



## Regular Meeting Agenda

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

**STUDY SESSION:** The School Board normally convenes at 6:00 pm just prior to the start of the formal Board meeting, to discuss the Board agenda and to have a brief dinner. No decision making is undertaken. These study sessions are open to the Public; however, food is not provided for the general public. **THIS STUDY SESSION WILL START AT 5:45 PM.**

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

10/23/2013 7:00 PM

### I. CALL TO ORDER

(Vote)

- 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

(Information)

Presenter: Susanne Beauchaine

Impact Aid Board Presentation October 2013.pdf (p. 4)

### IV. REPORTS

(Information)

#### 1. Financial Report

(Information)

Presenter: Jim Brittain

10232013 Board Mtg Financial Report.pdf (p. 8)

#### 2. Capital Projects

(Information)

Presenter: Jim Brittain

Steilacoom School District Capital Project Report 10232013.pdf (p. 18)

### V. APPROVAL OF MINUTES

(Vote)

Minutes 10.9.13.pdf (p. 20)

## **VI. CONSENT AGENDA**

**(Vote)**

- Approval of October 2013 Accounts Payable.pdf (p. 23)
- Approval of Estimated October 2013 Payroll.pdf (p. 67)
- Approval of Certificated Personnel Report.pdf (p. 68)
- Approval of Classified Personnel Report.pdf (p. 69)
- Approval of Coaching Personnel Report.pdf (p. 70)
- Approval of Affirmative Action Plan 2013-2018.pdf (p. 71)
- Approval of Pioneer MS 6th Grade Outdoor Education Program.pdf (p. 85)

## **VII. OLD BUSINESS**

### **1. Second Reading of Policy 3115, Homeless Students: Enrollment Rights & Services** **(Vote)**

- Presenter: Susanne Beauchaine
- Second Reading of Policy 3115.pdf (p. 86)

### **2. Approval of 1918 Building Project Bid** **(Vote)**

- Presenter: Ray Mow
- Recommendation to Award Contract SHSD Admin.pdf (p. 89)

### **3. Recommendation to Bid & Alternate Bid - 1918 Building Project** **(Discussion)**

- Presenter: Ray Mow

### **4. Draft Capital Facilities Plan 2013-2019** **(Information)**

- Presenter: Kathi Weight
- 2013-2019 SHSD Cap Fac Plan.pdf (p. 90)

## **VIII. NEW BUSINESS**

### **1. First Reading of Policy 2190, Highly Capable Program** **(Vote)**

- Presenter: Julie Wright
- First Reading of Policy 2190.pdf (p. 128)

### **2. Transfer Funds from General to Capital Fund** **(Discussion)**

- Presenter: Jim Brittain
- Board Background Transfer Fund Discussion.pdf (p. 131)

### **3. 2014 Levy Renewal** **(Discussion)**

- Presenter: Mike Winkler & Jim Brittain

## **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** **(Vote)**

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



# IMPACT AID 2013

**Every Survey Counts!**  
Steilacoom Historical School District

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Board Presentation October 23, 2013  
Susanne Beauchaine



# What do we have to do?

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Annually, conduct a survey.

To identify students –

1. Who reside on Indian lands, military bases, low-rent housing properties, and federal property; or
2. Who have a parent who is active duty military; or
3. Who have a parent who is a foreign military officer; or
4. Whose parent is employed on eligible Federal properties.

Submit an application to the U.S. Department of Education by January 31, 2013 reporting students who meet any of the above criteria.





# Measuring success!

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Return rates and students we can count!

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

**Board Meeting  
October 23, 2013**

**Financial Report**

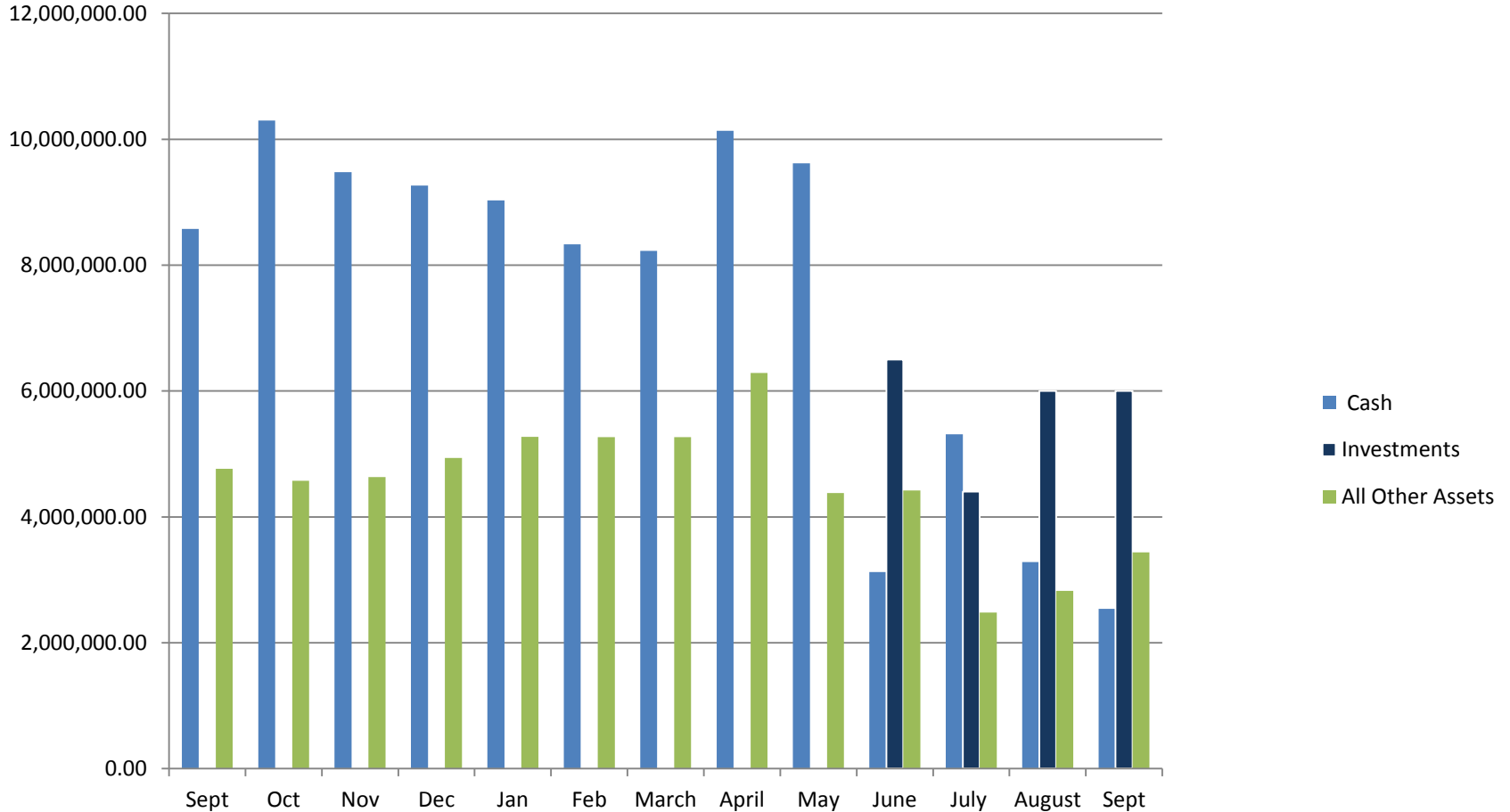
**Steilacoom Historical School District  
General Fund Budget Status Report  
September 30, 2013**

		<b>Annual Budget</b>	<b>Actual For Month</b>	<b>Total for Year</b>	<b>Encumbrances</b>	<b>Balance</b>
<b>TOTAL BEGINNING FUND BALANCE</b>		7,702,768		7,967,495.29	Est. Beginning Fund Balance	
<b>REVENUES AND OTHER FINANCING SOURCES</b>						
1000	Local Taxes	6,552,567	224,844.50	224,844.50		6,327,722.50
2000	Local Non-Tax	1,024,475	170,910.78	170,910.78		853,564.22
3000	State, General Purpose	16,199,557	1,445,157.02	1,445,157.02		14,754,399.98
4000	State, Special Purpose	3,477,626	284,340.31	284,340.31		3,193,285.69
5000	Federal, General Purpose	261,000	0.00	0.00		261,000.00
6000	Federal, Special Purpose	1,810,049	0.00	0.00		1,810,049.00
7000	Revenues from Other District	0	0.00	0.00		0.00
8000	Revenues from Other Agencies	20,000	0.00	0.00		20,000.00
9000	Other Financing Sources	0	0.00	0.00		0.00
<b>Total Revenues &amp; Other Financing Sources</b>		<b>29,345,274</b>	<b>2,125,252.61</b>	<b>2,125,252.61</b>		<b>27,220,021.39</b>
<b>EXPENDITURES</b>						
00	Regular Instruction	18,023,278	1,348,953.17	1,348,953.17	13,247,206.66	3,427,118.17
20	Special Ed Instruction	3,831,895	252,627.35	252,627.35	2,492,299.94	1,086,967.71
30	Vocational Instruction	954,484	71,733.45	71,733.45	695,271.43	187,479.12
50&60	Compensatory Education	868,137	64,031.32	64,031.32	639,954.66	164,151.02
70	Other Instructional Pgms	780,311	14,888.75	14,888.75	140,127.72	625,294.53
80	Community Services	12,000	0.00	0.00	0.00	12,000.00
97	General Support	6,084,500	237,818.71	237,818.71	3,780,303.01	2,066,378.28
98	Food Service	921,000	0.00	0.00	653,555.50	267,444.50
99	Pupil Transportation	1,266,000	7,314.82	7,314.82	1,177,167.90	81,517.28
<b>Total Expenditures</b>		<b>32,741,605</b>	<b>1,997,367.57</b>	<b>1,997,367.57</b>	<b>22,825,886.82</b>	<b>7,918,350.61</b>
<b>Excess Revenues/Other Financing Sources Over (under) Expend &amp; Oth Financing Uses</b>		<b>-3,396,331</b>	<b>127,885.04</b>	<b>127,885.04</b>		
<b>Total Ending Fund Balance</b>		<b>4,306,437</b>		<b>8,095,380.33</b>		
GL 810	Reserved For Other Items	0		0.00		
GL 821	Restricted for Carryover	0		0.00		
GL 840	Reserved For Inventory	18,000		18,000.00		
GL 845	Reserved for Self Insurance	0		0.00		
GL 850	Reserved Uninsured Risks	0		0.00		
GL 870	Unreserved, Dsgntd-Oth Items	2,354,000		2,354,000.00		
GL 872	Comm't'd Min Fund Balance Policy	1,964,496		1,964,496.00		
GL 875	Unreserved Dsgntd-Conting	0				
GL 888	Assigned to Other Purposes	0		0.00		
GL 890	Unreserved Undsgntd Fund Bal	-30,059		3,753,609.33		

# General Fund

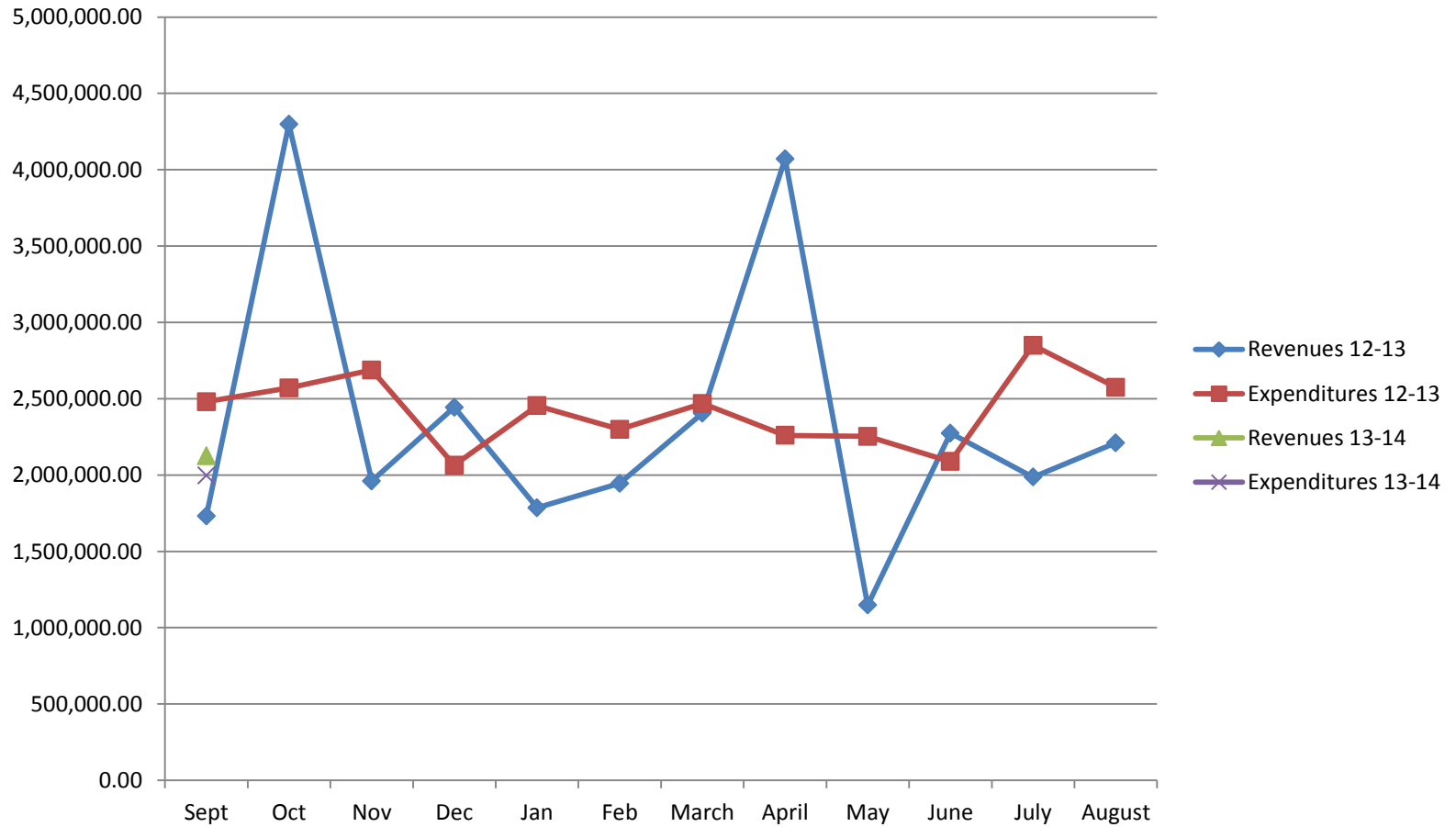
## Cash, Investments and Other Assets

### September 30, 2013



Total Assets - \$11,975,600 Total Fund Balance \$8,096,131

# General Fund Revenues and Expenses September 30, 2013



**Steilacoom Historical School District  
Capital Projects Fund Budget Status Report  
September 30, 2013**

		<b>Annual Budget</b>	<b>Actual For Month</b>	<b>Total for Year</b>	<b>Encumbrances</b>	<b>Balance</b>
<b>TOTAL BEGINNING FUND BALANCE</b>		3,795,650		3,681,334.42	Est. Beginning Fund Balance	
<b>REVENUES AND OTHER FINANCING SOURCES</b>						
1000	Local Taxes	0	-	-		-
2000	Local Non-Tax	10,000	293.54	293.54		9,706.46
3000	State, General Purpose	0	-	-		-
4000	State, Special Purpose	0	-	-		-
5000	Federal, General Purpose	0	-	-		-
6000	Federal, Special Purpose	0	-	-		-
7000	Revenues from Other District	0	-	-		-
8000	Revenues from Other Agencies	0	-	-		-
9000	Other Financing Sources	2,600,000	-	-		2,600,000.00
<b>Total Revenues &amp; Other Financing Sources</b>		2,610,000	293.54	293.54		2,609,706.46
<b>EXPENDITURES</b>						
10	Sites	1,250,000	-	-	9,930.24	1,240,069.76
20	Buildings	3,980,000	-	-	817.43	3,979,182.57
30	Equipment	120,000	-	-	-	120,000.00
40	Energy	100,000	-	-	-	100,000.00
50	Sales & Lease Expenditures	0	-	-	-	-
60	Bond Issuance Expenditures	0	-	-	-	-
90	Debt	0	-	-	-	-
<b>Total Expenditures</b>		5,450,000	-	-	10,747.67	5,439,252.33
<b>Excess Revenues/Other Financing Sources Over (under) Expend. &amp; Oth Financing Uses</b>						
		-2,840,000	293.54	293.54		(2,829,545.87)
<b>Total Ending Fund Balance</b>		955,650		3,681,627.96		
GL 861	Reserve, Bond Proceeds	0		-		
GL 863	Reserve of State Proceeds	0		-		
GL 865	Reserve, Other Items	0		-		
GL 866	Reserve, Impact Fees	0		-		
GL 889	Assigned to Special Purposes	955,650		3,681,627.96		

# Capital Projects Budget 2013-14

- 1918 Project \$3,200,000
- Transportation Facility \$1,500,000
- Fast Pitch Field \$50,000
- Saltar's Point \$50,000
- Saltar's Point HVAC \$250,000
- Chloe Clark HVAC \$250,000
- SHS Chillers \$150,000

Total \$5,450,000

**Steilacoom Historical School District**  
**Debt Service Fund Budget Status Report**  
**September 30, 2013**

		<b>Annual Budget</b>	<b>Actual For Month</b>	<b>Total for Year</b>	<b>Encumbrances</b>	<b>Balance</b>
<b>TOTAL BEGINNING FUND BALANCE</b>		\$ 2,105,589		2,451,887.16		
<b>REVENUES AND OTHER FINANCING SOURCES</b>						
1000	Local Taxes	6,065,737	205,030.16	205,030.16		5,860,706.84
2000	Local Non-Tax	20,000	230.92	230.92		19,769.08
3000	State, General Purpose	-	-	-		-
5000	Federal, General Purpose	-	-	-		-
6000	Federal, Special Purpose	-	-	-		-
9000	Other Financing Sources	-	-	-		-
<b>Total Revenues &amp; Other Financing Sources</b>		6,085,737	205,261.08	205,261.08		5,880,475.92
<b>EXPENDITURES</b>						
	Matured Bond Expenditures	2,940,000	-	-		2,940,000.00
	Interest on Bonds	2,575,148	-	-		2,575,148.00
	Interfund Loan Interest		-	-		-
	Bond Transfer Fees	10,000	-	-		10,000.00
	Arbitrage Rebate	-	-	-		-
	Underwriter's fees	-	-	-		-
<b>Total Expenditures</b>		5,525,148	-	-	-	5,525,148.00
<b>Excess Revenues/Other Financing Sources Over (under) Expend. &amp; Oth Financing Uses</b>		560,589	205,261.08	205,261.08		
<b>Total Ending Fund Balance</b>		\$ 2,666,178		\$ 2,657,148.24		
<b>Ending Fund Balance Accounts</b>						
GL 830	Reserved For Debt Service	2,666,178		2,657,148.24		

**Steilacoom Historical School District  
ASB Fund Budget Status Report  
September 30, 2013**

		<b>Annual Budget</b>	<b>Actual For Month</b>	<b>Total for Year</b>	<b>Encumbrances</b>	<b>Balance</b>
<b>TOTAL BEGINNING FUND BALANCE</b>		\$ 160,478		\$ 188,302.67	Est. Beginning Fund Balance	
<b>REVENUES AND OTHER FINANCING SOURCES</b>						
1000	General Student Body	156,500	27,608.09	27,608.09		128,891.91
2000	Athletics	281,400	14,804.22	14,804.22		266,595.78
3000	Classes	42,326	1,891.00	1,891.00		40,435.00
4000	Clubs	406,883	35,875.07	35,875.07		371,007.93
6000	Private Moneys	10,600	-	-		10,600.00
<b>Total Revenues &amp; Other Financing Sources</b>		897,709	80,178.38	80,178.38		817,530.62
<b>EXPENDITURES</b>						
1000	General Student Body	145,700	397.41	397.41	499.25	144,803.34
2000	Athletics	266,615	8,407.08	8,407.08	15,344.66	242,863.26
3000	Classes	38,110	-	-	1,093.50	37,016.50
4000	Clubs	390,415	9,141.77	9,141.77	17,256.82	364,016.41
6000	Private Moneys	10,600	-	-	-	10,600.00
<b>Total Expenditures</b>		851,440	17,946.26	17,946.26	34,194.23	799,299.51
<b>Excess Revenues/Other Financing Sources Over (under) Expend. &amp; Oth Financing Use</b>		46,269	62,232.12	62,232.12		
<b>Total Ending Fund Balance</b>		206,747		250,534.79	(34,194.23)	216,340.56
<b>Fund Balance By School</b>						
				<b>Available for General Student Body</b>		
<b>SHS</b>				145,116.39		
<b>PMS</b>				63,415.02		
<b>AI</b>				191.30		
<b>CC</b>				2,410.58		
<b>CD</b>				1,969.75		
<b>SP</b>				3,237.52		
<b>Total</b>				<b>216,340.56</b>		

# General Fund Budget/Actual Comparison 2012-13

	Budget 2012-2013	Actual 2012-2013	DIFFERENCE
<b>TOTAL BEGINNING FUND BALANCE</b>	10,617,807	9,165,167	
<b>REVENUES AND OTHER FINANCING SOURCES</b>			
Local Taxes	6,424,246	6,548,479	-124,233
Local Non-Tax	1,533,850	1,147,392	386,458
State, General Purpose	14,246,929	14,906,009	-659,080
State, Special Purpose	4,396,052	3,691,982	704,070
Federal, General Purpose	355,000	325,099	29,901
Federal, Special Purpose	1,438,868	1,706,199	-267,331
Revenues from Other Agencies	0	17,278	-17,278
Othr Financing Sources		765	-765
<b>Total Revenues &amp; Other Financing Sources</b>	<b>28,394,945</b>	<b>28,343,203</b>	<b>52,507</b>
<b>EXPENDITURES</b>			
Regular Instruction	19,463,995	15,306,624	4,157,371
Federal Stimulus	30,000	0	30,000
Special Education Instruction	3,064,921	3,617,195	-552,274
Vocational Education Instruction	1,505,444	1,038,735	466,709
Compensatory Education Instruction	614,534	789,898	-175,364
Other Instructional	26,511	110,978	-84,467
Community Service	0	3,738	-3,738
Support Services	9,439,278	8,297,954	1,141,324
<b>Total Expenditures</b>	<b>34,144,683</b>	<b>29,165,123</b>	<b>4,979,560</b>
<b>Other Financing Uses - CPF SP</b>		<b>375,000</b>	
<b>Excess Revenues/Other Financing Sources Over (under) Expend. &amp; Oth Financing Uses</b>	<b>-5,749,738</b>	<b>-1,196,920</b>	
<b>Total Ending Fund Balance</b>	<b>4,868,069</b>	<b>7,968,247</b>	

# QUESTIONS

Steilacoom Historical School District No. 1  
Board Meeting  
October 23, 2013

Capital Projects

**Land**

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**High School North Property:**

1. Appraisal to be received approximately October 31, 2013
2. Board adopts a surplus resolution
3. Public hearing on surplus property

**Chambers Field:**

1. Survey completed
2. District staff evaluating boundary line adjustment
3. Re-appraisal required determining market value
4. Surplus the additional property to Chamber Field parcel

1. Land Use Agreement – Tapani Inc. (Town's Sequash Street Contractor)

**Western State Parking:**

1. District proposed \$10 per stall for 10 months out of the year

## **Building and Remodel Projects**

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### **1918 Remodel:**

1. Capital Project Manager and Architect will present “Recommendation for Successful Bidder”
2. District has moved all staff from building and continues to remove district property
3. Project on schedule

### **Transportation Facility:**

1. District staff evaluating the City of DuPont’s required mitigation measures

### **Fast Pitch Field:**

1. Scoreboard ordered
2. Receiving quotes for raising back stop fence
3. Finalizing dugout design
4. Storage Shed – moving and converting to scorers booth

### **Other Item:**

1. Evaluating DSHS Draft Refueling Sales Contract



## Regular Meeting Minutes

10/9/2013

Saltar's Point Elementary Library

909 Third Street

Steilacoom, WA

### I. CALL TO ORDER

Chair Scott called meeting to order at 7:00 pm

Director Winkler led the Pledge of Allegiance.

Director Denning is en route and arrived at 7:12 pm. All other Directors and Superintendent Weight present.

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

### II. COMMENTS FROM THE AUDIENCE

No comments.

### III. PRESENTATIONS

#### a. State Assessment Results

Assessment Coordinator Susan Greer presented district vs. state assessment results from the past four years; three years for the End of Year Course assessments.

#### b. School Improvement Planning Process

Director of Teaching and Learning Julie Wright presented the process of School Improvement Plan creation, utilizing the *Indistar* program, a web-based system that will guide staff in the planning process.

### IV. APPROVAL OF MINUTES

Director Wong made a motion to approve the 9.25.13 regular meeting minutes; Director Denning seconded the motion and the motion passed (5/0).

### V. CONSENT AGENDA

Director Callanan made a motion to approve the Consent Agenda including personnel reports and DECA Club Field Trip; Director Denning seconded the motion and the motion passed (5/0).

## **VI. OLD BUSINESS**

### **a. Resolution 807-10-09-13, Final Acceptance Saltar's Point Modular Building**

Director Winkler made a motion to approve the resolution accepting completion of the modular building; Director Callanan seconded the motion and the motion passed (5/0).

### **b. Resolution 808-10-06-13, Attendance of Newly Elected Board Directors to WSSDA Conference**

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

## **VII. NEW BUSINESS**

### **a. Capital Facilities Plan 2012-2018 Review**

Superintendent Weight presented capital projects current and future to prepare the plan for Board approval. The timeline is a draft plan on 10/23/13 agenda and vote for approval on 11/13/13.

### **b. First Reading of Policy 3115, Homeless Students: Enrollment Rights and Services**

Director Winkler made a motion to move policy 3115 to a second reading; Director Denning seconded the motion and the motion passed (5/0).

## **VIII. COMMENTS FROM THE AUDIENCE**

No comments.

## **IX. BOARD COMMUNICATION**

- Superintendent and Principal of Pioneer Middle School met with Director Denning regarding a communication he received.
- Directors Winkler and Denning and Superintendent Weight met with Representative Dick Muri regarding thoughts and concerns prior to the upcoming legislative session.

## **X. ANNOUNCEMENTS**

- Director Callanan thanked the students for their attendance at.
- Director Winkler announced the October 26 Spooktacular Senior Class Fundraiser event and a raffle for their after graduation party.
- The Steilacoom High girls Swim Team won their meet against Clover Park, Washington and Franklin Pierce teams.

## **XI. ADJOURNMENT**

Director Winkler made a motion to approve the agenda at 8:07 pm; Director Callanan seconded the motion and the motion passed (5/0).

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(Secretary/Superintendent)

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(Chair)

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

As of October 23, 2013, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$245.40. The payments are further identified in this document.

Total by Payment Type for Cash Account, GF WARRANTS OUTSTANDING:  
Warrant Numbers 113081 through 113088, totaling \$245.40

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
113081	BARICCHIO, ASHLEY	10/08/2013	REFUND FOOD SERVICE	REFUND FOOD SERVICE ACCOUNT	0	30.05	30.05
113082	CAMPOS, JULISSA	10/08/2013	REFUND FOOD SERVICE	REFUND OF FOOD SERVICE ACCOUNT	0	12.80	12.80
113083	CASSELLA, TRACY	10/08/2013	REFUND FOOD SERVICE	REFUND OF FOOD SERVICE ACCOUNT	0	41.80	41.80
113084	HSIAO, SHERYL	10/08/2013	REFUND FOOD SERVICE	REFUND OF FOOD SERVICE ACCOUNT	0	16.70	16.70
113085	JOHNSON, NANNETTE R	10/08/2013	REFUND FOOD SERVICE	REFUND OF FOOD SERVICE ACCOUNT	0	10.55	10.55
113086	JONES, LOUISA	10/08/2013	REFUND FOOD SERVICE	REFUND OF FOOD SERVICE ACCOUNT	0	12.10	12.10
113087	MARCHANT, JENNIFER	10/08/2013	BARCODE 15788	REFUND FOR LOST BOOK PAYMENT (LIBRARY & TEXTBOOKS) LANGUAGE OF SOMPOSITION BARCODE 15788	0	55.00	55.00
113088	RICHARDS, KATIE	10/08/2013	REFUND FOOD SERVICE	REFUND FOOD SERVICE ACCOUNT	0	66.40	66.40
				8 Computer	Check(s) For a Total of		245.40

	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
	8	Computer	Checks For a Total of	245.40
Total For	8	Manual, Wire Tran, ACH & Computer	Checks	245.40
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	245.40

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

As of October 23, 2013, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$10,651.84. The payments are further identified in this document.

Total by Payment Type for Cash Account, ASB WARRANTS OUTSTANDING:  
Warrant Numbers 401369 through 401382, totaling \$10,651.84

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
401369	BSN SPORTS INC.	10/11/2013	95558760	2001 Football BSN Sports 15 Baden Footballs F7000 **** For Fall Billing 2013-14 ***	4061314014	1,197.77	1,197.77
401370	CAPITAL INVITE CROSS COUNTRY M	10/11/2013	CAPITAL INVITE	2003 Cross Country Capital Invite 2707 Conger Ave NW Olympia, WA 98502 Team Entry For Race - September 14th	4061314043	100.00	100.00
401371	CASCADE BAGEL & DELI, INC	10/11/2013	125765	4012 Student Store Cascade Bagel OPEN PO not to exceed \$3000.00 for 2013-14 School Year	4061314009	34.30	343.00
			125796	4012 Student Store Cascade Bagel OPEN PO not to exceed \$3000.00 for 2013-14 School Year	4061314009	34.30	
			125842	4012 Student Store Cascade Bagel OPEN PO not to exceed \$3000.00 for	4061314009	34.30	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				2013-14 School Year			
			125863	4012 Student Store Cascade Bagel OPEN PO not to exceed \$3000.00 for 2013-14 School Year	4061314009	34.30	
			125884	4012 Student Store Cascade Bagel OPEN PO not to exceed \$3000.00 for 2013-14 School Year	4061314009	34.30	
			125905	4012 Student Store Cascade Bagel OPEN PO not to exceed \$3000.00 for 2013-14 School Year	4061314009	34.30	
			125928	4012 Student Store Cascade Bagel OPEN PO not to exceed \$3000.00 for 2013-14 School Year	4061314009	34.30	
			125976	4012 Student Store Cascade Bagel OPEN PO not to exceed \$3000.00 for 2013-14 School Year	4061314009	34.30	
			125995	4012 Student Store Cascade Bagel OPEN PO not to exceed \$3000.00 for 2013-14 School Year	4061314009	34.30	
			126022	4012 Student Store Cascade Bagel OPEN PO not to exceed \$3000.00 for 2013-14 School Year	4061314009	34.30	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
401372	CITY SAVER	10/11/2013	10/6/13	Year 4012 Student Store City Saver/ Ryan Cafe Open PO for the 2013-14 School Year Mrs. Fields Cookies	4061314034	204.00	612.00
			9/16/13	4012 Student Store City Saver/ Ryan Cafe Open PO for the 2013-14 School Year Mrs. Fields Cookies	4061314034	204.00	
			9/2/13	4012 Student Store City Saver/ Ryan Cafe Open PO for the 2013-14 School Year Mrs. Fields Cookies	4061314034	204.00	
401373	COSTCO	10/11/2013	256856009	4012 Student Store Costco Open PO not to exceed \$7000.00 For 2013-14 School Year	4061314008	247.52	546.41
			256902672	4012 Student Store Costco Open PO not to exceed \$7000.00 For 2013-14 School Year	4061314008	298.89	
401374	COUSIN'S CONCERT ATTIRE	10/11/2013	605897	Pearl Necklaces	4051314002	324.00	324.00
401375	DECA	10/11/2013	00025877	4006 DECA DECA, INC Student Membership Dues 27- students *** Advisor dues were paid by CTE fund. Please do not pay \$18.00 for Advisor *****	4061314042	486.00	486.00
401376	EK BEVERAGES	10/11/2013	370920	4012 Student Store EK Beverage Open PO for School Year 2013-14 Not to exceed \$3000.00	4061314005	256.50	256.50

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
401377	ELDRIDGE PLAYS AND MUSICALS	10/11/2013	4129421	4007 Drama Club Eldridge Plays and Musicals P.O. Box 14367 Tallahassee, FL 32317 Bang! Goes Christmas Scripts and Royalty Fees ***** DO NOT FAX *****	4061314046	282.95	282.95
401378	HALFON CANDY COMPANY	10/11/2013	522794	4012 Student Store Halfon Open PO for 2013-14 not to exceed \$3000.00	4061314006	210.01	390.59
			523532	4012 Student Store Halfon Open PO for 2013-14 not to exceed \$3000.00	4061314006	180.58	
401379	LAGO-LAGO APPAREL	10/11/2013	7969	2007 Boys Basketball Lago and Lago Apparel 10420 99th Street SW Tacoma, WA 98498 Practice Jersey's	4061314030	875.20	875.20
401380	NORTHWEST CASCADE INC	10/11/2013	1-756446	2000 Athletic Department Northwest Cascade { Honey Bucket } Open PO for the School Year not to exceed \$1000.00	4061314033	124.50	124.50
401381	PUGET SOUND SCREEN PRINTING	10/11/2013	MM1372	2003 Cross Country Puget Sound Screen Printing Shorts and Singlet	4061314025	1,750.40	3,357.92
			MM1374	2003 Puget Sound Screen Printing 4818 59th Ave Ct. West University Place, WA Spirit Wear Socks, Shirts and other items	4061314031	704.97	
			MM1388	2003 Cross Country Puget	4061314024	902.55	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
401382	WASHINGTON DECA	10/11/2013	01137017	Sound Screen Printing Uniform Shirts 4006 DECA Washington DECA Conference **** Please Don't Pay for Advisor/ Chaperone ****	4061314053	1,755.00	1,755.00
14	Computer			Check(s) For a Total of			10,651.84

	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	10,651.84
Total For	14	Manual, Wire Tran, ACH & Computer	Checks	10,651.84
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	10,651.84

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

As of October 23, 2013, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$602,441.27. The payments are further identified in this document.

Total by Payment Type for Cash Account, CPF WARRANTS OUTSTANDING:  
Warrant Numbers 200099 through 200102, totaling \$602,441.27

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
200099	ASSOCIATED EARTH SCIENCES	10/11/2013	023412	Complete a subsurface exploration and geotechnical engineering study for the proposed modifications to the Old Pioneer Middle School.	2001213034	1,308.84	1,308.84
200100	CITY OF DUPONT	10/11/2013	0174199	LAND USE APPLICATION AND GRADING/CIVIL/BUILDING PERMIT	0	880.88	880.88
200101	EHSI	10/11/2013	30382	Pioneer MS Project; Hazardous materials Removal Design and Construction Admin Services	2001213035	2,669.84	4,594.23
			30383	Pioneer MS Project; Hazardous materials Removal Design and Construction Admin Services	2001213035	1,924.39	
200102	KING COUNTY DIRECTORS ASSN	10/11/2013	3724542	WHITEBOARD & BULLETIN BOARDS FOR SALTAR'S POINT PORTABLE CLASS ROOMS	101213182	251.33	595,657.32
			3729139	SP MODULAR	2001213024	420,471.56	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				BUILDING PER WILLIAM SCOTSMA/KCDA CONTRACT REFERENCE NUMBER 011-D.			
			3729139-RETAINAGE	SP MODULAR	2001213024	-19,217.16	
				BUILDING PER WILLIAM SCOTSMA/KCDA CONTRACT REFERENCE NUMBER 011-D.			
			3729141	SP MODULAR	2001213015	203,450.03	
				BUILDING PER WILLIAM SCOTSMA/KCDA CONTRACT REFERENCE NUMBER 011-D.			
			3729141-RETAINAGE	SP MODULAR	2001213015	-9,298.44	
				BUILDING PER WILLIAM SCOTSMA/KCDA CONTRACT REFERENCE NUMBER 011-D.			
				4 Computer	Check(s) For a Total of		602,441.27

	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
	4	Computer	Checks For a Total of	602,441.27
Total For	4	Manual, Wire Tran, ACH & Computer	Checks	602,441.27
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	602,441.27

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 October 23, 2013, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$511.00. The payments are further identified in this document.

Total by Payment Type for Cash Account, GF WARRANTS OUTSTANDING:  
Warrant Numbers 113089 through 113109, totaling \$511.00

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

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
113089	ANDREWS, BRENDA	10/11/2013	REFUND FOOD SERVICE	REFUND OF FOOD SERVICE ACCOUNT	0	20.00	20.00
113090	BRYAN, LIANA	10/11/2013	REFUND PARKING PASS	REFUND FOR PARKING PASS. HS DECIDED TO CHANGE AMOUNT DEPENDING ON HOW LONG A STUDENT HAS ATTENDED.	0	20.00	20.00
113091	CURTIS, JON	10/11/2013	REFUND PARKING	REFUND PARKING PASS H.S DECIDED TO LOWER THE RATE DEPENDING ON HOW LONG THE STUDENT HAS ATTENDED.	0	40.00	40.00
113092	DANIELS, SHELLEY	10/11/2013	REFUND	FOOD SERVICE REFUND	0	17.50	17.50
113093	DEMORSE, RONALDO	10/11/2013	REFUND PARKING PASS	REFUND FOR PARKING PASS. HS DECIDED TO CHANGE AMOUNT DEPENDING ON HOW LONG A STUDENT HAS ATTENDED.	0	10.00	10.00
113094	ELLIS, LEONORA	10/11/2013	REFUND	FOOD SERVICE REFUND	0	4.50	4.50
113095	FINKLEA, OLESIA LAKENDRA	10/11/2013	BOOK REFUND	THIS WAS UNDER A STUDENT WHO IS NOT CURRENTLY ENROLLED. PAYMENT PLAN WAS SET UP FOR BOOK AND THEY WERE RETURNED	0	40.00	40.00

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
113096	FLANDERS JR, SCOTT M	10/11/2013	REFUND PARKING PASS	PARKING PASS T (HS LOWERED RATE BY HOW LONG STUDENTS HAVE ATTENDED)	0	30.00	30.00
113097	FOUNTAIN, ANNA	10/11/2013	REFUND PARKING PASS	REFUND FOR PARKING PASS. HS DECIDED TO CHANGE AMOUNT DEPENDING ON HOW LONG A STUDENT HAS ATTENDED.	0	40.00	40.00
113098	GARRISON, MELANIE	10/11/2013	PARKING PASS REFUND	REFUND OF PARKING PASS HS DECIDED TO LOWER PRICES DEPENDING ON HOW LONG A STUDENT HAS ATTENDED	0	20.00	20.00
113099	KAHIAMOE, BLAKE	10/11/2013	REFUND	FOOD SERVICE REFUND	0	15.00	15.00
113100	MARTIN, GREGORY	10/11/2013	REFUND	FOOD SERVICE REFUND	0	43.00	43.00
113101	MITCHAM, DORIS	10/11/2013	REFUND PARKING PASS	PARKING PASS T (HS LOWERED RATE BY HOW LONG STUDENTS HAVE ATTENDED)	0	50.00	50.00
113102	REID, HEATHER	10/11/2013	REFUND PARKING	PARKING PASS-RUNNING START (HS LOWERED RATE BY HOW LONG STUDENTS HAVE ATTENDED)	0	20.00	20.00
113103	RIEKENA, MARK	10/11/2013	PARKING PASS REFUND	REFUND FOR PARKING PASS. HS DECIDED TO CHANGE AMOUNT DEPENDING ON HOW LONG A STUDENT HAS ATTENDED.	0	20.00	20.00
113104	RUFF, ADAM T	10/11/2013	REFUND PE UNIFORM	REFUND OF PE UNIFORM	0	18.00	18.00
113105	RULE, KATTIE	10/11/2013	REFUND FOOD SERVICE	REFUND OF FOOD SERVICE ACCOUNT	0	15.00	15.00
113106	TUCKER, LISA	10/11/2013	REFUND PARKING PASS	REFUND FOR PARKING PASS. HS DECIDED TO CHANGE AMOUNT DEPENDING ON HOW LONG A STUDENT HAS	0	20.00	20.00

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
113107	VEGA-RONDON, WILLIAM	10/11/2013	REFUND	ATTENDED. REFUND PLANNER AND PE UNIFORM	0	28.00	28.00
113108	WHITE, HILDEGARD H	10/11/2013	REFUND PARKING PASS	REFUND FOR PARKING PASS. HS DECIDED TO CHANGE AMOUNT DEPENDING ON HOW LONG A STUDENT HAS ATTENDED.	0	20.00	20.00
113109	WILLIAMS, MELINDA	10/11/2013	REFUND PARKING PASS	REFUND FOR PARKING PASS. HS DECIDED TO CHANGE AMOUNT DEPENDING ON HOW LONG A STUDENT HAS ATTENDED.	0	20.00	20.00

21 Computer Check(s) For a Total of 511.00

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	21	Computer	Checks For a Total of	511.00
Total For	21	Manual, Wire Tran, ACH & Computer	Checks	511.00
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	511.00

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

As of October 23, 2013, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$2,692.77. The payments are further identified in this document.

Total by Payment Type for Cash Account, CPF WARRANTS OUTSTANDING:  
Warrant Numbers 200103 through 200105, totaling \$2,692.77

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
200103	KING COUNTY DIRECTORS ASSN	10/11/2013	3719525	OPEN PURCHASE ORDER 2013-2014 FOR SUPPLIES	101314025	206.33	1,967.50
			3723354	FURNITURE FOR SALTAR'S POINT PORTABLE CLASSROOMS, KCDA CART #628012	101213176	1,761.17	
200104	OFFICE DEPOT	10/11/2013	674749007001	Bankers Boxes	2001314002	101.41	101.41
200105	RIOT CREATIVE IMAGING	10/11/2013	799698	Signs	2001314008	623.86	623.86
				3 Computer	Check(s) For a Total of		2,692.77

	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	2,692.77
Total For	3	Manual, Wire Tran, ACH & Computer	Checks	2,692.77
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	2,692.77

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

As of October 23, 2013, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$39.00. The payments are further identified in this document.

Total by Payment Type for Cash Account, ASB WARRANTS OUTSTANDING:  
Warrant Numbers 401383 through 401383, totaling \$39.00

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

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
401383	PIONEER MIDDLE SCHOOL ASB	10/11/2013	REFUND REVENUE 6/27	CASH RECEIPT ENTERED IN TO SYSTEM UNDER ASB AND SHOULD HAVE BEEN FOR GENERAL FUND REFUND OF REVENUE	0	39.00	39.00
			1	Computer	Check(s) For a Total of		39.00

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	1	Computer	Checks For a Total of	39.00
Total For	1	Manual, Wire Tran, ACH & Computer	Checks	39.00
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	39.00

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

As of October 23, 2013, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$51,863.08. The payments are further identified in this document.

Total by Payment Type for Cash Account, GF WARRANTS OUTSTANDING:  
Warrant Numbers 113110 through 113118, totaling \$51,863.08

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

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
113110	BATTERIES PLUS	10/15/2013	245-300876	OPEN PURCHASE ORDER 2012-2013 FOR SUPPLIES	101213002	355.60	355.60
113111	EDNETICS INC	10/15/2013	57069	CD WIRELESS NETWORK	81213203	12,477.07	28,011.87
			57070	Microsoft Exchange 2013 upgrade. Migrate from Exchange 2003/2007 to Exchange 2013 on Windows Server 2012.	111213037	15,534.80	
113112	INGRAM LIBRARY SERVICES	10/15/2013	73357847	Ingram English Department Novels	4311213152	946.81	946.81
113113	KING COUNTY DIRECTORS ASSN	10/15/2013	3669572	OPEN PURCHASE ORDER 2012-2013 FOR SUPPLIES	101213022	79.56	398.00
			3721178	KCDA - Cart Number 628764 For Principal Office Supplies *** Please see attachment for Cart order *****	4311213179	318.44	
113114	LAKEWOOD COUNTER TOPS	10/15/2013	29214	PROPOSAL FOR REFACING/EDGING WITH T-MOLD CABINET DOOR & DRAWER FRONTS ONLY FOR 2 SCIENCE ROOMS AT STEILACOOM HIGH	101213175	18,160.40	18,160.40

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
113115	LEA-BALCO, CYNTHIA	10/15/2013	REIMB-SCHATZ FUND	AND REPLACEMENT OF CABINET IN SW CORNER OF ONE SCIENCE ROOM 1/31/13 5/13 11/30/10 5/2/11 RIG LLB CONSORTIUM RTI - RESPONSE TO INTERVENTION ELEM. COHORT TRAINING CLOCK HOURS BOOKS AND MATERIALS - LEARNING A-2 SITE LICENSES.	0	273.44	273.44
113116	PREMIER AGENDAS, INC.	10/15/2013	204500333011	School Specialty - Premier Agendas Order for Agenda's - Created by Sara Graves ***** Order Already Placed DO NOT FAX *****	4311213176	3,401.24	3,401.24
113117	SCHOOL SPECIALTY	10/15/2013	208111298244	SHS SAX/SCHOOL SPECIALTY FOR BADER. PLEASE SEE CART #7774602467	141213071	16.72	16.72
113118	TAGGART-ROSS, LINDA L	10/15/2013	REIMB-SCHATZ FUND	7/12-7/14-2013 ASHA SCHOOLS SCP CONFERENCE CLOCK HRS BOOKS AND MATERIALS- SPEECH BUDDIES	0	299.00	299.00
				9 Computer	Check(s) For a Total of	51,863.08	

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	9	Computer	Checks For a Total of	51,863.08
Total For	9	Manual, Wire Tran, ACH & Computer	Checks	51,863.08
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	51,863.08

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

As of October 23, 2013, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$596.24. The payments are further identified in this document.

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

Warrant Numbers 113119 through 113119, totaling \$596.24

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

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

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

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
113119	MASTERCARD CORP. CLIENTS PAYME	10/15/2013	1748	STARBUCKS,	0	135.48	596.24
				ALBERTSONS			
			1748-1	ORIENTAL TRADING	0	142.99	
			1755	COSTCO AND GO	0	317.77	
				ANIMATE			
				1 Computer			
				Check(s) For a Total of			596.24

	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	596.24
Total For	1	Manual, Wire Tran, ACH & Computer Checks		596.24
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	596.24

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

As of October 23, 2013, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$10,167.37. The payments are further identified in this document.

Total by Payment Type for Cash Account, ASB WARRANTS OUTSTANDING:  
Warrant Numbers 401384 through 401391, totaling \$10,167.37

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

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

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

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
401384	CASCADE BAGEL & DELI, INC	10/15/2013	126040	4012 Student Store Cascade Bagel OPEN PO not to exceed \$3000.00 for 2013-14 School Year	4061314009	34.30	34.30
401385	COSTCO	10/15/2013	256936670	4012 Student Store Costco Open PO not to exceed \$7000.00 For 2013-14 School Year	4061314008	264.47	264.47
401386	JOSTEN'S	10/15/2013	17501-2014		4061314071	8,275.60	8,275.60
401387	NACE, RICHARD	10/15/2013	WORKSHOP 9/20-21	4004 Choir Richard Nace 25318 103rd Ave E Graham, WA 98338 253-847-1197	4061314067	1,000.00	1,000.00
401388	PACIFIC LUTHERAN UNIVERSITY	10/15/2013	MENS 3RD ANNUAL	4004 Choir Pacific Lutheran University Men's Choir- Men's Chorus Symposium Attn: Brian Galante Pacific Lutheran Univ. Dept of Music Tacoma, WA 98447 253-535-7611 253-535-8669 fax Men's Chorus Registration Fee	4061314063	250.00	250.00

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount			
401389	PACIFIC LUTHERAN UNIVERSITY	10/15/2013	PLU INVITE	2003 Cross Country PLU- HS XC Invitational 1010 122nd Street South Tacoma, WA 98447-0003 Attn: Cross Country	4061314064	100.00	100.00			
401390	WASHINGTON FCCLA	10/15/2013	FALL LEADERSHIP	4020 FCCLA FCCLA Region 3 Leadership Conference October 17, 2013	4061314057	168.00	168.00			
401391	WESTERN WASHINGTON UNIVERSITY	10/15/2013	CONCERT 11/21/13	4004 Choir Western Washington Univ- Concert Choir 516 High Street Bellingham, WA 98225 360-650-3772 360-650-7538 fax Registration Fee \$75.00	4061314062	75.00	75.00			
							8	Computer	Check(s) For a Total of	10,167.37

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	8	Computer	Checks For a Total of	10,167.37
Total For	8	Manual, Wire Tran, ACH & Computer	Checks	10,167.37
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	10,167.37

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

As of October 23, 2013, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$120.00. The payments are further identified in this document.

Total by Payment Type for Cash Account, ASB WARRANTS OUTSTANDING:  
Warrant Numbers 401396 through 401399, totaling \$120.00

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

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
401396	DAVENPORT, LORI	10/15/2013	REFUND	REFUND FOR BOYS SWIMMING	0	50.00	50.00
401397	MIYAJI, ZELDA	10/15/2013	REFUND SHIRT	REFUND STUDENT SHIRT	0	10.00	10.00
401398	RULE, KATTIE	10/15/2013	REFUND ASB CARD	REFUND FOR ASB CARD	0	10.00	10.00
401399	WHITTING, BETTY	10/15/2013	REIMB SOCCER	REIMBURSEMENT FOR SOCCER	0	50.00	50.00
				4 Computer	Check(s) For a Total of		120.00

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	4	Computer	Checks For a Total of	120.00
Total For	4	Manual, Wire Tran, ACH & Computer	Checks	120.00
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	120.00

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

As of October 23, 2013, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$1,396.10. The payments are further identified in this document.

Total by Payment Type for Cash Account, ASB WARRANTS OUTSTANDING:  
Warrant Numbers 401392 through 401395, totaling \$1,396.10

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
401392	CALATA, ERIN	10/15/2013	4-1	4004 Choir Erin Calata 1514 34th Street SE Puyallup, WA 98372 ***** Please notice -	4061314051	280.00	280.00
401393	PNW KEY CLUB	10/15/2013	donation	6000- Donation to Project Eliminate This is from Key Club PNW Key Club Project Eliminate c/o Kevin R. Buyer	4061213353	517.10	517.10
401394	STEILACOOM SCHOOL DISTRICT	10/15/2013	1296	REIMBURSING GEN FIND FOR TIME KEEPER CHARGE R. WHEELER	0	280.00	280.00
401395	USA SUMMER CAMPS	10/15/2013	558342	4002 Band United Spirit Association Drum Major Camp 627-30, 2013	4061213356	319.00	319.00
				4 Computer	Check(s) For a Total of		1,396.10

	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
	4	Computer	Checks For a Total of	1,396.10
Total For	4	Manual, Wire Tran, ACH & Computer	Checks	1,396.10
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	1,396.10

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

As of October 23, 2013, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$8,607.73. The payments are further identified in this document.

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

Warrant Numbers 113120 through 113121, totaling \$8,607.73

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

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
113120	ANDREWS CONSULTING LLC	10/15/2013	2013-9-9	Andrews Consulting, LLC, d/b/a Northwest Teambuilding 7536 9th Ave NE Seattle, WA 98115 c/o Scott Andrews, Manager Teambuilding for August 26, 2013	4311213177	1,300.00	1,300.00
113121	WITT COMPANY	10/15/2013	315460	OPEN PO FOR COPIER LEASES.	81213067	7,307.73	7,307.73
				2 Computer	Check(s) For a Total of	8,607.73	

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	2	Computer	Checks For a Total of	8,607.73
Total For	2	Manual, Wire Tran, ACH & Computer	Checks	8,607.73
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	8,607.73

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

As of October 23, 2013, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$2,848.14. The payments are further identified in this document.

Total by Payment Type for Cash Account, ASB WARRANTS OUTSTANDING:  
Warrant Numbers 401400 through 401406, totaling \$2,848.14

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
401400	CASCADE BAGEL & DELI, INC	10/17/2013	126065	4012 Student Store Cascade Bagel OPEN PO not to exceed \$3000.00 for 2013-14 School Year	4061314009	34.30	102.90
			126113	4012 Student Store Cascade Bagel OPEN PO not to exceed \$3000.00 for 2013-14 School Year	4061314009	34.30	
			126133	4012 Student Store Cascade Bagel OPEN PO not to exceed \$3000.00 for 2013-14 School Year	4061314009	34.30	
401401	COSTCO	10/17/2013	256952133	4012 Student Store Costco Open PO not to exceed \$7000.00 For 2013-14 School Year	4061314008	362.04	362.04
401402	DJRUFFCUTS-ALEX RUFF	10/17/2013	october 5th 2013	4003 Cheer Alex Ruff: DJ Ruff Cuts 5504 Academy Terrace Dr. W University Place, WA 98467	4061314058	450.00	450.00

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
401403	EK BEVERAGES	10/17/2013	371728	253-606-0063 DJ for Homecoming 4012 Student Store EK Beverage Open PO for School Year 2013-14 Not to exceed \$3000.00	4061314005	256.50	256.50
401404	HALFON CANDY COMPANY	10/17/2013	524803	4012 Student Store Halfon Open PO for 2013-14 not to exceed \$3000.00	4061314006	313.58	313.58
401405	PUGET SOUND SCREEN PRINTING	10/17/2013	MM1381	2003 Cross Country Puget Sound Screen Printing	4061314056	382.90	487.92
			MM1389A	2003 Cross Country Puget Sound Screen Printing 4818 59th Ave Ct West University Place, WA 98468	4061314066	105.02	
401406	WINNING SEASON	10/17/2013	t2013177	253-330-0057 Names on Shirts 3014 Senior Class 2014 Winning Seasons 10506 Steele St. South Lakewood, WA 98499 Class T-Shirts	4061314069	875.20	875.20
				7 Computer	Check(s) For a Total of		2,848.14

	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	2,848.14
Total For	7	Manual, Wire Tran, ACH & Computer	Checks	2,848.14
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	2,848.14

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

As of October 23, 2013, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$118,541.51. The payments are further identified in this document.

Total by Payment Type for Cash Account, GF WARRANTS OUTSTANDING:  
Warrant Numbers 113122 through 113171, totaling \$118,541.51

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
113122	ABC SUN CONTROL INC	10/18/2013	15426	INSTALLATION OF SOLAR FILM ON WINDOWS IN CHERRYDALE MULTIPURPOSE ROOM	101314057	2,756.88	2,756.88
113123	AMERICAN E-RATE SOLUTIONS, LLC	10/18/2013	SHSD10013	American Erate Solutions	111314002	5,762.64	5,762.64
113124	AMERICAS BATTLE OF THE BOOKS	10/18/2013	STANDARD MEMBERSHIP	4-6 GRADE STARTER KIT STANDARD MEMERSHIP	0	75.00	75.00
113125	ANDERSON-GONZALEZ, BARBIE L	10/18/2013	MILEAGE REIMB AUGSEP	MILEAGE REIMBURSEMENT INNERDISTRICT	0	20.17	20.17
113126	ASCD	10/18/2013	0011366961	ASCD membership	2371314015	189.00	189.00
113127	BANK OF AMERICA	10/18/2013	13080077840	OPEN PO FOR SERVICE FEES - DO NOT FAX	81314057	102.61	102.61
113128	BUILDERS HARDWARE & SUPPLY	10/18/2013	S3269630.001	OPEN PURCHASE ORDER 2013-2014 FOR SUPPLIES	101314007	55.19	214.86
			S3273058.001	OPEN PURCHASE ORDER 2013-2014 FOR SUPPLIES	101314007	159.67	
113129	BUILDING CONTROL SYSTEMS INC	10/18/2013	8249	OPEN PURCHASE ORDER 2013-2014 FOR ENERGY MANAGEMENT SYSTEMS	101314008	281.98	281.98
113130	BUREAU OF ED RESEARCH	10/18/2013	4465813	DO NOT FAX: WE WILL REGISTER AT CHERRYDALE PROF. DEVELOPMENT; 2ND GRADE TEAM	1461314012	916.00	916.00

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
113131	CAMBIUM LEARNING INC	10/18/2013	RI 1187082	Instructor Package	81314039	1,912.49	1,912.49
113132	CAREER STAFF UNLMTD- SEATTLE	10/18/2013	28427 - 185460	Open PO for Career Staff Unlimited. One OT position, 7.5 hrs. per day, for student contract days only.	91314008	1,620.00	4,514.00
			28427-184798	Open PO for Career Staff Unlimited. One OT position, 7.5 hrs. per day, for student contract days only.	91314008	770.00	
			28427-186125	Open PO for Career Staff Unlimited. One OT position, 7.5 hrs. per day, for student contract days only.	91314008	2,124.00	
113133	CAROL M DAVIS	10/18/2013	REIMB MEDICAL SUPPLY	9/20/13 FT LEWIS EXCHANGE MEDICAL SUPPLY FOR EMERGENCY SHED	0	94.37	94.37
				9/25/13 FT LEWIS EXCHANGE MEDICAL SUPPLY CANDY FOR DIABETIES			
113134	CARSON-DELLOSA PUB CO. LLC	10/18/2013	205333	BRADSHAW CLASSROOM SUPPLIES ** FAX ORDER **	1621314014	47.77	47.77
113135	CARTRIDGE WORLD	10/18/2013	30126	open p.o. for toner cartridges for printers	2371314023	183.76	183.76
113136	CDWG, INC.	10/18/2013	FZ63364	CDWG Airwatch Mobile Device Management Licenses	111314004	317.26	317.26
113137	CENTURYLINK	10/18/2013	206-225-0055-467B	DISTRICT WIDE PHONE SERVICES FOR THE 13/14 SY. DO NOT FAX	81314016	2,696.14	2,696.14
113138	CITY TREASURER	10/18/2013	100683154	OPEN PO FOR READERBOARD POWER	81314044	53.39	53.39
113139	CLOVER PARK SCHOOL DISTRICT- P	10/18/2013	6071	Letter to Households for	81213229	201.84	1,250.55

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				Free and Reduced Lunch applications			
			6078	S.P. 2013-14 School Year.	0	72.70	
				Clover Park Print Shop			
			6080	250 copies of registration form on blue cardstock - double-sided	81213234	72.75	
				250 copies of registration checklist on white paper in color			
			6081	S.P. Clover Park Print Shop.	1271314001	903.26	
				Copying of Student/Parent Handbook			
113140	CUNNINGHAM, ABBY ROSE	10/18/2013	REIMB-SCHOOL DAZE	8/31/13 SCHOOL DAZE - CLASSROOM	0	98.52	98.52
113141	CURRICULUM ASSOCIATES INC	10/18/2013	90232430	BECK CLASSROOM SUPPLIES	1621314011	47.65	47.65
				(RESOURCE) ** FAX ORDER **			
113142	DELTA EDUC.	10/18/2013	202501046786	science supplies	2371314009	24.13	24.13
				Ripp			
113143	DREAMBOX LEARNING	10/18/2013	DB031306381	DREAMBOX FOR 2013-14 ** DO NOT FAX / FOR INVOICING PURPOSES ONLY **	1621314002	7,616.00	7,616.00
113144	EBSCO SUBSCRIPTION SERVICES	10/18/2013	0468552	EBSCO Magazines for Renewal ESPN Magazine, National Geographic Traveler, Seventeen, Teen Vogue, Transworld Skateboarding, Tarnsworld Snowboarding	4311314001	98.07	98.07
				*****For Fall Billing 2013-14 ****			
113145	ESD 113	10/18/2013	0000022724	Services provided by CRISC for the	81314080	16,811.07	16,811.07

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				13/14 fiscal year - September 2013-May 2014			
113146	FAIRFAX HOSPITAL	10/18/2013	1298	Open PO for Fairfax Hospital / Norhtwest School of Innovative Learning	91314011	15,000.00	15,000.00
113147	FERGUSON, CATHY	10/18/2013	EXECUTIVE COACHING	for 2013-14 SY Do not fax, she will bill monthly	81314093	300.00	300.00
113148	GARY L YOHO	10/18/2013	REIMB COSTCO/SUBWAY	8/25 COSTCO - MUFFICS STAFF MEETING 8/26/13 SUBWAY - LUNCH FOR PRESENTERS	0	55.77	55.77
113149	GRAINGER	10/18/2013	9254969281	OPEN PURCHASE ORDER 2013-2014 FOR SUPPLIES	101314017	394.79	394.79
113150	HAROLD LEMAY ENTERPRISES	10/18/2013	4328700	OPEN PO FOR DISTRICT WIDE GARBAGE. DO NOT FAX PO.	81314034	1,330.02	1,330.02
113151	HP - ORDER ENTRY	10/18/2013	53371467	Absolute Manage Software for District wide management of desktop and laptop computers	111314003	37,677.36	37,677.36
113152	HRM PLUS, LLC	10/18/2013	2013-14 ANNUAL HOSTI	HRMPLUS 2013-14 ANNUAL HOSTING FEES	181314006	3,890.72	3,890.72
113153	IMMEDIA	10/18/2013	64335-1	Transportation Postcards	81314003	960.73	1,149.58
			64335-2	Additional PO for Transportation Post Card mailings - complements PO# 0081314003	81314008	188.85	
113154	KING COUNTY DIRECTORS ASSN	10/18/2013	3702038	Classroom supplies for K. Marquis and for COUNSELING center	2371314003	141.63	4,859.76
			3702039	Classroom supplies for Michael Martin, 2013-2014 Budget, cart 619427,	2371314001	560.64	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				PIO610133			
			3704148	WORKROOM SUPPLIES (KCDA #620640)	1621314009	2,709.29	
			3704149	FORD CLASSROOM SUPPLIES (1ST) -- SEE KCDA CART #621697	1621314005	50.50	
			3706551	SUPPLIES	101314059	204.22	
			3709390	KCDA CART #616217 STAFF HANDBOOKS - HR/NURSE TABLE PAPER	1461314003	88.01	
			3718036	KCDA CART #633286 (workroom/SLC/offi ce)	1461314005	174.13	
			3722628	cart # 637461-Nystrom #637518 Byrd #637523 Foyil	2371314008	126.59	
			3722630	cart # 637461-Nystrom #637518 Byrd #637523 Foyil	2371314008	394.46	
			3725554	Cart No: 636617 (Mr. H/health room/work room)	1461314008	73.76	
			3822629	cart # 637461-Nystrom #637518 Byrd #637523 Foyil	2371314008	336.53	
113155	KIRBY, BRIAN TODD	10/18/2013	REIMB MILEAGE	INNER-DISTRICT MILEAGE 8/29-30/2013 9/3-27/2013	0	20.17	20.17
113156	KONE, INC	10/18/2013	221263005	OPEN PURCHASE ORDER 2013-2014 FOR ELEVATOR SERVICE	101314026	483.89	483.89
113157	LABORATORIES, COASTWIDE	10/18/2013	T2591080	OPEN PURCHASE ORDER 2013-2014 FOR CUSTODIAL SUPPLIES	101314013	933.64	2,563.34
			T2591080-1	OPEN PURCHASE ORDER 2013-2014 FOR CUSTODIAL SUPPLIES	101314013	102.03	
			T2595421	OPEN PURCHASE ORDER 2013-2014 FOR CUSTODIAL SUPPLIES	101314013	77.76	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
			T2595585	OPEN PURCHASE ORDER 2013-2014 FOR CUSTODIAL SUPPLIES	101314013	758.38	
			T2596354	OPEN PURCHASE ORDER 2013-2014 FOR CUSTODIAL SUPPLIES	101314013	691.53	
113158	LABORATORIES, COASTWIDE	10/18/2013	T2597194	OPEN PURCHASE ORDER 2013-2014 FOR CUSTODIAL SUPPLIES	101314013	101.44	101.44
113159	LES SCHWAB TIRES	10/18/2013	30500145822	OPEN PURCHASE ORDER 2013-2014 FOR SERVICE	101314029	22.22	130.47
			30500145966	OPEN PURCHASE ORDER 2013-2014 FOR SERVICE	101314029	108.25	
113160	LESKA'S BEST EDUCATIONAL CONSU	10/18/2013	13-118	SHS LESKA'S BEST EDUCATIONAL CONSULTING FOR GRAVES	141314001	1,350.00	1,350.00
113161	MAILFINANCE	10/18/2013	H4179408	OPEN PO FOR POSTAGE LEASE - DO NOT FAX	81314078	797.63	797.63
113162	MARK'S PLUMBING PARTS	10/18/2013	1250058	OPEN PURCHASE ORDER 2013-2014 FOR PLUMBING SUPPLIES	101314032	223.67	223.67
113163	MASSEY'S PIANO TUNING	10/18/2013	286704	ANNUAL PIANO TUNING ** MAIL CHECK TO VENDOR PER ATTACHED INVOICE **	1621314021	75.00	75.00
113164	MCDONALD, JODY D	10/18/2013	REIMB MILEAGE	INNER-DISTRICT MILEAGE 8/30-9/11	0	34.10	34.10
113165	MCGANN, MELISSA MICHELLE	10/18/2013	REIMB OFFICE MAX	9/2 OFFICE MAX - OFFICE SUPPLIES	0	41.42	94.53
			REIMB-OFFICE MAX	9/10/13 OFFICE MAX - OFFICE SUPPLIES	0	53.11	
113166	OPTIMA INC (MYWHITEBOARDS)	10/18/2013	41886	MUSIC CLASS SUPPLIES (JEFFREYS/PEDDY) ** FAX ORDER **	1621314015	330.95	330.95
113167	STEILACOOM CHAMBER OF COMMERCE	10/18/2013	671	ANNUAL MEMBERSHIP DUES FOR THE STOREFRONT BUSINESS	0	80.00	80.00
113168	VERIZON WIRELESS	10/18/2013	9711771437	OPEN PO FOR PHONE	81314055	1,074.64	1,074.64

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
113169	WASHINGTON DECA	10/18/2013	01137017	SERVICE - DO NOT FAX SHS WA-DECA ADVISOR AND CHAPERONE FEE FOR TINA HAYDEN	141314008	175.00	175.00
113170	WEIGHT, KATHLEEN J	10/18/2013	REIMB MILEAGE	INNER-DISTRICT MILEAGE 9/5-9/2013 8/26 PC SKILLS CENTER WASA MENTOR MTG UP	0	92.10	194.37
			REIMB-MILEAGE	INNER-DISTRICT MILEAGE 9/11-27/2013 9/13 PIERCE COLLEGE 9/19 WASA 9/23 PIERCE COUNTY SKILLS CENTER	0	102.27	
113171	WSPRA	10/18/2013	2013-2014 WSPRA MEMB	2013-2014 WSPRA MEMBERSHIP FEE	0	70.00	70.00
				50 Computer	Check(s) For a Total of		118,541.51

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	50	Computer	Checks For a Total of	118,541.51
Total For	50	Manual, Wire Tran, ACH & Computer	Checks	118,541.51
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	118,541.51

**PAYROLL HEADER PAGE**

**Steilacoom Historical School District No. 1**

**GENERAL FUND**

**ESTIMATE for the October 31, 2013 paydate**

WE, THE UNDERSIGNED BOARD OF DIRECTORS OF THE STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1, PIERCE COUNTY, WASHINGTON, DO HEREBY CERTIFY THAT SERVICES HAVE BEEN RECEIVED AND PERFORMED AND HAVE BEEN APPROVED FOR PAYMENT IN THE AMOUNT OF \$1,863,000.00.

**PAYROLL**

Gross Pay	\$ 1,380,000.00
Benefits	\$ 483,000.00
Total Payroll Adjustment	\$ -

**PAYROLL TOTAL** **\$ 1,863,000.00**

DATED: October 23, 2013

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

\_\_\_\_\_  
Board Chairperson

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

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

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

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

Steilacoom Historical School District No. 1  
 Certificated Personnel Report

Personnel Report 10-23-13							
Name	Position	FTE	Location	Effective Date	Actions	Extra-Curricular Amount	Comment
Wood Jeffery	Teacher	1.00	Pioneer	11/1/2013	Leave of Absence		
Byrne Joseph	Basketball Head Coach (Girl)		Pioneer	11/6/2013	Stipend	3,739.00	
Gidley Amanda	Basketball Assistant Coach (Girl)		Pioneer	11/6/2013	Stipend	2,625.00	

Steilacoom Historical School District No. 1  
Classified Personnel Report

Personnel Report 10-23-13							
Name	Position	Hours	Location	Effective Date	Action	Stipend Amount	Comment
Luong Tien	Custodian	8	High School	10/9/2013	Leave of Absence		
Clark Michael Ryan	Para Educator Special Education	6.5	Cherrydale	10/17/2013	New Hire		
Genzel Aleta	Para Educator Special Education/Health Room Assistant	7	Cherrydale	10/9/2013	New Hire		
Kehn Tiffany	Para Educator Preschool	3.25	Chloe Clark	10/24/2013	New Hire		

Steilacoom Historical School District  
Coaching Personnel Report

Personnel Report 10-23-13						
Name	Position	Location	Effective Date	Action	Stipend Amount	Comment
Johnson Rachel	Assitant Swim Coach (Girls)	High School	8/26/2013	Stipend	3,258.75	
Blake Jennetta	Cheer Advisor	High School	8/21/2013	Stipend	5,353.36	2 Seasons (fall/winter)

**Steilacoom Historical School District Board of Directors**

**REGULAR BOARD MEETING**

Date: October 23, 2013

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

**ISSUE:**  X  **ACTION**  Approval of Affirmative Action Plan   
  **INFORMATION**

**BACKGROUND INFORMATION:**

School districts in the state of Washington are required by WAC 392-190-0592 to establish and implement Affirmative Action programs. It is the purpose of the District's Affirmative Action Plan to promote, monitor, and maintain the District's affirmative action and equal employment opportunity policies. This plan is designed to promote outreach, recruitment, training, and education efforts intended to expand the pool of applicants and to advance equal opportunity without preferential treatment.

This plan was developed utilizing data collected and maintained by the Human Resources Department as well as data from the U.S. Census EEO tabulation for Pierce County. The District's Diversity Committee reviewed and provided recommendations which were included in the district's plan.

The plan will be reviewed periodically, and will be in place from October 2013 until October 2018.

**RECOMMENDED DECISION:**

The Superintendent recommends approval of the Affirmative Action Plan.

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

**Steilacoom Historical School District No. 1  
Employment Affirmative Action Plan  
2013-2018**

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**October 2013**

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## INTRODUCTION AND REAFFIRMATION OF POLICY

The Steilacoom Historical School District No. 1 has established a firm commitment to providing equal employment opportunity to its staff and to applicants for positions in the district. We believe education enhancement requires consistently fair and equitable educational and employment practices without regard to race, creed, color, national origin, age, honorably-discharged veteran or military status, gender, sexual orientation, marital status, or qualified individuals with disabilities. The current Nondiscrimination and Affirmative Action Policy was adopted by the board of directors in 2008 and revised in 2012. The policy will be reaffirmed concurrent with the adoption of this five-year plan. The plan presented here is designed for the years 2013-2018. Although this plan covers a five-year period, it will be reviewed regularly and modified, if necessary, in accordance with applicable law.

The basis for analysis in the current plan involves a comparison of the district's minority staff in various job categories relative to the percentage of minorities in the available labor force. Similarly, the basis for the analysis relative to gender balance in this plan is the proportion of men to women in the available labor force for various job categories. The purpose of these affirmative action commitments remains the same as that of earlier plans, to ensure the absence of discrimination in employment practices.

Each employee of Steilacoom School District involved in the recommendation of hiring or promotion is committed to ensuring that the recommendation is made without discrimination. It is the responsibility of each employee to promote a strong commitment to equal employment opportunity at his/her work site and throughout the district.

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Kathi Weight  
Superintendent

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Samuel Scott  
President, Board of Directors

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Date of Board Approval

## **AUTHORITY**

School districts in the state of Washington are required by WAC 392-190-0592 to establish and implement Affirmative Action programs that are designed to “eliminate discrimination on the basis of race, creed, religion, color, national origin, honorably discharged veteran or military status, sexual orientation including gender expression or identity, the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal by a person with a disability.”

## **PURPOSE**

It is the purpose of the District’s Affirmative Action Plan to promote, monitor, and maintain the District’s affirmative action and equal employment opportunity policies. These policies provide for equal employment opportunities for all employees and applicants for employment and to promote diversity in the District’s workforce.

It is also the purpose of the District’s Affirmative Action Plan to identify at all levels of the workforce, areas of underutilization when planning and implementing recruitment efforts. This plan is designed to promote outreach, recruitment, training, and education efforts intended to expand the pool of applicants and to advance equal opportunity without preferential treatment.

## **RESPONSIBILITY FOR IMPLEMENTATION AND EVALUATION**

The Superintendent will provide leadership and guidance to all administrators, supervisors, and personnel in the conduct of their employment practices to assure conformity with federal and state laws, regulations and District’s policies. The Human Resources Department will monitor and audit this plan and regularly update the Superintendent regarding efforts toward meeting goals. All staff will annually participate in a review of the District’s Nondiscrimination Policy and Procedure. The District’s Diversity Committee will participate and support this plan by working in partnership with the Human Resource Department to participate in interview committees and recruitment efforts. All publications which advertise employment opportunities will include the District’s nondiscrimination statement and contact information for the Affirmative Action Officer.

The Affirmative Action Officer is charged with responding to any questions or complaints concerning discrimination in employment and ensures that the District’s Nondiscrimination and Affirmative Action Policy and Procedure 5010 are available on the District’s website and communicated in new employee trainings and professional development.

### **Affirmative Action/Title IX/Section 504 Coordinator for Staff**

Human Resources Coordinator

Steilacoom Historical School District No. 1

510 Chambers Street

Steilacoom, WA 98388

Phone: (253) 983-2220 Fax: (252) 584-7198

## UTILIZATION ANALYSIS

This section summarizes an analysis of the District’s workforce demographics. The following tables show the District’s workforce diversity as measured by race and gender by the following job categories.

<b>Job Group</b>	<b>Job Category</b>
Certificated Administrators	Principals, Assistant Principals, District Administrators
Secondary Teachers	9-12 <sup>th</sup> grade teachers and counselors
Elementary and Middle School Teachers	Preschool – 8 <sup>th</sup> grade teachers and counselors
Certificated Support Personnel	Certificated staff whose job assignment is not teaching.
Classified Administrators and Professional Staff	Classified District Administrators and Managers
Office Personnel	Office Assistants, Secretaries, Clerks
Custodians	Custodians
Maintenance	Maintenance
Instructional Assistants	Para-Educators
Informational Technology	Technology

The term “underutilization” as used in this plan means having fewer members of an affected group in a specific job category than reasonably would be expected based upon their availability. The statistical comparisons in this section involve the use of workforce statistics for geographic areas relevant to Pierce County derived from the U.S. Census EEOC Tabulation for 2006-2010. At the time of development, the 2010 data is the most current available. The use of geographic areas and statistics is intended only for the purpose of implementing this Affirmation Action Plan and facilitating identification of areas of potential underutilization. These statistical comparisons do not have any independent legal or factual significance. The statistics and geographic areas have been selected and used in good faith with respect to this Affirmative Action Plan.

The availability study discussed above was used to generate theoretical availability” (“TA”) figures, which indicate the percentage of workers in a given job category, or across all jobs, whose worksite is reported as Pierce County and identifying themselves as belonging to a particular protected class. The TA figure is a useful tool in approximating whether the District is underutilizing any such protected class in its employment practices, but it should be noted that true availability figures may be significantly higher or lower than the TA.

**Steilacoom Historical School District  
Utilization Analysis  
Gender (September 2013)<sup>1</sup>**

<b>Job Group<sup>2</sup></b>	<b>Total Employees<sup>3</sup></b>	<b>Total Female</b>	<b>% Total Female</b>	<b>Theoretical Availability<sup>4</sup> (%)</b>	<b>Deviation from TA<sup>5</sup> (%)</b>
<b>CERTIFICATED PERSONNEL</b>					
Certificated Admins	12	7	58.3%	54.5%	3.8%
Cert. Support Personnel	16	13	81.0%	48.5%	32.5%
Elementary/Middle (P-8)	117	92	78.6%	63.0%	15.6%
Secondary Teachers (9-12)	46	31	67.4	37.4	30.0%
<b>Total Certificated</b>	<b>191</b>	<b>143</b>	<b>74.8%</b>		
<b>CLASSIFIED PERSONNEL</b>					
Class. Admin/Professional	7	3	42.9%	25.0%	17.9%
Office Personnel	22	22	100.0%	70.4%	26.0%
Custodians	21	7	33.3%	23.1%	10.2%
Maintenance	3	0	0	7.5%	-7.5%
Instructional Assistants	57	52	91.2%	71.5%	19.7%
Technology	2	0	0	16.9%	-16.9%
<b>Total Classified</b>	<b>112</b>	<b>84</b>	<b>75.0%</b>		
<b>Grand Totals</b>	<b>303</b>	<b>227</b>	<b>74.9%</b>		

<sup>1</sup> Does not include substitutes or athletic coaches.

<sup>2</sup> The occupational titles under which Census data is tracked to match job categories by the school district.

<sup>3</sup> Total FTE reported September 2013

<sup>4</sup> Total percentage of labor force identified by gender for Pierce County as reported in U.S. Census EEO tabulation 2006-2010.

<sup>5</sup> Calculated by subtracting the utilization from the theoretical availability.

**Steilacoom Historical School District  
Utilization Analysis  
Minority (September 2013)<sup>1</sup>**

<b>Job Group<sup>2</sup></b>	<b>Total Employees<sup>3</sup></b>	<b>Total Minority<sup>4</sup></b>	<b>% Total Minority</b>	<b>Theoretical Availability<sup>5</sup> (%)</b>	<b>Deviation from TA<sup>6</sup> (%)</b>
<b>CERTIFICATED PERSONNEL</b>					
Certificated Admins	12	2	16.7%	19.0%	-2.3%
Cert. Support Personnel	16	1	6.3%	19.3%	-13.0%
Elementary/Middle (P-8)	117	8	6.8%	8.1%	-1.3%
Secondary Teachers (9-12)	46	6	13.0%	12.4%	.6%
<b>Total Certificated</b>	<b>191</b>	<b>17</b>	<b>8.9%</b>		
<b>CLASSIFIED PERSONNEL</b>					
Class. Admin/Professional	7	0	0.0%	17.5%	-17.5%
Office Personnel	22	2	9.1%	26.3%	-17.2%
Custodians	21	6	28.6%	25.0%	3.6%
Maintenance	3	1	33.3%	17.2%	16.1%
Instructional Assistants	57	10	17.5%	16.3%	1.2%
Technology	2	0	0.0%	15.4%	-15.4%
<b>Total Classified</b>	<b>112</b>	<b>19</b>	<b>16.9%</b>		
<b>Grand Totals</b>	<b>303</b>	<b>36</b>	<b>11.8%</b>		

<sup>1</sup> Does not include substitutes or athletic coaches.

<sup>2</sup> The occupational titles under which Census data is tracked to match job categories by the school district.

<sup>3</sup> Total FTE reported September 2013

<sup>4</sup> Self-reported by employee

<sup>5</sup> Total percentage of labor force identified by gender for Pierce County as reported in U.S. Census EEO tabulation 2006-2010.

<sup>6</sup> Calculated by subtracting the utilization from the theoretical availability.

## **GOALS AND ACTION STEPS**

The goals of this Affirmative Action Plan are to promote equal employment opportunities in Steilacoom Historical School District and to attract, promote, develop, and retain a high-performing diverse workforce to serve diverse student needs; and to encourage upward mobility of all persons, including members of protected groups, once employed.

### **GOAL 1**

#### **Job Recruitment, Selection and Analysis**

Actively seek a diverse pool of qualified applicants from all protected groups, as well as non-protected groups, for certificated and classified positions at all levels so that more members of under-represented groups are available for consideration as District employees.

- 1.1 Analyze job descriptions and the hiring process to make sure that qualification requirements and screening criteria are based on specific job functions and do not have the effect of screening out protected group applicants who have the ability to perform the job.
- 1.2 Ensure that recruitment efforts include and actually reach all protected groups, as well as non-protected groups.
- 1.3 Partner with the District's Diversity Committee in developing and disseminating recruitment materials and job opportunities to organizations and outlets which have the opportunity to reach protected groups. Invite Diversity Committee participation on recruitment teams that participate in job fairs and other outreach efforts.
- 1.4 Continue the District's practice of inviting Diversity Committee members to participate in interview committees.
- 1.5 Increases the awareness of equal employment opportunity among all personnel involved in hiring; and have the Superintendent and Human Resources Department monitor all hiring.

### **GOAL 2**

#### **Education and Training**

Promote a culture of respect and diversity in the workplace, and ensure that employees are aware of the Plan and their roles and responsibilities in enforcing the District's equal employment opportunity policy.

- 2.1 Continue to develop annual objectives and strategies at each building to increase work place diversity and multi-cultural opportunities in both the instructional and activities programs.

- 2.2 Continue to provide training and professional development at all schools and in all departments to promote cultural competency in conjunction with incorporating multi-cultural and gender equity concepts, awareness, and information into the curriculum.
- 2.3 Other means of promotion and information dissemination will be utilized as necessary to ensure that the community and District staff and students are informed of the goals and objectives of equal educational and employment opportunities.

### **GOAL 3**

#### **Preventing Employment Discrimination**

Ensure that the District does not discriminate against any person on the basis of any protected status in employment, recruitment, promotion, or advancement.

- 3.1 Maintain credential requirements for relevant personnel.
- 3.2 Make no differentiation in pay scale on the basis of any protected status.
- 3.3 Make no differentiation in the assignment of school duties on the basis of any protected status, except where there is a compelling need for a lawful or bona fide occupational qualification based on the nature of duties.
- 3.4 Provide the same opportunities for advancement without regard to a protected status.
- 3.5 Make no differentiation in conditions of employment, including, but not limited to, hiring practices, leaves of absence, hours of employment, and assignment of, or pay for, instructional and non-instructional duties on the basis of any protected status.

## **NONDISCRIMINATION AND AFFIRMATIVE ACTION**

### **Nondiscrimination**

The district shall provide equal employment opportunity and treatment for all applicants and staff in recruitment, hiring, retention, assignment, transfer, promotion and training. Such equal employment opportunity shall be provided without discrimination with respect to race, creed, color, national origin, age, honorably-discharged veteran or military status, sex, sexual orientation, marital status or qualified individuals with disabilities.

The board shall designate a staff member to serve as affirmative action/Title IX Compliance officer.

### **Affirmative Action**

The district, as a recipient of public funds, is committed to undertake affirmative action which shall make effective equal employment opportunities for staff and applicants for employment. Such affirmative action shall include a review of programs, the setting of goals and the implementation of corrective employment procedures to increase the ratio of aged, handicapped, ethnic minorities, women and Vietnam veterans who are under-represented in the job classifications in relationship to the availability of such persons having requisite qualifications. Affirmative action plans may not include hiring or employment preferences based on gender or race, including color, ethnicity or national origin. Such affirmative action shall also include recruitment, selection, training, education and other programs.

The superintendent shall develop an affirmative action plan which specifies the personnel procedures to be followed by the staff of the district and shall ensure that no such procedures discriminate against any individual. Reasonable steps shall be taken to promote employment opportunities of those classes that are recognized as protected groups — aged, handicapped, ethnic minorities and women and Vietnam veterans, although under state law racial minorities and women may not be treated preferentially in public employment.

This policy, as well as the affirmative action plan, regulations and procedures developed according to it, shall be disseminated widely to staff in all classifications and to all interested patrons and organizations. Progress toward the goals established under this policy shall be reported annually to the board.

### **Employment of Persons With Disabilities**

In order to fulfill its commitment of nondiscrimination to those with disabilities, the following conditions shall prevail:

- A. No qualified person with disabilities shall, solely by reason of a disability, be subjected to discrimination, and the district shall not limit, segregate or classify any applicants for employment or any staff member in any way that adversely affects his/her opportunities or status because of a disability. This prohibition applies to all aspects of employment from recruitment to promotions and includes fringe benefits and other elements of compensation.

- B. The district shall make reasonable accommodation to the known physical or mental limitations of an otherwise qualified disabled applicant or staff member unless it is clear that an accommodation would impose an undue hardship on the operation of the district program. Such reasonable accommodations may include:
  - 1. Making facilities used by staff readily accessible and usable by persons with disabilities; and
  - 2. Job restructuring, part-time or modified work schedules, acquisition or modification of equipment or devices, the provision of readers or interpreters and other similar actions. In determining whether or not accommodation would impose an undue hardship on the district, factors to be considered include the nature and cost of the accommodation.
- C. The district shall not make use of any employment test or criteria that screens out persons with disabilities unless:
  - 1. The test or criteria is clearly and specifically job-related; and
  - 2. Alternative tests or criteria that do not screen out persons with disabilities are available.
- D. While the district may not make pre-employment inquiry as to whether an applicant has a disability or as to the nature and severity of any such disability, it may inquire into an applicant's ability to perform job-related functions.
- E. Any staff member who believes that there has been a violation of this policy or the law prohibiting discrimination because of a disability may initiate a grievance through the procedures for staff complaints.

### **Nondiscrimination for Military Service**

The district will not discriminate against any person who is a member of, applies to be a member or, performs, has performed, applies to perform, or has an obligation to perform service in an uniformed service, on the basis of that participation in an uniformed service. This includes in initial employment, retention in employment, promotion, or any benefit of employment. The district will also not discriminate against any person who has participated in the enforcement of these rights under state or federal law.

Cross References:	Board Policy 2030 Board Policy 5270 Board Policy 5407	Service Animals in Schools Resolution of Staff Complaints Military Leave
Legal References:	RCW 28A.400.310 RCW 28A.640.020 RCW28A.642	Law against discrimination applicable to district's employment practices Regulations, guidelines to eliminate discrimination — Scope – Sexual harrassment policies Discrimination prohibition

RCW 49.60	Discrimination — Human rights commission
RCW 49.60.030	Freedom from discrimination — Declaration of civil rights
RCW 49.60.180	Unfair practices of employers
RCW 49.60.400	Discrimination, preferential treatment prohibited.
RCW 73.16	Employment and Re-employment
WAC 392-190	Equal Education opportunity – Unlawful Discrimination Prohibited
WAC 391-190-0592	Public school employment – Affirmative action program
42 USC 2000e1 – 2000e10	Title VII of the Civil Rights Act of 1964
20USC § 1681 - 1688	Title IX Educational Amendments of 1972
42 USC 12101 – 12213	Americans with Disabilities Act
8 USC 1324	(IRCA) Immigration Reform and Control Act of 1986
38 USC §§ 4301-4333	Uniformed Services Employment and Reemployment Rights Act
29 USC 794	Vocational Rehabilitation Act of 1973
34 CFR § 104	Nondiscrimination on the basis of handicap in Programs or activities receiving federal financial assistance

Management Resources:	<i>Policy News</i> , June 2011	Laws Against Discrimination Address Equal Education Opportunities
	<i>Policy News</i> , February 2011	Nondiscrimination
	<i>Policy News</i> , August 2007	Washington’s Law Against Discrimination
	<i>Policy News</i> , June 2001	State Updates Military Leave Rights

**Adoption Date: 2.27.08**  
**School District Name: Steilacoom Historical School District**  
**Revised: 3.13.12**

## **Non-Discrimination and Affirmative Action Grievance Procedure**

It is the intent of the District to provide for fair and orderly resolution of discrimination grievances. Grievance procedures as hereinafter provided may be instituted when an individual determines that reasonable bases of facts exist to support or claim that a provision of this regulation has been violated to the detriment of the claimant.

### **Definition**

“Grievance” shall mean a complaint which has been filed by a complainant (a student, an employee, a parent or guardian) relating to alleged violations of any anti-discrimination law including Title IX regulations and Washington Administrative Code (WAC) 392-190, Section 504 of the Rehabilitation Act of 1973 or Title VII of the Civil Rights Act of 1964.

### **Informal Review Procedures**

When an employee or applicant has an employment problem concerning equal employment opportunity, he/she shall discuss the problem with the immediate supervisor, Human Resources Director or Superintendent within thirty (30) days of the circumstances, which gave rise to the problem. The employee or applicant may also ask the appropriate Title Compliance Officer to participate in the informal review procedure. It is intended that the informal discussion shall resolve the issue. If the employee or applicant feels he/she cannot approach the supervisor because of the supervisor’s involvement in the alleged discrimination, the employee or applicant may directly contact the appropriate Title Compliance Officer before pursuing formal procedures. If the discussion with the officer or immediate supervisor does not resolve the issue the employee or applicant may proceed to the formal review procedures.

### **Step I**

The complaint must be signed by the complaining party and set forth the specific acts, conditions, or circumstances alleged to be in violation. The Title Compliance Officer shall provide the Superintendent with a full written report of the complaint and the results of the investigation, unless the matter is resolved to the satisfaction of the complaining party prior to the submission of a full written report.

The Superintendent shall, no later than thirty (30) calendar days following receipt of the complaint, reply in writing to the complainant indicating the corrective measures to be taken or denying the allegations. (No part of the above procedure shall prohibit the processing of grievances under procedures established at the District by local bargaining agreements.)

### **Step II**

In the event the allegations are denied by the Superintendent, the complainant shall have ten (10) days to request redress of the alleged violations by filing an appeal with the Board. The Board shall hold a hearing to commence on or before the twentieth (20th) day following the filing of the written notice of appeal and shall render a written decision on or before the tenth

(10th) day following the termination of the hearing and shall provide a copy to all parties involved.

**Step III**

In the event a complainant charging discrimination remains aggrieved with the decision of the Board in connection with any matter, which, if established, would constitute a violation, the complainant may appeal the Board's decision to the Superintendent of Public Instruction.

- A. A notice of appeal must be received by the Superintendent of Public Instruction on or before the tenth (10th) day following the date upon which the complainant received written notice of the Board's decision.
- B. A notice of appeal must be in writing in the form required by the Superintendent of Public Instruction and must set forth:
  - 1. A concise statement of the original complaint and the portions of the Board's decision, which is appealed.
  - 2. The suggested recommendations for resolutions or remediation of the alleged complaint set forth in the original statement of complaint.

**Preservation of Records**

The files containing copies of all correspondence relative to each complaint communicated to the District and the disposition, including any corrective measures instituted by the District, shall be retained in the office of the district compliance officer for a period of five (5) years.

Revised: 3.28.12



# Memo

**To:** Kathi Weight, Superintendent  
**From:** Andre Stout, Principal  
**CC:** Celeste Johnston  
**Date:**  
**Re:** 6<sup>th</sup> Grade Camp

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Board approval is requested for our annual 6<sup>th</sup> grade outdoor education program. Details of the program are provided below:

Event: 6<sup>th</sup> grade Outdoor Education 2013  
Destination: Camp Colman; Longbranch, WA  
Dates: Two Sessions: April 14-16th and April 16-18th  
Estimated Cost: \$45,000  
Funding: Outdoor Education Budget, Student fundraisers through ASB, students pay (135.00/student).  
Chaperones and counselors pay \$60 each.  
Students: All 6<sup>th</sup> grade students, 32 high school counselors  
Chaperones: 6<sup>th</sup> grade teachers, 32 parents who have WSP clearance  
Travel: Buses  
Lodging: Cabins at Camp Colman  
Classes taught by Camp Coleman instructors. Classes Includes plant identification and forest ecology, beach investigation, and challenge courses.

Thank You,

Andre Stout

**Steilacoom Historical School District Board of Directors**

**REGULAR BOARD MEETING**

Date: October 23, 2013

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

**ISSUE:**  X  **ACTION** Second Reading Policy 3115: Homeless Students Enrollment Rights and Services  
 INFORMATION

**BACKGROUND INFORMATION:**

Policy 3115 is revised for clarity, specifically clarifying that attendance options will be made available to homeless families on the same terms as families who reside in the district.

Revisions follow WSSDA's model policy language.

No changes from First Reading.

**FISCAL IMPLICATIONS:** None

**RECOMMENDED DECISION:**

It is the recommendation of the Superintendent to approve Policy 3115.

**Report prepared by:**

Susanne Beauchaine-Executive Director Student Services

## **HOMELESS STUDENTS: ENROLLMENT RIGHTS AND SERVICES**

To the extent practical and as required by law, the district will work with homeless students and their families to provide stability in school attendance and other services. Special attention will be given to ensuring the enrollment and attendance of homeless students not currently attending school.

Homeless students will be provided district services for which they are eligible, including Head Start and comparable pre-school programs, Title I, similar state programs, special education, bilingual education, vocational and technical education programs, gifted and talented programs and school nutrition programs.

Homeless students are defined as lacking a fixed, regular and adequate nighttime residence, including those students who are:

- A. Sharing the housing of other persons due to loss of housing or economic hardship;
- B. Living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations;
- C. Living in emergency or transitional shelters;
- D. Abandoned in hospitals;
- E. Awaiting foster care placement;
- F. Living in public or private places not designed for or ordinarily used as regular sleeping accommodation;
- G. Living in cars, parks, public spaces, abandoned buildings, substandard housing, transportation stations or similar settings; or
- H. Migratory children living in conditions described in the previous examples.

The superintendent will designate an appropriate staff person to be the district's liaison for homeless students and their families.

According to the child's or youth's best interest, homeless students will continue to be enrolled in their school of origin while they remain homeless or until the end of the academic year in which they obtain permanent housing. Instead of remaining in the school of origin, parents or guardians of homeless students may request enrollment in the school in the attendance area the student is actually living.

Attendance options will be made available to homeless families on the same terms as families who reside in the district, including attendance rights acquired by living in attendance areas, other student assignment policies, and intra and inter-district choice options.

If there is an enrollment dispute, the student will be immediately enrolled in the school in which enrollment is sought, pending resolution of the dispute. The parent or guardian will be informed of the district's decision and their appeal rights in writing. The district's liaison will carry out dispute resolution as provided by state policy. Unaccompanied youth will also be enrolled pending resolution of the dispute.

Once the enrollment decision is made, the school will immediately enroll the student, pursuant to district policies. However, enrollment may not be denied or delayed due to the lack of any document normally required for enrollment, including academic records, medical records, proof of residency, mailing address or other documentation. If the student does not have immediate access to immunization records, the student will be admitted under a personal exception.

Students and families should be encouraged to obtain current immunization records or immunizations as soon as possible, and the district liaison is directed to assist. Records from the student's previous school will be requested from the previous school pursuant to district policies. Emergency contact information is required at the time of enrollment consistent with district policies, including compliance with the state's address confidentiality program when necessary. However, emergency contact information cannot be demanded in a form or manner that creates a barrier to enrollment and/or attendance at school.

Homeless students are entitled to transportation to their school of origin or the school where they are to be enrolled. If the school of origin is in a different district, or a homeless student is living in another district but will attend his or her school of origin in this district, the districts will coordinate the transportation services necessary for the student, or will divide the costs equally.

The district's liaison for homeless students and their families will coordinate with local social service agencies that provide services to homeless children and youths and their families; other school districts on issues of transportation and records transfers; and state and local housing agencies responsible for comprehensive housing affordability strategies. This coordination includes providing public notice of the educational rights of homeless students where such children and youth receive services under the McKinney-Vento Act, such as schools, family shelters and soup kitchens. The district's liaison will also review and recommend amendments to district policies that may act as barriers to the enrollment of homeless students.

Cross References:	Board Policy 3120 Board Policy 3231 Board Policy 3413	Enrollment Student Records Student Immunization and Life-Threatening Conditions
Legal References:	RCW 28A.225.215 20 U.S.C. 6301 et seq. 42 U.S.C. 11431 et seq.	Enrollment of children without legal residences No Child Left Behind Act McKinney-Vento Homeless Assistance Act
Management Resources:	<i>Policy News</i> , October 2002 <i>Policy News</i> , October 2004	NCLB Addresses Homeless Students Homeless Students: Enrollment Rights and Services Update

**Adoption Date: 2.27.08**  
**School District Name: Steilacoom Historical School District**  
**Revised: 10.23.13**

October 17, 2013

Board of Directors  
Steilacoom Historical School District No. 1  
510 Chamber Street  
Steilacoom, WA 98388

Re: Steilacoom Historical School District – District Administration Center Project  
Recommendation to Award Contract

Dear Board,

The Bid Opening for the Steilacoom Historical School District No 1 – District Administration Center Project occurred on October 16, 2013. A total of fifteen bids were received.

After reviewing the bids and consulting with District administration we recommend awarding the contract to the responsible low bidder, Jones and Roberts Construction Company, based on the following base bid and alternate bid:

Base Bid		add	\$1,594,000.00
Alternate Bid E-1	Electrical Transformer	add	<u>\$26,000.00</u>
	<b>CONTRACT AMOUNT</b>		<b>\$1,620,000.00</b>

We have worked with Jones and Roberts Construction Company on multiple projects over the past several years with great success. Erickson McGovern highly recommends Jones and Roberts Construction Company for this project.

*The above base bid and alternate bid are required components of the overall bid for the construction a complete project. There are seven other alternate bids submitted as part of the bid package not recommended for acceptance at this time. The contract documents allow for these alternate bids to be included into the contract amount at their submitted value for up to 45 calendar days from the date of bid.*

Sincerely,



Raymond Mow, AIA  
Principal

cc: Kathi Weight, Superintendent  
James Brittain, Executive Director of Finance and Operations  
Calvin Gasaway, Greene Gasaway, Project Manager

# *Steilacoom Historical School District No. 1*



## **CAPITAL FACILITIES PLAN**

**2013 - 2019**

*November 2013*

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

**Board of Directors**

Mr. Mike Winkler

Mr. Samuel Scott

Mr. Donald Denning

Mr. Kevin Callanan

Ms. Yoshie Wong

Ms. Kathi Weight, Superintendent

Prepared by the  
Steilacoom Historical School District No. 1

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**STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1**  
**BUILDING SITE AND SCHEDULES**

ADMINISTRATIVE OFFICE  
510 CHAMBERS STREET  
STEILACOOM, WA 98388  
WEB SITE: [www.steilacoom.k12.wa.us](http://www.steilacoom.k12.wa.us)

**DISTRICT OFFICE**  
510 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  
Ms. Julie Wright - Director of Teaching and  
Learning

**CHERRYDALE PRIMARY SCHOOL**  
1201 Galloway  
Steilacoom, WA 98388

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

Ms. Nancy McClure - Principal  
Ms. Michele Hildebrand- Office Coordinator  
Ms. Lanae Olson - Counselor

**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  
Mr. Coleman Fannin - Counselor

**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 - Secretary  
Mr. Kip Gillett - Counselor

**ANDERSON ISLAND ELEMENTARY SCHOOL**  
13005 Camus Road  
Anderson Island, WA 98303

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

Ms. Laire Vallieres - Principal  
Ms. Dana Ballou - Secretary/Para Educator  
Ms. Lanae Olson - Counselor

**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 Schiller - 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 **2013-2019** planning period;
- Identifies the new school facilities required to meet the needs of this expanding student enrollment; and
- As applicable, identifies 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 **2013-2019** 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 1 STUDENT ACHIEVEMENT GOALS**

### **STUDENT ACHIEVEMENT GOALS**

- GOAL 1**     *Read* with comprehension, *write* with skill, *listen, observe,* and *interpret* information and *communicate* clearly and effectively.
- GOAL 2**     *Know* and apply the core concepts and principles of mathematics; social, physical, and life science; civics and history; geography; arts; and health and fitness.
- GOAL 3**     *Think* analytically, logically, and creatively, and to integrate experience and knowledge to form reasoned judgments and solve problems.
- GOAL 4**     *Understand* the importance of work and how performance, effort, and decisions directly affect career and educational opportunities.

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## **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**

### **GOAL 1: To expand and modernize facilities.**

#### *Strategies:*

- 1.1 We will implement a plan for financing a second elementary school in DuPont/Northwest Landing to accommodate the increase in student enrollment.
- 1.2 We will review options to gain square footage in the existing schools for future expansion of programs such as special education and other programs.
- 1.3 We will complete the construction for expansion and modernization of the current Steilacoom High School. (Completed 2009) We will review options to purchase adjacent property to the existing High School if it becomes available (Land purchase completed in 2011) for the eventual expansion for career and technical education additional classroom capacity and special education.
- 1.4 We will complete the construction of the new Pioneer Middle School to facilitate increases in student enrollment. (Completed August 2008)
- 1.5 We will prioritize needs for modernization of existing facilities.
- 1.6 We will review current needs in order to establish a preventative maintenance plan to secure building safety and put funds aside for ongoing maintenance needs. (Preventative Plan established in 2011)

### **GOAL 2: To raise expectations and maximize student achievement for all students.**

#### *Strategies:*

- 2.1 We will develop a five-year plan and implement clearly articulated K-12 strategies.
- 2.2 We will align K-12 learning expectations with instruction and assessment strategies.
- 2.3 We will develop a goal setting process that focuses staff, students, and schools on continuous progress towards improved achievement and career opportunities.
- 2.4 We will implement a technology plan that will prepare our students to use technology as a learning tool.
- 2.5 We will develop a district-wide computer network to assist in communication and management of services.

**GOAL 3: To develop and maintain an active partnership between schools, parents, businesses, and community.**

*Strategies:*

- 3.1 We will promote shared responsibility between parents, community, and schools to maximize student achievement.
- 3.2 We will encourage parent and community volunteerism in schools.
- 3.3 We will identify and develop essential school-to-work skills through community partnerships.
- 3.4 We will increase parent and community involvement in school and district decision-making.

**GOAL 4: To provide a safe, secure and caring educational environment for all learners.**

*Strategies:*

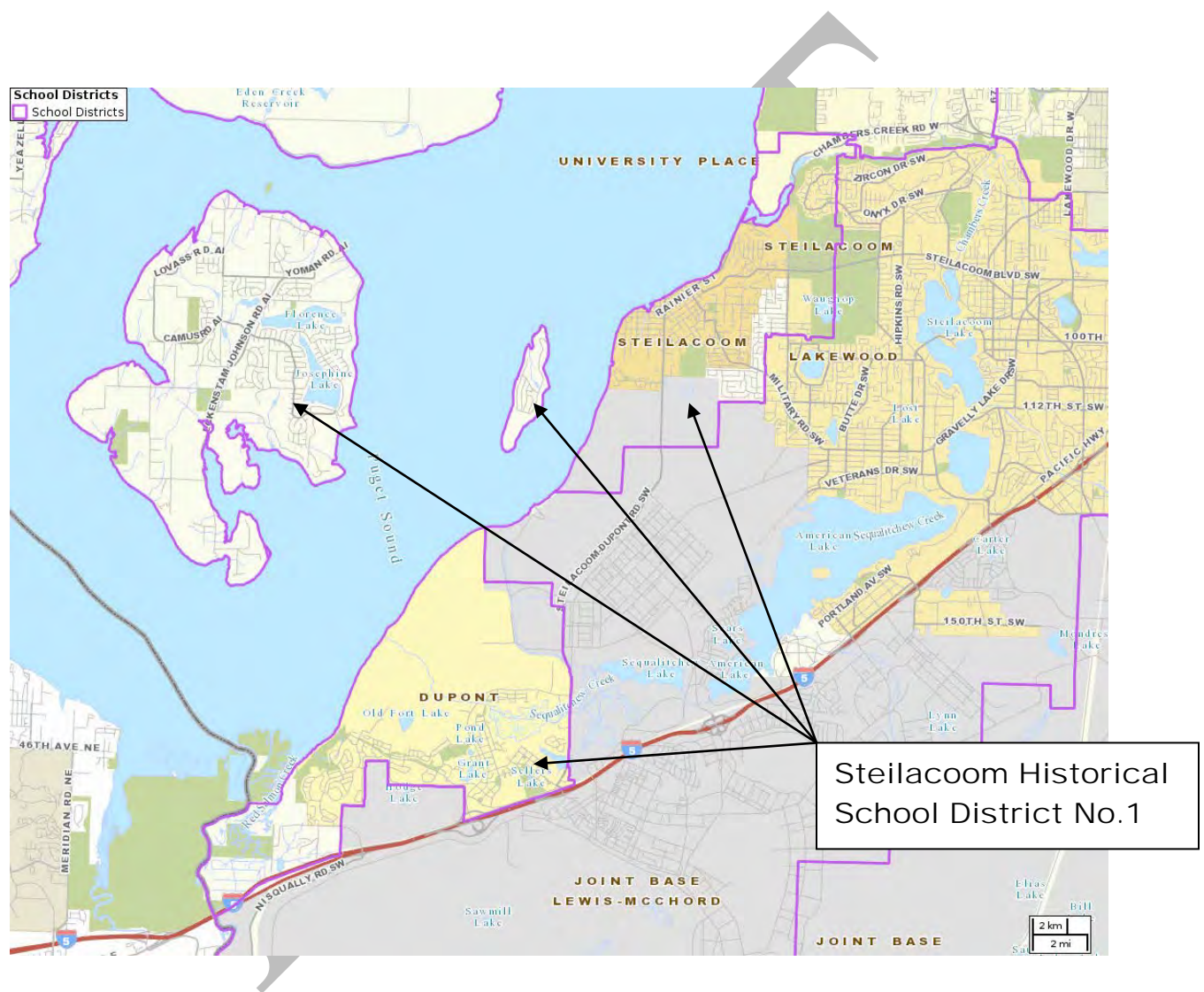
- 4.1 We will review procedures and develop consistency in K-12 student behavior expectations and discipline guidelines.
- 4.2 We will maintain a Zero Tolerance Policy for student possession of guns and other weapons.
- 4.3 We will review programs and instructional strategies to provide for the needs of diverse learners.
- 4.4 We will maintain a Zero Tolerance Policy for drug/alcohol and tobacco use.
- 4.5 We will maintain security of facilities and investigate the use of building security systems.
- 4.6 We will maintain policies and procedures to prevent harassment, intimidation and bullying.

**GOAL 5: To promote and support fiscal alignment with district goals.**

*Strategies:*

- 5.1 We will allocate resources equitably to meet other needs.
- 5.2 We will conduct a management and operational review to establish district priorities for improvement.
- 5.3 We will review all fiscal expenditures and build a budget based on greatest need to improve student achievement (0 base).
- 5.4 We will develop a long-range financial plan to increase reserve funding and provide for facility needs and preventative maintenance.

# 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.

2012 Steilacoom Historical School District Facility Inventory						
School	Location	Grades	SF as of 2006	Added/New SF	Year SF added	2013 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)	1,112,800	23,091	2009	135,891

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## TAB II HISTORY OF FACILITIES

### 1. School District Building Data

<u>Date</u>	<u>Building</u>	<u>Cost</u>	<u>Location</u>
1851	Log Building	Unknown	Main & Commercial
1858	First Public School	\$450	Starling & Frederick
		Contributions/Partial Payment	
1892	Second Public School	\$10,000.00	Chambers & Sequash
1916-17	Third Public School	\$15,000.00	Chambers & Sequash
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 parcel's east boundary faces Steilacoom/DuPont Highway. 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. Until the new building was erected, the old building was used.

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, Steilacoom 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.

#### **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. 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. The District anticipates that it will start phasing in full day Kindergarten beginning in the 2015 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. However, the Board has identified a 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.

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 is currently reviewing bids related to converting the 1918 Building into an administrative building that would enable all of the District's administrative staff to be housed in one building. The project is expected to be complete in the spring of 2014.

Following completion of the conversion of the 1918 Building, the District will consider future use of the current District Office located at 510 Chambers in Steilacoom.

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. In addition, the District reviewed the option to purchase adjacent property 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 Chamber Steilacoom	2305000600	3.26	Currently considering to convert into an administrative building
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 2015, 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 1,305 students in 2013. During that same period, the Middle School (grades 6-8) student enrollment grew from 529 students to 763 students in 2013. Overall student enrollment for grades 9-12 increased from 675 students in 2003 to 813 students in 2013.

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 K to 3 <sup>rd</sup>                |
| c. Chloe Clark Elementary School:    | Grades 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 12 students in grade 1 in 2017 and 132 students in grade 12 in 2017).

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. A variety of housing developments are anticipated within the District boundaries primarily within the City of DuPont although at a slower pace than anticipated several years ago due to the recent economic slow-down. Joint Base Lewis McChord is currently still experiencing some growth. The transition to full day Kindergarten, expect to be phased in beginning in 2015, will also impact capacity.

### **3. FUTURE GROWTH**

In this year's Capital Facilities Plan, the District has adopted an enrollment projection methodology that looks at actual historical enrollment over the preceding nine year period, identifies the average annual growth rate over that period, and assumes a more conservative annual growth rate over the next six years. As noted above, the District expects growth from new development in the City of DuPont to continue, though at a lower rate than previous years. In addition, pockets of growth could occur in other areas of the District.

The following tables provide the District's historical enrollment data, the basis for the District's enrollment projections, and the projections by grade level through 2019. In addition to using the annual growth factor to project enrollment, the projections start a phase-in of all day Kindergarten in 2015 and assume full implementation by the 2018 school year. Future updates to the Capital Facilities Plan will include updated information related to full day Kindergarten implementation.

**HISTORICAL STUDENT ENROLLMENT 2005-2013**  
**ACTUAL ENROLLMENTS ON OCTOBER 1st\***

GRADES	2005	2006	2007	2008	2009	2010	2011	2012	2013	Average
K	91	84	110	102	112	108	107	122	128	
1 <sup>st</sup> Grade	169	200	192	235	232	231	227	231	234	
2 <sup>nd</sup> Grade	191	187	211	199	238	243	246	234	214	
3 <sup>rd</sup> Grade	198	208	196	231	211	244	250	249	227	
4 <sup>th</sup> Grade	167	202	226	216	226	224	240	262	238	
5 <sup>th</sup> Grade	184	171	206	236	219	222	232	245	264	
6 <sup>th</sup> Grade	194	189	178	244	240	231	236	240	264	
7 <sup>th</sup> Grade	183	185	200	194	242	250	230	260	235	
8 <sup>th</sup> Grade	198	182	174	218	203	241	238	229	264	
9 <sup>th</sup> Grade	180	208	202	199	232	201	237	226	222	
10 <sup>th</sup> Grade	171	178	194	188	210	221	195	224	219	
11 <sup>th</sup> Grade	158	167	152	197	187	198	201	189	199	
12 <sup>th</sup> Grade	124	104	127	119	160	155	158	176	173	
<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>Growth Rate</b>		<b>2.58%</b>	<b>4.55%</b>	<b>8.87%</b>	<b>5.20%</b>	<b>2.10%</b>	<b>1.01%</b>	<b>3.22%</b>	<b>-0.21%</b>	<b>3.415%</b> <b>(2.67% if discard high/low)</b>

\* FTE enrollment; brick and mortar only.

**AVERAGE PERCENTAGE ENROLLMENT BY GRADE SPAN**  
(Using FTE Enrollment)

<b>Enrollment by Grade Span</b>	<b>Oct. 2005</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>
Elementary (K-5)	1,000	1,052	1,141	1,219	1,238	1,272	1,302	1,343	1,305
Middle School (6-8)	575	556	552	656	685	722	704	729	763
High School (9-12)	633	657	675	703	789	775	791	815	813
<b>TOTAL</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>Percentage by Grade Span</b>	<b>Oct. 2005</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>
Elementary (K-5)	45.29%	46.45%	48.18%	47.28%	45.65%	45.94%	46.55%	46.52%	45.30%
Middle School (6-8)	26.04%	24.55%	23.31%	25.45%	25.26%	26.07%	25.17%	25.25%	26.48%
High School (9-12)	28.67%	29.01%	28.51%	27.17%	29.09%	27.99%	28.28%	28.23%	28.22%
<b>TOTAL**</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>

<b>Average Percentage by Grade Span</b>			
Elementary (K-5)	46.35%		
Middle School (6-8)	25.29%		
High School (9-12)	28.36%		
<b>TOTAL (rounded)</b>	<b>100%</b>		

**PROJECTED ENROLLMENT BY GRADE SPAN**  
 (Assuming 2.67% annual growth and using average percentage enrollment by grade span,  
 and phasing in all-day kindergarten beginning in 2015)\*\*\*

<b>Enrollment by Grade Span</b>	<b>Oct. 2013*</b>	<b>Avg. %age</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>
Elementary (K-5)	1,305	46.35%	1,371	1,468	1,535	1,574	1,648	1,690
Middle School (6-8)	763	25.29%	748	768	789	810	831	853
High School (9-12)	813	28.36%	839	861	884	908	932	957
<b>TOTAL**</b>	<b>2,881</b>	<b>100%</b>	<b>2,958</b>	<b>3,097</b>	<b>3,208</b>	<b>3,292</b>	<b>3,411</b>	<b>3,500</b>

\*Actual October 2013 Enrollment.

\*\* Totals may vary due to rounding.

\*\*\*Using average percentage by grade span.

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## **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 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).

### **3. THE SPACE ALLOCATION MODEL**

Steilacoom Historical School District's "level of service" has been defined in terms of the amount of permanent and portable space that is provided for the instruction of each elementary, middle school, and senior high school student. In other words, the "level of service" is described in terms of each student's proportionate share of the District's permanent and portable school facilities.

The Space Allocation Model (SAM) was selected over the Practical Capacity Model (PCM) for several reasons. Those reasons are as follows:

1. The SAM is a well-established and familiar model. WAC 392-343-035 sets forth four (4) factors that govern the level of state assistance provided to school districts for the funding of new school facilities. One of those factors is a square foot per student space allocation (i.e., 90 square feet per student in grades K-6, 117 square feet per student in grades 7 and 8, and 130 square feet per student in grades 9-12 and 144 square feet for students with disabilities. (Effective July 1, 2006).

The space allocation figures set forth in WAC are square feet used for the purpose of determining a school district's eligibility for state matching funds. Clearly, those space allowances do not reflect an accurate total of the true space needed to carry out the instructional programs of any particular school district. However, the state's square footage figures are very familiar to anyone associated with new school construction in the State of Washington.

2. The SAM is an easier model to calculate. Establishing the practical enrollment capacity of an elementary school is not particularly troublesome. However, trying to accurately assess the practical capacity of a junior or senior high school is extremely difficult. Teacher planning periods, specialty areas like food laboratories, music rooms, shop classrooms, etc., late arrival and early dismissal are just a few examples of the complexities of a secondary school's instructional program.
3. The SAM is also a much easier model to explain. The straightforward calculations of the SAM are not difficult to understand, especially to someone who is not totally familiar with the complexities of the instructional programs of secondary schools.

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.

#### 4. 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 school buildings provided for the purpose of supporting the instruction of students.

A school district’s “level of service” is usually reported as the Practical Capacity of its school buildings or as a “square foot per student” Space Allocation. 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.

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 contractual limitations on average students per class. 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.

Washington State’s Office Superintendent of Public Instruction (OSPI) space allocation model (#SF/Student) is found below. These are the minimum levels of service that the District uses as a guide for planning its CFP. The SF/student figures were adopted by OSPI in July 2006.

Facility	WA State OSPI Space Allocation Model
High School	130 SF/Student
Middle School	117 SF/Student
Elementary	90 SF/Student
Students with disabilities	144 SF/Student

#### STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1 - LEVEL OF SERVICE

The District’s level of service, as adopted, reflects the area SF of each type of facility based on capacity. The amount of SF reflected below is up to date following the completion of the District’s most recent Capital Improvement Program.

Facility	Area (SF)	Capacity (design or projected)	Level of Service based on Practical Capacity Model	Actual October 2013 FTE Enrollment
Steilacoom High School	135,891	850	159.87	813
New Pioneer Middle School	104,707	850	123.18	763
Elementary (Cherrydale, Saltar's Point, Chloe Clark, Anderson Island)	157,955	1,571	97.50	1,305

The level of service is presented as an indicator of the extent or degree of service provided by each type capital facility. It is presented in a square foot per student format for convenience. 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. The District also plans to add two additional classrooms at Chloe Clark Elementary during the six years of this Capital Facilities Plan. In addition, the District will construct a new Transportation Facility in the City of DuPont, renovate the 1918 Building, 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 850 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 850 students.

Due to potential future growth in the district and as a result of the implementation of full day Kindergarten, the District plans to construct Phase I of a new elementary school in DuPont and classroom additions at Chloe Clark Elementary School 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, Salter'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 vise-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 2012 funding assistance ratio is 47.95% 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 2013 was \$194.26 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 is using the Fife School District’s student generation rates.

The student factors are as follows:

<b>Single Family Dwelling Units:</b>	
Elementary – K through 5:	.215
Middle School – 6 through 8:	.109
High School – 9 through 12:	.056
<b>Total:</b>	<b>.379</b>
<b>Multi-Family Dwelling Units:</b>	
Elementary – K through 5:	.090
Middle School – 6 through 8:	.030
High School – 9 through 12:	.015
<b>Total:</b>	<b>.134</b>

In future updates to this plan, the District will update the student factor accordingly.

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.

An impact fee ordinance was passed in Pierce County effective January 1, 2003. The applicable school impact fees are updated each year. In 2013, Steilacoom Historical School District No. 1 received from the County \$2,305 for each single-family unit \$0 for each multi-family dwelling unit. The Pierce County school impact fee ordinance artificially caps fees and updates the capped fee each year based upon an escalation factor.

Enclosures 1 through 2 to this tab include the District's 2013 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.

## **6. NEW CONSTRUCTION FUNDING**

The District's immediate need is for the construction of a new elementary school in DuPont to accommodate enrollment growth. Funding of this facility is dependent on a future school bond measure and impact fee collections. 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 following "estimated debt capacity" spreadsheet denotes the available bonding capacity of the Steilacoom Historical School District. Three debt capacities have been evaluated. The evaluations are for assessed value growth for 3%, 5%, and 8%. See the next page for these valuations.

Steilacoom Historical School District No. 1  
Debt Capacity Analysis (2007 through 2018)

Tax Year	Excess Assessed Value	100% Timber Assessed Value	Bond Assessed Value	Total Debt Capacity (%)	Voted Debt Outstanding as of January 1	Additional Par Amount created by Refunding	Non-Voted Debt Outstanding as of January 1	Remaining Debt Capacity
Certified 2007	1,938,042,294	469,896	1,938,512,130	96,923,607	72,145,000	—	78,312	24,702,293
Certified 2008	2,278,478,124	589,120	2,279,067,244	113,953,362	70,995,000	—	79,878	42,878,484
Certified 2009	2,303,612,731	394,628	2,304,207,359	113,210,368	69,735,000	—	81,476	43,393,892
Certified 2010	2,699,943,515	307,591	2,700,251,106	135,012,555	67,975,000	—	98,483	66,939,072
Certified 2011	2,559,009,332	239,977	2,559,249,309	127,962,463	63,965,000	—	146,540	61,850,923
Certified 2012	2,443,950,599	297,128	2,446,247,727	122,312,386	63,720,000	785,000	130,122	57,677,264
Preliminary 2013	2,251,281,402	297,128	2,251,578,530	112,578,927	61,005,000	—	97,592	51,476,333
Assumes Annual 2014	2,431,383,914	297,128	2,431,681,042	121,584,032	58,065,000	—	169,638	63,349,414
Excess AV 2015	2,625,894,627	297,128	2,626,191,755	131,309,588	54,775,000	—	178,120	76,336,468
Growth of 8% 2016	2,835,966,197	297,128	2,836,263,325	141,813,166	51,090,000	—	187,025	90,536,141
2017	3,062,843,493	297,128	3,063,140,621	153,157,031	46,960,000	—	196,378	106,000,653
2018	3,307,870,973	297,128	3,308,168,101	165,408,405	42,020,000	—	198,248	123,190,157
Assumes Annual 2014	2,363,845,472	297,128	2,364,142,600	118,207,130	58,065,000	—	169,638	59,972,492
Excess AV 2015	2,482,037,746	297,128	2,482,334,874	124,116,744	54,775,000	—	178,120	69,163,624
Growth of 5% 2016	2,606,139,633	297,128	2,606,436,761	130,321,838	51,090,000	—	187,025	79,044,813
2017	2,736,446,615	297,128	2,736,743,743	136,837,187	46,960,000	—	196,378	89,680,809
2018	2,873,268,945	297,128	2,873,566,073	143,678,304	42,020,000	—	198,248	101,460,056
Assumes Annual 2014	2,318,819,844	297,128	2,319,116,972	113,955,849	58,065,000	—	169,638	57,721,211
Excess AV 2015	2,388,384,439	297,128	2,388,681,567	119,434,078	54,775,000	—	178,120	64,480,958
Growth of 3% 2016	2,460,035,973	297,128	2,460,333,101	123,016,653	51,090,000	—	187,025	71,739,630
2017	2,533,837,052	297,128	2,534,134,180	126,706,709	46,960,000	—	196,378	79,550,331
2018	2,609,852,163	297,128	2,610,149,291	130,507,463	42,020,000	—	198,248	88,289,217

## **MISCELLANEOUS SOURCES**

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**

DRAFT

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

Student Factors-Single/Multi-Family	
Elementary	.215/.090
Middle School	.109/.030
High School	.056/.015

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	157,955
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: 48.53% (currently not eligible)

Construction Cost Allocation  
\$194.26

Site Cost per Acre	
Elementary	
Middle School	
High School	

Gen. Obligation Bond Interest Rate  
Current Bond Buyer Index 4.68%

New Facility Construction Cost	
Elementary Phase 1 (175)	\$11,700,000

District Debt Service Tax Rate  
Current \$/1,000 \$2.64

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. \$240,340  
Multi-Family Res. \$239,186  
P.C. Assessor-Treasurer



**Steilacoom Historical School District Board of Directors**

**REGULAR BOARD MEETING**

Date: October 23, 2013

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

**ISSUE:**   X   **ACTION:** First Reading Policy 2190 Highly Capable Programs  
       **INFORMATION**

**BACKGROUND INFORMATION:**

Policy 2190, Highly Capable Programs is being revised to comply with recent revisions to the Highly Capable WAC. The Highly Capable Program (HCP) is now part of basic education. HCP identification and services now must be extended for grades K-12 continuum. Once identified as Highly Capable, students will continue to receive services for as long as they remain in the district schools.

Revisions follow WSSDA's model policy language.

**FISCAL IMPLICATIONS:** None

**RECOMMENDED DECISION:**

It is the recommendation of the Superintendent to move Policy 2190 to a second reading.

**Report prepared by:**

Julie Wright, Director of Teaching and Learning

## HIGHLY CAPABLE PROGRAMS

~~In accordance with the philosophy to develop the special abilities of each student, the district shall offer appropriate instructional programs to meet the needs of highly capable students of school age. In order to develop the abilities of each Highly Capable Program student, the district shall offer a highly capable program which provides kindergarten through twelfth grade students selected for the program access to basic education program that accelerates learning and enhances instruction.~~ The framework for such programs shall encompass, but not be limited to, the following objectives:

- A. Expansion of academic attainments and intellectual skills;
- B. Stimulation of intellectual curiosity, independence and responsibility;
- C. Development of a positive attitude toward self and others; and
- D. Development of originality and creativity.

The board will annually approve the district's highly capable ~~application plan including: which describes the~~ number of ~~the district expects to served~~ students by grade level; the district's plan to identify students; ~~a~~ description of the highly capable program goals; a description of the services the program services will offer; an instructional program description; a description of ongoing professional development for highly capable program and general education staff; program evaluation; ~~and~~ fiscal report; and assurances that the district is legally compliant.

The superintendent shall establish procedures consistent with state guidelines for ~~nominating nomination,~~ assessing and selecting assessment and selection of children of demonstrated achievement or potential ability in terms of general intellectual ability, academic aptitude and creative or productive thinking.

Legal References:    RCW 28A.185.030  
                              WAC 392-170

Programs — Authority of local school districts — Selection of students  
Special service program — Highly capable students

Management Resources:

Policy and Legal News, September 2013

Higly Capable Program WAC overhauled

Policy News, April 2008

Highly Capable Programs

**Adoption Date: 2.27.08**

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

**Revised: 04.08; 12.11; 09.13**

**Classification: Essential (if receiving categorical state money)**

DRAFT

**Steilacoom Historical School District Board of Directors**

**REGULAR BOARD MEETING**

Date: October 23, 2013

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

**ISSUE:** \_\_\_\_\_ **ACTION** \_\_\_\_\_  
 **INFORMATION** Transfer of Funds from General to Capital Funds

**BACKGROUND INFORMATION:**

On April 11, 2012, Board Resolution authorized transfer of \$2,729,000. The funds were to be used for the following:

Steilacoom H.S. Chiller	\$150,000
Saltar's Point HVAC	\$250,000
Chloe Clark HVAC	\$250,000
Cherrydale	\$250,000
Chloe Clark/Saltar's Point Modulares	\$729,000
Other Capital Needs	\$600,000

In fiscal year 2013 the district transferred \$370,000 of these restricted funds to the Capital Project Fund to install Saltar's Point modular.

General Fund Balance G/L 870 (Committed for Other Purpose) currently has a balance of \$2,354,000.

Discussion on committing General Fund reserves to Capital Projects Fund.

**FISCAL IMPLICATIONS:**

Discussion only

**RECOMMENDED DECISION:**

Discussion only.

**Report prepared by:**

Jim Brittain, Executive Director of Finance & Operations