones to staff designated by the superintendent for business telephone calls at those times when designated staff do not have regular telephone service readily available. At the time a designated employee accepts a district cellular telephone, he or she ~~shall~~ will provide written assurance of financial responsibility for any personal or non-business calls made on the cellular telephone. Within ten days of the district receiving the cellular telephone bill, each designated employee will review his or her statement of calls and reimburse the district for any personal or non-business calls. Any staff member who has been issued a cellular telephone ~~shall~~ will not use the telephone if any personal or non-business call charges are outstanding.

Adoption Date: 2.27.08

School District Name: Steilacoom Historical School District

Revised: 12.10.14

Steilacoom Historical School District Board of Directors

REGULAR BOARD MEETING

Date: November 12, 2014

TO: Members, Steilacoom Historical School District Board of Directors

ISSUE: X **ACTION** **First Reading Board Policies: 6216, 6220, 6230, 6250**
 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:

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- Minor editing – shall to will

Policy 6220 – Bid Requirements

- Formatting changes
- Clarification of state and federal funds for purchases based of ESHB 1633 amendment to RCW #28.A.335.190

Policy 6230- Relations with Vendors

- Cross reference added "conflicts of interest"
- Minor editing – shall to will

Policy 6250 – Cellular Telephones

- Minor editing – shall to will

FISCAL IMPLICATIONS: None

RECOMMENDED DECISION:

It is the recommendation of the Superintendent to move Policy 6216, 6220, 6230, and 6250 to a second reading.

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

BID REQUIREMENTS

The board of directors of the Steilacoom Historical School District #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 Purchases

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

~~meets or exceeds the amount specified by law for formal bids, formal bids will be called for by issuing public notice in at least one (1) newspaper of general circulation once each week for two (2) consecutive weeks. Clear and definite specifications will be prepared and made available to vendors interested in submitting a bid.~~

- 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.

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Use of Federal Funds

When federal funds are used for procurement of supplies, other property, or professional services, the following steps will be followed:

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.

~~When the estimated cost of furniture, supplies, equipment or work meets or exceeds the amount specified by law for informal bids, informal bids will be solicited from responsible vendors or, if a works project, licensed contractors who appear on the district's small works roster.~~

~~Bid procedures will be waived when the board declares an emergency for purchases involving special facilities or market conditions, for purchases of insurance or bonds or when purchases are~~

~~clearly limited to a single source of supply. Any time bid requirements are waived pursuant to this provision, 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 children. The contract will also provide that failure to comply with this requirement is grounds for immediate termination of the contract.~~

~~When federal funds are used for procurement of supplies, other property, or professional services, the following steps will be followed:~~

- ~~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:~~
 - ~~a. The item is only available from a single source;~~
 - ~~b. The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;~~
 - ~~c. The awarding agency (e.g. OSPI) authorizes noncompetitive proposals; or~~
 - ~~d. 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.

Legal References:	<u>ESHB 1633 Amending RCW#28.A.335.190</u>	
	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
43.19.1911	Competitive Bids — Notice Of Modification Or Cancellation — Cancellation Requirements — Lowest Responsible Bidder — Preferential Purchase — Life Cycle Costing
34 CFR § 80.36	Procurement
34 CFR § 85	Debarment and Suspension

Management Resources:

Policy News, June 2013

Policy News, April 2012

Policy News, February 2011

Policy News, October 2005

Policy News, June 2001

Bid requirements policy revised to
address audit concerns

Bid requirements

Competitive bid process changes

Legislation further simplifies bid
compliance

Adoption Date: 02.27.08

School District: Steilacoom Historical School District

Revised: 09.12.12; 12.10.14

REGULAR BOARD MEETING

TO: Members, Steilacoom Historical School District Board of Directors

ISSUE: X **ACTION** First Reading Policy 3240 Student Conduct, Expectations and Reasonable Sanctions; Policy 3241 Classroom Management, Discipline and Corrective Actions or Punishment

INFORMATION

In 2013, the state legislature made changes to the laws that govern student discipline. The WAC was recently amended by OSPI and WSSDA has issued recommended changes to both Policies 3240 and 3241 in response to these new rules.

Policy 3240 is revised to alter the name; and to include language from the WAC. There is also an additional requirement for the district to develop procedures.

Policy 3241 is revised to alter the name; and to delete language to be addressed in district procedures.

FISCAL IMPLICATIONS: None

It is the recommendation of the Superintendent to move Policies 3240 and 3241 to Second Readings.

Report prepared by:

Susanne Beauchaine-Executive Director Student Services

STUDENT CONDUCT EXPECTATIONS AND REASONABLE SANCTIONS

The board acknowledges that conduct and behavior is closely associated ~~with~~ learning. An effective instructional program requires a wholesome and orderly school environment. The board requires that each student adhere to the rules of conduct and submit to corrective action taken as a result of conduct violations. The rules of conduct are applicable during the school day as well as during any school activity conducted on or off campus. Special rules are also applicable while riding on a school bus.

Students are expected to:

- ~~A. Conform to reasonable standards of acceptable behavior;~~
- ~~B.A.~~ Respect the rights, person and property of others;
- B. Pursue the required course of study;
- C. Preserve the degree of order necessary for a positive climate for learning; ~~and~~
- D. Comply with district rules and regulations; and
- ~~D.E.~~ Submit to the authority of staff and reasonable discipline imposed by school employees and respond accordingly.

The superintendent ~~will~~ develop written rules of conduct which will carry out the intent of the board and establish procedures necessary to implement this policy.

Cross References: Board Policy 3241 - Classroom Management, Discipline and Corrective Action
6605 Student Safety Walking to School and Riding Buses

Legal References: RCW 4.24.190 Action against parent for wilful injury to property by minor — Monetary limitation — Common law liability preserved

<u>9A.16.020</u>	Use of force — when lawful
<u>9.41</u>	Firearms and dangerous weapons
<u>9.91.160</u>	Personal protection spray devices
<u>28A.210.310</u>	Prohibition on use of tobacco products on school property
<u>28A.320.128</u>	<u>Notice and disclosure policies – Threats of violence—Student conduct – Immunity for good faith notice – Penalty</u>
<u>28A.400.110</u>	<u>Principal to assure appropriate student discipline — Building discipline standards — Classes to improve classroom management skills</u>
<u>28A.600.020</u>	Exclusion of student from classroom
<u>28A.600.040</u>	Pupils to comply with rules and regulations
<u>28A.400.110</u>	Principal to assure appropriate student discipline
<u>28A.635.060</u>	Defacing or injuring school property — Liability of pupil, parent or guardian
<u>WAC 392-400-205</u>	Definitions

392-400-225
20 USC 3171 et. seq.

School district rules defining misconduct —
Distribution of rules
Drug-Free Schools and Communities Act

Adoption Date:

2.27.08

School District Name: Steilacoom Historical School District

Revised:

DRAFT

REGULAR BOARD MEETING

TO: Members, Steilacoom Historical School District Board of Directors

ISSUE: X **ACTION** First Reading Policy 3240 Student Conduct, Expectations and Reasonable Sanctions; Policy 3241 Classroom Management, Discipline and Corrective Actions or Punishment

INFORMATION

In 2013, the state legislature made changes to the laws that govern student discipline. The WAC was recently amended by OSPI and WSSDA has issued recommended changes to both Policies 3240 and 3241 in response to these new rules.

Policy 3241 is revised to alter the name; and to delete language to be addressed in district procedures.

FISCAL IMPLICATIONS: None

It is the recommendation of the Superintendent to move Policies 3240 and 3241 to Second Readings.

Susanne Beauchaine-Executive Director Student Services

CLASSROOM MANAGEMENT, DISCIPLINE AND CORRECTIVE ACTIONS OR PUNISHMENT

Rules of student conduct are essential to maintain a school environment conducive to learning. A student's refusal. All students shall submit to the reasonable rules of the district. Refusal to comply with written rules and regulations established for the governing of the school will~~shall~~ constitute sufficient cause for discipline or corrective action.

Staff are responsible for supervising student behavior, employing effective classroom management methods and enforcing the rules of student conduct in a fair, consistent and non-discriminatory manner. Corrective action must be reasonable and necessary under the circumstances and reflect the district's priority to maintain a safe and positive learning environment for all students and staff.

Students and/or their parents/guardians will be provided all required substantive and procedural due process in regard to grievances, hearings and/or appeals of corrective action. The district will assist long-term suspended and expelled students in returning to school as soon as possible by providing them with a reengagement plan tailored to the student's individual circumstances or punishment, including consideration of the incident that led to the student's long-term discipline, suspension or expulsion.

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~~For the purposes of the district's policies relating to corrective action or punishment, the following definitions shall apply:~~

- ~~A. "Expulsion" is the exclusion from school or individual classes for an indefinite period. An expulsion also may include a denial of admission to or entry upon property owned, leased, rented, or controlled by the district.~~
- ~~B. "Suspension" is the exclusion from school or individual classes for a stated period of time, after which the student has a right to return. Suspension also may include a denial of admission to or entry upon property that is owned, leased, rented, or controlled by the district. Suspension may occur in school (alternative educational setting) or out of~~

~~school, depending on the nature of the misconduct and the discipline history of the student involved.~~

- ~~1. A suspension is “short term” if it is for a period of ten (10) consecutive school days or less.~~
- ~~2. Suspensions which exceed ten (10) consecutive school days are long-term suspensions.~~

~~C. “Discipline” constitutes all other forms of corrective action or punishment, including brief exclusions from a class or subject for not more than the remainder of the period, including exclusion from any other type of activity conducted by or for the district. This exclusion from class may take place in an alternative setting within the school, such as a reflection room, opportunity room, in-school suspension (ISS) room, library, or other classroom. Students must remain under the supervision of a district employee until they return to their regular class(es) or subject(s).~~

~~Corrective Action and Punishment~~

~~When appropriate, the board of directors supports efforts to bring about a positive learning climate in the school. The district strives to employ staff who are skilled in the most effective instructional techniques and who are sensitive to the unique needs of each individual student.~~

~~The need for order in the school and classroom is basic to learning. Rules are established to preserve the integrity of classroom and school in order to accomplish this need. Students who are in violation of school rules not only deprive themselves of the opportunity to learn, but the opportunity for others.~~

~~The district strives to maintain high standards of attendance. Students who are not in school are denied the opportunity to learn. The district has created an ISS program which temporarily removes the student from the regular environment but permits the student to maintain his/her educational progress. Students who are assigned to an ISS are granted this opportunity as a privilege and are expected to comply with the reasonable and lawful expectations of staff. Suspension and expulsion from school are reserved to those students who have received another form of corrective action or punishment reasonably calculated to modify his or her conduct as a consequence of misconduct of the same nature or those who engage in exceptional misconduct.~~

~~The methods employed in enforcing the rules of the school and/or district involve professional judgment. Such judgment should be:~~

- ~~A. Consistent from day to day and student to student,~~
- ~~B. Balanced against the severity of the misconduct,~~
- ~~C. Appropriate to the student’s nature and prior behavior,~~
- ~~D. Fair to the student, parent, and others, and~~
- ~~E. Consistent with the established rules and expectations in the Board policies, administrative procedures and school handbooks, and~~
- ~~F. Effective.~~

~~In order to develop an environment conducive to learning, the principal shall confer with certificated staff at least once per year to develop and/or review rules of conduct to be employed in the school and corrective actions and punishment that may be employed in the event of rule infractions.~~

Authority

~~Discipline and/or emergency removal may be imposed by a certificated teacher, bus driver, or school administrator, so long as it does not prevent a student from accomplishing specific academic grade, subject, or graduation requirements. In no case is corporal punishment permitted. This provision does not prohibit the use of reasonable force by school employees to restrain unruly students from harming themselves or others, damaging school property, or otherwise disrupting the operations of a school program. The superintendent or designee shall have the authority to discipline, suspend and expel students. Each certificated teacher and each administrator shall have the authority to recommend suspensions and expulsions.~~

~~No student shall be expelled, suspended, or disciplined in any manner for the performance of or failure to perform any act outside the jurisdiction of the school district. School district jurisdiction shall include any act or failure to act, on school property; on the way to or from school; at any school activity, function, event; or, that materially and substantially effects the orderly operation of the school or school sponsored activities or any other aspect of the district's educational process.~~

~~As a general rule, no student shall be subject to suspension or expulsion unless other forms of corrective action reasonably calculated to modify his/her conduct have previously been imposed upon the student as a consequence of misconduct of the same nature. However, a student may be suspended or expelled for exceptional misconduct, other than absenteeism, when such misconduct is of frequent occurrence or is serious in nature and/or is disruptive to the operation of the school. The superintendent, following consultation with a representative ad hoc citizens' committee, shall recommend for board approval, the nature and extent of the corrective actions and/or punishments which may be imposed as a consequence of exceptional misconduct. An exception may be granted by an administrator and/or hearing officer when warranted by extenuating or exceptional circumstances. No student shall be suspended or expelled because of one or more unexcused absence(s), except as provided in Board Policy 3122.~~

Students Eligible for Special Education Services

~~Prior to the imposition of a long term suspension or expulsion upon a student eligible for special education services, the school principal and special education staff who have knowledge of the student's disability will determine if there is a causal relationship between the disability and the misconduct giving rise to the suspension or expulsion. Staff shall follow Policy 2161 and related administrative procedures and other legal requirements in appropriately addressing whether there is such a causal relationship and whether or not the suspension or expulsion may be imposed upon the student.~~

Discipline

~~Discipline in the district is based upon a philosophy designed to produce behavioral changes that will enable students to develop the self-discipline necessary to function successfully in their educational and social environments.~~

~~The major objectives of the district discipline program are to teach the following fundamental concepts for living:~~

- ~~A. Understanding and respect for individual rights, dignity and safety;~~
- ~~B. Understanding and respect for the law, Board policies, administrative procedures and school rules;~~
- ~~C. Understanding of and respect for public and private property rights.~~

~~Each school community is unique to the students and adults who study, work and learn in it. Therefore each building will create and provide a student handbook which defines the rules and behavior expectations specific to that school. These handbooks will cover the day to day rules and expectations in the building, safety and building procedures, school district policies regarding exceptional misconduct, as well as the discipline associated with student choices that violate the rules of the building. These handbooks shall also note that copies of the Board policies and administrative procedures regarding classroom management, corrective actions or punishment are available upon request. Parents and students shall be given notice of the standards of conduct the district requires regarding drug and alcohol use, and the disciplinary sanctions that may apply for violations of those standards. Each school will develop a plan to ensure each student receives a copy of the handbook and keep records showing student signature of both receiving and understanding of the rules and policies within.~~

~~Common types of discipline assigned for minor or repeated violations of school rules include, but are not limited to, recess detention, lunch detention, after school detention and Friday School. Preceding the assignment of detention, the staff member shall inform the student of the nature of the offense charged and of the specific conduct which allegedly constitutes the violation. The student shall be afforded an opportunity to explain or justify his/her actions to the staff member.~~

~~Any after school detention, including Friday School, shall not begin until the parent has been notified (except in the case of the adult student) for the purpose of informing him/her of the basis and reason for the detention and to permit him/her to make arrangements for the necessary transportation of the student when he/she has been detained after school hours.~~

~~Students detained for corrective action shall be under the direct supervision of the staff member or another member of the professional staff. The principal shall be responsible for seeing that the time which the student spends for corrective action shall be used constructively.~~

Appeal Process for Disciplinary Action

~~Any parent or student who is aggrieved by the imposition of discipline shall have the right to an informal conference with the principal for the purpose of resolving the grievance. At such~~

~~conference the student and parent shall be subject to questioning by the principal and shall be entitled to question staff involved in the matter being grieved.~~

~~The parent or student after exhausting this remedy, shall have the right, upon two (2) school business days' prior notice, to present a written and/or oral grievance to the superintendent. If the grievance is not resolved, the parent and student, upon two (2) school business days' prior notice, shall have the right to present a written grievance to the Board during its next regular meeting, or at a meeting held within thirty (30) days, whichever is earlier. A closed meeting may be held for the purpose of considering the grievance. The Board shall notify the parent and student of its response to the grievance within ten (10) school business days after the date when the grievance was presented. The disciplinary action shall continue notwithstanding implementation of the grievance procedure unless the principal, superintendent or board elects to postpone such action.~~

Short-Term Suspensions

~~The nature and circumstances of the student conduct violation must reasonably warrant a short-term suspension.~~

~~Separate short-term suspensions shall not total more than ten (10) school days in a semester for any student in grades K-4 and no loss of academic grades or credits shall be imposed by reason of suspension of such student. Separate short-term suspensions shall not total more than fifteen (15) school days in a semester for a student in any other grade.~~

~~Any student subject to a short-term suspension shall be provided the opportunity upon return to make up assignments and tests if such assignments or tests have a substantial effect upon the student's semester grade or grades, or failure to complete such assignments or tests would preclude the student from receiving credit for the course or courses.~~

A. Due Process Rights for Short-Term Suspensions

~~In the event the proposed corrective action of a student is to include the denial of the right of school attendance from any single class for a period of three (3) to ten (10) school days or full schedule of classes for a period of one (1) to ten (10) school days, a conference shall first be conducted with the student as follows:~~

- ~~1. An oral or written notice of the alleged misconduct and violation(s) shall be provided to the student;~~
- ~~2. An oral or written explanation of the evidence in support of the allegations shall be provided to the student;~~
- ~~3. An oral or written explanation of the suspension which may be imposed shall be provided to the student; and~~
- ~~4. The student shall be provided the opportunity to present his/her explanation.~~

~~In the event a short-term suspension is to exceed one (1) calendar day, the parent of the student shall be notified of the reason for the suspension and the duration of the suspension orally and/or by U.S. mail as soon as reasonably possible. The notice shall inform the parent or guardian of the right to an informal conference and that the suspension may possibly be reduced as a result of such conference.~~

~~All short-term suspension and the reasons therefor shall be reported in writing to the superintendent or designee within twenty-four (24) hours after the imposition of the suspension.~~

~~**B. Appeal Process for Short-Term Suspension**~~

~~Any parent or student who is aggrieved by the imposition of a short-term suspension shall have the right to an informal conference with the principal or designee for the purpose of resolving the grievance. The employee whose action is being grieved shall be notified of the initiation of a grievance as soon as possible. At such conference, the student and parent shall be subject to questioning by the principal and shall be entitled to question staff involved in the matter being grieved.~~

~~The parent or student after exhausting this remedy shall have the right, upon two (2) school business days' prior notice, to present a written and/or oral grievance to the superintendent or designee. If the grievance is not resolved, the parent or student, upon two (2) school business days' prior notice, shall have the right to present a written and/or oral grievance to the Board at its next regular meeting, or at a meeting held within thirty (30) days, whichever is earlier. A closed meeting may be held for the purpose of considering the grievance. The Board shall notify the parent or student of its response to the grievance within ten (10) school business days after the date when the grievance was presented. The short-term suspension shall continue notwithstanding implementation of the grievance procedure unless the principal, superintendent, Board, elects to postpone such action.~~

Long-Term Suspensions and Expulsions

~~The nature and circumstances of the student conduct violation must reasonably warrant a long-term suspension or expulsion.~~

~~No student in grades K-4 shall be subject to a long-term suspension and no loss of academic grades or credits shall be imposed by reason of suspension of such student. For students in any other grade, no single long-term suspension shall be imposed which causes the student to lose academic grades or credit for in excess of one (1) semester during the same school year.~~

~~Any student who is expelled shall be brought to the attention of appropriate local and state authorities including, but not limited to, juvenile authorities in order that such authorities may address the student's educational needs.~~

~~**A. Due Process Requirements for Long-Term Suspensions and Expulsions**~~

~~No long-term suspension or expulsion may be imposed until the following procedures have been followed:~~

- ~~1. Written notice of the opportunity for a hearing shall be delivered to the parent and student by certified mail or in person. The notice shall:~~
 - ~~a) be provided in the parent's primary language, to the extent feasible;~~
 - ~~b) specify the alleged misconduct and the school rules alleged to have been violated;~~
 - ~~c) set forth the recommended long-term suspension or expulsion;~~

- ~~d) set forth the right to a hearing for purposes of contesting the allegations; and~~
 - ~~e) set forth the fact that if a written request for a hearing is not received by the staff member named in the notice within three (3) school business days after the notice is received, the right to the hearing shall be waived and the recommended long-term suspension or expulsion shall take effect without any further opportunity for appeal. A schedule of "school business days" potentially applicable to the exercise of such hearing right should be included with the notice.~~
- ~~2. If a hearing is timely requested, the superintendent shall schedule the matter for a hearing within three (3) school business days of such request. At such a hearing, the parent or student shall have the right to:~~
- ~~a) Inspect in advance any documentary and other physical evidence which the district intends to introduce at the hearing;~~
 - ~~b) Be represented by legal counsel;~~
 - ~~c) Question and confront witnesses, unless a school district witness does not appear and the nonappearance is excused by the hearing officer based upon evidence of good reason for doing so, which at a minimum must show that the district made a reasonable effort to produce the witness and is unable to do so; or that it is not advisable for the student to appear due to an expectation and fear on the part of the responsible district official or student of retaliation against the student if he or she appears as a witness.~~
 - ~~d) Present his or her explanation of the alleged misconduct;~~
 - ~~e) Make such relevant showings by way of witnesses and the introduction of documentary and other physical evidence as he or she desires.~~

~~The hearing shall be conducted before a hearing officer appointed by the superintendent. Such hearing officer shall not be a witness and shall determine the facts of each case solely on the evidence presented at the hearing. Either a tape recorded or verbatim record of the hearing shall be made. The hearing officer shall state in writing the findings as to the facts, conclusions and the nature and duration of the long term suspension, expulsion, or lesser form of corrective action or punishment to be imposed. The decision shall be provided to the parent and student or counsel.~~

~~All long term suspensions and expulsions and the reasons thereof shall be reported in writing to the superintendent or designee within twenty four (24) hours after the imposition of the suspension or expulsion.~~

Emergency Actions

A. Emergency Removal

~~A student may be removed immediately from a class or subject by a teacher or administrator without other forms of corrective action and sent to the principal or a designated school official, without first attempting corrective action, provided that the teacher or administrator has good and sufficient reason to believe that the student's presence poses an immediate and continuing danger to the student, other students or staff or an immediate and continuing threat of substantial~~

~~disruption of the class, subject, or educational process of the student's school. The removal shall continue only until:~~

- ~~—1. The danger or threat ceases, or~~
- ~~—2. The principal acts to impose discipline, impose a short-term suspension, initiate a long-term suspension or expulsion, or to impose an emergency expulsion.~~

~~The principal shall meet with the student as soon as reasonably possible following the student's removal and take or initiate appropriate corrective action or punishment. In no case shall the student's opportunity for such meeting be delayed beyond commencement of the next school day.~~

~~Prior to or at the time any such student is returned to the class(es), subject(s), or activity(ies), the principal shall notify the teacher or administrator who removed the student of the action which has been taken or initiated.~~

~~—B. Emergency Expulsion~~

~~A student may be expelled immediately from school prior to a hearing without other forms of corrective action if the superintendent or designee has good and sufficient reason to believe that the student's presence poses an immediate and continuing danger to himself/herself, other students, staff, or administrators or is an immediate and continuing threat of substantial disruption to the educational process. Such emergency expulsion shall continue until rescinded by the superintendent or designee or until modified or reversed pursuant to the hearing or appeal process.~~

~~The following procedures shall be following in imposing an emergency expulsion:~~

- ~~1. Written notice of emergency expulsion and the opportunity for a hearing shall be delivered to the parent and student by certified mail or in person within twenty-four (24) hours of the expulsion. If the notice is delivered in person, the person receiving the notice must provide his or her signature documenting receipt of the notice. If the notice is by certified mail, reasonable attempts must be made to notify the student and his or her parents by telephone or in person as soon as reasonably possible. Such written and oral notice shall:~~
 - ~~a) be provided in the parent's primary language, to the extent feasible;~~
 - ~~b) specify the alleged reasons for the emergency expulsion;~~
 - ~~c) set forth the corrective action or punishment taken and proposed;~~
 - ~~d) set forth the right to a hearing for purposes of contesting the allegations as soon as reasonably possible; and~~
 - ~~e) set forth the fact that if a written request for a hearing is not received by the staff member named in the notice within ten (10) school business days after the notice is received, the right to the hearing shall be waived and the emergency expulsion shall take effect without any further opportunity for appeal. A schedule of "school business days" potentially applicable to the exercise of such hearing right should be included with the notice.~~

- ~~2. If a hearing is timely requested, the superintendent shall immediately schedule and give notice of a hearing to commence as soon as reasonably possible and in no case later than three (3) school business days of such request. At such a hearing, the parent and/or student shall have the right to:~~
- ~~a) Inspect in advance any documentary and other physical evidence which the district intends to introduce at the hearing;~~
 - ~~b) Be represented by legal counsel;~~
 - ~~c) Question and confront witnesses, unless a school district witness does not appear and the nonappearance is excused by the hearing officer based upon evidence of good reason for doing so, which at a minimum must show that the district made a reasonable effort to produce the witness and is unable to do so; or that it is not advisable for the student to appear due to an expectation and fear on the part of the responsible district official or student of retaliation against the student if he or she appears as a witness.~~
 - ~~d) Present his or her explanation of the alleged misconduct;~~
 - ~~e) Make such relevant showings by way of witnesses and the introduction of documentary and other physical evidence as he or she desires.~~

~~The hearing shall be conducted before a hearing officer appointed by the superintendent. Such hearing officer shall not be a witness and shall determine the facts of each case solely on the evidence presented at the hearing. Either a tape recorded or verbatim record of the hearing shall be made. Within one (1) school business day of the hearing, the hearing officer shall state in writing the findings as to the facts, conclusions (including a conclusion as to whether or not the emergency situation giving rise to the emergency expulsion continues), and whether or not the emergency expulsion shall be continued or a lesser form of corrective action or punishment is to be imposed. The decision shall be provided to the parent and student or counsel.~~

Appeal Process for Long-Term Suspension, Expulsion and Emergency Expulsions

~~If a long term suspension, expulsion, or emergency expulsion is upheld by the hearing officer, the parent and/or student shall have the right to appeal the hearing officer's decision by filing a written notice of appeal at the office of the hearing officer within three (3) school business days after the date of receipt of the decision.~~

~~If no appeal of a hearing officer's decision is filed timely, the long term suspension or expulsion may be imposed as of the calendar day following expiration of the three (3) school business day period. If a timely appeal is filed, the long term suspension or expulsion shall be in effect while the appeal is pending for no more than ten (10) consecutive school days or until the appeal is decided, whichever is the shorter period. An emergency expulsion may be continued during the appeal period for so long as the student continues to pose an immediate and continuing danger to the student, other students, or staff or an immediate and continuing threat of substantial disruption of the educational process of the student's school. Any days that a student is suspended or expelled before the appeal is decided shall be applied to the term of the student's suspension or expulsion and shall not limit or extend the term of the student's suspension or expulsion.~~

~~A. Due Process Requirements for Appeals~~

~~The Board shall schedule and hold a meeting to informally review the matter within ten (10) school business days from receipt of a timely appeal. The purpose of the meeting shall be to confer with the parties in order to decide upon the most appropriate means of handling the appeal. At that time, the student, parent, and/or counsel shall be given the right to be heard and shall be granted the opportunity to present such witnesses and testimony as the council deems reasonable. Prior to adjournment, the Board or council shall agree to one of the following procedures:~~

- ~~1. Study the hearing record or other materials submitted and render its decision within ten (10) school business days;~~
- ~~2. Schedule and hold a special meeting to hear further arguments on the case and render its decision within fifteen (15) school business days; or~~
- ~~3. Hear and try the case *de novo* before the council within ten (10) school business days. In the event the Board elects to hear the appeal *de novo*, the following rights and procedures shall govern the proceedings:~~
 - ~~a) The parent and/or student shall have the right to inspect in advance any documentary and other physical evidence which the district intends to introduce at the hearing;~~
 - ~~b) The right to be represented by legal counsel;~~
 - ~~c) The right to question and confront witnesses, unless a school district witness does not appear and the nonappearance is excused by the hearing officer based upon evidence of good reason for doing so, which at a minimum must show that the district made a reasonable effort to produce the witness and is unable to do so; or that it is not advisable for the student to appear due to an expectation and fear on the part of the responsible district official or student of retaliation against the student if he or she appears as a witness.~~
 - ~~d) The right to present his or her explanation of the alleged misconduct;~~
 - ~~e) The right to make such relevant showings by way of witnesses and the introduction of documentary and other physical evidence as he or she desires.~~
 - ~~—f) A tape recorded or verbatim record of the hearing shall be made.~~

~~Any decision by the Board to impose or to affirm, reverse or modify the imposition of suspension or expulsion upon a student shall be made only by:~~

- ~~1. Those Board members who have heard or read the evidence;~~
- ~~2. Those Board members who have not acted as a witness in the matter; and~~
- ~~3. A majority vote at a meeting at which a quorum of the Board is present.~~

~~Within thirty (30) days of receipt of the Board final decision, any parent and student desiring to appeal any action upon the part of the Board regarding the suspension or expulsion may serve a notice of appeal upon the Board and file such notice with the superior court clerk of the county. Such notice shall also set forth in a clear and concise manner the errors complained of.~~

Readmission Application Process

~~Any student who has been suspended or expelled shall be allowed to make application for readmission at any time. If a student desires to be readmitted to the school from which he/she has been suspended/ expelled, the student shall submit a written application to the principal, who shall recommend admission or non-admission. If a student wishes admission to another school, he/she shall submit the written application to the superintendent. The application shall include:~~

- ~~A. Reasons the student wants to return and why the request should be considered;~~
- ~~B. Evidence which supports the request; and~~
- ~~C. A supporting statement from the parent or others who may have assisted the student.~~

~~The superintendent shall, in writing, advise the parent and student of the decision within seven (7) school days of the receipt of such application.~~

Exceptional Misconduct

~~All students shall submit to the reasonable rules of the district. Refusal to comply with written rules and regulations established for the governing of the school shall constitute sufficient cause for corrective action or punishment, including discipline, suspension or expulsion.~~

~~As a general rule, no student shall be subject to suspension or expulsion unless other forms of corrective action reasonably calculated to modify his/her conduct have previously been imposed upon the student as a consequence of misconduct of the same nature. However, a student may be suspended or expelled for exceptional misconduct. The superintendent or designee or hearing officer may grant exceptions in cases involving extenuating or exceptional circumstances.~~

Definitions

- ~~A. Exceptional misconduct means misconduct which the school district has judged as follows:~~
 - ~~1. To be of such frequent occurrence, notwithstanding past attempts of district personnel to control such misconduct through the use of other forms of corrective action and/or punishment, as to warrant an immediate resort to long term suspension or expulsion; and/or~~
 - ~~2. To be so serious in nature and/or serious in terms of the disruptive effect upon the operation of the school(s) as to warrant an immediate resort to short term suspension, long term suspension, or emergency expulsion.~~
- ~~B. Exceptional misconduct is defined to include the following: acts, threats to act, attempts to act, and/or conspiracies to act on or near district property or at or near district sponsored or approved activities.~~

- ~~C. “District sponsored or approved activities” is defined to include athletic events and athletic team camps, co-curricular events and co-curricular camps.~~
- ~~D. “District property” is defined to include Steilacoom School District bus stops, a school campus or field, administrative building, or other real property rented, leased, or controlled by the district. Acts that occur off campus and/or after school hours will be judged by the seriousness and substantiality of its effect upon the operation of the school.~~

Student Exceptional Misconduct

~~The Steilacoom School District has a zero tolerance for weapons violations, violence, threats, or threats of violence, acts that could result in bodily harm, or any other conduct that results in a disruption of the educational process. Students engaged in such conduct are subject to corrective action or punishment including, but not limited to, suspension and expulsion. As a matter of practice, law enforcement may be called anytime a student commits any of the acts set forth below:~~

- ~~A. Possession and/or use of tobacco products—A student shall not knowingly possess, use, transmit, sell, or show evidence of having used chewing tobacco, cigarettes, cigars, or any other tobacco product.~~
- ~~B. Possession and/or use of Illegal Drugs and Controlled Substances—A student shall not knowingly possess, use, transmit, sell, be under the influence of, or show evidence of having used any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or any other substance intended, presumed, or purported to be capable of altering a student’s mood, perception, behavior, or judgment not prescribed by a physician for such possessor or user.~~
- ~~C. Possession and/or use of a Oral Medication—A student shall not knowingly possess, use, transmit, sell, be under the influence of, or show evidence of having used any oral medication, whether prescribed or non-prescribed, with the exception of asthmatic inhalants, without prior district authorization in accordance with Board Policy 3416.~~
- ~~D. Possession and/or use of Alcohol—A student shall not knowingly possess, use, transmit, sell, be under the influence of, or show evidence of having used any alcoholic beverage.~~
- ~~E. Fighting and Physical Violence/Assault—A student shall not threaten injury or attempt to cause physical injury or intentionally behave in a way as could reasonably be expected to cause physical injury to any person.~~
- ~~F. Willful Destruction or Abuse of Personal or School Property—A student shall not recklessly, negligently, intentionally, or with gross carelessness, damage school or private property, including the home or property of any district employee. Where school property is damaged or stolen, the Superintendent may seek restitution from the student or his/her parents as permitted by law. If any property of the school district, a contractor of the district, an employee, or another student has been lost or willfully cut, defaced, or in-~~

jured, the school district may withhold the grades, diploma, and transcripts of the pupil responsible for the damage or loss until the pupil or the pupil's parent or guardian has paid for the damages. If the student is suspended, the student may not be readmitted until the student or parents or legal guardian has made payment in full or until directed by the superintendent of schools. If the property damaged is a school bus owned and operated by or contracted to any school district, a student suspended for the damage may not be permitted to enter or ride any school bus until the student or parent or legal guardian has made payment in full or until directed by the superintendent. When the pupil and parent or guardian are unable to pay for the damages, the school district shall provide a program of voluntary work for the pupil in lieu of the payment of monetary damages. Upon completion of voluntary work the grades, diploma, and transcripts of the pupil shall be released.

~~G. Computer Misuse—Students shall not:~~

- ~~1. Damage any part of the district's computer system or network by attempting to harm, modify, or destroy computer hardware, software, or the data of fellow students;~~
- ~~2. Send, receive, or display offensive, inappropriate, or sexually explicit material;~~
- ~~3. Use obscene language;~~
- ~~4. Use other people's passwords;~~
- ~~5. Harass, insult, or attack others via electronic means;~~
- ~~6. Seek to receive or provide unauthorized access to resources;~~
- ~~7. Trespass in files and/or folders of others;~~
- ~~8. Violate copyright laws and/or plagiarize the material of others;~~
- ~~9. Steal, copy, or otherwise access without prior authorization equipment or software;~~
- ~~10. Intentionally waste resources; or~~
- ~~11. Use a network computer for commercial purposes, personal gain, and fraud.~~

~~H. Possession and/or use of Weapons and Dangerous Instruments—Students shall not possess, use, or transmit weapons, which may include, but are not limited to:~~

- ~~1. Air, aerosol, gas or pump-action chemical agents;~~
- ~~2. Air, aerosol, gas or pump-action firearms;~~
- ~~3. Nun-chu-ka sticks, throwing stars, brass knuckles, chains, clubs, knives of all kinds, and objects similar in form or use to those listed above. Administrators shall use discretion and may select alternative disciplinary measures when investigating incidents involving small pocketknives not used or displayed as a weapon.~~
- ~~4. Any item which is designed for other purposes but which is used to inflict bodily harm and/or to threaten or intimidate another person would be considered a weapon. Blunt or heavy objects used or displayed during a fight may be considered weapons for purposes of enforcing this policy.~~

~~I. Possession and/or use of Firearms and Explosives—Students who possess, carry, deliver, transfer, or use a firearm, explosive or explosive device will be subject to emergency expulsion for no less than one calendar year. Explosives means gunpowders, powders used for blasting, all forms of high explosives, blasting materials, fuses (other than electric circuit breakers), detonators, and other detonating agents, smokeless powders, other explosive or incendiary devices, destructive devices, any chemical compounds, mechanical~~

mixture, or device that contains any oxidizing and combustible units, or other ingredients, in such proportions, quantities, or packing that ignition by fire, by friction, by concussion, by percussion, or by detonation of the compound, mixture, or device or any part thereof may cause an explosion. An exploding device is one that is capable of causing substantial property damage or bodily harm or producing destructive effects on contiguous objects, including but not limited to, fireworks, pyrotechnic devices, and ammunition for fire-arms.

Look-alike, unloaded and/or inoperable firearms or explosives remain a firearm or explosive for purposes of this section.

J. ~~Theft and/or Extortion~~ Theft of any school property or private property. Extortion means to unlawfully obtain property or services from a person through coercion or threat.

K. ~~Intimidation, Harassment, Bullying and Threats (Including Cyber Bullying)~~ A student shall not singly or in concert with others intimidate by threat of force or violence any other student, or other person legitimately on school grounds.

Harassment is prohibited and may be in the form of: slurs or other harassment based on sex, race, color, creed/religion, ethnicity, national origin/language, marital status, sexual orientation, including gender identity or expression, or the presence of any physical, mental or sensory disability, including the use of a trained dog guide or service animal by a person with such a disability.

Bullying is prohibited and is defined as any intentional written, verbal, or physical act, including but not limited to one shown to be motivated by a person's race, color, creed/religion, ethnicity, national origin/language, sex, marital status, sexual orientation, including gender identify or expression, the presence of any mental, or physical disability, including the use of a trained dog guide or service animal by a person with such a disability, when the intentional written, verbal, or physical act:

1. Physically harms a student or damages the student's property; or
2. Has the effect of substantially interfering with a student's education; or
3. Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or has the effect of substantially disrupting the orderly operation of school.

Cyber bullying includes but is not limited to harassment and threats made via text messaging, email, and on-line social networking sites such as My Space, Facebook, and personal blogs. Even if made off campus, such harassment or threats may result in corrective action or punishment when the district determines such harassment or threats:

1. Have the effect of substantially interfering with a student's education; or
2. Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
3. Has the effect of substantially disrupting the orderly operation of school.

L. ~~Sexual Harassment/Sexual Assault~~ All forms of sexual harassment are prohibited in school. Sexual harassment means unwelcome sexual advances, requests for sexual fa-

vors, sexually motivated physical contact, or other verbal or physical conduct or communication of a sexual nature between two or more individuals if:

1. Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining an education or employment;
2. Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's education or employment; or
3. That conduct or communication has the purpose or effect of substantially interfering with an individual's educational or work performance, or of creating an intimidating, hostile, or offensive educational or work environment.

Examples of prohibited conduct or communications include: verbal sexual harassment (comments about your body, spreading sexual rumors, sexual remarks or accusations, dirty jokes or stories); physical (grabbing, rubbing, flashing or mooning, touching, pinching in a sexual way, sexual assault); or visual (display of naked pictures or sex-related objects, obscene gestures).

~~M. Disobedience/Defiance/Failure to Comply—All students are expected to follow the reasonable requests of school personnel.~~

~~N. Physical or Verbal Assault or Threatening any Staff Member—A student shall not singly or in concert with others intimidate by threat of force or violence any administrator, teacher, classified employee, or other person legitimately on school grounds, who is in the peaceful discharge or conduct of his or her duties or studies.~~

~~O. Chronic Failure to Pursue the Academic Course of Study—All students are expected to fulfill their obligations as a student including attendance in all classes except in the case of an excused absence, participate in class activities and complete work assigned.~~

~~P. Disruptive Conduct/Disruption of the Educational Process—Instigating, leading, conspiring, taunting, harassing, encouraging or refusing to disperse (leave the scene) when instructed by school staff to do so, or otherwise influencing by action, word, omission, or intimidation, whether directly or indirectly, someone to violate school rules or commit a crime within the jurisdiction of the district.~~

~~Q. Commission of a misdemeanor under Washington law—A student shall not commit any of the following misdemeanors within the jurisdiction of the district:~~

1. Use to inflict bodily harm and/or to intimidate others, selling and/or giving to another unauthorized person, pepper spray, tear gas, or other personal protection spray devices;
- 2. Sniff glue or other toxic vapors;
- 3. Open a sealed letter intended for another;
- 4. Attempt or commit a gross misdemeanor;
5. Commit or attempt to commit malicious mischief where damage to the property is less than \$50;
- 6. Commit or attempt to commit criminal trespass in the second degree;
- 7. Fail to disperse and/or disorderly conduct.

~~R. Overt Displays of Sexual Nature—A student shall not participate in overt displays of affection including, but not limited to, kissing, grinding, touching in a sexual manner, and other sexual acts at school or at school dances and other school sponsored trips/activities, including athletic events.~~

Cross References:	Board Policy 2161	Education of Students with Disabilities
	<u>2162 -</u>	<u>Education of Students With Disabilities</u>
		<u>Under Section 504 of the</u>
		<u>Rehabilitation Act of 1973</u>
	3122	Excused and Unexcused Absences
	<u>3240</u>	<u>Student Conduct Expectations and</u>
		<u>Reasonable Sanctions</u>
	<u>3244</u>	<u>Prohibition of Corporal Punishment</u>
	<u>3520</u>	<u>Student Fees, Fines, or Charges</u>
	4210	Regulation of Dangerous Weapons on School Premises

Legal References:	RCW 9A.16.100	Use of force on children
	9.41.280	Possessing dangerous weapons on school facilities
	28A.150.240	Basic education act – Certificated teaching and administrative staff accountable for classroom teaching – Scope – Responsibilities-Penalty
	28A.225.020	School's duties and child's failure to attend school – Building discipline standards -- Classes to improve classroom management skills
	28A.400.110	Principal to assure appropriate student discipline -- Building discipline standards -- Classes to improve classroom management skills
	28A.600.010	Enforcement of rules of conduct —Due process guarantees — Computation of days for short-term and long-term suspensions
	28A.600.020	Exclusion of student from classroom — Written disciplinary procedures — Long-term suspension or expulsion

28A.600.040	Pupils to comply with rules and regulations
28A.635.060	Defacing or injuring school property – Liability of pupil, parent, guardian – Withholding grades, diploma, or transcripts -- Suspension and restitution -- Voluntary work program as alternative -- Rights protected
20 USC 3171 et. seq.	Drug-Free Schools and Communities Act of 1989
392-190-056	Sexual harassment - Definitions
392-400-205	Definitions
392-400-225	School district rules defining misconduct – Distribution of rules
392-400-230	Persons authorized to impose discipline, suspension, expulsion, or emergency removal upon students
392-400-235	Discipline — Conditions and limitations
392-400-240	Discipline — Grievance procedure
392-400-245	Short-term suspension — Conditions and Limitations
392-400-250	Short-term suspensions — Prior conference required — Notice to parent
392-400-255	Short-term suspension — Grievance procedure
392-400-260	Longterm suspension — Conditions and limitations
392-400-265	Long-term suspension — Notice of hearing — Waiver of hearing
392-400-270	Long-term suspension — Prehearing and hearing process
392-400-275	Expulsion – Conditions and limitations
392-400-280	Expulsion — Notice of hearing — Waiver of hearing
392-400-285	Expulsion — Prehearing and hearing process
392-400-290	Emergency removal from class,subject, or activity
392-400-295	Emergency expulsion — Limitations
392-400-300	Emergency expulsion — Notice of hearing — Waiver of hearing right
392-400-305	Emergency expulsion — Prehearing and hearing process

392-400-310	Appeals — Long-term suspension and expulsion
392-400-315	Appeals — Hearing before school board or disciplinary appeal council — Procedures
392-400-317	Appeals — Discipline and short-term suspension grievances
392-400-320	School board or disciplinary appeal council decisions

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