



## Regular Meeting Agenda

**Pioneer Middle School, 1750 Bob's Hollow Lane DuPont, Washington**

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

12/10/2014 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

**(Presentation)**

Presenter: Pioneer Middle School Football and Fast pitch Student Athletes

### IV. REPORTS

#### 1. Financial Report

**(Information)**

Presenter: Jim Brittain

12102014 Board Mtg Financial Report Final.pdf (p. 4)  
Budget Status Report 10.31.14.pdf (p. 9)

#### 2. Facilities and Operations Report

**(Information)**

Presenter: Jim Brittain

Facilities and Operations Report.pdf (p. 20)  
SHCM Schedule 11-11-14.pdf (p. 27)

### V. APPROVAL OF MINUTES

**(Action)**

Minutes 11.12.14.pdf (p. 28)

## **VI. CONSENT AGENDA**

**(Action)**

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

November and December 2014 Accounts Payable.pdf (p. 31)  
November and December 2014 Accounts Payable November Payroll.pdf (p. 76)  
Approval of Co-Curricular Personnel Report.pdf (p. 99)  
Approval of Classified Personnel Report.pdf (p. 100)  
Approval of 2014-15 Board District and Superintendent Goals.pdf (p. 101)

## **VII. OLD BUSINESS**

### **1. Approval of 2014-2020 Capital Facilities Plan**

**(Action)**

Presenter: Kathi Weight

2014-2020 SHSD Cap Fac Plan.pdf (p. 108)  
Environmental Checklist 2014.pdf (p. 142)

### **2. Second Reading of Management Series Policies 6216, 6230 and 6250**

**(Action)**

Presenter: Jim Brittain

Second Reading 6216 6230 6250.pdf (p. 165)

### **3. Second Reading of Policy 6220, Bid Requirements**

**(Action)**

Presenter: Jim Brittain

Second Reading Policy 6220.pdf (p. 169)

### **4. Second Reading of Policy 3240, Student Conduct**

**(Action)**

Presenter: Susanne Beauchaine

Second Reading Policy 3240.pdf (p. 173)

### **5. Second Reading of Policy 3241, Classroom Management, Corrective Actions or Punishment**

**(Action)**

Presenter: Susanne Beauchaine

Second Reading Policy 3241.pdf (p. 176)

## **VIII. NEW BUSINESS**

### **1. Selection of School Board Chair**

**(Action)**

### **2. Selection of School Board Vice Chair**

**(Action)**

### **3. I-1351 Potential Impact**

**(Information)**

Presenter: Jim Brittain

I-1351 Potential Impact.pdf (p. 180)

### **4. Deletion of Management Series Policies 6113 and 6119**

**(Action)**

Presenter: Jim Brittain

Board Background Deletion 6113 and 6119.pdf (p. 188)

## **5. First Reading of Management Series Policies 6500, 6511, 6512 and 6513**

**(Action)**

Presenter: Jim Brittain

First Reading 6500, 6511, 6512, 6513.pdf (p. 191)

## **IX. 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.

## **X. BOARD COMMUNICATION**

**(Information)**

## **XI. ANNOUNCEMENTS**

**(Information)**

## **XII. 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  
December 10, 2014**

**Financial Report  
For Month Ending October 31, 2014**



**Steilacoom Historical School District**  
**General Fund Budget/Year-End Projection/YTD Actual**  
**October 31, 2014**

	Annual Budget	Year-end Projection	Projected Variance	Variance Percentage	YTD Actual
<b>General Fund</b>					
Total Revenues & Other Financing Sources	30,988,892	29,775,000	(1,213,892)	3.92%	6,498,055
	<u>32,869,091</u>	<u>32,450,000</u>	<u>(419,091)</u>	1.28%	<u>5,165,303</u>
Excess Revenues/Other Financing Sources					
Over (under) Expend & Oth Financing Uses	<u>(1,880,199)</u>	<u>(2,675,000)</u>	<u>(794,801)</u>		<u>1,332,752</u>

**General Fund October Ending Fund Balances:**

FY Beginning Committed for Other Purpose	2,379,280	
Transfer Out to Capital Projects Fund	<u>(1,854,000)</u>	
Ending Committed for Other Purposes		525,280

Ending Committed for Other Purposes (Board Policy)	1,969,771
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FY Beginning Unassigned Fund Balance	3,138,674	
Excess Revenues Over Expenditures	<u>1,332,752</u>	
Ending Unassigned Fund Balance		4,471,426

## **Capital Project Fund Financial Position October 31, 2014**

### **Capital Projects Fund October Ending Fund Balances:**

<b>FY Beginning Committed for Other Purposes</b>		<b>604,397</b>	
<b>General Fund Transfer to Capital Projects</b>	<b>1,854,000</b>		
<b>Expenses Over Revenues</b>	<b>(27,023)</b>		
<b>Other Sources Earnest Money (HS Property)</b>	<b>15,000</b>		
		<b><u>1,841,977</u></b>	
<b>Ending Assigned Fund Balance</b>			<b><u>2,446,374</u></b>
<b>Restricted Impact Fees Fund Balance</b>		<b>54,483</b>	
<b>Assigned for Fund Purposes</b>		<b>2,391,891</b>	

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### **Other Information:**

<b>Chamber 611 Estimated Appraised Value - Per Appraiser</b>	<b>2,100,000</b>
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#### **Current Projects:**

**SHS Classrooms (\$700,000)**  
**Keyless Entry (\$140,000)**

#### **Major Projects on Hold:**

**Transportation Facility**  
**Parking Lots**  
**SHS Gym Improvements**

## Other Funds October 2014 Ending Fund Balances

	Beginning Balance	Ending Balance	Variance
Debt Service Fund	2,982,664	5,466,967	2,484,303
ASB Fund	301,876	350,125	48,249
Transportation Fund	37,367	37,369	2

# QUESTIONS

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

For the STEILACOOM SCHOOL DISTRICT #1 School District for the Month of October, 2014

	ANNUAL	ACTUAL	ACTUAL			
A. REVENUES/OTHER FIN. SOURCES	BUDGET	FOR MONTH	FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
1000 LOCAL TAXES	6,820,994	2,594,728.95	2,684,392.60		4,136,601.40	39.35
2000 LOCAL SUPPORT NONTAX	1,137,500	105,623.75	195,649.62		941,850.38	17.20
3000 STATE, GENERAL PURPOSE	16,741,274	1,506,702.93	3,013,406.34		13,727,867.41	18.00
4000 STATE, SPECIAL PURPOSE	4,190,853	330,638.02	558,783.21		3,632,069.91	13.33
5000 FEDERAL, GENERAL PURPOSE	406,000	.00	.00		406,000.00	0.00
6000 FEDERAL, SPECIAL PURPOSE	1,674,771	45,823.39	45,823.39		1,628,947.61	2.74
7000 REVENUES FR OTH SCH DIST	0	.00	.00		.00	0.00
8000 OTHER AGENCIES AND ASSOCIATES	10,000	.00	.00		10,000.00	0.00
9000 OTHER FINANCING SOURCES	7,500	.00	.00		7,500.00	0.00
<u>Total REVENUES/OTHER FIN. SOURCES</u>	30,988,892	4,583,517.04	6,498,055.16		24,490,836.71	20.97
<u>B. EXPENDITURES</u>						
00 Regular Instruction	18,021,948	1,455,355.00	3,107,023.58	12,895,730.31	2,019,193.84	88.80
10 Federal Stimulus	0	.00	.00	0.00	.00	0.00
20 Special Ed Instruction	3,956,809	268,025.33	499,663.52	2,962,271.29	494,874.67	87.49
30 Voc. Ed Instruction	1,126,043	107,639.00	208,443.96	844,717.31	72,881.36	93.53
40 Skills Center Instruction	0	.00	.00	0.00	.00	0.00
50+60 Compensatory Ed Instruct.	919,089	65,986.03	143,720.19	613,088.58	162,280.41	82.34
70 Other Instructional Pgms	538,219	9,706.71	23,826.51	98,928.31	415,464.30	22.81
80 Community Services	10,000	.00	.00	0.00	10,000.00	0.00
90 Support Services	8,296,982	690,112.56	1,182,624.77	6,078,153.63	1,036,204.02	87.51
<u>Total EXPENDITURES</u>	32,869,091	2,596,824.63	5,165,302.53	23,492,889.43	4,210,898.60	87.19
C. <u>OTHER FIN. USES TRANS. OUT (GL 536)</u>	1,854,000	1,854,000.00	1,854,000.00			
D. <u>OTHER FINANCING USES (GL 535)</u>	0	.00	.00			
E. <u>EXCESS OF REVENUES/OTHER FIN.SOURCES</u>						
<u>OVER (UNDER) EXP/OTH FIN USES (A-B-C-D)</u>	3,734,199-	132,692.41	521,247.37-		3,212,951.32	86.04-
F. <u>TOTAL BEGINNING FUND BALANCE</u>	7,506,200		7,487,725.38			
G. <u>G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)</u>	XXXXXXXX		.00			
H. <u>TOTAL ENDING FUND BALANCE</u>	3,772,001		6,966,478.01			
<u>(E+F + OR - G)</u>						

I. ENDING FUND BALANCE ACCOUNTS:

G/L 810 Restricted For Other Items	0	.00
G/L 815 Restrict Unequalized Deduct Rev	0	.00
G/L 821 Restricted for Carryover	0	.00
G/L 825 Restricted for Skills Center	0	.00
G/L 828 Restricted for C/O of FS Rev	27,200	.00
G/L 830 Restricted for Debt Service	0	.00
G/L 831 Restrictd for Emp Abs Buy Back	0	.00
G/L 835 Restrictd For Arbitrage Rebate	0	.00
G/L 840 Nonspnd FB - Invent/Prepd Itms	0	.00
G/L 845 Restricted for Self Insur	0	.00
G/L 850 Restricted for Uninsured Risks	0	.00
G/L 870 Committed to Other Purposes	500,000	525,280.11
G/L 872 Committed to Min Fnd Bal Policy	1,975,000	1,969,771.00
G/L 875 Assigned Contingencies	0	.00
G/L 884 Assigned to Other Cap Projects	0	.00
G/L 888 Assigned to Other Purposes	0	.00
G/L 890 Unassigned Fund Balance	1,269,801	4,471,426.90
<u>TOTAL</u>	3,772,001	6,966,478.01

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

For the STEILACOOM SCHOOL DISTRICT #1 School District for the Month of October, 2014

	ANNUAL	ACTUAL	ACTUAL			
A. REVENUES/OTHER FIN. SOURCES	BUDGET	FOR MONTH	FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
1000 Local Taxes	0	.00	.00		.00	0.00
2000 Local Support Nontax	62,000	14,707.00	14,707.00		47,293.00	23.72
3000 State, General Purpose	0	.00	.00		.00	0.00
4000 State, Special Purpose	0	.00	.00		.00	0.00
5000 Federal, General Purpose	0	.00	.00		.00	0.00
6000 Federal, Special Purpose	0	.00	.00		.00	0.00
7000 Revenues Fr Oth Sch Dist	0	.00	.00		.00	0.00
8000 Other Agencies and Associates	0	.00	.00		.00	0.00
9000 Other Financing Sources	4,510,000	1,854,000.00	1,869,000.00		2,641,000.00	41.44
<u>Total REVENUES/OTHER FIN. SOURCES</u>	4,572,000	1,868,707.00	1,883,707.00		2,688,293.00	41.20
<u>B. EXPENDITURES</u>						
10 Sites	447,000	2,870.51	2,870.51	3,418.65	440,710.84	1.41
20 Buildings	3,403,000	36,201.52	36,201.52	64,697.29	3,302,101.19	2.96
30 Equipment	0	.00	.00	0.00	.00	0.00
40 Energy	0	.00	.00	0.00	.00	0.00
50 Sales & Lease Expenditure	35,000	2,657.78	2,657.78	1,749.83	30,592.39	12.59
60 Bond Issuance Expenditure	0	.00	.00	0.00	.00	0.00
90 Debt	0	.00	.00	0.00	.00	0.00
<u>Total EXPENDITURES</u>	3,885,000	41,729.81	41,729.81	69,865.77	3,773,404.42	2.87
C. <u>OTHER FIN. USES TRANS. OUT (GL 536)</u>	0	.00	.00			
D. <u>OTHER FINANCING USES (GL 535)</u>	0	.00	.00			
E. <u>EXCESS OF REVENUES/OTHER FIN.SOURCES</u>						
<u>OVER(UNDER)EXP/OTH FIN USES(A-B-C-D)</u>	687,000	1,826,977.19	1,841,977.19		1,154,977.19	168.12
F. <u>TOTAL BEGINNING FUND BALANCE</u>	452,080		604,396.58			
G. <u>G/L 898 PRIOR YEAR ADJUSTMENTS(+OR-)</u>	XXXXXXXX		.00			
H. <u>TOTAL ENDING FUND BALANCE</u>	1,139,080		2,446,373.77			
<u>{E+F + OR - G}</u>						

I. ENDING FUND BALANCE ACCOUNTS:

G/L 810 Restricted For Other Items	0	.00
G/L 825 Restricted for Skills Center	0	.00
G/L 830 Restricted for Debt Service	0	.00
G/L 835 Restrictd For Arbitrage Rebate	0	.00
G/L 840 Nonspnd FB - Invent/Prepd Itms	0	.00
G/L 850 Restricted for Uninsured Risks	0	.00
G/L 861 Restricted from Bond Proceeds	0	.00
G/L 862 Committed from Levy Proceeds	0	.00
G/L 863 Restricted from State Proceeds	0	.00
G/L 864 Restricted from Fed Proceeds	0	.00
G/L 865 Restricted from Other Proceeds	0	.00
G/L 866 Restricted Impact Fees	102,080	54,482.40
G/L 867 Restrictd Mitigation Fees	0	.00
G/L 869 Restricted fr Undistr Proceeds	0	.00
G/L 870 Committed to Other Purposes	0	.00
G/L 889 Assigned to Fund Purposes	1,037,000	2,391,891.37
G/L 890 Unassigned Fund Balance	0	.00
<u>TOTAL</u>	1,139,080	2,446,373.77



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

For the STEILACOOM SCHOOL DISTRICT #1 School District for the Month of October, 2014

	ANNUAL	ACTUAL	ACTUAL			
<u>A. REVENUES/OTHER FIN. SOURCES</u>	<u>BUDGET</u>	<u>FOR MONTH</u>	<u>FOR YEAR</u>	<u>ENCUMBRANCES</u>	<u>BALANCE</u>	<u>PERCENT</u>
1000 Local Taxes	5,956,663	2,404,507.40	2,484,057.41		3,472,605.59	41.70
2000 Local Support Nontax	2,500	.00	246.12		2,253.88	9.84
3000 State, General Purpose	0	.00	.00		.00	0.00
5000 Federal, General Purpose	0	.00	.00		.00	0.00
6000 Federal, Special Purpose	0	.00	.00		.00	0.00
9000 Other Financing Sources	0	.00	.00		.00	0.00
<u>Total REVENUES/OTHER FIN. SOURCES</u>	5,959,163	2,404,507.40	2,484,303.53		3,474,859.47	41.69
<u>B. EXPENDITURES</u>						
Matured Bond Expenditures	3,290,000	.00	.00	0.00	3,290,000.00	0.00
Interest On Bonds	2,445,578	.00	.00	0.00	2,445,578.00	0.00
Interfund Loan Interest	0	.00	.00	0.00	.00	0.00
Bond Transfer Fees	10,000	.00	.00	0.00	10,000.00	0.00
Arbitrage Rebate	0	.00	.00	0.00	.00	0.00
Underwriter's Fees	0	.00	.00	0.00	.00	0.00
<u>Total EXPENDITURES</u>	5,745,578	.00	.00	0.00	5,745,578.00	0.00
<u>C. OTHER FIN. USES TRANS. OUT (GL 536)</u>	0	.00	.00			
<u>D. OTHER FINANCING USES (GL 535)</u>	0	.00	.00			
<u>E. EXCESS OF REVENUES/OTHER FIN.SOURCES</u>						
<u>OVER(UNDER)EXPENDITURES (A-B-C-D)</u>	213,585	2,404,507.40	2,484,303.53		2,270,718.53	> 1000
<u>F. TOTAL BEGINNING FUND BALANCE</u>	2,931,658		2,982,663.94			
<u>G. G/L 898 PRIOR YEAR ADJUSTMENTS(+OR-)</u>	XXXXXXXXXX		.00			
<u>H. TOTAL ENDING FUND BALANCE</u>	3,145,243		5,466,967.47			
<u>(E+F + OR - G)</u>						

I. ENDING FUND BALANCE ACCOUNTS:

G/L 810 Restricted for Other Items	0	.00
G/L 830 Restricted for Debt Service	3,145,243	5,466,967.47
G/L 835 Restricted For Arbitrage Rebate	0	.00
G/L 870 Committed to Other Purposes	0	.00
G/L 889 Assigned to Fund Purposes	0	.00
G/L 890 Unassigned Fund Balance	0	.00
<u>TOTAL</u>	3,145,243	5,466,967.47

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

For the STEILACOOM SCHOOL DISTRICT #1 School District for the Month of October, 2014

	ANNUAL	ACTUAL	ACTUAL			
	BUDGET	FOR MONTH	FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
<b>A. REVENUES</b>						
1000 General Student Body	116,700	9,597.35	25,195.51		91,504.49	21.59
2000 Athletics	123,950	4,573.00	12,632.00		111,318.00	10.19
3000 Classes	49,700	174.50	4,729.00		44,971.00	9.52
4000 Clubs	441,695	43,694.21	57,663.16		384,031.84	13.05
6000 Private Moneys	3,750	267.15	267.15		3,482.85	7.12
<b>Total REVENUES</b>	735,795	58,306.21	100,486.82		635,308.18	13.66
<b>B. EXPENDITURES</b>						
1000 General Student Body	128,200	12,386.43	14,471.37	1,988.07	111,740.56	12.84
2000 Athletics	150,511	12,685.82	13,027.89	22,295.79	115,187.32	23.47
3000 Classes	40,200	3,619.22	3,619.22	5,826.66	30,754.12	23.50
4000 Clubs	439,000	20,189.71	21,119.07	21,931.29	395,949.64	9.81
6000 Private Moneys	3,500	.00	.00	0.00	3,500.00	0.00
<b>Total EXPENDITURES</b>	761,411	48,881.18	52,237.55	52,041.81	657,131.64	13.70
<b>C. EXCESS OF REVENUES</b>						
<u>OVER(UNDER) EXPENDITURES (A-B)</u>	25,616-	9,425.03	48,249.27		73,865.27	288.36-
<b>D. TOTAL BEGINNING FUND BALANCE</b>	257,438		301,876.11			
<b>E. G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)</b>	XXXXXXXX		.00			
<b>F. TOTAL ENDING FUND BALANCE</b>	231,822		350,125.38			
<u>C+D + OR - E)</u>						

G. ENDING FUND BALANCE ACCOUNTS:

G/L 810 Restricted for Other Items	0	.00
G/L 819 Restricted for Fund Purposes	231,822	350,125.38
G/L 840 Nonspnd FB - Invent/Prepd Itms	0	.00
G/L 850 Restricted for Uninsured Risks	0	.00
G/L 870 Committed to Other Purposes	0	.00
G/L 889 Assigned to Fund Purposes	0	.00
G/L 890 Unassigned Fund Balance	0	.00
 <u>TOTAL</u>	 231,822	 350,125.38

90--TRANSPORTATION VEHICLE FUND-- FUND BALANCE -- AGENCY ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT  
Fiscal Year 2014 (September 1, 2014 - August 31, 2015)For the STEILACOOM SCHOOL DISTRICT #1 School District for the Month of October, 2014

<u>A. REVENUES/OTHER FIN. SOURCES</u>	<u>ANNUAL BUDGET</u>	<u>ACTUAL FOR MONTH</u>	<u>ACTUAL FOR YEAR</u>	<u>ENCUMBRANCES</u>	<u>BALANCE</u>	<u>PERCENT</u>
1000 Local Taxes	0	.00	.00		.00	0.00
2000 Local Nontax	150	.00	1.85		148.15	1.23
3000 State, General Purpose	0	.00	.00		.00	0.00
4000 State, Special Purpose	16,000	.00	.00		16,000.00	0.00
5000 Federal, General Purpose	0	.00	.00		.00	0.00
8000 Other Agencies and Associates	0	.00	.00		.00	0.00
9000 Other Financing Sources	0	.00	.00		.00	0.00
A. <u>TOTAL REV/OTHER FIN.SRCS(LESS TRANS)</u>	16,150	.00	1.85		16,148.15	0.01
 B. <u>9900 TRANSFERS IN FROM GF</u>	 0	 .00	 .00		 .00	 0.00
 C. <u>Total REV./OTHER FIN. SOURCES</u>	 16,150	 .00	 1.85		 16,148.15	 0.01
 <u>D. EXPENDITURES</u>						
Type 30 Equipment	30,000	.00	.00	0.00	30,000.00	0.00
Type 60 Bond Levy Issuance	0	.00	.00	0.00	.00	0.00
Type 90 Debt	0	.00	.00	0.00	.00	0.00
 <u>Total EXPENDITURES</u>	 30,000	 .00	 .00	 0.00	 30,000.00	 0.00
 E. <u>OTHER FIN. USES TRANS. OUT (GL 536)</u>	 0	 .00	 .00			
 F. <u>OTHER FINANCING USES (GL 535)</u>	 0	 .00	 .00			
 G. <u>EXCESS OF REVENUES/OTHER FIN SOURCES</u> <u>OVER(UNDER)EXP/OTH FIN USES(C-D-E-F)</u>	 13,850-	 .00	 1.85		 13,851.85	 100.01-
 H. <u>TOTAL BEGINNING FUND BALANCE</u>	 37,300		 37,367.49			
 I. <u>G/L 898 PRIOR YEAR ADJUSTMENTS(+OR-)</u>	 XXXXXXXXXX		 .00			
 J. <u>TOTAL ENDING FUND BALANCE</u> <u>(G+H + OR - I)</u>	 23,450		 37,369.34			

K. ENDING FUND BALANCE ACCOUNTS:

G/L 810 Restricted For Other Items	0	.00
G/L 819 Restricted for Fund Purposes	13,850-	37,369.34
G/L 830 RES FOR DEBT SERVICE	0	.00
G/L 835 Restrictd For Arbitrage Rebate	0	.00
G/L 850 Restricted for Uninsured Risks	0	.00
G/L 889 Assigned to Fund Purposes	37,300	.00
G/L 890 Unassigned Fund Balance	0	.00
<u>TOTAL</u>	23,450	37,369.34

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



# **STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1**

**BOARD MEETING  
DECEMBER 10, 2014**

FACILITIES AND OPERATION REPORT  
FOR MONTH ENDING OCTOBER 31, 2014



# Steilacoom High School Classroom Project

- Mid January 2015
- No plan changes or anticipated cost overages
- Sheet rocking – taping next week
- HVAC Units – arrival of first week of January



## Other Property and Facility Projects

- Schematic design for future expansion of SHS campus
- Plan on filling hole on SHS property
- Property Sale of High School North
- Sale of Upper Field (old football field)
- Cost and availability of portable classrooms
- All other projects currently on hold



# Facility Maintenance Operations

## Developed and implemented the following:

- Inclement Weather Procedures
- Custodial Guidelines, Methods and Procedures
- Custodial Cleaning Procedures
- Monthly Building based Budget for Custodial supplies
- Created user accounts and trained Lead Custodians to order supplies direct from supplier
- Facilities Substitute Evaluation Form

## Worked with Sue Saylor to Develop, Implement and Train Staff:

- Sprinkler Impairment Protocol
- Hot Work Permit Protocol
- Water Damage to Gymnasium/Wooden Floors



# Facility Maintenance Operations Cont.

Currently working with the Department of Ecology Environmental Health Division to bring the District into compliance regarding:

- Pretreatment systems at SHS and PMS
- Maintaining Storm Drain Systems
- Fluorescent Tube Disposal
- Spill Response Procedures

Maintenance Department has added 4 major pieces of equipment:

- Propane High Speed Burnisher to be utilized by all buildings on request
- Chariot I-Extract Carpet Cleaner to be utilized by all building on request
- New Sewer Auger to be able to better able to resolve 4 inch line issues in house
- New Drain Auger to be able to resolve drain line issues in a more timely manner



# Facility Maintenance Operations Cont.

## Installations:

- HVAC to Server Room at Cherrydale
- Keyless Entry System at the District Office/PDC with planned December installation at the High School
- Installed New School Zone Flashers and Crosswalk signs for Chloe Clark/ Pioneer Middle School
- Updated programming capabilities of current zone flashers- Chloe Clark and Pioneer Middle School



The background of the slide is composed of three large, overlapping triangles. On the left, there is an orange triangle pointing downwards. Below it, a grey triangle points upwards. To the right of these, a large blue triangle points upwards, covering most of the right half of the slide. The word "QUESTIONS" is centered horizontally and vertically over the blue triangle.

QUESTIONS

JONES AND ROBERTS COMPANY





## **Regular Meeting Minutes**

11/12/2014

Steilacoom High School 54 Sentinel Drive Steilacoom, WA

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

Chair Scott called the meeting to order at 7:04 pm.

Steilacoom High student leader Brendan Woods led the Pledge of Allegiance.

All Directors and Superintendent Weight present.

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

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

- Jaimie Garrett, Steilacoom, thanked the Board for community involvement in the Strategic Planning process, she also commented on
  - Concerns about clubs and staff stipends for club advisor (e.g. doodle - \$2400)
  - Three leadership classes at SHS; does this take away from other classes, electives?
  - CTE grant funding available for a curriculum director to better serve CTE classes

### **III. PRESENTATION - President Volunteer Award**

Jonathan Flores was presented the Presidential Volunteer Gold Award by Steilacoom High Principal Hay. Jonathan received the award based on his 500+ hours of volunteer service in a 12-month period.

### **IV. PRESENTATION - SHS Leadership**

Steilacoom High Leadership students presented the 2014-15 school year in review, Focus on Freshman Day and a video presentation of their gift to Marysville Pilchuck High School in support of the recent school shooting.

### **V. REPORTS**

#### **a. Financial Report**

Executive Director Brittain reported on the 2013-14 financial year end and 2014-15 school year fund balances through September 30, 2014.



## **b. Capital Projects**

Executive Director Brittain reported on the Steilacoom High classroom remodel project.

## **VI. APPROVAL OF MINUTES**

### **a. Approval of 10/18/14 Special Board Meeting Minutes**

Director Denning made a motion to approve the minutes of the October 18, 2014 meeting; Director Wong seconded the motion and the motion passed (5/0).

### **b. Approval of 10/22/14 Regular School Board Meeting Minutes**

Director Pierce made a motion to approve the minutes of the October 22, 2014 meeting; Director Forbes seconded the motion and the motion passed (5/0).

## **VII. CONSENT AGENDA**

Director Pierce made a motion to approve the Consent Agenda which included attached personnel reports, accounts payable, payroll, school improvement plans, field trip and SEC Reporting Statement; Director Forbes seconded the motion and the motion passed (5/0).

## **VIII. OLD BUSINESS**

### **a. Capital Facilities Plan Draft 2014 - 2020**

Superintendent Weight presented an updated draft Capital Facilities Plan based on the 10.18.14 Board discussion. Final plan will be presented for approval at the December 2014 board meeting.

### **b. 2014-15 District, Board, Superintendent Goals**

Superintendent Weight reviewed the goals established at the 10.18.14 board meeting. These will be adopted at the December 2014 meeting.

### **c. Second Reading of Management Series Policies 6210, 6212 and 6215**

Director Pierce made a motion to approve Policies 6210, 6212 and 6215; Director Wong seconded the motion and the motion passed (5/0).

## **IX. NEW BUSINESS**

### **a. Approval of Resolution 818-11-12-14, Cancellation of Municipal Warrants**

Director Denning made a motion to approve Resolution 818-11-12-14, Cancellation of Municipal Warrants; Director Forbes seconded the motion and the motion passed (5/0).

### **b. Fleet Replacement**

Executive Director Brittain reviewed fleet mileage and condition and discussed use need and fuel efficiency. Director Pierce suggested consideration of hybrid and electric vehicles.

### **c. First Reading of Management Series Policies 6216, 6230 and 6250**

Director Forbes made a motion to move policy 6216, 6230 and 6250 to a second reading with suggested revisions; Director Wong seconded the motion and the motion passed (5/0).

**d. First Reading of Policy 6220, Bid Requirements**

Director Denning made a motion to move Policy 6220 to a second reading; Director Pierce seconded the motion and the motion passed (5/0).

**e. First Reading of Policy 3240, Student Conduct**

Director Denning made a motion to move Policy 3240 to a second reading; Director Pierce seconded the motion and the motion passed (5/0).

**f. First Reading of Policy 3241, Classroom Management Corrective Actions or Punishment**

Director Wong made a motion to move Policy 3241 to a second reading; Director Denning seconded the motion and the motion passed (5/0).

**X. COMMENTS FROM THE AUDIENCE**

No comments.

**XI. BOARD COMMUNICATION**

No communications.

**XII. ANNOUNCEMENTS**

- Director Forbes announced the SHS Girls Swim & Dive Team has advanced to the State Meet this coming Friday, 6 pm, Aquatic Center. He announced that Sarah Burlingame won Districts in diving.
- He also announced that SHS Girls Volleyball will play at the State Meet on Friday at Pierce College, 11:45 am.
- Superintendent Weight announced the high school is hosting a Community Forum, 11/18, 6-7 pm in the Steilacoom High Library to review their Strategic Plan Academic, Athletic and CTE areas.

**XIII. ADJOURNMENT**

Director Forbes made a motion to adjourn the meeting at 8:15 pm; Director Denning seconded the motion and the motion passed (5/0).

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

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

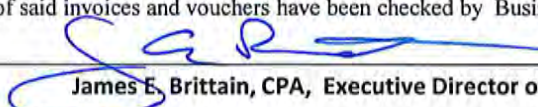
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# Steilacoom Historical School District

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

DATE: December 10, 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, 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
<b>GENERAL FUND:</b>					
November 13, 2014	General Fund	115790	to 115823	\$	192,640.69
November 20, 2014	General Fund	115824	to 115841	\$	409.10
November 20, 2014	General Fund	115842	to 115886	\$	186,451.06
November 26, 2014	Payroll A/P	115887	to 115911	\$	545,615.54
November 21, 2014	General Fund	115912	to 115912	\$	1,124.89
November 26, 2014	General Fund	115913	to 115913	\$	22,632.90
December 1, 2014	General Fund	115914	to 115914	\$	1,945.27
December 1, 2014	General Fund	115915	to 115915	\$	2,113.22
December 4, 2014	General Fund	115916	to 115962	\$	106,464.71
December 4, 2014	General Fund	115963	115963	\$	796.20
November 26, 2014	Payroll Taxes		to	\$	340,776.94
November 26, 2014	Direct Deposit		to	\$	944,740.03
November 26, 2014	Payroll	800579	to 800586	\$	12,490.50
December 1, 2014	Payroll	800587	to 800588	\$	622.09
	Payroll A/P		to		
December 1, 2014	Payroll Taxes		to	\$	104.92
	Direct Deposit		to		
			to		
TOTAL GENERAL FUND:					\$ 2,358,928.06
<b>CAPITAL PROJECTS FUND:</b>					
November 20, 2014	Capital Projects	200232	to 200232	\$	27,941.86
December 4, 2014	Capital Projects	200233	to 200234	\$	23,158.85
TOTAL CAPITAL PROJECTS FUND:					\$ 51,100.71
<b>ASSOCIATED STUDENT BODY FUND:</b>					
November 13, 2014	ASB	401969	to 401975	\$	7,414.67
November 20, 2014	ASB	401976	to 401985	\$	8,373.80
November 20, 2014	ASB	401986	to 401988	\$	940.05
November 21, 2014	ASB	401989	to 401989	\$	1,245.27
November 26, 2014	ASB	401990	to 401990	\$	8,176.18
December 4, 2014	ASB	401991	to 402004	\$	5,217.65
TOTAL ASSOCIATED STUDENT BODY FUND:					\$ 31,367.62
<b>TRANSPORTATION VEHICLE FUND:</b>					
			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

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

As of December 10, 2014, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$192,640.69. The payments are further identified in this document.

Total by Payment Type for Cash Account, GF WARRANTS OUTSTANDING:  
Warrant Numbers 115790 through 115823, totaling \$192,640.69

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
115790	AUTOLUBE TIRE & AUTOMOTIVE	11/14/2014	0000014663	OPEN PURCHASE ORDER 2014-2015 FOR AUTO SERVICES	101415013	27.57	506.30
			0000014682	OPEN PURCHASE ORDER 2014-2015 FOR AUTO SERVICES	101415013	478.73	
115791	BUILDERS HARDWARE & SUPPLY	11/14/2014	S3346942.003	REPLACEMENT & INSTALLATION OF RESTROOM DOOR AT CHERRYDALE ELEMENTARY PER QUOTE S3346942	101415061	574.88	1,150.37
			S3346942.004	REPLACEMENT & INSTALLATION OF RESTROOM DOOR AT CHERRYDALE ELEMENTARY PER QUOTE S3346942	101415061	498.86	
			S3353890.001	OPEN PURCHASE ORDER 2014-2015 FOR SUPPLIES	101415008	76.63	
115792	CAPITAL ELECTRIC INCORP	11/14/2014	25041	FURNISH AND INSTALL A REPLACEMENT PANEL BOARD IN SHS ELECTRICAL ROOM E-206, PANEL J PER PROPOSAL DATED 8/7/2014	101415063	511.45	511.45
115793	DSHS:ACCOUNTS RECEIVABLE CIBS	11/14/2014	0975-81780	BUS FUEL SUPPLY FOR FY1415 OPEN PO	81415055	16,486.89	16,486.89
115794	FENCE SPECIALISTS	11/14/2014	0023812	OPEN PURCHASE	101415015	661.87	661.87

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				ORDER 2014-2015 FOR FENCING SUPPLIES			
115795	FIRST STUDENT INC	11/14/2014	10991138	OPEN PO FOR FIRST STUDENT BUS CHARGES	81415077	8,977.87	127,330.25
			10991138-1	OPEN PO FOR FIRST STUDENT BUS CHARGES	81415077	-35.35	
			11013374	OPEN PO FOR FIRST STUDENT BUS CHARGES	81415077	118,466.58	
			11313374-1	OPEN PO FOR FIRST STUDENT BUS CHARGES	81415077	-78.85	
115796	FRANKLIN PIERCE SD	11/14/2014	8880005568	SMALL WORKS ROSTER	0	83.81	83.81
115797	GRAINGER	11/14/2014	9579699431	OPEN PURCHASE ORDER 2014-2015 FOR SUPPLIES	101415016	90.59	1,326.81
			9579699449	OPEN PURCHASE ORDER 2014-2015 FOR SUPPLIES	101415016	494.49	
			9579699464	OPEN PURCHASE ORDER 2014-2015 FOR SUPPLIES	101415016	741.73	
115798	HARVEY, PAUL JONATHAN	11/14/2014	MILEAGE	MILEAGE	0	41.81	41.81
115799	HEALTH CARE AUTHORITY	11/14/2014	HCASBH1550	SCHOOL BASED HEALTHCARE SERVICES LOCAL MATCH FOR CLAIMS SUBMITTED FOR MARCH 2013	81415094	125.62	125.62
115800	HERITAGE FOOD SERVICE GROUP	11/14/2014	0002805224-IN	OPEN PURCHASE ORDER 2014-2015 FOR KITCHEN PARTS & SUPPLIES	101415018	794.10	978.52
			0002806270-IN	OPEN PURCHASE ORDER 2014-2015 FOR KITCHEN PARTS & SUPPLIES	101415018	184.42	
115801	HOBAN, TIM	11/14/2014	HOBAN	8th grade assembly	2371415034	300.00	300.00
115802	JTEC EDUCATIONAL CONSULTANTS	11/14/2014	1415-383	JTEC ADMIN MATCH CONSULTING & PROCESSING FEE	81415024	1,100.00	1,100.00
115803	KING COUNTY DIRECTORS ASSN	11/14/2014	3854119	OPEN PURCHASE ORDER 2014-2015 FOR SUPPLIES	101415025	42.16	233.53
			3855102	workroom	2371415033	191.37	



Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
115804	LABORATORIES, COASTWIDE	11/14/2014	GT2715986	supplies/cart #741426 OPEN PURCHASE ORDER 2014-2015 FOR CUSTODIAL SUPPLIES	101415011	259.98	2,183.32
			GT2716023	OPEN PURCHASE ORDER 2014-2015 FOR CUSTODIAL SUPPLIES	101415011	219.31	
			NT2715986	OPEN PURCHASE ORDER 2014-2015 FOR CUSTODIAL SUPPLIES	101415011	318.18	
			NT2716023	OPEN PURCHASE ORDER 2014-2015 FOR CUSTODIAL SUPPLIES	101415011	405.91	
			NT2716068	OPEN PURCHASE ORDER 2014-2015 FOR CUSTODIAL SUPPLIES	101415011	52.68	
			NT2716167	OPEN PURCHASE ORDER 2014-2015 FOR CUSTODIAL SUPPLIES	101415011	837.65	
			NT2716223	OPEN PURCHASE ORDER 2014-2015 FOR CUSTODIAL SUPPLIES	101415011	89.61	
115805	LES SCHWAB TIRES	11/14/2014	30500216405	OPEN PURCHASE ORDER 2014-2015 FOR PARTS & SERVICE	101415029	94.75	94.75
115806	NAFIS	11/14/2014	2014/2015	MEMBERSHIP DUES	0	350.00	350.00
115807	NASCO	11/14/2014	970949	SUPPLIES	0	93.05	93.05
115808	NORTHWEST CASCADE INC	11/14/2014	21357	HONEY BUCKET RENTAL 9/15/2014-10/14/2014	81415060	124.50	124.50
115809	PEARSON EDUCATION	11/14/2014	4561609	WIAT-III SUBSCRIPTION	91415007	326.01	1,026.72
			4563028	Scoring Software for Psychologist	91415007	700.71	
115810	PSED-TECHNOLOGY SERVICES	11/14/2014	0000082230	DISTRICT WIDE HOSTING SERVICES FOR FOLLETT DESTINY LIBRARY AND RESOURCE MANAGEMENT	81415106	1,800.00	1,800.00

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
115811	PUGET SOUND ESD#121	11/14/2014	0000082242	SOLUTIONS FOR THE 14-15 SCHOOL YEAR PROQUEST STATE DATABASE LICENSING PACKAGE FOR 2014-15	81415057	595.08	595.08
115812	PUGET SOUND ENERGY	11/14/2014	200002143960	OPEN PO FOR GAS AND ELECTRICITY	81415039	9,553.93	16,538.54
			200023874882	PUGET SOUND ENERGY FY 1415 ELECTRICITY OPEN PO	81415039	6,984.61	
115813	QBSI	11/14/2014	IN232385	XEROX PHASER MFP 3635X1 PURCHASE	81415109	1,557.86	1,557.86
115814	SCHOOL DATA SOLUTIONS	11/14/2014	100850	SUMMER SUMMIT AT TUKWILA WA ATTENDED BY SARA GRAVES, SUSAN GREER, AND KRISTA LALLEMAND	271415017	150.00	150.00
115815	SECURE PACIFIC	11/14/2014	33153	OPEN PURCHASE ORDER 2014-2015 FOR SECURITY, FIRE & ELEVATOR MONITORING	101415056	1,446.00	1,446.00
115816	SHUCKHART, MAUREEN	11/14/2014	MILEAGE	MILEAGE	0	23.70	23.70
115817	SUTCLIFF, JODI KAYE	11/14/2014	EXP REIMB	CLASSROOM SUPPLIES	0	103.34	247.21
			SUPPLIES	SUPPLIES	0	143.87	
115818	TANNER ELECTRIC	11/14/2014	72131000	ELECTRIC CHARGES FOR 14-15 SCHOOL YEAR AND SERSON ISLAND	81415044	456.47	456.47
115819	TRANE COMMERCIAL SYSTEMS	11/14/2014	9971321R1	OPEN PURCHASE ORDER 2014-2015 FOR HVAC PARTS & SERVICE	101415051	139.08	139.08
115820	TRUSTEED PLANS SERVICE CORP	11/14/2014	0078486-IN	TRUSTEED PLANS SERVICE CORP SVCS FY 1415 OPEN PO	81415050	8,271.10	14,211.02
			0078597-IN	TRUSTEED PLANS SERVICE CORP SVCS FY 1415 OPEN PO	81415050	4,465.52	
			45900	OPEN PO TRUSTEED PLANS SERVICE CORPS	81415050	1,474.40	
115821	WILLIAMS, LORIANN	11/14/2014	MILEAGE	MILEAGE	0	142.95	142.95
115822	WITT COMPANY	11/14/2014	374125	SALTAR'S POINT COPIER SUPPLIES OPEN PO FY 1415	1271415028	93.87	93.87

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
115823	WSIAA	11/14/2014	2014-15	MEMBERSHIP FOR SUPERINTENDENT AND BUSINESS MANAGER	0	529.34	529.34
				34 Computer	Check(s) For a Total of		192,640.69



	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
	34	Computer	Checks For a Total of	192,640.69
Total For	34	Manual, Wire Tran, ACH & Computer Checks		192,640.69
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	192,640.69

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

As of December 10, 2014, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$409.10. The payments are further identified in this document.

Total by Payment Type for Cash Account, GF WARRANTS OUTSTANDING:  
Warrant Numbers 115824 through 115841, totaling \$409.10

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

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
115824	ABNEY, JAMES & JENNIFER	11/21/2014	LUNCH REIMB	FOOD SVS REIMBURSEMENT W-D A ABNEY	0	111.05	111.05
115825	AHN, KEVIN	11/21/2014	LUNCH REIMB	FOOD SVS REIMB W/D E AHN	0	4.50	4.50
115826	BODINE, KARYSSA	11/21/2014	LUNCH REIMB	FOOD SVS REIMB W/D A BODINE	0	9.00	9.00
115827	BOUNDS-CHILDERS, TINA	11/21/2014	LUNCH REIMB	FOOD SVS REIMB W/D C CHILDERS	0	3.00	3.00
115828	CUNNINGHAM, ABBY ROSE	11/21/2014	LUNCH REIMB	FOOD SVS REIMB W/D E CUNNINGHAM	0	10.25	10.60
			LUNCH REIMB 2	FOOD SVS REIMB W/D W KIRKLAND	0	0.35	
115829	GACKSTETTER, DIANN	11/21/2014	REFUND	REFUND FOR ROCK CLIMBING T CHANNON	0	22.00	22.00
115830	HADDOCK, LINDA	11/21/2014	LUNCH REIMB	FOOD SVS REIMBURSEMENT W/D VICTOR HADDOCK	0	2.50	10.55
			LUNCH-REIMB	FOOD SVS REIMBURSEMENT W/D VIOLET HADDOCK	0	8.05	
115831	ISTRE, DIANA	11/21/2014	LUNCH REIMB	FOOD SVS REIMB W/D J ISTRE	0	20.00	37.00
			LUNCH REIMB 2	FOOD SVS REIMB W/D K ISTRE	0	15.95	
			LUNCH REIMB 3	FOOD SVS REIMB W/D E URENA	0	1.05	
115832	KINDLER, LON	11/21/2014	LUNCH REIMB	FOOD SVS REIMB W/D T KINDLER	0	8.30	8.30
115833	KUNTZ, MICHAEL	11/21/2014	REFUND	REFUND FOR ROCK CLIMBING A KUNTZ	0	22.00	22.00
115834	MOSQUEDA, CHARITY	11/21/2014	LUNCH REIMB	FOOD SVS REIMB -	0	17.50	17.50

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
115835	ONOSAI, VEEVALU JR.	11/21/2014	REFUND	W/D A MOSQUEDA REFUND FOR ROCK CLIMBING L ONOSAI	0	22.00	22.00
115836	SINCLAIR, CALBERT	11/21/2014	REFUND	REFUND FOR ROCK CLIMBING G GIAVANNI	0	22.00	22.00
115837	STEWART, JOSHUA	11/21/2014	LUNCH REIMB	FOOD SVS REIMB - W/D P PABALAN	0	18.50	31.50
			LUNCH REIMB-2	REIMB FOR FOOD SVS - W/D E PABALAN	0	13.00	
115838	SUMMERS, BRINDLE	11/21/2014	LUNCH REIMB	FOOD SVS REIMBURSEMENT W/D A SUMMERS	0	21.50	21.50
115839	TERI LITT	11/21/2014	REFUND	REFUND FOR ROCK CLIMBING	0	22.00	22.00
115840	TOKLES-BAKER, KATHERINE	11/21/2014	LUNCH REIMB	FOOD SVS REIMB W/D A COBAUGH	0	8.95	8.95
115841	VALLEJO SR, JONATHAN	11/21/2014	LUNCH REIMB	FOOD SVS REIMB W/D J VALLEJO	0	23.00	25.65
			LUNCH REIMB 2	FOOD SVS REIMB W/D A VALLEJO	0	2.65	
				18 Computer	Check(s) For a Total of		409.10

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	18	Computer	Checks For a Total of	409.10
Total For	18	Manual, Wire Tran, ACH & Computer Checks		409.10
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	409.10

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As of December 10, 2014, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$186,451.06. The payments are further identified in this document.

Total by Payment Type for Cash Account, GF WARRANTS OUTSTANDING:  
Warrant Numbers 115842 through 115886, totaling \$186,451.06

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
115842	ACP DIRECT	11/24/2014	0180785	CALIFONE 3064-USB HEADPHONES WITH MIC FOR CHLOE CLARK ENGLISH LANGUAGE LEARNER PROGRAM	271415014	306.35	306.35
115843	ALBERS & COMPANY INC	11/24/2014	1106	ALBERS AND COMPANY INC FY 1415 OPEN PO	81415038	3,214.05	3,214.05
115844	AMERICAN LEGACY PUBLISHING	11/24/2014	149465	American Legacy Publ. - 5th Grade USA Social Studies Weekly magazine subscription	1271415023	1,494.11	1,494.11
115845	CAREER STAFF UNLMTD- SEATTLE	11/24/2014	28427-227340	Jackie Muir, Contracted OT position for the 2014-2015 school year.	91415004	2,034.00	4,050.00
			28427-228356	Jackie Muir, Contracted OT position for the 2014-2015 school year.	91415004	2,016.00	
115846	CENTURYLINK	11/24/2014	206-225-0055467B	DISTRICT WIDE PHONE SERVICES FOR THE 14/15 SCHOOL YEAR - DO NOT FAX	81415007	7,554.00	7,887.31
			300493944	DISTRICT WIDE PHONE SERVICES FOR THE 14/15	81415007	333.31	



Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
115847	CITY OF DUPONT	11/24/2014	000419-000	SCHOOL YEAR - DO NOT FAX CITY OF DUPONT	81415045	842.55	10,098.50
			000420-000	WATER SEWER SVCS FY 1415 OPEN PO CITY OF DUPONT	81415045	1,581.70	
			000421-000	WATER SEWER SVCS FY 1415 OPEN PO CITY OF DUPONT	81415045	752.25	
			000422-000	WATER SEWER SVCS FY 1415 OPEN PO CITY OF DUPONT	81415045	52.40	
			001586-016	WATER SEWER SVCS FY 1415 OPEN PO CITY OF DUPONT	81415045	1,128.35	
			103176-000	WATER SEWER SVCS FY 1415 OPEN PO CITY OF DUPONT	81415045	3,189.90	
			103176-001	WATER SEWER SVCS FY 1415 OPEN PO CITY OF DUPONT	81415045	52.40	
			103176-002	WATER SEWER SVCS FY 1415 OPEN PO CITY OF DUPONT	81415045	296.90	
			103176-003	WATER SEWER SVCS FY 1415 OPEN PO CITY OF DUPONT	81415045	2,202.05	
115848	CITY TREASURER	11/24/2014	100683154	OPEN PO FOR READER BOARD POWER	81415071	59.96	59.96
115849	CROSS CULTURAL COMM INC	11/24/2014	1	Interpreter Services	0	238.00	238.00
115850	CULLIGAN	11/24/2014	201411380587	OPEN PURCHASE ORDER 2014-2015 FOR WATER	101415012	43.01	72.09
			201411400885	OPEN PURCHASE ORDER 2014-2015 FOR WATER	101415012	29.08	
115851	DUNN, EMILY MARIE	11/24/2014	REIMB	REIMB HEALTH ROOM SUPPLIES	0	10.37	10.37
115852	ESD 113	11/24/2014	0000027002	CRISC SERVICES FOR FY1415 OPEN PO	81415056	11,621.80	11,621.80
115853	FAIRFAX HOSPITAL	11/24/2014	1774	Tuition for Northwest School of Innovative Learning, 2014/2015 school	91415006	2,625.00	2,625.00

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
115854	FOLLETT SCHOOL SOLUTIONS	11/24/2014	1157450	year. Textbook Barcode Labels (1,000 per roll) Starting with barcode number ::23000 Please notify Teri Litt at SHS (TLitt@steilacoom. k12.wa.us) when purchase order is approved. She will fax to Follett School Solutions.	271415016	80.84	80.84
115855	GENERAL ELECTRIC CAPITAL CORP	11/24/2014	61663580	GE CAPITAL CORP OPEN PO FOR DISTRICT OFFICE COPIER	81415068	529.50	529.50
115856	HAROLD LEMAY ENTERPRISES	11/24/2014	5640526	DISTRICT WIDE GARBAGE/RECYCLING SVCS FY 1415 HAROLD LEMAY ENTERPRISES OPEN PO	81415047	102.58	5,118.60
			5641107	DISTRICT WIDE GARBAGE/RECYCLING SVCS FY 1415 HAROLD LEMAY ENTERPRISES OPEN PO	81415047	567.34	
			5641192	DISTRICT WIDE GARBAGE/RECYCLING SVCS FY 1415 HAROLD LEMAY ENTERPRISES OPEN PO	81415047	64.10	
			5641201	DISTRICT WIDE GARBAGE/RECYCLING SVCS FY 1415 HAROLD LEMAY ENTERPRISES OPEN PO	81415047	1,563.24	
			5641250	DISTRICT WIDE GARBAGE/RECYCLING SVCS FY 1415 HAROLD LEMAY ENTERPRISES OPEN PO	81415047	440.50	
			5641381	DISTRICT WIDE	81415047	808.07	



Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				GARBAGE/RECYCLING SVCS FY 1415 HAROLD LEMAY ENTERPRISES OPEN PO			
			5642193	DISTRICT WIDE GARBAGE/RECYCLING SVCS FY 1415 HAROLD LEMAY ENTERPRISES OPEN PO	81415047	40.35	
			5642732	DISTRICT WIDE GARBAGE/RECYCLING SVCS FY 1415 HAROLD LEMAY ENTERPRISES OPEN PO	81415047	128.19	
			5687708	DISTRICT WIDE GARBAGE/RECYCLING SVCS FY 1415 HAROLD LEMAY ENTERPRISES OPEN PO	81415047	1,404.23	
115857	HEALTH CARE AUTHORITY	11/24/2014	HCASBH1611	Medicaid Reimbursement	81415094	356.08	356.08
115858	HEWLETT PACKARD	11/24/2014	55045162	Saltar's Point and HR Laptops	111415012	2,437.36	2,437.36
115859	HUMANUS CORPORATION	11/24/2014	2014-2018	Jonathan Golle, Contracted Psychologist position.	91415002	5,920.00	5,920.00
115860	K & L GATES	11/24/2014	3018803	PROFESSIONAL LEGAL SERVICES FOR 14-15 SY	81415080	105.00	2,712.00
			3019426	PROFESSIONAL LEGAL SERVICES FOR 14-15 SY	81415080	2,607.00	
115861	KING COUNTY DIRECTORS ASSN	11/24/2014	3856496	copy paper - order for school year 2014-15	2371415014	643.69	841.59
			3856497	kallay/art supplies/cart #729561	2371415019	43.33	
			3857627	KCDA order cart # 730936	1271415027	4.30	
			3859103	cart #744376/Kilga/LArt s	2371415036	53.93	
			3859961	workroom supplies/cart	2371415037	96.34	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
115862	KISSEL, KARI ANN	11/24/2014	REIMB FACSE	#745007 MILEAGE REIMB FOR CONFERENCE	0	287.67	287.67
115863	KONE, INC	11/24/2014	221600772	OPEN PURCHASE ORDER FOR 2014-2015 FOR ELEVATOR SERVICE	101415058	635.53	635.53
115864	LABORATORIES, COASTWIDE	11/24/2014	GT2716068-1	OPEN PURCHASE ORDER 2014-2015 FOR CUSTODIAL SUPPLIES	101415011	43.58	868.45
			GT2716223-1	OPEN PURCHASE ORDER 2014-2015 FOR CUSTODIAL SUPPLIES	101415011	19.32	
			GT2716822	OPEN PURCHASE ORDER 2014-2015 FOR CUSTODIAL SUPPLIES	101415011	368.31	
			GT2716822-1	OPEN PURCHASE ORDER 2014-2015 FOR CUSTODIAL SUPPLIES	101415011	28.60	
			NT2716023-1	OPEN PURCHASE ORDER 2014-2015 FOR CUSTODIAL SUPPLIES	101415011	0.70	
			NT2716167-1	OPEN PURCHASE ORDER 2014-2015 FOR CUSTODIAL SUPPLIES	101415011	2.10	
			NT2716167-2	OPEN PURCHASE ORDER 2014-2015 FOR CUSTODIAL SUPPLIES	101415011	90.20	
			NT2716822	OPEN PURCHASE ORDER 2014-2015 FOR CUSTODIAL SUPPLIES	101415011	315.64	
115865	LAKEWOOD HARDWARE & PAINT	11/24/2014	401513	OPEN PURCHASE ORDER 2014-2015 FOR SUPPLIES	101415026	247.19	247.19
115866	LEADER SERVICES	11/24/2014	WA08042	FEES @ \$1.40	0	68.60	68.60
115867	LEMAY MOBILE SHREDDING	11/24/2014	4410651	LEMAY MOBILE SHREDDING SVCS FY 1415 OPEN PO	81415049	51.80	229.80
			4410652	LEMAY MOBILE SHREDDING SVCS FY 1415 OPEN PO	81415049	100.00	
			4410657	LEMAY MOBILE	81415049	50.00	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				SHREDDING SVCS FY			
				1415 OPEN PO			
			4412674	LEMAY MOBILE	81415049	28.00	
				SHREDDING SVCS FY			
				1415 OPEN PO			
115868	MCDONALD, JODY D	11/24/2014	MILEAGE REIMB	MILEAGE REIMB	0	94.96	94.96
115869	MICRO K12CONNECTED.COM	11/24/2014	0456964-IN	Doc Cam and	111415007	1,137.76	1,137.76
				projector lamps			
				for classrooms			
115870	MVP PHYSICAL THERAPY, INC	11/24/2014	114	SHS MVP PHYSICAL	81415107	2,885.00	2,885.00
				THERAPY ATHLETIC			
				TRAINING SERVICES			
				OPEN PO			
115871	NOR-PAC SEATING CO INC	11/24/2014	4828	SHS BLEACHER	101415072	230.83	230.83
				PARTS			
115872	PIERCE COUNTY REFUSE	11/24/2014	5635582	OPEN PO FOR	81415084	154.90	1,208.82
				GARBAGE AND			
				RECYCLING			
			5637104	OPEN PO FOR	81415084	1,053.92	
				GARBAGE AND			
				RECYCLING			
115873	PIERCE COUNTY SEWER	11/24/2014	00858625	PIERCE COUNTY	81415046	134.61	306.13
				SEWER SVCS FY			
				1415 OPEN PO			
			01354221	PIERCE COUNTY	81415046	173.52	
				SEWER SVCS FY			
				1415 OPEN PO			
115874	QBSI	11/24/2014	IN277793	QBSI OPEN PO	81415035	7.35	412.13
				PRINT MANAGEMENT			
				SERVICES			
			IN277794	QBSI OPEN PO	81415035	404.78	
				PRINT MANAGEMENT			
				SERVICES			
115875	QUAIL, HEATHER C	11/24/2014	REIMB SUPPLIES	REIMB SCHOOL	0	54.18	54.18
				SUPPLIES			
115876	RSD	11/24/2014	26158933-00	OPEN PURCHASE	101415041	30.56	30.56
				ORDER 2014-2015			
				FOR REFRIGERATION			
				PARTS			
115877	SCHOOL OUTFITTERS	11/24/2014	INV11551467	SHS CAFETERIA	81415030	4,149.00	5,747.00
				TABLES			
			INV11583563	SHS CAFETERIA	81415030	1,598.00	
				TABLES			
115878	SODEXO INC & AFFILIATES	11/24/2014	1000813323	OPEN PO FOR FOOD	81415104	90,352.34	90,352.34
				SERVICE - DO NOT			
				FAX			
115879	STACY PLUMBING SUPPLY CO	11/24/2014	314102	OPEN PURCHASE	101415048	216.30	216.30
				ORDER 2014-2015			
				FOR PLUMBING			
				SUPPLIES			

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
115880	SUNBELT STAFFING	11/24/2014	6646449	Jacqueline Diaz, Contracted Psychologist position.	91415003	2,800.00	8,400.00
			6659402	Jacqueline Diaz, Contracted Psychologist position.	91415003	2,800.00	
			6673022	Jacqueline Diaz, Contracted Psychologist position.	91415003	2,800.00	
115881	SUTCLIFF, JODI KAYE	11/24/2014	REIMB	REIMB CLASSROOM	0	19.38	44.54
			REIMB 2	REIMB FOR CLASSROOM SUPPLIES	0	25.16	
115882	THE NEWS TRIBUNE	11/24/2014	0001384279-01	NEWS TRIBUNE AD FOR NOTICE OF DETERMINATION OF NONSIGNIFICANCE	81415110	189.46	189.46
115883	TRUSTEED PLANS SERVICE CORP	11/24/2014	0078696-IN	TRUSTEED PLANS SERVICE CORP SVCS FY 1415 OPEN PO	81415050	8,906.77	8,906.77
115884	US BANK EQUIP. FINANCE/US BANK	11/24/2014	265908772	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
115885	WEIGHT, KATHLEEN J	11/24/2014	REIMB MILEAGE	REIMB MILEAGE	0	103.40	103.40
115886	SCHOLASTIC-BOOK FAIRS	11/24/2014	W3281700BF	S.P. Scholastic Book Fair payment DO NOT FAX, INVOICE IS ATTACHED FOR PAYMENT	4041415003	3,059.19	3,059.19
45	Computer	Check(s) For a Total of					186,451.06

	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	186,451.06
Total For	45	Manual, Wire Tran, ACH & Computer	Checks	186,451.06
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	186,451.06



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

As of December 10, 2014, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$1,124.89. The payments are further identified in this document.

Total by Payment Type for Cash Account, GF WARRANTS OUTSTANDING:  
Warrant Numbers 115912 through 115912, totaling \$1,124.89

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
115912	STEILACOOM SCHOOL DISTRICT	11/24/2014	CTAX11 20141121AAA	Comp Tax owed for Cash Account 11 through 11/21/2014	0	1,124.89	1,124.89
			1	Computer	Check(s) For a Total of		1,124.89



	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	1,124.89
Total For	1	Manual, Wire Tran, ACH & Computer	Checks	1,124.89
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	1,124.89

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

As of December 10, 2014, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$22,632.90. The payments are further identified in this document.

Total by Payment Type for Cash Account, GF WARRANTS OUTSTANDING:  
Warrant Numbers 115913 through 115913, totaling \$22,632.90

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

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
	Vendor on Invoice						
115913	MASTERCARD CORP. CLIENTS PAYME	11/28/2014		CREDIT CARD PAYMENT CHECK			22,632.90
	ACE PARKING		CC11261400071	Credit Card Payment AP Invoice.	0	14.00	
	ALASKA A		CC11261400031	Credit Card Payment AP Invoice.	0	25.00	
	ALBERTSONS		CC11261400007	Credit Card Payment AP Invoice.	0	139.10	
	AMAZON MARKETPLACE		CC11261400037	Credit Card Payment AP Invoice.	0	276.09	
	AMAZON MARKETPLACE		CC11261400046	Credit Card Payment AP Invoice.	0	452.94	
	AMAZON		CC11261400006	Credit Card Payment AP Invoice.	0	71.69	
	AMAZON		CC11261400078	Credit Card Payment AP Invoice.	0	9.07	
	AMAZON.COM		CC11261400015	Credit Card Payment AP Invoice.	0	299.33	
	AMAZON.COM		CC11261400076	Credit Card Payment AP Invoice.	0	150.69	
	ANDERSON ISLAND GENERAL STORE		CC11261400086	Credit Card Payment AP Invoice.	0	28.65	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
	Vendor on Invoice						
	APPERSON - PCARD		CC11261400060	Credit Card Payment AP Invoice.	0	270.09	
	APPLEBEES-P-CARD		CC11261400017	Credit Card Payment AP Invoice.	0	32.10	
	BAYSIDE APPAREL		CC11261400067	Credit Card Payment AP Invoice.	0	255.09	
	BIO RAD LABORATORIES		CC11261400062	Credit Card Payment AP Invoice.	0	677.19	
	BIO RAD LABORATORIES		CC11261400066	Credit Card Payment AP Invoice.	0	115.23	
	BLANK SHIRTS INC - PCARD		CC11261400050	Credit Card Payment AP Invoice.	0	560.71	
	BOOKS ARE FUN - PCARD		CC11261400021	Credit Card Payment AP Invoice.	0	36.00	
	BRYANT'S BARBEQUE - BRO-PCARD		CC11261400034	Credit Card Payment AP Invoice.	0	38.71	
	CANVAS PEOPLE		CC11261400041	Credit Card Payment AP Invoice.	0	119.40	
	CAROLINA BIOLOGICAL SUPPLY		CC11261400064	Credit Card Payment AP Invoice.	0	178.64	
	CARSON-DELLOSA PUB CO. LLC		CC11261400043	Credit Card Payment AP Invoice.	0	17.34	
	CASH N CARRY - PCARD		CC11261400073	Credit Card Payment AP Invoice.	0	151.70	
	CDWG		CC11261400018	Credit Card Payment AP Invoice.	0	236.59	
	CENTER FOR EDUCATION AND EMPLO		CC11261400035	Credit Card Payment AP Invoice.	0	304.95	
	CONOCO-PCARD		CC11261400057	Credit Card Payment AP Invoice.	0	30.00	
	CURB - PCARD		CC11261400033	Credit Card Payment AP Invoice.	0	25.20	
	CURRICULUM ASSOCIATES INC		CC11261400042	Credit Card	0	63.85	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
	Vendor on Invoice						
				Payment AP			
				Invoice.			
	DISCOUNT SHOWCASES- PCARD		CC11261400070	Credit Card	0	737.83	
				Payment AP			
				Invoice.			
	DOLLAR TREE - PCARD		CC11261400014	Credit Card	0	43.76	
				Payment AP			
				Invoice.			
	DOUBLETREE SUITES BY HILTON		CC11261400003	Credit Card	0	13.99	
				Payment AP			
				Invoice.			
	EASYKEYS.COM - PCARD		CC11261400053	Credit Card	0	13.90	
				Payment AP			
				Invoice.			
	ENTERTAINMENT DIRECT - PCARD		CC11261400054	Credit Card	0	38.15	
				Payment AP			
				Invoice.			
	FIORRELLAS JACK STACK-PCARD		CC11261400030	Credit Card	0	59.57	
				Payment AP			
				Invoice.			
	FLINN SCIENTIFIC		CC11261400063	Credit Card	0	214.80	
				Payment AP			
				Invoice.			
	FRED MEYER		CC11261400028	Credit Card	0	86.39	
				Payment AP			
				Invoice.			
	HEWLETT PACKARD		CC11261400020	Credit Card	0	68.97	
				Payment AP			
				Invoice.			
	HOME DEPOT		CC11261400011	Credit Card	0	365.04	
				Payment AP			
				Invoice.			
	HOUSE OF DONUTS OF LAKEWOOD LL		CC11261400022	Credit Card	0	82.50	
				Payment AP			
				Invoice.			
	IDEAS UNLIMITED SEMINARS LLC		CC11261400049	Credit Card	0	0.00	
				Payment AP			
				Invoice.			
	IMPARK00250003A		CC11261400002	Credit Card	0	17.14	
				Payment AP			
				Invoice.			
	INSTITUTE FOR BRAIN POTENTIAL		CC11261400026	Credit Card	91415008	158.00	
				Payment AP			
				Invoice.			
	KAPLAN EARLY LEARNING CO		CC11261400045	Credit Card	0	109.26	
				Payment AP			
				Invoice.			
	KING COUNTY DIRECTORS ASSN		CC11261400009	Credit Card	0	1,248.82	
				Payment AP			

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
	Vendor on Invoice						
	LAKESWOOD HARDWARE & PAINT		CC11261400065	Invoice. Credit Card Payment AP	0	32.71	
	MAD ROBIN MUSIC		CC11261400036	Invoice. Credit Card Payment AP	0	103.36	
	MASTERCARD CORP. CLIENTS PAYME		CC11261400000	Invoice. Credit Card Payment AP	0	664.41	
	MCLENDON HARDWARE-PCARD		CC11261400013	Invoice. Credit Card Payment AP	0	53.49	
	MEDCO		CC11261400047	Invoice. Credit Card Payment AP	0	78.29	
	MOUNTAIN MATH/LANGUAGE		CC11261400039	Invoice. Credit Card Payment AP	0	191.90	
	NORTHWEST EDUCATIONAL SVS- PCA		CC11261400075	Invoice. Credit Card Payment AP	0	180.00	
	OFFICE DEPOT		CC11261400012	Invoice. Credit Card Payment AP	0	1,027.50	
	OFFICE DEPOT		CC11261400010	Invoice. Credit Card Payment AP	0	1,626.19	
	OREILLY AUTO - PCARD		CC11261400082	Invoice. Credit Card Payment AP	0	56.83	
	OTTLITE TECH - PCARD		CC11261400027	Invoice. Credit Card Payment AP	0	29.47	
	PANERA BREAD - PCARD		CC11261400059	Invoice. Credit Card Payment AP	0	52.01	
	PERIPOLE BERGERAULT		CC11261400038	Invoice. Credit Card Payment AP	0	950.40	
	PET SOLUTIONS - PCARD		CC11261400052	Invoice. Credit Card Payment AP	0	134.99	
	PIERCE COUNTY FERRY SYSTEM		CC11261400019	Invoice. Credit Card Payment AP	0	3,633.30	
	PLANK ROAD PUBLISHING		CC11261400008	Invoice. Credit Card Payment AP Invoice.	0	42.85	

Check Nbr	Vendor Name Vendor on Invoice	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
	PUGET SOUND ESD#121		CC11261400080	Credit Card Payment AP Invoice.	0	90.00	
	PUGET SOUND ESD		CC11261400079	Credit Card Payment AP Invoice.	0	90.00	
	RAINBOW RESOURCE P-CARD		CC11261400024	Credit Card Payment AP Invoice.	0	54.99	
	REALLY GOOD STUFF		CC11261400044	Credit Card Payment AP Invoice.	0	250.63	
	RED LION HOTEL		CC11261400056	Credit Card Payment AP Invoice.	0	31.21	
	RED LION HOTEL - PASCO		CC11261400016	Credit Card Payment AP Invoice.	0	292.96	
	REPUBLIC PARKING - P-CARD		CC11261400001	Credit Card Payment AP Invoice.	0	20.00	
	SAFEWAY		CC11261400055	Credit Card Payment AP Invoice.	0	70.97	
	SCHOOL DAZE		CC11261400025	Credit Card Payment AP Invoice.	0	98.92	
	SCHOOL SPECIALTY		CC11261400029	Credit Card Payment AP Invoice.	0	163.16	
	SPECIALTY WIPERS - PCARD		CC11261400081	Credit Card Payment AP Invoice.	0	287.63	
	SPEED E MART - PCARD		CC11261400058	Credit Card Payment AP Invoice.	0	20.00	
	STAPLES BUSINESS ADVANTAGE		CC11261400077	Credit Card Payment AP Invoice.	0	8.26	
	STARBUCKS		CC11261400072	Credit Card Payment AP Invoice.	0	16.27	
	STORE SUPPLY WAREHOUSE-PCARD		CC11261400061	Credit Card Payment AP Invoice.	0	34.69	
	SUPERSHUTTLE EXECUCARK-PCARD		CC11261400032	Credit Card Payment AP Invoice.	0	62.00	
	TARGET - PCARD		CC11261400040	Credit Card	0	86.99	



Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
	Vendor on Invoice						
	TEACHERSPAYTEACHERS P-CARD		CC11261400023	Payment AP Invoice. Credit Card	0	21.00	
	THINK SOCIAL PUBLISHING, INC		CC11261400004	Payment AP Invoice. Credit Card	141415020	1,633.50	
	TIME FOR KIDS		CC11261400048	Payment AP Invoice. Credit Card	0	89.20	
	TRANSFER EXPRESS		CC11261400051	Payment AP Invoice. Credit Card	0	234.90	
	WALGREENS - PCARD		CC11261400074	Payment AP Invoice. Credit Card	0	5.23	
	WALMART		CC11261400005	Payment AP Invoice. Credit Card	0	38.29	
	WASBO		CC11261400085	Payment AP Invoice. Credit Card	0	-65.00	
	WERA		CC11261400068	Payment AP Invoice. Credit Card	0	1,045.00	
	WESTIN BELLEVUE		CC11261400084	Payment AP Invoice. Credit Card	0	356.93	
	WSIPC		CC11261400083	Payment AP Invoice. Credit Card	0	750.00	
	WSPA		CC11261400069	Payment AP Invoice. Credit Card	0	150.00	
				Payment AP Invoice.			
				1 Computer	Check(s) For a Total of	22,632.90	

	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	22,632.90
Total For	1	Manual, Wire Tran, ACH & Computer Checks		22,632.90
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	22,632.90

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

As of December 10, 2014, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$1,945.27. The payments are further identified in this document.

Total by Payment Type for Cash Account, GF WARRANTS OUTSTANDING:  
Warrant Numbers 115914 through 115914, totaling \$1,945.27

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
115914	MASTERCARD CORP. CLIENTS PAYME	12/02/2014		CREDIT CARD PAYMENT CHECK			1,945.27
	LEXIA LEARNING P-CARD		le::ia00000	Credit Card Payment AP Invoice.	0	1,673.27	
	MASTERCARD CORP. CLIENTS PAYME		ccgf00000	Credit Card Payment AP Invoice.	0	272.00	
1	Computer			Check(s) For a Total of			1,945.27

	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	1,945.27
Total For	1	Manual, Wire Tran, ACH & Computer Checks		1,945.27
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	1,945.27



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

As of December 10, 2014, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$2,113.22. The payments are further identified in this document.

Total by Payment Type for Cash Account, GF WARRANTS OUTSTANDING:  
Warrant Numbers 115915 through 115915, totaling \$2,113.22

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
115915	MASTERCARD CORP. CLIENTS PAYME	12/02/2014	11/20/2014	PAYMENT RECONCILIATION	0	2,113.22	2,113.22
				1 Computer	Check(s) For a Total of		2,113.22

	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	2,113.22
Total For	1	Manual, Wire Tran, ACH & Computer	Checks	2,113.22
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	2,113.22

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

As of December 10, 2014, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$106,464.71. The payments are further identified in this document.

Total by Payment Type for Cash Account, GF WARRANTS OUTSTANDING:  
Warrant Numbers 115916 through 115962, totaling \$106,464.71

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

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
115916	ABC SUN CONTROL INC	12/05/2014	16391	INSTALLATION OF GLARE REDUCING WINDOW FILM FOR SALTAR'S POINT MODULAR CLASSROOMS AND PDC UPPER PANES PER PROPOSAL DATED OCT 1, 2014	101415074	2,767.82	2,767.82
115917	ALBERTSONS	12/05/2014	6030375100161345	SHS ALBERTSONS FACSE- OPEN PO NOT TO EXCEED \$5,000	141415005	755.44	755.44
115918	ANDERSON ISLAND GENERAL STORE	12/05/2014	9832218	FUEL FOR BUS AND CAR ON ANDERSON ISLAND	81415054	928.49	928.49

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
115919	BUILDERS HARDWARE & SUPPLY	12/05/2014	S3369554.001	OPEN PURCHASE ORDER 2014-2015 FOR SUPPLIES	101415008	16.55	16.55
115920	CAREER STAFF UNLMTD- SEATTLE	12/05/2014	28427-229094	Jackie Muir, Contracted OT position for the 2014-2015 school year.	91415004	2,160.00	3,960.00
			28427-229798	Jackie Muir, Contracted OT position for the 2014-2015 school year.	91415004	1,800.00	
115921	CDW-G, INC.	12/05/2014	QW01885	HP JL PRO 400 M401DNE	0	236.59	236.59
115922	CDWG	12/05/2014	QV72798	Pioneer UPS Batteries.	111415023	1,670.20	1,878.11
			QV74193	Media Converter for internet port to web filter to support NetFlow Monitoring	111415024	207.91	
115923	CELESTE L JOHNSTON	12/05/2014	REIMB	REIMBURSE MILEAGE	0	27.84	27.84
115924	CENTRAL WASHINGTON UNIVERSITY	12/05/2014	20414771-14C	Chamber Choir - CWU Choral Festival 2014	4311415026	275.00	275.00
115925	CENTURYLINK	12/05/2014	1321054002	DISTRICT WIDE PHONE SERVICES FOR THE 14/15 SCHOOL YEAR - DO NOT FAX	81415007	465.96	465.96
115926	CODEWORK INC	12/05/2014	1510076	Vision Pro License and	111415020	2,116.80	2,116.80



Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
115927	COMCAST	12/05/2014	32884050	Support Renewal OPEN PO FOR DISTRICT WIDE NETWORK	81415009	6,339.08	6,339.08
115928	EDGEWORKS CLIMBING	12/05/2014	NOV 26 GROUP CLIMB	DO NOT FAX - Rock Climbing	4311415025	547.50	547.50
115929	FRANKLIN PIERCE SD	12/05/2014	8880005590	Tuition for Out of District Students, served by Franklin Pierce School District.	91415013	6,391.00	6,474.81
			SEPT2014	ADVERTISEMENT FOR SMALL WORKS ROSTER	101415085	83.81	
115930	GARVIN, ANNA MARIE	12/05/2014	REIMB	REIMBURSEMENT FOR FERRY TICKETS	0	34.60	34.60
115931	GENERAL ELECTRIC CAPITAL CORP	12/05/2014	61736391	GE CAPITAL CORP OPEN PO FOR PIONEER MIDDLE SCHOOL COPIER	81415064	743.10	2,310.46
			61741360	GE CAPITAL CORP OPEN PO FOR SHS COPIER	81415063	695.78	
			61750292	GE CAPITAL CORP OPEN PO FOR SALTAR'S COPIER	81415065	534.97	
			61759428	GE CAPITAL CORP OPEN PO FOR MAINTENANCE COPIER KYOCERA FS140	81415069	75.49	
			61763383	GE CAPITAL CORP	81415066	261.12	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
115932	GRAINGER	12/05/2014	9596814146	OPEN PO FOR COPIERS AT CHLOE CLARK	101415016	342.64	3,949.46
			9598782747	OPEN PURCHASE ORDER 2014-2015 FOR SUPPLIES	101415016	626.43	
			9600070164	OPEN PURCHASE ORDER 2014-2015 FOR SUPPLIES	101415016	2,846.59	
			9604494386	OPEN PURCHASE ORDER 2014-2015 FOR SUPPLIES	101415016	133.80	
115933	GRAVES, SARA COLLEEN	12/05/2014	REIMBURSE	REIMBURSE MILEAGE	0	48.18	48.18
115934	HANDWRITING WITHOUT TEARS	12/05/2014	893375-1	DO NOT FAX: we will register at Cherrydale K-5 HWT Conference for 2nd grade team: Feb. 21, 2015	1461415018	250.00	1,250.00
			893387-1	DO NOT FAX: we will register at Cherrydale K-5 HWT Conference for 2nd grade team: Feb. 21, 2015	1461415018	250.00	
			893392-1	DO NOT FAX: we will register at Cherrydale K-5	1461415018	250.00	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				HWT Conference for 2nd grade team: Feb. 21, 2015			
			893394-1	DO NOT FAX: we will register at Cherrydale K-5 HWT Conference for 2nd grade team: Feb. 21, 2015	1461415018	250.00	
			893398-1	DO NOT FAX: we will register at Cherrydale K-5 HWT Conference for 2nd grade team: Feb. 21, 2015	1461415018	250.00	
115935	HEALTH CARE AUTHORITY	12/05/2014	HCASBH1644	Medicaid Reimbursement	81415094	292.55	362.20
			HCASBH1673	Medicaid Reimbursement	81415094	69.65	
115936	HUMANUS CORPORATION	12/05/2014	2014-2079	Jonathan Golle, Contracted Psychologist position.	91415002	5,920.00	5,920.00
115937	JOHNSTONE SUPPLY	12/05/2014	11-S100151470.001	OPEN PURCHASE ORDER 2014-2015 FOR SUPPLIES	101415024	108.10	125.60
			11-S100161919.001	OPEN PURCHASE ORDER 2014-2015 FOR SUPPLIES	101415024	17.50	
115938	JTEC EDUCATIONAL CONSULTANTS	12/05/2014	1415-447	JTEC ADMIN MATCH	81415024	1,100.00	1,100.00

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
115939	KING COUNTY DIRECTORS ASSN	12/05/2014	3860169	CONSULTING & PROCESSING FEE oversized bulletin board/misc./cart #	2371415031	159.82	159.82
115940	LABORATORIES, COASTWIDE	12/05/2014	GT2723803	OPEN PURCHASE ORDER 2014-2015 FOR CUSTODIAL SUPPLIES	101415011	179.14	434.39
			NT2723803	OPEN PURCHASE ORDER 2014-2015 FOR CUSTODIAL SUPPLIES	101415011	255.25	
115941	LAKEWOOD HARDWARE & PAINT	12/05/2014	413071	OPEN PURCHASE ORDER 2014-2015 FOR SUPPLIES	101415026	46.46	46.46
115942	LOWES	12/05/2014	99001959339	OPEN PURCHASE ORDER 2014-2015 FOR SUPPLIES	101415031	520.22	520.22
115943	MAKERBOT INDUSTRIES, LLC	12/05/2014	INV048458	SHS MAKERBOT 3-D PRINTER AND PARTS FOR PLTW. PLEASE SEE ATTACHED CART.	141415011	3,845.82	3,845.82
115944	MARK'S PLUMBING PARTS	12/05/2014	INV001370357	OPEN PURCHASE ORDER 2014-2015 FOR PLUMBING SUPPLIES	101415032	166.73	166.73
115945	MULTICARE HEALTH SYSTEM	12/05/2014	14741184	CUSTOM EAR MOLD DEVICE FOR FM SYSTEM - BETHANY ALLEN AUDIOLOGIST	91415005	65.00	65.00



Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				MORGAN POINTON STUDENT			
115946	NORRIS, LAURIE ANNE	12/05/2014	REIMBURSE	REIMBURSE MILEAGE	0	43.51	43.51
115947	NORTHWEST CASCADE INC	12/05/2014	0793889	HONEY BUCKET RENTAL	81415060	124.50	124.50
115948	PARR, KAREN LOUISE	12/05/2014	REIMBURSE	REIMBURSE 7TH GRADE SCIENCE SUPPLIES	0	67.00	67.00
115949	PIERCE COLLEGE	12/05/2014	83441	SHS PC3 MEMBERSHIP DUES FOR 2014-15 *PLEASE MAKE PAYABLE TO PIERCE COLLEGE AND SEND PAYMENT TO THE PIERCE COLLEGE CASHIERS OFFICE*	141415023	4,460.00	4,460.00
115950	PUGET SOUND ENERGY	12/05/2014	200008146082	PUGET SOUND ENERGY FY 1415 ELECTRICITY OPEN PO	81415039	894.53	6,127.32
			200018787412	PUGET SOUND ENERGY FY 1415 ELECTRICITY OPEN PO	81415039	4,460.53	
			200022057323	PUGET SOUND ENERGY FY 1415 ELECTRICITY OPEN PO	81415039	372.32	
			220005466069	PUGET SOUND ENERGY FY 1415 ELECTRICITY OPEN PO	81415039	399.94	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
115951	SECURE PACIFIC	12/05/2014	34119	MONITORING SERVICES FOR STEILACOOM DISTRICT	101415001	114.25	114.25
115952	SHUCKHART, MAUREEN	12/05/2014	REIMBURSE	REIMBURSE MILEAGE	0	37.26	37.26
115953	STACY PLUMBING SUPPLY CO	12/05/2014	313917-A	OPEN PURCHASE ORDER FOR 2014-2015 FOR PLUMBING SUPPLIES	101415086	1,969.32	7,857.60
			313968	OPEN PURCHASE ORDER FOR 2014-2015 FOR PLUMBING SUPPLIES	101415086	3,068.34	
			313969-A	OPEN PURCHASE ORDER 2014-2015 FOR PLUMBING SUPPLIES	101415048	1,690.23	
			313970	OPEN PURCHASE ORDER FOR 2014-2015 FOR PLUMBING SUPPLIES	101415086	169.95	
			314203	OPEN PURCHASE ORDER FOR 2014-2015 FOR PLUMBING SUPPLIES	101415086	45.08	
			314214	OPEN PURCHASE ORDER FOR 2014-2015 FOR PLUMBING SUPPLIES	101415086	914.68	
115954	SUNBELT RENTALS	12/05/2014	49180442-001	OPEN PURCHASE ORDER 2014-2015 FOR EQUIPMENT RENTAL	101415049	630.05	630.05

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
115955	SUTCLIFF, JODI KAYE	12/05/2014	REIMBURSE	REIMBURSE CLASSROOM SUPPLIES	0	24.00	24.00
115956	TACOMA COMMUNITY COLLEGE	12/05/2014	458	14/15 RUNNING START OPEN PO - DO NOT FAX	81415095	198.26	198.26
115957	THOMAS, ALISSA TAYLOR	12/05/2014	REIMBURSE	REIMBURSE CLASSROOM SUPPLIES	0	35.74	35.74
115958	TOWN OF STEILACOOM	12/05/2014	01-00720.0	TOWN OF STEILACOOM FY 1415 ELECTRICITY OPEN PO	81415043	926.53	16,362.24
			01-00722.0	TOWN OF STEILACOOM FY 1415 ELECTRICITY OPEN PO	81415043	146.92	
			01-00727.0	TOWN OF STEILACOOM FY 1415 ELECTRICITY OPEN PO	81415043	2,192.52	
			04-00360.0	TOWN OF STEILACOOM FY 1415 ELECTRICITY OPEN PO	81415043	460.83	
			04-00361.0	TOWN OF STEILACOOM FY 1415 ELECTRICITY OPEN PO	81415043	1,393.33	
			04-01690.1	TOWN OF STEILACOOM FY 1415 ELECTRICITY OPEN PO	81415043	183.68	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
			04-01692.0	TOWN OF STEILACOOM FY 1415 ELECTRICITY OPEN PO	81415043	117.76	
			05-00010.0	TOWN OF STEILACOOM FY 1415 ELECTRICITY OPEN PO	81415043	306.18	
			05-00020.0	TOWN OF STEILACOOM FY 1415 ELECTRICITY OPEN PO	81415043	581.22	
			05-00025.0	TOWN OF STEILACOOM FY 1415 ELECTRICITY OPEN PO	81415043	272.42	
			05-00040.0	TOWN OF STEILACOOM FY 1415 ELECTRICITY OPEN PO	81415043	87.07	
			08-01800.0	TOWN OF STEILACOOM FY 1415 ELECTRICITY OPEN PO	81415043	138.37	
			08-01805.0	TOWN OF STEILACOOM FY 1415 ELECTRICITY OPEN PO	81415043	44.31	
			08-01810.0	TOWN OF STEILACOOM FY 1415 ELECTRICITY OPEN PO	81415043	9,511.10	
115959	TRANE COMMERCIAL SYSTEMS	12/05/2014	10057159R1	OPEN PURCHASE	101415051	95.02	704.42



Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				ORDER 2014-2015 FOR HVAC PARTS & SERVICE			
			10076412R1	OPEN PURCHASE	101415051	609.40	
				ORDER 2014-2015 FOR HVAC PARTS & SERVICE			
115960	TRUSTEED PLANS SERVICE CORP	12/05/2014	0078802-IN	TRUSTEED PLANS SERVICE CORP SVCS FY 1415 OPEN PO	81415050	5,452.95	16,686.47
			0078903-IN	TRUSTEED PLANS SERVICE CORP SVCS FY 1415 OPEN PO	81415050	9,634.87	
			45900-001	TRUSTEED PLANS SERVICE CORP SVCS FY 1415 OPEN PO	81415050	1,598.65	
115961	VERIZON WIRELESS	12/05/2014	9735681628	VERIZON WIRELESS PHONE SERVICES OPEN PO	81415070	849.26	849.26
115962	WITT COMPANY	12/05/2014	369673	SHS WITT CO COPIER SUPPLY FY1415 OPEN PO	4311415015	305.23	5,013.90
			378383	OPEN PO FOR WITT COMPANY 14/15 ALL DISTRICT COPIER SERVICE AGREEMENT	81415028	4,708.67	
47	Computer			Check(s) For a Total of			106,464.71

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	47	Computer	Checks For a Total of	106,464.71
Total For	47	Manual, Wire Tran, ACH & Computer Checks		106,464.71
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	106,464.71

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

As of December 10, 2014, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$796.20. The payments are further identified in this document.

Total by Payment Type for Cash Account, GF WARRANTS OUTSTANDING:  
Warrant Numbers 115963 through 115963, totaling \$796.20

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
115963	BANK OF AMERICA	12/05/2014	14100072770	OPEN PO FOR SERVICE FEES - DO NOT FAX	81415079	796.20	796.20
				1 Computer	Check(s) For a Total of		796.20

	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	796.20
Total For	1	Manual, Wire Tran, ACH & Computer Checks		796.20
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	796.20



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

As of December 10, 2014, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$23,158.85. The payments are further identified in this document.

Total by Payment Type for Cash Account, CPF WARRANTS OUTSTANDING:  
Warrant Numbers 200233 through 200234, totaling \$23,158.85

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
200233	GREENEGASAWAY	12/05/2014	OCTNOV2014	ADMINISTRATION CENTER RELOCATION PLANNING FY1415	2001415001	532.00	532.00
200234	JONES AND ROBERTS CO.	12/05/2014	CHANGE ORDER 9	SERVICES RENDERED FOR 1918 BUILDING	2001415009	2,680.00	22,626.85
			PAY REQUEST 11	SERVICES RENDERED FOR 1918 BUILDING	2001415009	19,946.85	
				2 Computer	Check(s) For a Total of		23,158.85

	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	23,158.85
Total For	2	Manual, Wire Tran, ACH & Computer Checks		23,158.85
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	23,158.85

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

As of December 10, 2014, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$27,941.86. The payments are further identified in this document.

Total by Payment Type for Cash Account, CPF WARRANTS OUTSTANDING:  
Warrant Numbers 200232 through 200232, totaling \$27,941.86

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
200232	LONG BUILDING TECHNOLOGIES INC	11/21/2014	JC121250	ACCESS CONTROL SYSTEM FOR STEILACOOM SCHOOL DISTRICT	2001415008	27,941.86	27,941.86
				1 Computer	Check(s) For a Total of		27,941.86

	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	27,941.86
Total For	1	Manual, Wire Tran, ACH & Computer	Checks	27,941.86
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	27,941.86



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 December 10, 2014, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$7,414.67. The payments are further identified in this document.

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

Warrant Numbers 401969 through 401975, totaling \$7,414.67

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

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

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

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
401969	CASCADE BAGEL & DELI, INC	11/14/2014	135076	SHS STUDENT STORE FY1415 OPEN PO FOR CASCADE BAGEL	4061415015	24.90	145.50
			135127	SHS STUDENT STORE FY1415 OPEN PO FOR CASCADE BAGEL	4061415015	24.90	
			135147	SHS STUDENT STORE FY1415 OPEN PO FOR CASCADE BAGEL	4061415015	24.90	
			135175	SHS STUDENT STORE FY1415 OPEN PO FOR CASCADE BAGEL	4061415015	24.90	
			135226	SHS STUDENT STORE FY1415 OPEN PO FOR CASCADE BAGEL	4061415015	21.00	
			135326	SHS STUDENT STORE FY1415 OPEN PO FOR CASCADE BAGEL	4061415015	24.90	
401970	DEGOEDE BROTHERS	11/14/2014	135254	Poinsettia Fundraiser	4051415020	1,903.60	1,903.60
401971	DORCY, BRUCE	11/14/2014	14-11	PETER & THE WOLF ASSEMBLY 12/5	4021415012	750.00	750.00
401972	PUGET SOUND SCREEN PRINTING	11/14/2014	MM1629	CROSS COUNTRY CLUB SHIRTS AND PRINTING FEE	4061415066	1,095.05	1,095.05
401973	RIDDELL	11/14/2014	60256537	2001-DO NOT FAX- RIDDELL INVOICES FOR PARTS	4061415082	806.90	2,856.52
			96972381	2001-DO NOT FAX- RIDDELL INVOICES FOR PARTS	4061415082	67.77	
			96984720	2001-DO NOT FAX- RIDDELL INVOICES	4061415082	214.77	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
			96984722	FOR PARTS 2001-DO NOT FAX- RIDDELL INVOICES	4061415082	906.30	
			97007509	FOR PARTS 2001-DO NOT FAX- RIDDELL INVOICES	4061415082	860.78	
401974	SUNRISE DISTRIBUTION, INC.	11/14/2014	STHS 015	FOR PARTS SHS STUDENT STORE OPEN PO FOR FY1415 ISLAND OASIS EXPENDITURE	4061415014	201.00	201.00
401975	WIAA OFFICE	11/14/2014	17099	WIAA membership fees	4051415016	463.00	463.00
7	Computer			Check(s) For a Total of			7,414.67

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	7	Computer	Checks For a Total of	7,414.67
Total For	7	Manual, Wire Tran, ACH & Computer Checks		7,414.67
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	7,414.67

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

As of December 10, 2014, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$8,373.80. The payments are further identified in this document.

Total by Payment Type for Cash Account, ASB WARRANTS OUTSTANDING:  
Warrant Numbers 401976 through 401985, totaling \$8,373.80

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
401976	AAA STATE OF PLAY	11/21/2014	14664	FUNNEL BALL GAME W/ POLE ** NEED TO FAX ORDER **	4021415009	698.75	698.75
401977	CASCADE BAGEL & DELI, INC	11/21/2014	135279	SHS STUDENT STORE FY1415 OPEN PO	4061415015	21.00	126.00
			135346	FOR CASCADE BAGEL SHS STUDENT STORE FY1415 OPEN PO	4061415015	21.00	
			135373	FOR CASCADE BAGEL SHS STUDENT STORE FY1415 OPEN PO	4061415015	21.00	
			135429	FOR CASCADE BAGEL SHS STUDENT STORE FY1415 OPEN PO	4061415015	21.00	
			135455	FOR CASCADE BAGEL SHS STUDENT STORE	4061415015	21.00	



## Check Summary

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
401978	COSTCO	11/21/2014	259338195	FY1415 OPEN PO FOR CASCADE BAGEL SHS STUDENT STORE 4061415015 FY1415 OPEN PO FOR CASCADE BAGEL OPEN PO FOR 4061415019 STUDENT STORE COSTCO FY1415 EXPENDITURE ADD TO ROSTER 0 SUBMITTED FOR PO 4061415028 CHOIR OUTFITS 4061415072 FROM FORMAL FASHIONS MEDCO SPORTS MED 4061415008 SUPPLIES STAFF TRAINING ON 0 NOV 3, 2014 SOCCER OFFICIALS' 4061415057 FEES FOR GIRLS, NTE \$2000, AND BOYS NTE \$1800 DJ-RADIO PARTIES 4061415049 SHS STUDENT STORE 4061415014 OPEN PO FOR FY1415 ISLAND OASIS EXPENDITURE SHS STUDENT STORE 4061415014 OPEN PO FOR FY1415 ISLAND OASIS EXPENDITURE SHS STUDENT STORE 4061415014		512.38	512.38
401979	DECA	11/21/2014	00039656			18.00	18.00
401980	FORMAL FASHIONS INC	11/21/2014	196175			2,258.28	2,258.28
401981	MEDCO	11/21/2014	41890233			25.82	25.82
401982	OASIS YOUTH CENTER	11/21/2014	STAFF TRAINING			50.00	50.00
401983	PIERCE COUNTY SOCCER REFEREE A	11/21/2014	30			1,929.57	1,929.57
401984	RADIO PARTIES	11/21/2014	1051180			495.00	495.00
401985	SUNRISE DISTRIBUTION, INC.	11/21/2014	STHS 016			1,129.00	2,260.00
			STHS012A			266.00	
			STHS013A			532.00	

Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
		OPEN PO FOR			
		FY1415 ISLAND			
		OASIS EXPENDITURE			
	STHS014A	SHS STUDENT STORE	4061415014	333.00	
		OPEN PO FOR			
		FY1415 ISLAND			
		OASIS EXPENDITURE			
10		Computer	Check(s) For a Total of		8,373.80

STEILACOOM SCHOOL DISTRICT #1  
Check Summary

0	Manual	Checks For a Total of	0.00
0	Wire Transfer	Checks For a Total of	0.00
0	ACH	Checks For a Total of	0.00
10	Computer	Checks For a Total of	8,373.80
Total For 10	Manual, Wire Tran, ACH & Computer Checks		8,373.80
Less 0	Voided	Checks For a Total of	0.00
	Net Amount		8,373.80

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

As of December 10, 2014, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$940.05. The payments are further identified in this document.

Total by Payment Type for Cash Account, ASB WARRANTS OUTSTANDING:  
Warrant Numbers 401986 through 401988, totaling \$940.05

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
401986	CHARM GENETTE HARRIS	11/21/2014	REIMB FOR BUILDERS	CLUB SUPPLIES; CARVING TOOLS ETC	0	52.78	87.91
			REIMB FOR S2S	REIMBURSEMENT FOR S2S SUPPLIES	0	35.13	
401987	DAGAN, SHAWN	11/21/2014	REIMB FOR CHEER 1	REIMBURSEMENT FOR FLIGHT DEPOSIT	0	800.00	800.00
401988	MCJUNKINS, TRINA	11/21/2014	REIMB FOR FASTPITCH	PIZZA FOR FASTPITCH	0	52.14	52.14
			3	Computer	Check(s) For a Total of		940.05



	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	3	Computer	Checks For a Total of	940.05
Total For	3	Manual, Wire Tran, ACH & Computer	Checks	940.05
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	940.05

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

As of December 10, 2014, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$1,245.27. The payments are further identified in this document.

Total by Payment Type for Cash Account, ASB WARRANTS OUTSTANDING:  
Warrant Numbers 401989 through 401989, totaling \$1,245.27

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
401989	STEILACOOM SCHOOL DISTRICT	11/24/2014	CTAX41 20141121AAA	Comp Tax owed for Cash Account 41 through 11/21/2014	0	1,245.27	1,245.27
			1	Computer	Check(s) For a Total of		1,245.27

	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	1,245.27
Total For	1	Manual, Wire Tran, ACH & Computer	Checks	1,245.27
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	1,245.27

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

As of December 10, 2014, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$8,176.18. The payments are further identified in this document.

Total by Payment Type for Cash Account, ASB WARRANTS OUTSTANDING:  
Warrant Numbers 401990 through 401990, totaling \$8,176.18

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

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				Vendor on Invoice			
401990	MASTERCARD CORP. CLIENTS PAYME	11/28/2014		CREDIT CARD PAYMENT CHECK			8,176.18
	ACE HARDWARE		CC11/26/201400009	Credit Card Payment AP Invoice.	0	32.10	
	ALBERTSONS		CC11/26/201400000	Credit Card Payment AP Invoice.	0	527.47	
	AMAZON MARKETPLACE		CC11/26/201400029	Credit Card Payment AP Invoice.	0	84.08	
	APPLEBEES-P-CARD		CC11/26/201400003	Credit Card Payment AP Invoice.	0	228.61	
	BED OF ROSES P-CARD		CC11/26/201400027	Credit Card Payment AP Invoice.	0	37.71	
	C&C SMART FOOD - PCARD		CC11/26/201400010	Credit Card Payment AP Invoice.	0	280.73	
	CASA MIA-P-CARD		CC11/26/201400004	Credit Card Payment AP Invoice.	0	181.89	
	CRANES CREATIONS		CC11/26/201400015	Credit Card Payment AP Invoice.	0	54.86	
	DOLLAR TREE - PCARD		CC11/26/201400008	Credit Card Payment AP Invoice.	0	163.73	
	FEDEX -PCARD		CC11/26/201400026	Credit Card Payment AP Invoice.	0	45.88	



Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
	Vendor on Invoice						
	FIRCREST SWIM SHOP		CC11/26/201400024	Credit Card Payment AP Invoice.	0	547.00	
	FORMAL FASHIONS INC		CC11/26/201400022	Credit Card Payment AP Invoice.	0	1,979.90	
	GOLD MOUNTAIN GOLF - PCARD		CC11/26/201400031	Credit Card Payment AP Invoice.	0	102.00	
	GOOD TO GO		CC11/26/201400030	Credit Card Payment AP Invoice.	0	5.50	
	HANCOCK FABRICS - PCARD		CC11/26/201400006	Credit Card Payment AP Invoice.	0	87.51	
	JBLM/LEWIS COMMISSARY-PCARD		CC11/26/201400020	Credit Card Payment AP Invoice.	0	33.05	
	KIWANIS CLUB OF STEILACOOM		CC11/26/201400028	Credit Card Payment AP Invoice.	0	787.50	
	LAKE SPANAWAY GOLF COURSE P-CA		CC11/26/201400032	Credit Card Payment AP Invoice.	0	198.00	
	MASTERCARD CORP. CLIENTS PAYME		CC11/26/201400001	Credit Card Payment AP Invoice.	0	202.30	
	MICHAELS		CC11/26/201400011	Credit Card Payment AP Invoice.	0	144.97	
	NEVCO-PCARD		CC11/26/201400021	Credit Card Payment AP Invoice.	0	38.32	
	QUIZNOS-P-CARD		CC11/26/201400005	Credit Card Payment AP Invoice.	0	69.96	
	RADIO SHACK - PCARD		CC11/26/201400012	Credit Card Payment AP Invoice.	0	32.82	
	RED LION - PCARD		CC11/26/201400002	Credit Card Payment AP Invoice.	0	1,434.09	
	SHIPWRECK BEADS		CC11/26/201400019	Credit Card Payment AP Invoice.	0	82.07	
	SPORTS AUTHORITY - PCARD		CC11/26/201400016	Credit Card Payment AP Invoice.	0	87.59	
	STEILACOOM HIGH SCHOOL		CC11/26/201400013	Credit Card	0	24.00	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
	Vendor on Invoice						
				Payment AP			
				Invoice.			
	SUBWAY SANDWICHES		CC11/26/201400014	Credit Card	0	122.67	
				Payment AP			
				Invoice.			
	THE PRINTFUL.COM P-CARD		CC11/26/201400025	Credit Card	0	128.25	
				Payment AP			
				Invoice.			
	USPS		CC11/26/201400017	Credit Card	0	2.50	
				Payment AP			
				Invoice.			
	WALMART		CC11/26/201400007	Credit Card	0	105.13	
				Payment AP			
				Invoice.			
	WASHINGTON STATE COACHES - PCA		CC11/26/201400018	Credit Card	0	280.00	
				Payment AP			
				Invoice.			
	WRISTBANDEXPRESS.COM-PCARD		CC11/26/201400023	Credit Card	0	43.99	
				Payment AP			
				Invoice.			
			1	Computer	Check(s) For a Total of		8,176.18

	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	8,176.18
Total For	1	Manual, Wire Tran, ACH & Computer Checks		8,176.18
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	8,176.18

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

As of December 10, 2014, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$5,217.65. The payments are further identified in this document.

Total by Payment Type for Cash Account, ASB WARRANTS OUTSTANDING:  
Warrant Numbers 401991 through 402004, totaling \$5,217.65

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
401991	AWSP STUDENT LEADERSHIP/WASC	12/05/2014	102779	AWSP membership dues	4051415003	65.00	65.00
401992	CASCADE BAGEL & DELI, INC	12/05/2014	135499	SHS STUDENT STORE	4061415015	21.00	147.00
				FY1415 OPEN PO			
			135529	FOR CASCADE BAGEL	4061415015	21.00	
				FY1415 OPEN PO			
			135584	FOR CASCADE BAGEL	4061415015	21.00	
				FY1415 OPEN PO			
			135604	FOR CASCADE BAGEL	4061415015	21.00	
				FY1415 OPEN PO			
			135726	FOR CASCADE BAGEL	4061415015	21.00	
				FY1415 OPEN PO			



Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
			135741	FOR CASCADE BAGEL SHS STUDENT STORE FY1415 OPEN PO	4061415015	21.00	
			135769	FOR CASCADE BAGEL SHS STUDENT STORE FY1415 OPEN PO	4061415015	21.00	
401993	COSTCO	12/05/2014	259393233	FOR CASCADE BAGEL OPEN PO FOR STUDENT STORE COSTCO FY1415 EXPENDITURE	4061415019	308.89	308.89
401994	DEMCO INC	12/05/2014	5460911	LIBRARY SUPPLIES	4041415004	115.28	115.28
401995	DEMCO INC	12/05/2014	5460911	DEMCO - Library supplies DO NOT FAX, INVOICE ATTACHED FOR PAYMENT	4041415004	115.28	115.28
401996	EASTBAY	12/05/2014	235264	2000 - Baseball Uniforms	4061415083	607.18	607.18
401997	FERROUS ENTERTAINMENT-AARON MC	12/05/2014	133	DJ for fall social	4051415017	200.00	200.00
401998	NORCOSTCO-NORTHWESTERN COSTUME	12/05/2014	157989	COSTUME RENTAL FOR WINTER PLAY NOT TO EXCEED \$2000	4061415051	1,259.03	1,259.03
401999	PACIFIC WELDING	12/05/2014	01248304	SHS STUDENT STORE FY 1415 OPEN PO FOR PACIFIC WELDING	4061415017	11.21	11.21
402000	PUGET SOUND SCREEN PRINTING	12/05/2014	MM1612	CROSS COUNTRY CLUB UNIFORMS	4061415071	175.04	175.04
402001	SCHILTER FAMILY FARM INC	12/05/2014	812459-002	KINDERS PUMPKIN PATCH 10/1/2014	4021415002	200.00	600.00

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				(LANDES & SCHMIDT AM)			
			812459-003	KINDERS PUMPKIN PATCH 10/9/2014	4021415003	190.00	
				(HUX & SCHMIDT PM)			
			812459-004	KINDERS PUMPKIN PATCH 10/15/2014	4021415004	210.00	
				(HEYING & GILLIAM)			
402002	SCHILTERS FAMILY FARM	12/05/2014	812459-005	PRESCHOOL TO PUMPKIN PATCH 10/17/2014 (BAKER & ENGEL)	4021415005	55.00	55.00
402003	STEILACOOM SCHOOL DISTRICT	12/05/2014	1312	ASB TO REIMBURSE GF FROM DRAMA TO BARBIE G	0	500.00	500.00
402004	WESTERN WASHINGTON FOOTBALL OF	12/05/2014	2014SEASON 220	Football refs	4051415026	666.38	1,058.74
				FOOTBALL OFFICIAL FEES FOR FY 2014-2015	4061415055	392.36	
14	Computer			Check(s) For a Total of			5,217.65

	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
	14	Computer	Checks For a Total of	5,217.65
Total For	14	Manual, Wire Tran, ACH & Computer	Checks	5,217.65
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	5,217.65

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

Personnel Report 12-10-14				
Name	Action	Location	Effective Date	Stipend Amount
Eck Kasey	Choir Director	High School	8/28/2014	4,500.00
Bochenek Kelsey	Events Manager Girls Soccer	High School	9/9/2014	525.00
McClellan Kelly	Events Manager Volleyball	High School	11/18/2014	525.00
Folmer Bruce	Jazz Band	Middle School	12/5/2014	2,500.00



Steilacoom Historical School District No. 1  
Classified Personnel Report

Personnel Report 12-10-14						
Name	Position	Hours	Location	Effective Date	Action	Comment
Gunner David	Computer Technician	8	District Office	12/11/2014	New Hire	
Camilon-Price Maria	Sub Coordinator	3	District Office	12/11/2014	New Hire	



# 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: December 10, 2014

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

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

The Superintendent recommends the Board approve the 2014-2020 Capital Facilities Plan.

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



# *Steilacoom Historical School District No. 1*



## **CAPITAL FACILITIES PLAN**

**2014      -      2020**

*December 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](http://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**  
**Ms. Nancy McClure - Principal**  
**Ms. Michele Hildebrand- Office Coordinator**

### **CHERRYDALE PRIMARY SCHOOL**

1201 Galloway  
Steilacoom, WA 98388

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

### **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 3<sup>rd</sup> 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.

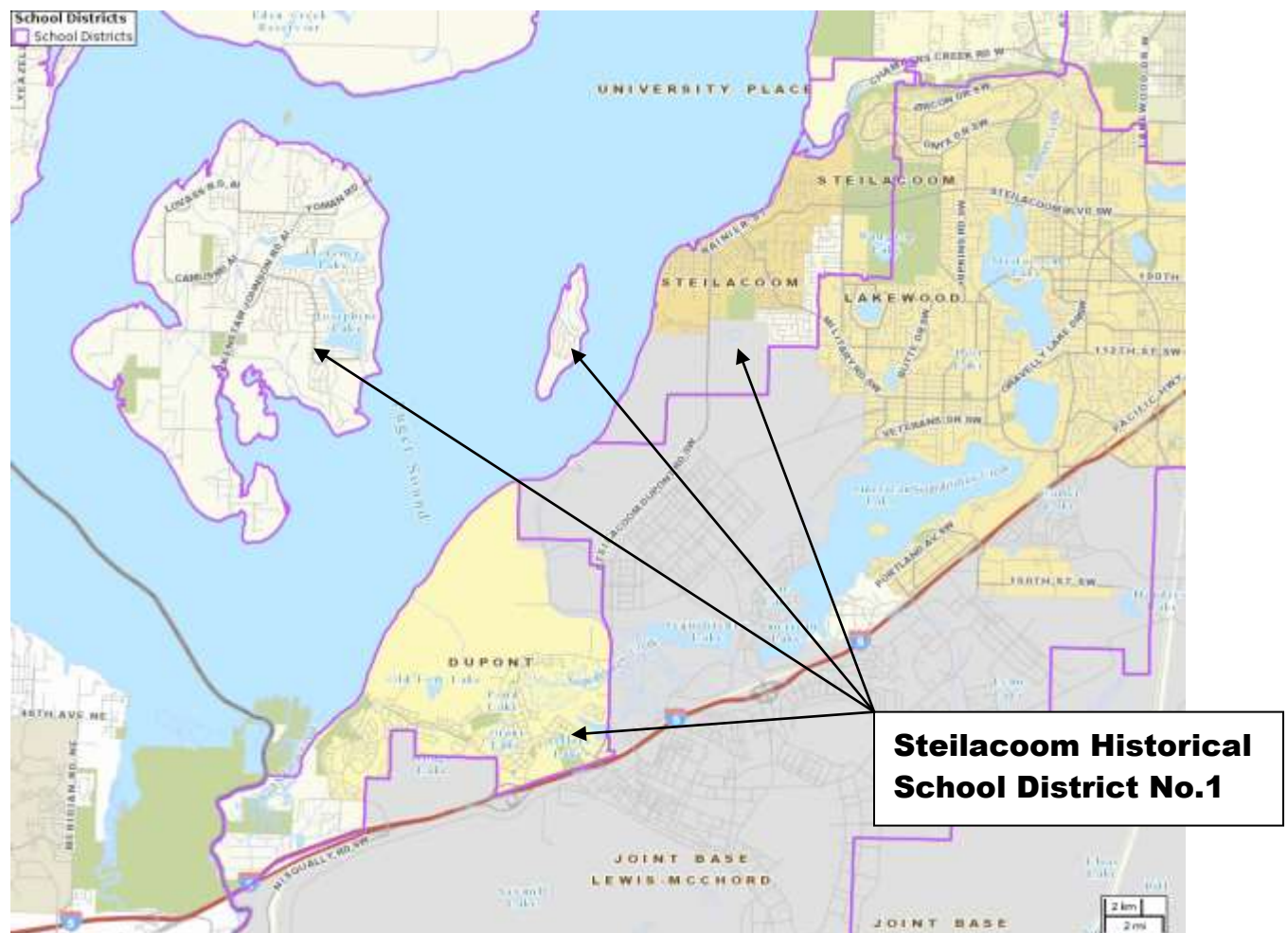
### Safety, Service and Support

- 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.

<b>2014 Steilacoom Historical School District Facility Inventory</b>						
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)		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**

<b><u>Date</u></b>	<b><u>Building</u></b>	<b><u>Cost</u></b>	<b><u>Location</u></b>
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	<b>SOLD</b>
1972	Saltar's Point School	\$605,860.00	Third & Beech
1976	Oakbrook Site	\$42,500.00	<b>SOLD</b>
	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 <sup>rd</sup> 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 <sup>th</sup>                |
| b. Cherrydale Primary School:         | Grades Pre-K to 3 <sup>rd</sup>            |
| c. Chloe Clark Elementary School:     | Grades Pre-K to 3 <sup>rd</sup>            |
| d. Saltar's Point Elementary School:  | Grades 4 <sup>th</sup> to 5 <sup>th</sup>  |
| e. Pioneer Middle School:             | Grades 6 <sup>th</sup> to 8 <sup>th</sup>  |
| f. Steilacoom High School:            | Grades 9 <sup>th</sup> to 12 <sup>th</sup> |

### **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 <sup>st</sup> Grade	169	200	192	235	232	231	227	231	234	256
2 <sup>nd</sup> Grade	191	187	211	199	238	243	246	234	214	229
3 <sup>rd</sup> Grade	198	208	196	231	211	244	250	249	227	207
4 <sup>th</sup> Grade	167	202	226	216	226	224	240	262	238	195
5 <sup>th</sup> Grade	184	171	206	236	219	222	232	245	264	252
6 <sup>th</sup> Grade	194	189	178	244	240	231	236	240	264	267
7 <sup>th</sup> Grade	183	185	200	194	242	250	230	260	235	245
8 <sup>th</sup> Grade	198	182	174	218	203	241	238	229	264	227
9 <sup>th</sup> Grade	180	208	202	199	232	201	237	226	222	246
10 <sup>th</sup> Grade	171	178	194	188	210	221	195	224	219	216
11 <sup>th</sup> Grade	158	167	152	197	187	198	201	189	199	189
12 <sup>th</sup> Grade	124	104	127	119	160	155	158	176	173	172
<b>Total Enrollment</b>	<b>2,208</b>	<b>2,265</b>	<b>2,368</b>	<b>2,578</b>	<b>2,712</b>	<b>2,769</b>	<b>2,797</b>	<b>2,887</b>	<b>2,881</b>	<b>2,807</b>

\* 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
<b>TOTAL**</b>	<b>2,807</b>	<b>2,859</b>	<b>2,838</b>	<b>2,840</b>	<b>2,834</b>	<b>2,855</b>	<b>2,855</b>

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.



### 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.

<b>Grade Level</b>	<b>Standard of Service</b>
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:

<b>Single Family Dwelling Units:</b>	
Elementary – K through 5:	.436
Middle School – 6 through 8:	.204
High School – 9 through 12:	.204
<b>Total:</b>	<b>.844</b>
<b>Multi-Family Dwelling Units:</b>	
Elementary – K through 5:	.034
Middle School – 6 through 8:	.034
High School – 9 through 12:	.011
<b>Total:</b>	<b>.080</b>

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	Stellacoomb 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		

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**ENVIRONMENTAL CHECKLIST  
CAPITAL FACILITIES PLAN  
October 31, 2014**

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**A. BACKGROUND**

**1. Name of proposed project, if applicable:**

The adoption of the Steilacoom Historical School District's 2014 - 2020 Capital Facilities Plan ("Capital Facilities Plan") for the purposes of planning for the District's facilities needs. The Town of Steilacoom, the City of DuPont, and Pierce County, will incorporate the District's Capital Facilities Plan into their Comprehensive Plans. A copy of the District's Capital Facilities Plan is available for review at the District's Administrative office.

**2. Name of applicant:**

Steilacoom Historical School District No. 1.

**3. Address and phone number of applicant and contact person:**

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

**Contact Person:** James Brittain, Executive Director Finance & Operations

**Telephone:** (253) 983.2200

**4. Date checklist prepared:** October 31, 2014

**5. Agency requesting checklist:** Steilacoom Historical School District No 1.

**6. Proposed timing or schedule (including phasing, if applicable):**

The Capital Facilities Plan is scheduled to be adopted by the District on December 10, 2014. After adoption, the District will forward the Capital Facilities



Plan to the Town of Steilacoom, the City of DuPont, and Pierce County, for inclusion in the Comprehensive Plans for these jurisdictions. The District will continue to update the Capital Facilities Plan annually. The projects included in the Capital Facilities Plan have been or will be subject to project-level environmental review when appropriate.

**7. Do you have any plans for future additions, expansion, or further activity related to or connected with this proposal? If yes, explain.**

The Capital Facilities Plan sets forth the capital improvement projects that the District plans to implement over the next six years. The Board of Directors and the District are exploring options for a new elementary school in DuPont and additional classrooms at Chloe Clark Elementary School, as well as a new transportation and maintenance facilities.

**8. List any environmental information you know about that has been prepared, or will be prepared, directly related to this proposal.**

The projects included in the Capital Facilities Plan have undergone or will undergo additional environmental review, when appropriate, as they are developed.

**9. Do you know whether applications are pending for governmental approvals of other proposals directly affecting the property covered by your proposal? If yes, explain.**

None known.

**10. List any government approvals or permits that will be needed for your proposal, if known.**

The District anticipates that the Town of Steilacoom, the City of DuPont, and Pierce County, will incorporate the District's Capital Facilities Plan into their Comprehensive Plans.

**11. Give a brief, complete description of your proposal, including the proposed uses and the size of the project and site. There are several questions later in this checklist that ask you to describe certain aspects of your proposal. You do not need to repeat those answers on this page. (Lead agencies may modify this form to include additional specific information on project description.)**

This is a nonproject action. This proposal involves the adoption of the Steilacoom Historical School District's Capital Facilities Plan 2014-2020 for the purpose of planning the District's facilities needs. The District's Capital Facilities Plan will be incorporated into the Comprehensive Plans of the Town of Steilacoom, the City of DuPont, and Pierce County. The projects included in the Capital Facilities Plan have been or will be subject to project-level environmental review when appropriate. A copy of the Capital Facilities Plan may be viewed at the District's Administrative office.

**12. Location of the proposal. Give sufficient information for a person to understand the precise location of your proposed project, including a street address if any, and section, township, and range, if known. If a proposal would occur over a range of area, provide the range or boundaries of the site(s). Provide a legal description, site plan, vicinity map, and topographic map, if reasonably available. While you should submit any plans required by the agency, you are not required to duplicate maps or detailed plans submitted with any permit applications related to this checklist.**

A map of the District is included with the Capital Facilities Plan.

## **B. ENVIRONMENTAL ELEMENTS**

### **1. Earth**

**a. General description of the site (circle one): Flat, rolling, hilly, steep slopes, mountainous, other.**

The Steilacoom Historical School District is comprised of a variety of topographic land forms and gradients. Specific topographic characteristics of the sites at which the projects included in the Capital Facilities Plan are located have been or will be identified during project-level environmental review when appropriate.

**b. What is the steepest slope on the site (approximate percent slope)?**

Specific slope characteristics at the sites of the projects included in the Capital Facilities Plan have been or will be identified during project-level environmental review.



**c. What general types of soils are found on the site (for example, clay, sand, gravel, peat, muck)? If you know the classification of agricultural soils, specify them and note any prime farmland.**

Specific soil types found at the sites of the projects included in the Capital Facilities Plan have been or will be identified during project-level environmental review when appropriate.

**d. Are there surface indications or history of unstable soils in the immediate vicinity? If so, describe.**

Unstable soils may exist within the Steilacoom Historical School District. Specific soil limitations on individual project sites have been or will be identified at the time of project-level environmental review when appropriate.

**e. Describe the purpose, type, and approximate quantities of any filling or grading proposed. Indicate source of fill.**

Individual projects included in the Capital Facilities Plan have been or will be subject, when appropriate, to project-level environmental review and local approval at the time of proposal. Proposed grading projects, as well as the purpose, type, quantity, and source of any fill materials to be used have been or will be identified at that time.

**f. Could erosion occur as a result of clearing, construction, or use? If so, generally describe.**

It is possible that erosion could occur as a result of the construction projects currently proposed in the Capital Facilities Plan. The erosion impacts of the individual projects have been or will be evaluated on a site-specific basis at the time of project-level environmental review when appropriate. Individual projects have been or will be subject to local approval processes.

**g. About what percent of the site will be covered with impervious surfaces after project construction (for example, asphalt or buildings?)**

The construction projects included in the Capital Facilities Plan have required or will require the construction of impervious surfaces. The extent of any impervious cover constructed will vary with each project included in the Capital Facilities Plan. This issue has been or will be addressed during project-level environmental review when appropriate.

**h. Proposed measures to reduce or control erosion, or other impacts to the earth, if any:**

The erosion potential of the projects included in the Capital Facilities Plan and appropriate control measures have been or will be addressed during project-level environmental review when appropriate. Relevant erosion reduction and control requirements have been or will be met.

**2. Air**

**a. What types of emissions to the air would result from the proposal (i.e., dust, automobile, odors, and industrial wood smoke) during construction and when the project is completed? If any, generally describe and give approximate quantities if known.**

Various emissions, many construction-related, may result from the individual projects included in the Capital Facilities Plan. The air-quality impacts of each project have been or will be evaluated during project-level environmental review when appropriate. Please see the Supplemental Sheet for Nonproject Actions.

**b. Are there any off-site sources of emissions or odor that may affect your proposal? If so, generally describe.**

Any off-site sources of emissions or odor that may affect the individual projects included in the Capital Facilities Plan have been or will be addressed during project-level environmental review when appropriate.

**c. Proposed measures to reduce or control emissions or other impacts to air, if any:**

The individual projects included in the Capital Facilities Plan have been or will be subject to project-level environmental review and relevant local approval processes when appropriate. The District has been or will be required to comply with all applicable air regulations and air permit requirements. Proposed measures specific to the individual projects included in the Capital Facilities Plan have been or will be addressed during project-level environmental review when appropriate. Please see the Supplemental Sheet for Nonproject Actions.



### **3. Water**

#### **a. Surface:**

**1) Is there any surface water body on or in the immediate vicinity of the site (including year-round and seasonal streams, saltwater, lakes, ponds, wetlands)? If yes, describe type and provide names. If appropriate, state what stream or river it flows into.**

There is a network of surface water bodies within the Steilacoom Historical School District. The surface water bodies that are in the immediate vicinity of the projects included in the Capital Facilities Plan have been or will be identified during project-level environmental review when appropriate. When necessary, the surface water regimes and flow patterns have been or will be researched and incorporated into the designs of the individual projects.

**2) Will the project require any work over, in, or adjacent to (within 200 feet) the described waters? If yes, please describe and attach available plans.**

The projects included in the Capital Facilities Plan may require work near the surface waters located within the Steilacoom Historical School District. Applicable local approval requirements have been or will be satisfied.

**3) Estimate the amount of fill and dredge material that would be placed in or removed from surface water or wetlands and indicate the area of the site that would be affected. Indicate the source of fill material.**

Information with respect to the placement or removal of fill and dredge material as a component of the projects included in the Capital Facilities Plan has been or will be provided during project-level environmental review when appropriate. Applicable local regulations have been or will be satisfied.

**4) Will the proposal require surface water withdrawals or diversions? Give general description, purpose, and approximate quantities if known.**

Any surface water withdrawals or diversions required in connection with the projects included in the Capital Facilities Plan have been or will be addressed during project-level environmental review when appropriate.

**5) Does the proposal lie within a 100-year floodplain? If so, note location on the site plan.**

Each project included in the Capital Facilities Plan, if located in a floodplain area, has been or will be required to meet applicable local regulations for flood areas.

**6) Does the proposal involve any discharges of waste materials to surface waters? If so, describe the type of waste and anticipated volume of discharge.**

Specific information regarding the discharge of waste materials that may be required as a result of the projects included in the Capital Facilities Plan has been or will be provided during project-level environmental review when appropriate. Please see the Supplemental Sheet for Nonproject Actions.

**b. Ground:**

**1) Will groundwater be withdrawn, or will water be discharged to groundwater? Give general description, purpose, and approximate quantities if known.**

Individual projects included in the Capital Facilities Plan may impact groundwater resources. The impact of the individual projects included in the Capital Facilities Plan on groundwater resources has been or will be addressed during project-level environmental review when appropriate. Each project has been or will be subject to applicable local regulations. Please see the Supplemental Sheet for Nonproject Actions.

**2) Describe waste material that will be discharged into the ground from septic tanks or other sources, if any (for example: Domestic sewage; industrial, containing the following chemicals . . . ; agricultural; etc.). Describe the general size of the system, the**



**number of such systems, the number of houses to be served (if applicable), or the number of animals or humans the system(s) are expected to serve.**

The discharges of waste material that may take place in connection with the projects included in the Plan have been or will be addressed during project-level environmental review.

**c. Water Runoff (including storm water):**

**1) Describe the source of runoff (including storm water) and method of collection and disposal, if any (include quantities, if known). Where will this water flow? Will this water flow into other waters? If so, describe.**

Individual projects included in the Capital Facilities Plan may have stormwater runoff consequences. Specific information regarding the stormwater impacts of each project has been or will be provided during project-level environmental review when appropriate. Each project has been or will be subject to applicable local stormwater regulations.

**2) Could waste materials enter ground or surface waters? If so, generally describe.**

The projects included in the Capital Facilities Plan may result in the discharge of waste materials into ground or surface waters. The specific impacts of each project on ground and surface waters have been or will be identified during project-level environmental review when appropriate. Each project has been or will be subject to all applicable regulations regarding the discharge of waste materials into ground and surface waters. Please see the Supplemental Sheet for Nonproject Actions.

**d. Proposed measures to reduce or control surface, ground, and runoff water impacts, if any:**

Specific measures to reduce or control runoff impacts associated with the projects included in the Capital Facilities Plan have been or will be addressed during project-level environmental review when appropriate.



**4. Plants:**

**a. Check or circle types of vegetation found on the site:**

- ☐ deciduous tree: alder, maple, aspen, other
- ☐ evergreen tree: fir, cedar, pine, other
- ☐ shrubs
- ☐ grass
- ☐ pasture
- ☐ crop or grain
- ☐ wet soil plants: cattail, buttercup, bullrush, skunk cabbage, other
- ☐ water plants: water lily, eelgrass, milfoil, other
- ☐ other types of vegetation

A variety of vegetative zones are located within the Steilacoom Historical School District. Inventories of the vegetation located on the sites of the projects proposed in the Capital Facilities Plan have been or will be developed during project-level environmental review when appropriate.

**b. What kind and amount of vegetation will be removed or altered?**

Some of the projects included in the Capital Facilities Plan may require the removal or alteration of vegetation. The specific impacts on vegetation of the projects included in the Capital Facilities Plan have been or will be identified during project-level environmental review when appropriate.

**c. List threatened or endangered species known to be on or near the site.**

The specific impacts to these species from the individual projects included in the Capital Facilities Plan have been or will be determined during project-level environmental review when appropriate.

**d. Proposed landscaping, use of native plants, or other measures to preserve or enhance vegetation on the site, if any:**

Measures to preserve or enhance vegetation at the sites of the projects included in the Capital Facilities Plan have been or will be identified during project-level environmental review when appropriate. Each project is or will be subject to applicable local landscaping requirements.

**5. Animals:**

**a. Circle any birds and animals which have been observed on or near the site or are known to be on or near the site:**

birds: hawk, heron, eagle, songbirds, other: \_\_\_\_\_

mammals: deer, bear, elk, beaver, other: \_\_\_\_\_

fish: bass, salmon, trout, herring, shellfish, other: \_\_\_\_\_

An inventory of species that have been observed on or near the sites of the projects proposed in the Capital Facilities Plan has been or will be developed during project-level environmental review when appropriate.

**b. List any threatened or endangered species known to be on or near the site.**

Inventories of threatened or endangered species known to be on or near the sites of the projects included in the Capital Facilities Plan have been or will be developed during project-level environmental review when appropriate.

**c. Is the site part of a migration route? If so, explain.**

The impacts of the projects included in the Capital Facilities Plan on migration routes have been or will be addressed during project-level environmental review when appropriate.

**d. Proposed measures to preserve or enhance wildlife, if any:**

Appropriate measures to preserve or enhance wildlife have been or will be determined during project-level environmental review when appropriate.

**6. Energy and Natural Resources:**

**a. What kinds of energy (electric, natural gas, oil, wood stove, solar) will be used to meet the completed project's energy needs? Describe whether it will be used for heating, manufacturing, etc.**

The State Board of Education requires the completion of a life-cycle cost analysis of all heating, lighting, and insulation systems before it will permit specific school projects to proceed. The energy needs of the projects included in the Capital Facilities Plan have been or will be determined at the time of



specific engineering and site design planning when appropriate. Please see the Supplemental Sheet for Nonproject Actions.

**b. Would your project affect the potential use of solar energy by adjacent properties? If so, generally describe:**

The impacts of the projects included in the Capital Facilities Plan on the solar potential of adjacent projects have been or will be addressed during project-level environmental review when appropriate.

**c. What kinds of energy conservation features are included in the plans of this proposal? List other proposed measures to reduce or control energy impacts, if any:**

Energy conservation measures proposed in connection with the projects included in the Capital Facilities Plan have been or will be considered during project-level environmental review when appropriate.

**7. Environmental Health:**

**a. Are there any environmental health hazards, including exposure to toxic chemicals, risk of fire and explosion, spill, or hazardous waste that could occur as a result of this proposal? If so, describe.**

Please see the Supplemental Sheet for Nonproject Actions.

**1) Describe special emergency services that might be required.**

Please see the Supplemental Sheet for Nonproject Actions.

**2) Proposed measures to reduce or control environmental health hazards, if any:**

The projects included in the Capital Facilities Plan comply or will comply with all current codes, standards, rules, and regulations. Individual projects have been or will be subject to project-level environmental review and local approval at the time they are developed, when appropriate.

**b. Noise:**

**1) What types of noise exist in the area which may affect your project (for example: traffic, equipment, operation, other)?**

A variety of noises from traffic, construction, residential, commercial, and industrial areas exists within the Steilacoom Historical School District. The specific noise sources that may affect the projects included in the Capital Facilities Plan have been or will be identified during project-level environmental review when appropriate.

**2) What types and levels of noise would be created by or associated with the project on a short-term or a long-term basis (for example: traffic, construction, operation, other)? Indicate what hours noise would come from the site.**

The projects included in the Capital Facilities Plan may create normal construction noises that will exist on short-term basis only. The construction projects could increase traffic around the construction sites on a short-term basis. Please see the Supplemental Sheet for Nonproject Actions.

**3) Proposed measures to reduce or control noise impacts, if any:**

The projected noise impacts of the projects included in the Capital Facilities Plan have been or will be evaluated and mitigated during project-level environmental review when appropriate. Each project is or will be subject to applicable local regulations.

**8. Land and Shoreline Use:**

**a. What is the current use of the site and adjacent properties?**

There are a variety of land uses within the Steilacoom School District, including residential, commercial, industrial, institutional, utility, open space, recreational, etc.

**b. Has the site been used for agriculture? If so, describe.**

The known sites for the projects included in the Capital Facilities Plan have not been used recently for agriculture.



**c. Describe any structures on the site.**

The structures located on the sites for the projects included in the Capital Facilities Plan have been or will be identified and described during project-level environmental review when appropriate.

**d. Will any structures be demolished? If so, what?**

The structures that will be demolished as a result of the projects included in the Capital Facilities Plan, if any, have been or will be identified during project-level environmental review when appropriate.

**e. What is the current zoning classification of the site?**

The sites that are covered under the Capital Facilities Plan have a variety of zoning classifications under the applicable zoning codes. Site-specific zoning information has been or will be identified during project-level environmental review when appropriate.

**f. What is the current comprehensive plan designation of the site?**

Inventories of the comprehensive plan designations for the sites of the projects included in the Capital Facilities Plan have been or will be completed during project-level environmental review when appropriate.

**g. If applicable, what is the current shoreline master program designation of the site?**

Shoreline master program designations of the sites of the projects included in the Capital Facilities Plan have been or will be identified during project-level environmental review when appropriate.

**h. Has any part of the site been classified as an "environmentally sensitive" area? If so, specify.**

Any environmentally sensitive areas located on the sites of the projects included in the Capital Facilities Plan have been or will be identified during project-level environmental review.



**i. Approximately how many people would reside or work in the completed project?**

The Steilacoom Historical School District currently serves approximately 2,979 students. Enrollment is projected to increase over the six year planning period. The District employs approximately 300 people.

**j. Approximately how many people would the completed project displace?**

Any displacement of people caused by the projects included in the Capital Facilities Plan has been or will be evaluated during project-level environmental review when appropriate. However, it is not anticipated that the Capital Facilities Plan, or any of the projects contained therein, will displace any people.

**k. Proposed measures to avoid or reduce displacement impacts, if any:**

Individual projects included in the Capital Facilities Plan have been or will be subject to project-level environmental review and local approval when appropriate. Proposed mitigating measures have been or will be developed at that time, when necessary.

**l. Proposed measures to ensure the proposal is compatible with existing and projected land uses and plans, if any:**

The compatibility of the specific projects included in the Capital Facilities Plan with existing uses and plans has been or will be assessed as part of the comprehensive planning process and during project-level environmental review when appropriate.

**9. Housing:**

**a. Approximately how many units would be provided, if any? Indicate whether high, middle, or low-income housing.**

No housing units would be provided in connection with the completion of the projects included in the Capital Facilities Plan.

**b. Approximately how many units, if any, would be eliminated? Indicate whether high, middle, or low-income housing.**

It is not anticipated that the projects included in the Capital Facilities Plan will eliminate any housing units. The impacts of the projects included in the Capital Facilities Plan on existing housing have been or will be evaluated during project-level environmental review when appropriate.

**c. Proposed measures to reduce or control housing impacts, if any:**

Measures to reduce or control any housing impacts caused by the projects included in the Capital Facilities Plan have been or will be addressed during project-level environmental review when appropriate.

**10. Aesthetics:**

**a. What is the tallest height of any proposed structure(s), not including antennas; what is the principal exterior building material(s) proposed?**

The aesthetic impacts of the projects included in the Capital Facilities Plan have been or will be addressed during project-level environmental review when appropriate.

**b. What views in the immediate vicinity would be altered or obstructed?**

The aesthetic impacts of the projects included in the Capital Facilities Plan have been or will be addressed during project-level environmental review when appropriate.

**c. Proposed measures to reduce or control aesthetic impacts, if any:**

Appropriate measures to reduce or control the aesthetic impacts of the projects included in the Capital Facilities Plan have been or will be determined on a project-level basis when appropriate.



**11. Light and Glare:**

- a. What type of light or glare will the proposal produce? What time of day would it mainly occur?**

The light or glare impacts of the projects included in the Capital Facilities Plan have been or will be addressed during project-level environmental review, when appropriate.

- b. Could light or glare from the finished project be a safety hazard or interfere with views?**

The light or glare impacts of the projects included in the Capital Facilities Plan have been or will be addressed during project-level environmental review when appropriate.

- c. What existing off-site sources of light or glare may affect your proposal?**

Off-site sources of light or glare that may affect the projects included in the Capital Facilities Plan have been or will be evaluated during project-level environmental review when appropriate.

- d. Proposed measures to reduce or control light and glare impacts, if any:**

Proposed measures to mitigate light and glare impacts have been or will be addressed during project-level environmental review when appropriate.

**12. Recreation:**

- a. What designated and informal recreational opportunities are in the immediate vicinity?**

There are a variety of formal and informal recreational facilities within the Steilacoom Historical School District.

- b. Would the proposed project displace any existing recreational uses? If so, describe.**

The recreational impacts of the projects included in the Capital Facilities Plan have been or will be addressed during project-level environmental review

when appropriate. The projects included in the Capital Facilities Plan, including proposed new school facilities, may enhance recreational opportunities and uses.

- c. Proposed measures to reduce or control impacts on recreation, including recreation opportunities to be provided by the project or applicant, if any:**

Adverse recreational effects of the projects included in the Capital Facilities Plan have been or will be subject to mitigation during project-level environmental review when appropriate. School facilities usually provide recreational facilities to the community in the form of play fields and gymnasiums.

**13. Historic and Cultural Preservation:**

- a. Are there any places or objects listed on, or proposed for, national, state, or local preservation registers known to be on or next to the site? If so, generally describe.**

There are no known places or objects listed on, or proposed for, such registers for the project sites included in the Capital Facilities Plan. The existence of historic and cultural resources on or next to the sites has been or will be addressed in detail during project-level environmental review when appropriate.

- b. Generally describe any landmarks or evidence of historic, archaeological, scientific, or cultural importance known to be on or next to the site.**

An inventory of historical sites at or near the sites of the projects included in the Capital Facilities Plan has been or will be developed during project-level environmental review when appropriate.

- c. Proposed measures to reduce or control impacts, if any:**

Appropriate measures will be proposed on a project-level basis when appropriate.



**14. Transportation:**

- a. Identify public streets and highways serving the site, and describe proposed access to the existing street system. Show on site plans, if any.**

The impacts on public streets and highways of the individual projects included in the Capital Facilities Plan have been or will be addressed during project-level environmental review when appropriate.

- b. Is site currently served by public transit? If not, what is the approximate distance to the nearest transit stop?**

The relationship between the specific projects included in the Capital Facilities Plan and public transit has been or will be addressed during project-level environmental review when appropriate.

- c. How many parking spaces would the completed project have? How many would the project eliminate?**

Inventories of parking spaces located at the sites of the projects included in the Capital Facilities Plan and the impacts of specific projects on parking availability have been or will be conducted during project-level environmental review when appropriate.

- d. Will the proposal require any new roads or streets, or improvements to existing roads or streets, not including driveways? If so, generally describe (indicate whether public or private).**

The need for new streets or roads, or improvements to existing streets and roads has been or will be addressed during project-level environmental review when appropriate.

- e. Will the project use (or occur in the immediate vicinity of) water, rail, or air transportation? If so, generally describe.**

Use of water, rail, or air transportation has been or will be addressed during project-level environmental review when appropriate.

- f. How many vehicular trips per day would be generated by the completed project? If known, indicate when peak volumes would occur.**



The traffic impacts of the projects included in the Capital Facilities Plan have been or will be addressed during project-level environmental review when appropriate.

**g. Proposed measures to reduce or control transportation impacts, if any:**

The mitigation of traffic impacts associated with the projects included in the Capital Facilities Plan has been or will be addressed during project-level environmental review when appropriate.

**15. Public Services:**

**a. Would the project result in an increased need for public services (for example: fire protection, police protection, health care, schools, other)? If so, generally describe.**

The District does not anticipate that the projects identified in the Capital Facilities Plan will significantly increase the need for public services.

**b. Proposed measures to reduce or control direct impacts on public services, if any.**

New school facilities have been or will be built with automatic security systems, fire alarms, smoke alarms, heat sensors, and sprinkler systems.

**16. Utilities:**

**a. Circle utilities currently available at the site: electricity, natural gas, water, refuse service, telephone, sanitary sewer, septic system, other.**

Electricity, natural gas, water, refuse service, telephone, and sanitary sewer utilities are available at the known sites of the projects included in the Capital Facilities Plan. The types of utilities available at specific project sites have been or will be addressed in more detail during project-level environmental review when appropriate.

**b. Describe the utilities that are proposed for the project, the utility providing the service, and the general construction activities on the site or in the immediate vicinity which might be needed.**

Utility revisions and construction needs have been or will be identified during project-level environmental review when appropriate.

**C. SIGNATURE**

The above answers are true and complete to the best of my knowledge. I understand that the lead agency is relying on them to make its decision.

Signature: Kathi Weight

Date Submitted: Nov. 9, 2014



## **D. SUPPLEMENTAL SHEET FOR NONPROJECT ACTIONS**

### **1. How would the proposal be likely to increase the discharge to water; emissions to air; production, storage, or release of toxic or hazardous substances; or production of noise?**

To the extent the Capital Facilities Plan makes it more likely that school facilities will be constructed, some of these environmental impacts may be more likely. Additional impermeable surfaces, such as roofs, access roads, and sidewalks could increase stormwater runoff, which could enter surface or ground waters. Heating systems, emergency generators, and other school equipment that is installed pursuant to the Capital Facilities Plan could result in air emissions. The projects included in the Capital Facilities Plan should not require the production, storage, or release of toxic or hazardous substances, with the possible exception of the storage of diesel fuel or gasoline for emergency generating equipment. The District does not anticipate a significant increase in the production of noise from its facilities, although the projects included in the Capital Facilities Plan will increase the District's student capacities.

#### **Proposed measures to avoid or reduce such increases are:**

Proposed measures to mitigate any such increases described above have been or will be addressed during project-level environmental review when appropriate. Stormwater detention and runoff will meet applicable County and/or City requirements and may be subject to National Pollutant Discharge Elimination System ("NPDES") permitting requirements. Discharges to air will meet applicable air pollution control requirements. Fuel oil will be stored in accordance with local and state requirements.

### **2. How would the proposal be likely to affect plants, animals, fish, or marine life?**

The Capital Facilities Plan itself will have no impact on these elements of the environment. The projects included in the Capital Facilities Plan may require clearing plants off of the project sites and a loss to animal habitat. These impacts have been or will be addressed in more detail during project-level environmental review when appropriate. The projects included in the Plan are not likely to generate significant impacts on fish or marine life.

#### **Proposed measures to protect or conserve plants, animals, fish, or marine life are:**

Specific measures to protect and conserve plants, animals, and fish cannot be identified at this time. Specific mitigation proposals will be identified, however, during project-level environmental review when appropriate.

**3. How would the proposal be likely to deplete energy or natural resources?**

The construction of the projects included in the Capital Facilities Plan will require the consumption of energy.

**Proposed measures to protect or conserve energy and natural resources are:**

The projects included in the Capital Facilities Plan will be constructed in accordance with applicable energy efficiency standards.

**4. How would the proposal be likely to use or affect environmentally sensitive areas or areas designated (or eligible or under study) for governmental protection; such as parks, wilderness, wild and scenic rivers, threatened or endangered species habitat, historic or cultural sites, wetlands, floodplains, or prime farmlands?**

The Capital Facilities Plan and individual projects contained therein should have no impact on these resources.

**Proposed measures to protect such resources or to avoid or reduce impacts are:**

No specific measures are being proposed at this time. Appropriate measures have been or will be proposed during project-level environmental review when appropriate. Updates of this Plan will be coordinated with Town of Steilacoom, the City of DuPont, and Pierce County, as part of the Growth Management Act process, one of the purposes of which is to protect environmentally sensitive areas. To the extent the District's facilities planning process is part of the overall growth management planning process, these resources are more likely to be protected.



**5. How would the proposal be likely to affect land and shoreline use, including whether it would allow or encourage land or shoreline uses incompatible with existing plans?**

The Capital Facilities Plan will not have any impact on land or shoreline use that is incompatible with existing comprehensive plans, land use codes, or shoreline management plans. The District does not anticipate that the Capital Facilities Plan or the projects contained therein will directly affect land and shoreline uses in the area served by the District.

**Proposed measures to avoid or reduce shoreline and land use impacts are:**

No measures to avoid or reduce land use impacts resulting from the Capital Facilities Plan or the projects contained therein are proposed at this time.

**6. How would the proposal be likely to increase demands on transportation or public services and utilities?**

The construction projects included in the Capital Facilities Plan may create temporary increases in the District's need for public services and utilities. The new school facilities will increase the District's demands on transportation and utilities. These increases are not expected to be significant.

**Proposed measures to reduce or respond to such demand(s) are:**

No measures to reduce or respond to such demands are proposed at this time.

**7. Identify, if possible, whether the proposal may conflict with local, state, or federal laws or requirements for the protection of the environment.**

The Capital Facilities Plan will not conflict with any laws or requirements for the protection of the environment.



**Steilacoom Historical School District Board of Directors**

**REGULAR BOARD MEETING**

Date: December 10, 2014

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

**ISSUE:**   X   **ACTION** Second Reading Management Support Series Board Policies:  
6216, 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

- No changes since First Reading

Policy 6230- Relations with Vendors

- Added legal reference RCW 42.52 (Ethics)

Policy 6250 – Cellular Telephones

- Added language regarding de minimis use, Acceptable Use, and review of monthly statements by Fiscal
- Removed language regarding reimbursement

**FISCAL IMPLICATIONS:** None

**RECOMMENDED DECISION:**

It is the recommendation of the Superintendent to approve Policy 6216, 6230, and 6250.

**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 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 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 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 will be cancelled by the authority of the board. Such action 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 will be carried out in conformity with the law and consistent with sound and ethical business practices. Purchasing decisions will be made on the basis of objectivity and will not be influenced by friendships or other personal relationships. Board members, administrators or staff 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 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
	RCW 42.52	Ethics in Public Service

**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 will provide written assurance of financial responsibility for any personal or non-business calls made on the cellular telephone. The employee will also provide written assurance of use through the District Acceptable Use Agreement. Financial Services will review monthly statements to confirm de minimis use by employee.

**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: December 10, 2014

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

**ISSUE:**   X   **ACTION Second Reading Board Policies: 6220, Bid Requirements**  
       **INFORMATION**

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

Policy 6220 – Bid Requirements

- No changes since First Reading

**FISCAL IMPLICATIONS:** None

**RECOMMENDED DECISION:**

It is the recommendation of the Superintendent to approve Policy 6220.

**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) will cost:

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

The board may waive bid requirements for purchases:

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

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

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

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

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

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

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

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

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

### **Use of 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.

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:	ESHB 1633 Amending RCW#28.A.335.190
	RCW 28A.335.190      Advertising for bids — Competitive bid procedures — Purchases from inmate work programs — Telephone or written quotation solicitation, limitations — Emergencies

28A.400.330	Crimes Against Children — Contractor Employees — Termination of Contract
39.04.155	Small works roster contract procedures — Limited public works process Definition
39.04.280	Competitive Bidding Requirements — Exemptions
39.30.060	Bids on public works — Identification, substitution of contractors
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:

<i>Policy News</i> , June 2013	
<i>Policy News</i> , April 2012	Bid requirements policy revised to address audit concerns
<i>Policy News</i> , February 2011	Bid requirements
<i>Policy News</i> , October 2005	Competitive bid process changes
<i>Policy News</i> , June 2001	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 Second 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 adopt Policies 3240 and 3241 as revised.

**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. 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;
- D. Comply with district rules and regulations; and
- 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
	9A.16.020 Use of force — when lawful
	9.41 Firearms and dangerous weapons
	9.91.160 Personal protection spray devices
	28A.210.310 Prohibition on use of tobacco products on school property
	28A.320.128 Notice and disclosure policies – Threats of violence—Student conduct – Immunity for good faith notice – Penalty
	28A.400.110 Principal to assure appropriate student discipline — Building discipline standards — Classes to improve classroom management skills
	28A.600.020 Exclusion of student from classroom
	28A.600.040 Pupils to comply with rules and regulations
	28A.400.110 Principal to assure appropriate student discipline

28A.635.060	Defacing or injuring school property — Liability of pupil, parent or guardian
WAC 392-400-205	Definitions
392-400-225	School district rules defining misconduct — Distribution of rules
20 USC 3171 et. seq.	Drug-Free Schools and Communities Act

**Adoption Date: 2.27.08**

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

**Revised: 12.10.14**

## REGULAR BOARD MEETING

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

**ISSUE:**   X   **ACTION** Second 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.

**RECOMMENDED DECISION:**

It is the recommendation of the Superintendent to adopt Policies 3240 and 3241 as revised.

**Report prepared by:**

**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 to comply with written rules and regulations established for the governing of the school will 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, including consideration of the incident that led to the student's long-term suspension or expulsion.

Cross References:	Board Policy 2161	Education of Students with Disabilities
	2162 -	Education of Students With Disabilities
		Under Section 504 of the
		Rehabilitation Act of 1973
	3122	Excused and Unexcused Absences
	3240	Student Conduct Expectations and
		Reasonable Sanctions
	3244	Prohibition of Corporal Punishment
	3520	Student Fees, Fines, or Charges
	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

Management Resources: 2014 August  
2010 - June Issue

**Adoption Date: 2.27.08**  
**School District Name: Steilacoom Historical School District**  
**Revised : 6.24.10; 10.26.11; 12.10.14**

I-1351

Impact to Steilacoom School District



# I-1351 Highlights

- ❖ States that funding for class sizes is only provided to the extent districts demonstrate they have hired the staff for those classes.
- ❖ Does include provisions if facility limitations prevent the class sizes from being reached.
- ❖ Does not provide a plan to reach the targeted values.
- ❖ Does increase the level of administrative staff



# I-1351 and McCleary

- ❖ The *McCleary* decision requires the state to reach full funding.
- ❖ “Full funding” is a combination of:
  - Targeted values in prototypical funding model.
  - Amount of funding provided for salaries for teachers, administrators, and classified staff.
- ❖ I-1351 is close to the targeted values outlined in both SHB 2776 and QEC reports for the funding model.
  - May meet this requirement of full funding.
- ❖ I-1351 does NOT address compensation.
  - This means I-1351 may not meet the “full funding” requirement of *McCleary*.



# I-1351 – What's Missing

- ❖ As mentioned, I-1351 does not address compensation.
- ❖ I-1351 does not address “categorical” program enhancements (Learning Assistance Program, Bilingual Program).
- ❖ I-1351 does not address where the Legislature will get the funding from to pay for it.
- ❖ I-1351 does not address facility needs (i.e., no state money for construction).
- ❖ I-1351 does not address local levies.



# I-1351 Class Sizes

<b>Grade or Grade Span</b>	<b>Current Funded Class Size</b>	<b>I-1351 Proposed Class Size</b>
K-3	25.23	17 <sup>†</sup>
4-6	27	25
7-8	28.53	25
9-12	28.74	25
Career & Tech Ed	26.57	19
Skill Centers	22.76	16

<sup>†</sup>This class size is laid out in SHB 2776.

\*Funding is a range of 20.3 to 24.1 based on actual staffed class sizes.



# Classrooms Required under I-1351

Building	Enrollment October 1, 2014 (HC)	New Classroom Enrollment Levels	Classrooms Needed For Level of Enrollment	Current Total Classrooms	Additional Classrooms Required
Anderson Island - K-5	35	17	2.06	2	0.06
Cherrydale - PK -3	314	17	18.47	14	4.47
Chloe Clark - PK-3	567	17	33.35	24	9.35



# 1-351 – Additional District Needs

<b>Additional Building Needs</b>	<b>CC</b>	<b>CD</b>	<b>SP</b>	<b>Pio</b>	<b>SHS</b>
<b>Classrooms (Portables)</b>	9	5	0	0	0
<b>Aditonal Building Staff Needs</b>					
<b>Teachers</b>	9	5	0	0	0
<b>Principals</b>	0	0	0	0	0
<b>Librarians</b>	1	0	1	1	0
<b>Nurses</b>	LPN	LPN	LPN	0	1
<b>Social Workers</b>	0.3	0.3	0.3	1	1
<b>Psychologists</b>	0	0	0	0	0
<b>Counselors</b>	0	0	0	0	2.3
<b>Para educators</b>	0	0	0	0	0
<b>Secretaries</b>	1	1	1	0	0
<b>Custodians</b>	1	1	0	0	0
<b>Safety</b>	0	0	0	0	1
<b>Parent Involvement Coordinators</b>	1	1	1	1	1
<b>District Support Staff</b>					
<b>Technology Staff</b>	3.4				
<b>Facilities, Maintenance, Grounds</b>	5				
<b>Warehouse, Laborers, Mechanics</b>	5.7				



# I-1351 Cost Impact

## Total Estimated Cost of Implementing I-351 - \$6,781,876

Item Description	Per Item Cost	Total Costs
Classrooms (Portables)	225,000	3,150,000
Teachers	84,106	1,177,484
Principals		0
Librarians	84,106	252,318
Nurses	84,106	84,106
Social Workers	84,106	243,907
Psychologists		0
Counselors	84,106	193,444
Para educators		0
Secretaries	48,100	144,300
Custodians	55,568	111,136
Safety	60,103	60,103
Parent Involve Coord.	51,595	257,975

Item Description	Per Item Cost	Total Costs
Technology Staff	60,103	204,350
Facilities, Maint, Grounds	60,103	300,515
Warehouse, Laborers, Mech	55,568	316,738
Smart Board	5,000	45,000
Sound System	1,500	13,500
Computers	1,000	9,000
Document Cameras	1,500	13,500
Printers	500	4,500
Desks (14 classrooms)		150,000
Misc. Costs		50,000



**Steilacoom Historical School District Board of Directors**

**REGULAR BOARD MEETING**

Date: December 10, 2014

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

**ISSUE:**   X   **ACTION** Deletion of Board Policies: 6113 and 6119  
       **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 should be deleted:

Policy 6113 – Rental of Musical Instruments

- Deleted by WSDDA in 2011

Policy 6119 – Uncollected Tax Revenue

- Deleted by WSDDA in 2013

**FISCAL IMPLICATIONS:** None

**RECOMMENDED DECISION:**

It is the recommendation of the Superintendent to delete Policy 6113 and 6119. Per WSSDA, it is not necessary for a second reading on policy deletion.

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

## **~~RENTAL OF MUSICAL INSTRUMENTS~~**

~~The district shall purchase only those instruments which, because of cost and/or unsuitability as a solo instrument, are not likely to be purchased by parents and yet are needed for full instrumentation of school music groups. Such instruments shall be rented with the fee used to help cover maintenance costs, except when the rental instrument is in addition to an instrument that is already owned or rented by the student. Arrangements shall be made for the reduction/waiver of fees for students whose families, by reason of income, would have difficulty paying the fee.~~

~~The USDA child nutrition program guidelines shall be used to determine qualification for a reduction/waiver. Parents shall be notified of the availability of fee reduction/waivers. Rental instruments shall be used only in preparation for and playing in school organizations. The user shall be responsible for any damage to the instrument which might occur while it is in his/her care.~~

~~The superintendent shall establish a rental fee for school-owned instruments.~~

**Adoption Date: 2.27.08**

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

**Revised:**

## **~~UNCOLLECTED NON-TAX REVENUE~~**

~~The board will make an effort to collect all revenues due from federal, state, local and non-tax sources. At the first meeting in a new fiscal year, the superintendent will prepare a list of uncollected non-tax revenues from the past fiscal year including but not limited to unpaid rentals, fines, fees, and other charges and the actions that have been taken to collect the receivables. If not collected by December 30, the board will declare the remaining receivables as uncollectible.~~

**Adoption Date: 2.27.08**

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

**Revised:**

**Steilacoom Historical School District Board of Directors**

**REGULAR BOARD MEETING**

Date: December 10, 2014

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

**ISSUE:**   X   **ACTION** **First Reading of Management Support Series Board Policies: 6500, 6511, 6512, 6513**

**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 6500 – Risk Management

- Minor wording edits (shall to will)
- Addition of standard tort claim form availability (on our website) as per RCW 4.96.020

Policy 6511 – Staff Safety

- Minor wording edits (shall to will)
- Removal of specific agencies that offer first aid training

Policy 6512 – Infection Control Program

- Minor wording edits (shall to will)
- Legal reference update

Policy 6513 – Workplace Violence Prevention

- Minor wording edits (shall to will)

**FISCAL IMPLICATIONS:** None

**RECOMMENDED DECISION:**

It is the recommendation of the Superintendent to move Policy 6500, 6511, 6512, and 6513 to a second reading.

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



## RISK MANAGEMENT

The board believes the district must identify and measure risks of loss due to the damage or destruction of district property or to claims against the district by others claiming to have been harmed by the action or inaction of the district, its officers or staff. A risk management program ~~shall~~will be implemented to reduce or eliminate risks where possible, to determine which risks the district can afford to assume and to transfer to an insurance company those risks which the district does not wish to assume or cannot economically afford to assume. Such a program ~~shall~~will consider the benefits, if any, of joining with other units of local government for joint purchasing of insurance, joint self-funding, joint self-insuring or joint employment of a risk manager. The superintendent ~~shall~~will assign the primary responsibility for the administration and supervision of the risk management program to a single person. The board shall review the status of the risk management program each year. The district will make available to claimants its standard tort claim form.

The district ~~shall~~will purchase and pay for surety bonds for the superintendent, business manager and such other staff and in such amounts as the board ~~shall~~will from time to time determine to be necessary for honest performance of the staff in the conduct of the district's financial operations. Such bonds may include a deductible proviso not to exceed two percent of the employee's annual salary.

Legal References:	RCW 28A.400.350	Liability, life, health, health care, accident, disability and salary insurance authorized — Premiums
	<u>RCW 4.96.020</u>	<u>Tortious conduct of local governmental entities and their agents — Claims — Presentment and filing — Contents</u>
	28A.400.360	Liability insurance for officials and employees authorized
	28A.400.370	Mandatory insurance protection for employees
	28A.320.100	Actions against officers, employees or agents of school districts and educational service districts — Defense, costs, fees — Payment of obligation
	28A.320.060	Officers, employees or agents of school districts or educational service districts, insurance to protect and hold personally harmless
	28A.330.100(10)	Additional powers of board
	48.62	Local government insurance transactions

**Adoption Date: 2.27.08**

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

**Revised: 12.14**

## STAFF SAFETY

The board recognizes that safety and health standards should be incorporated into all aspects of the operation of the district. Rules for safety and prevention of accidents ~~shall~~will be posted in compliance with OSHA and WISHA requirements. All hazardous chemicals will be identified and properly labeled. Staff members will be trained in the use of these chemicals specific to their respective jobs. Proper records will be maintained to verify that all of the preventive and safety measures are in place. Injuries and accidents ~~shall~~will be reported to the district office.

The district ~~shall~~will have at least one staff member at each school and work site in the district who holds a valid certificate of first aid training ~~or equivalent training from the department of labor and industries, U.S. Bureau of Mines or the American Red Cross or equivalent training provided by the~~a district nurses. Each school and work site ~~shall~~will have first aid supplies readily accessible and if the work site has more than fifty employees a first-aid station shall be established.

The superintendent ~~shall~~will develop necessary safety and health standards to comply with Department of Labor requirements.

Cross Reference:     ~~Board Policy 6510~~     ~~Safety~~  
                              Board Policy 6512             Infection Control Program

Legal References:     RCW 49.17                     Washington Industrial Safety and Health Act

**Adoption Date: 2.27.08**

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

**Revised: 12.14**

## INFECTION CONTROL PROGRAM

In order to safeguard the school community from the spread of certain vaccine-preventable diseases and in recognition that prevention is a means of combating the spread of disease, the board strongly urges that susceptible school staff members (including volunteers) provide evidence of immunity against TD (Tetanus-Diphtheria) and MMR (Measles, Mumps and Rubella). Staff members born prior to January 1, 1957 need not provide evidence of immunity to measles; these individuals are considered naturally immune.

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

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

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

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

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

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

Cross reference:      Board Policy 3414      Infectious Disease

Legal References:	<u>WAC 246-110-001</u>	<u>Control of communicable disease</u>
	<u>296-62-08001</u>	<u>Bloodborne pathogens</u>
	<u>Chapter 246-110</u>	<u>WAC Contagious disease –School districts</u>
		<u>and day care centers</u>
	<u>Chapter 296-823</u>	<u>WAC Occupation exposure to bloodborne</u>
		<u>pathogens</u>



| Chapter 392-198

WAC Training — school employees —  
HIV/AIDS

**Adoption Date: 2.27.08**

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

| **Revised: 12.14**

## WORKPLACE VIOLENCE PREVENTION

The district does not tolerate violence in the workplace and will work to prevent violent incidents from occurring by implementing a workplace violence prevention program. All employees of the district are responsible for implementing and maintaining the violence prevention program. The workplace violence prevention program establishes and requires adherence to work practices that are designed to make the workplace more secure. It also reinforces the ban on verbal threats or physical actions by employees that create a security hazard for others.

Additionally, the district does not tolerate domestic violence including harassment of any employee or other person while in the district's buildings or vehicles, while on district property, or while engaged in school or work-related activities. The district is committed to working with employees who are victims of domestic violence to prevent abuse and harassment from occurring in the workplace. No employees will be penalized or disciplined solely for being a victim of domestic violence. The district will provide appropriate support and assistance to employees who are victims of domestic violence. Any employee who threatens, harasses, or abuses someone in the district or from their workplace using district resources such as work time, district telephones, fax machines, mail, or e-mail ~~shall~~will be subject to disciplinary action up to and including discharge. Corrective action or discharge may also be taken against employees who are arrested, convicted, or permanently enjoined as a result of domestic violence when such action is directly related to their position with the district.

All violent incidents ~~shall~~will be reported and investigated, whether or not a physical injury has occurred. There will be no discrimination against victims of workplace violence. Copies of this policy and support materials ~~are readily~~will be made readily available to all employees. The ~~Superintendent~~superintendent or designee is directed to adopt procedures to implement this policy, including creation of the workplace violence prevention group which will: assess the district's vulnerability to workplace violence, recommend preventive actions and employee training programs, and review the program annually for possible adjustments.

Cross Reference:      Board Policy 4210  
                                 Board Policy 5281  
                                 Board Policy 6511

Regulation of Dangerous Weapons on  
School Premises  
Disciplinary Action and Discharge  
Staff Safety

**Adoption Date: 2.27.08**

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

**Revised: 12.14**