



Regular Meeting Agenda

Steilacoom High School 54 Sentinel Drive Steilacoom, Washington

7/18/2013 7:00 PM

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.

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. APPROVAL OF MINUTES

(Vote)

- Minutes 6.20.13.pdf (p. 3)
- Minutes 6.26.13.pdf (p. 6)

IV. CONSENT AGENDA

(Vote)

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

- Approval of Actual June 2013 Payroll.pdf (p. 8)
- Approval of July 2013 Accounts Payable.pdf (p. 11)
- Approval of Administrative Personnel Report.pdf (p. 63)
- Approval of Certificated Personnel Report.pdf (p. 65)
- Approval of Classified Personnel Report.pdf (p. 67)
- Approval of SHS Cheer Field Trip.pdf (p. 69)
- Approval of 1918 Project Management/Greenegasaway Proposal.pdf (p. 70)
- Approval of Erickson McGovern 1918 Building Project Proposal.pdf (p. 74)

V. NEW BUSINESS

1. Approval of Pupil Food Service Contract

(Vote)

Presenter: Jim Brittain

Food Services Contract.pdf (p. 84)

2. Approval of Pupil Transportation Contract

(Vote)

Presenter: Jim Brittain

Transportation Agreement.pdf (p. 102)

3. School Board Retreat/Special Meeting

(Action)

4. Elementary School Supply Lists

(Discussion)

5. Staffing Plan

(Information)

Presenter: Kathi Weight

Staffing Plan.pdf (p. 109)

6. High School Principal Hiring Process

(Information)

Presenter: Kathi Weight

High School Prinicipal Hiring Process.pdf (p. 111)

VI. COMMENTS FROM THE AUDIENCE

(Information)

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VII. BOARD COMMUNICATION

(Information)

VIII. ANNOUNCEMENTS

(Information)

IX. ADJOURNMENT

(Vote)

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



Regular Meeting Minutes

6/20/2013

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

I. CALL TO ORDER

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

The Pledge of Allegiance was led by incoming Superintendent Kathi Weight.

All directors and Ms. Weight were present.

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

II. COMMENTS FROM THE AUDIENCE

No comments.

III. REPORTS

a. Financial

Fiscal Coordinator Moore presented the Cash Flow report.

b. Capital Projects

Bruce Parker, Maintenance Supervisor, reported on the progress of the Salter's Point Modular project and Transportation Facility project.

Calvin Gasaway, Project Manager, reported on the progress of the 1918 Building remodel project.

c. Summer School

Executive Director Beauchaine reported on the middle and high school summer schools. The summer schools will be funded by Learning Assistance Program grant funds.

d. Legislative Update

Director Denning noted the Legislature is in special session with little to report.

IV. APPROVAL OF MINUTES

Director Wong made a motion to approve the 6.12.13 minutes; Director Callanan seconded the motion and the motion passed (5/0).

V. APPROVAL OF HIRE OF EXECUTIVE DIRECTOR FINANCE & OPERATIONS

Ms. Weight recommended the hire of Mr. Jim Brittain for the position of Executive Director of Finance & Operations. Director Winkler made a motion to approve the hiring of Mr. Brittain; Director Callanan seconded the motion and the motion passed (5/0).

VI. CONSENT AGENDA

Director Winkler made a motion to approve the Consent Agenda which included personnel reports, field trip authorization documents, authorizing approval of interdistrict agreements and accounts payable. Director Denning seconded the motion and the motion passed (5/0).

VII. OLD BUSINESS

a. Second Reading of Policy 2410, High School Graduation Requirements

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

b. Approval of Revised 2012-13 School Board Meeting Schedule

Director Winkler made a motion to approve the revised schedule moving the July 11 meeting to July 18, 2013. Director Denning seconded the motion the motion passed (5/0).

VIII. COMMENTS FROM THE AUDIENCE

No comments.

IX. BOARD COMMUNICATION

No communication.

X. ANNOUNCEMENTS

Ms. Weight read a letter from OSPI reporting Sodexo 100% efficiency rating.

XI. EXECUTIVE SESSION

The Board adjourned to Executive Session at 7:44 pm to discuss real estate. No decisions will be made.

XII. RETURN TO PUBLIC SESSION

The Board returned to public session at 8:19 pm.

XIII. ADJOURNMENT

Director Winkler moved to adjourn the meeting at 8:19 pm; Director Callanan seconded the motion and the motion passed (5/0).

(Chair)

(Secretary/Superintendent)



Special Meeting Minutes

6/26/2013

Professional Development Center 511 Chambers Steilacoom, WA

I. CALL TO ORDER

Chair Scott called the meeting to order at 6:30 p.m.

Director Winkler led the Pledge of Allegiance.

Chair Scott announced that Director Denning was en-route. Director Winkler made a motion to excuse Director Denning; Director Callanan seconded the motion and the motion passed (4/0).

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. CONSENT AGENDA

Director Winkler made a motion to approve the Consent Agenda. Director Callanan seconded the motion and the motion passed (4/0).

IV. APPROVAL OF 1918 BUILDING PROJECT BUDGET AND SCOPE OF WORK

Calvin Gasaway, Project Manager, handed out updated drawings, budgets and schematic cost estimates and reviewed the project budgets.

Director Denning arrived at 6:52 p.m.

Ray (Erickson McGovern) reviewed floor plans presented.

Director Winkler made a motion to approve the presented project budget and scope of work; Director Callanan seconded the motion and the motion passed (5/0).

V. ADJOURNMENT

Director Winkler made a motion adjourn at 7:15 pm; Director Denning seconded the motion and the motion passed (5/0).

(Chair)

(Secretary/Superintendent)

PAYROLL HEADER PAGE

Steilacoom Historical School District No. 1

GENERAL FUND

FOR THE MONTH June, 2013

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 \$1,780,757.34.

PAYROLL

Gross Pay	\$ 1,326,407.78
Benefits	\$ 454,349.56
Total Payroll Adjustment	\$ -

PAYROLL TOTAL \$ 1,780,757.34

DATED: July 18, 2013

Secretary to the Board

Board Chairperson

Board Member

Board Member

Board Member

Board Member

Check Date 06/28/2013

T0203 OVERTIME 2.0	1	170.72	0.00	170.72
T0254 OVERTIME 2.5	7	1,050.86	0.00	1,050.86
T0B5X BLENDED OT	1	24.24	0.00	24.24
TRE3X RETRO	1	346.07	0.00	346.07
TSE4 SEASONAL	2	10,517.22	0.00	10,517.22
TSP3 SUB CLASSIFIED	23	9,914.35	0.00	9,914.35
TSP4 SUB CLASSIFIED	6	5,517.20	-5,318.65	198.55
TST3 SUB TEACHER	55	50,343.05	0.00	50,343.05
ZVCE VAC CASHOUT EXP	1	18,242.40	0.00	18,242.40

Total Pay Codes 112 903 1,349,672.75 -23,264.97 1,326,407.78

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

<u>CODE</u>	<u>DESCRIPTION</u>	<u>CODE COUNT</u>	<u>ADDED</u>	<u>SUBTRACTED</u>	<u>NET AMT</u>	<u>BASE AMT</u>
M5	BC PPO 3	54	37,992.42	0.00	37,992.42	223,177.69
M6	BC PPO 5	44	35,944.80	0.00	35,944.80	186,479.08
M7	BC Easy Choice	44	24,947.14	0.00	24,947.14	151,816.67
MHD	BC HDHP	4	2,106.07	0.00	2,106.07	13,408.75
MHDA	BC HDHP adj	1	1,002.00	0.00	1,002.00	1,247.11
TaxB+	Tax Ben +	4	475.40	0.00	475.40	15,488.92
TaxB-	Tax Ben -	4	0.00	-475.40	-475.40	-15,488.92
X0300	NO MEDICAL	57	0.00	0.00	0.00	0.00
Total Benefits	41	4494	454,835.57	-486.01	454,349.56	

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

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

As of July 11, 2013, the board, by a _____ vote, approves payments, totaling \$316.19. The payments are further identified in this document.

Total by Payment Type for Cash Account, GF WARRANTS OUTSTANDING:
Warrant Numbers 112341 through 112346, totaling \$316.19

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
112341	BRUCE, WADE	06/18/2013	WITHDRAWL FOOD SERV	REFUND WITHDRAWL FOR FOOD SERVICE	0	95.50	95.50
112342	COLLAZO, EDWIN	06/18/2013	WITHDRAWL FOOD SRVC	REFUND WITHDARL FOR FOOD SERVICE	0	12.55	12.55
112343	DAVIS, EARL	06/18/2013	WITHDRAW FOOD SERVC	REFUND WITHDRAWL FOR FOOD SERVICE	0	84.80	84.80
112344	MCCOTTRY, CHARLES	06/18/2013	WITHDRAWL FOOD SERVC	WITHDRAWL REFUND OF 5 STUDENTS FOR FOOD SERVICE	0	109.35	109.35
112345	PATTON, JAMIE LE	06/18/2013	WITHDRAW FOOD SERVC	WITHDRAWL REFUND FOR FOOD SERVICE	0	6.35	6.35
112346	ROBERTSON, BEATRICE	06/18/2013	BARCODE 268B	REFUND FOR LOST BOOK PAYMENT HENRY & MUDGE TAKE THE BIG TEST	0	7.64	7.64
				6 Computer	Check(s) For a Total of		316.19

	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
	6	Computer	Checks For a Total of	316.19
Total For	6	Manual, Wire Tran, ACH & Computer	Checks	316.19
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	316.19

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As of July 11, 2013, the board, by a _____ vote, approves payments, totaling \$349.11. The payments are further identified in this document.

Total by Payment Type for Cash Account, ASB WARRANTS OUTSTANDING:
Warrant Numbers 401255 through 401255, totaling \$349.11

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
401255	STEILACOOM SCHOOL DISTRICT	06/18/2013	CTAX41 20130610AAA	Comp Tax owed for Cash Account 41 through 06/10/2013	0	349.11	349.11
			1	Computer	Check(s) For a Total of		349.11

	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	349.11
Total For	1	Manual, Wire Tran, ACH & Computer	Checks	349.11
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	349.11

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As of July 11, 2013, the board, by a _____ vote, approves payments, totaling \$411.55. The payments are further identified in this document.

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

Warrant Numbers 112347 through 112347, totaling \$411.55

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
112347	STEILACOOM SCHOOL DISTRICT	06/18/2013	CTAX11 20130610AAA	Comp Tax owed for Cash Account 11 through 06/10/2013	0	411.55	411.55
			1	Computer	Check(s) For a Total of		411.55

	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	411.55
Total For	1	Manual, Wire Tran, ACH & Computer	Checks	411.55
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	411.55

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As of July 11, 2013, the board, by a _____ vote, approves payments, totaling \$29,356.14. The payments are further identified in this document.

Total by Payment Type for Cash Account, CPF WARRANTS OUTSTANDING:
Warrant Numbers 200059 through 200063, totaling \$29,356.14

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
200059	AHBL	06/21/2013	88290	Civil Engineering Services SP Modular	2001213021	9,010.43	11,755.81
			88879	Civil Engineering Services SP Modular	2001213021	2,745.38	
200060	CHARLES HANCOCK CONSULTING	06/21/2013	1021	CONSULTING AGREEMENT	2001213027	160.00	160.00
200061	ERICKSON MCGOVERN	06/21/2013	3	Architectural services for 1918 Administration Building	2001213028	7,093.50	7,093.50
200062	ESD 112	06/21/2013	0000107954	CONSTRUCTION SERVICES W/ ESD 112	2001213022	1,445.30	7,426.33
			0000107955	CONSTRUCTION SERVICES W/ ESD 112	2001213032	2,230.20	
			0000108284	CONSTRUCTION SERVICES W/ ESD 112	2001213022	2,088.33	
			0000108285	CONSTRUCTION SERVICES W/ ESD 112	2001213032	1,662.50	
200063	GREENEGASAWAY	06/21/2013	MAY 2013	PLANNING PHASE PROGRAM MANAGEMENT SERVICES AS DESCRIBED IN AGREEMENT AT THE HOURLY RATE IN EXHIBIT A, NOT TO EXCEED 10,000.00.	2001213029	2,920.50	2,920.50

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
			5	Computer	Check(s) For a Total of		29,356.14

	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
	5	Computer	Checks For a Total of	29,356.14
Total For	5	Manual, Wire Tran, ACH & Computer	Checks	29,356.14
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	29,356.14

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As of July 11, 2013, the board, by a _____ vote, approves payments, totaling \$19,084.09. The payments are further identified in this document.

Total by Payment Type for Cash Account, ASB WARRANTS OUTSTANDING:
Warrant Numbers 401256 through 401265, totaling \$19,084.09

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
401256	COLQUHOUN, MARGARET M	06/21/2013	SUPPLY REIMB	BALLONS, TISSUE RIBBON, HOOKS ROPE, TAPE	0	107.20	107.20
401257	ELITE ATHLETE SALES INC	06/21/2013	51033	2015- Track Elite Athlete 50 B Alum Javelin 35 G Alum Javelin	4061213326	436.00	436.00
401258	FOLLETT LIBRARY RESOURCES	06/21/2013	804356F-5	FOLLETT LIBRARY REOURCES: TINA RIDGE/BOOKS FOR LIBRARY (TINA WILL PLACE ORDER: REQ. FOR PO PURPOSE ONLY)	4031213010	186.49	186.49
401259	INK INC	06/21/2013	30615	2000- Athletics Department JV Award Certificates Ink Inc	4061213342	683.75	683.75
401260	JEAN F VONDERSCHEER	06/21/2013	PIZZA ITEMS	PIZZA PARTY FOR TEAM CHLOE IN JUNE -- VONDERSCHEER (COSTCO)	4021213029	124.90	124.90
401261	MEACHAM, MARY	06/21/2013	8TH GRADE PROMO	SUPPLIES FOR 8TH GRADE PROMOTION	0	125.75	125.75
401262	NANCY GRANT LEVCOVICH	06/21/2013	JOANN PAPER RIBBONS	JO-ANN PAPERS RIBBONS	0	22.98	22.98
401263	RIDDELL	06/21/2013	60206312	RECONDITIONING QUOTE FOR FOOTBALL HELMETS	4061213213	11,857.84	14,580.22
			60212684	See 2 Attached Quotes Quote 1-	4061213292	1,945.78	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				Decal \$802.26			
				Quote 2- Catalog			
				\$1943.89			
			95616423	See 2 Attached	4061213292	776.60	
				Quotes Quote 1-			
				Decal \$802.26			
				Quote 2- Catalog			
				\$1943.89			
401264	TACOMA PIERCE COUNTY VOLLEYBAL	06/21/2013	3039-C	volleyball ref	4051213076	516.80	516.80
				fees			
401265	VISION FILLERS INC.	06/21/2013	PRESENTATION 5/17/13	Prevention Team (4061213333	2,300.00	2,300.00
				YLC) Speaker for			
				Prom Promise			
				10 Computer	Check(s) For a Total of		19,084.09

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	10	Computer	Checks For a Total of	19,084.09
Total For	10	Manual, Wire Tran, ACH & Computer	Checks	19,084.09
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	19,084.09

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

As of July 11, 2013, the board, by a _____ vote, approves payments, totaling \$1,884.38. The payments are further identified in this document.

Total by Payment Type for Cash Account, PPT WARRANTS OUTSTANDING:
Warrant Numbers 700057 through 700063, totaling \$1,884.38

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
700057	JANET ROSE BETTINGER	07/03/2013	SCHATZ FUND TPEP		0	275.30	275.30
700058	JOY S MORIYAMA-YODER	07/03/2013	SCHATZ FUND	PESD DATA TEAMING	0	300.00	300.00
700059	KAREN LOUISE PARR	07/03/2013	SCHATZ FUND	TPEP	0	291.07	291.07
700060	LAPLANT, KYLIE JOANN	07/03/2013	SCHATZ FUND TPEP		0	275.19	275.19
700061	MERRITT LINDA NAOMI	07/03/2013	SCHATZ FUND REIMB	DATA TEAMING	0	278.06	278.06
700062	PEDDY, KAREN	07/03/2013	SCHATZ FUND WMEA	MUSIC SUPPLIES	0	229.38	229.38
700063	PERRY, ANNETTE C	07/03/2013	SCHATZ FUND REIMB	PESD- BUILDING STRONGER NUMBER SENSE WITH PLACE VALUE POWER	0	235.38	235.38
				7 Computer	Check(s) For a Total of		1,884.38

	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	1,884.38
Total For	7	Manual, Wire Tran, ACH & Computer	Checks	1,884.38
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	1,884.38

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As of July 11, 2013, the board, by a _____ vote, approves payments, totaling \$10,041.78. The payments are further identified in this document.

Total by Payment Type for Cash Account, ASB WARRANTS OUTSTANDING:
Warrant Numbers 401266 through 401285, totaling \$10,041.78

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

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
401266	CALATA, ERIN	07/03/2013	4	4004 Choir Voice Lessons ***Invoice Attached***	4061213355	160.00	160.00
401267	CREATIVE MATHEMATICS	07/03/2013	32473	3rd grade math supplies for S. Kozyra: from Kiwanis mini-grant	4031213021	190.30	190.30
401268	FIRST STUDENT INC	07/03/2013	10818536-ASB		0	1,394.00	1,394.00
401269	HANDS ON CHILDRENS MUSEUM	07/03/2013	1145	HANDS ON CHILDREN'S MUSEUM -- 1ST GRADE (all classes on 6/10)	4021213037	864.00	864.00
401270	HAYDEN, CHRISTINA MARIE	07/03/2013	PROPS FOR PLAY		0	9.34	9.34
401271	HOYE, MICHAEL	07/03/2013	PIANO ACCOMP	large group contest accompanist	4051213067	120.00	120.00
401272	JUNIOR LIBRARY GUILD	07/03/2013	RENEWAL	S.P. Junior Library Guild- Library Online Order	4041213006	1,026.00	1,026.00
401273	LAKES HIGH SCHOOL WRESTLING BO	07/03/2013	WARRIORS MAT TIME	2016- Wrestling 2012 Warriors Mat Time Holiday (22 Dec 2012)	4061213324	1,621.96	1,621.96
401274	LANDES, BONNIE JEANETTE	07/03/2013	JUICE BOXES		0	10.89	10.89
401275	LEUJAM	07/03/2013	1083	8th grade promotion DJ services	4051213085	299.95	299.95
401276	METRO PARKS OF TACOMA	07/03/2013	7057	POINT DEFIANCE ZOO -- KINDER FIELD TRIP (all	4021213035	1,639.28	1,639.28

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
401277	NORTHWEST CASCADE INC	07/03/2013	1-683953	classes) OPEN PO FOR THE 2012-2013 SCHOOL YEAR NOT TO EXCEED \$1,000.00	4061213056	124.50	124.50
401278	PREMIER MEMORIAL	07/03/2013	13-2209	3013 - Class of 2013 Premier Memorial - Brick Engraved *** Invoice Attached ****	4061213357	547.00	547.00
401279	SCHOOL NEWSPAPER ONLINE	07/03/2013	4634	annual fee for website fee for Pioneer website	4051213079	300.00	300.00
401280	SLATER, MICHAEL	07/03/2013	JUICE POP REIMB		0	52.43	52.43
401281	STEILACOOM SCHOOL DISTRICT	07/03/2013	261955-CATERING		0	142.00	142.00
401282	STUTZ, MIGUEL	07/03/2013	BAND TRIP REIMB		0	81.45	81.45
401283	TED BROWN MUSIC CO	07/03/2013	893442	Open P.O. Not to exceed \$200.00	4061213293	133.59	133.59
401284	THE LINEUP	07/03/2013	1208 1310	2082 Fastpitch The Line Up Softball Awards	0 4061213336	54.40 43.52	152.32
401285	WINNING SEASON	07/03/2013	M2013186 T2013080 T2013094	4011 Key Club- Sweatshirts Open P.O. for 2013 Not to exceed \$1000 4003- Cheer Winning Seasons Cheer Camp T-Shirts	0 4061213340 4061213346	54.40 45.40 438.15 689.22	1,172.77
				20 Computer	Check(s) For a Total of		10,041.78

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	20	Computer	Checks For a Total of	10,041.78
Total For	20	Manual, Wire Tran, ACH & Computer	Checks	10,041.78
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	10,041.78

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

As of July 11, 2013, the board, by a _____ vote, approves payments, totaling \$6,556.01. The payments are further identified in this document.

Total by Payment Type for Cash Account, CPF WARRANTS OUTSTANDING:
Warrant Numbers 200064 through 200066, totaling \$6,556.01

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
200064	EHSI	07/03/2013	30258	HAZMAT SURVEY AND STORAGE TANK ASSESSMENT, DO NOT FAX	2001213031	153.72	153.72
200065	TERRA ASSOCIATES, INC	07/03/2013	42047	GEOTECHNICAL REPORT STUDY, INTERNATIONAL PLACE, DUPONT	2001213017	2,777.29	2,777.29
200066	TRANSPORTATION	07/03/2013	7931	SUPPLEMENTAL TRANSPORTATION ANALYSIS ON DUPONT TRANSPORTATION FACILITY	2001213016	3,625.00	3,625.00
				3 Computer	Check(s) For a Total of	6,556.01	

	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	6,556.01
Total For	3	Manual, Wire Tran, ACH & Computer	Checks	6,556.01
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	6,556.01

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

As of July 11, 2013, the board, by a _____ vote, approves payments, totaling \$358,393.05. The payments are further identified in this document.

Total by Payment Type for Cash Account, GF WARRANTS OUTSTANDING:
Warrant Numbers 112375 through 112449, totaling \$358,393.05

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

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
112375	A HIGHER PLANE	07/03/2013	SCHOOL FLOOR MAINT	REFINISH FLOORS IN STEILACOOM HIGH SCHOOL MAIN & AUX GYMS & PIONEER MS GYM & FITNESS ROOM SCHEDULED TO BEGIN JUNE 12	101213104	6,561.28	6,561.28
112376	ACP DIRECT	07/03/2013	0162468	HEADPHONES FOR COMPUTER LAB	1461213095	442.95	442.95
112377	ALBERS & COMPANY INC	07/03/2013	1004	PROFESSIONAL SERVICE FEES FOR 12/13 SY. DO NOT FAX,	81213095	2,688.26	2,688.26
112378	ALBERTSONS	07/03/2013	6030375100161345MAY	SHS ALBERTSONS FOR FACSE. OPEN PO DO NOT EXCEED \$10,000.00	141213012	1,912.20	1,912.20
112379	AP EXAMS AP PROGRAM	07/03/2013	BOARD CODE481325	AP Test Exams Fees Total School Code - 481325 *** Complete Packet Sent to District Office 6/6/13 - Attn: Erin to prepare when payment is submitted ***	4311213156	16,321.00	16,321.00
112380	APEX LEARNING	07/03/2013	SOINV00032362	Web-Based courses	91213107	18,395.51	18,395.51
112381	BANK OF AMERICA	07/03/2013	507	OPEN PO FOR SERVICE FEE. DO NOT FAX	81213082	105.93	105.93

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
112382	BARGREEN ELLINGSON- TACOMA	07/03/2013	006029714	1 Refrigerator, reach-in, 1 section need delivery to Anderson Island Elementary; Anderson Island, WA	81213156	2,756.99	2,756.99
112383	CABANIT, MARIA	07/03/2013	MILEAGE MAY-JUNE	Open P.O. for the 2012-2013 school year (transporting to Birney Elementary in Tacoma): reimbursement for miles traveled.	91213054	732.24	732.24
112384	CAREER STAFF UNLMTD- SEATTLE	07/03/2013	28427-175067	Open PO for contracted staff services for the 2012 - 2013 school year.	91213040	3,284.00	6,936.00
			28427-175947	Open PO for contracted staff services for the 2012 - 2013 school year.	91213040	3,652.00	
112385	CARTRIDGE WORLD	07/03/2013	28939	Cartridge World open PO; limit \$500.00	2371213025	120.32	181.57
			29390	Cartridge World open PO; limit \$500.00	2371213025	61.25	
112386	CASEY MARIE WYATT	07/03/2013	MEAL REIMB STAFF SOCIAL	TPEP TRAINING COSTCO PURCHASE	0 0	9.89 10.21	20.10
112387	CDW-G, INC.	07/03/2013	CF93269	Backup Servers rack mount kits	111213028	95.27	368.94
			CG29598	Backup Servers rack mount kits	111213028	95.27	
			CH12538	Hard Drive Adapter and Wedge Mouse	111213033	27.82	
			CH71518	Hard Drive Adapter and Wedge Mouse	111213033	27.82	
			CJ07480	Hard Drive Adapter and Wedge Mouse	111213033	61.38	
			CJ07733	Hard Drive Adapter and Wedge Mouse	111213033	61.38	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
112388	CENTURYLINK QCC	07/03/2013	1263796777	OPEN PO FOR PPHONE SERVICES	81213078	315.71	315.71
112389	CHEVRON & TEXACO CARD SERVICES	07/03/2013	38287125	OPEN PO FOR FUEL. DO NOT FAX	81213050	23,075.19	23,075.19
112390	CLASSROOM DIRECT	07/03/2013	25159	SECOND GRADE SUPPLIES (HEBERT -- Cart #7774507487)	1621213098	66.65	66.65
112391	CLASSROOM DIRECT	07/03/2013	208110454331	B Humphrey: Classroom supplies	1461213080	129.52	129.52
112392	CONSOLIDATED ELECTRICAL DIST	07/03/2013	8541-743504	OPEN PURCHASE ORDER 2012-2013 ELECTRICAL SUPPLIES & PARTS	101213079	313.88	313.88
112393	CONSOLIDATED ELECTRICAL DIST	07/03/2013	8541-743698	OPEN PURCHASE ORDER 2012-2013 ELECTRICAL SUPPLIES & PARTS	101213079	500.48	1,325.21
			8541-744718	OPEN PURCHASE ORDER 2012-2013 ELECTRICAL SUPPLIES & PARTS	101213079	118.19	
			8541-745615	OPEN PURCHASE ORDER 2012-2013 ELECTRICAL SUPPLIES & PARTS	101213079	706.54	
112394	CREATIVE MATHEMATICS	07/03/2013	32472	3RD GRADE MATH SUPPLIES: ORDERED BY KOZYRA	1461213087	372.75	372.75
112395	CURRICULUM ASSOCIATES INC	07/03/2013	90222280	PHONICS CURRICULUM: MARK HILDERBRAND	1461213106	181.79	181.79
112396	DEMCO INC	07/03/2013	4954175	Digital Bar Cods Label/Double Stacked, Laminated	2371213078	80.72	80.72
112397	FIRST STUDENT INC	07/03/2013	10818536	OPEN PO FOR BUS CHARGES. DO NOT FAX PO.	81213057	106,138.86	105,503.04
			10818536-CREDIT	OPEN PO FOR BUS CHARGES. DO NOT FAX PO.	81213057	-635.82	
112398	FISHER SCIENCE EDUCATION	07/03/2013	68654524	01112750004310431- Science Dept Bob Mize (Don Morris) Eisco- Helical Wave Form	4311213136	169.99	169.99
112399	FLINN SCIENTIFIC	07/03/2013	1652980	Science Department - Carl	4311213135	428.60	428.60

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
112400	GARY L YOHO	07/03/2013	MILEAGE/MEAL 5/21/13	Jones and Alison Thomas Supplies 5/21/13 MILEAGE EVAL WORKSHOP AT PESD 5/21 BAJIO LUNCH W/WRKSHOP	0	60.63	79.92
			WINCO 5/22	5/22/13 WINCO SUPPLIES FOR SCHOOL EVENY	0	19.29	
112401	GENERAL ELECTRIC CAPITAL CORP	07/03/2013	58956810	OPEN PO FOR COPIER AT SALTAR'S POINT. DO NOT FAX	81213048	534.97	1,064.47
			58967174	OPEN PO FOR COPIER AT DISTRICT OFFICE. DO NOT FAX	81213045	529.50	
112402	GRAINGER	07/03/2013	9104257598	OPEN PURCHASE ORDER FOR 2012-2013 FOR SUPPLIES	101213110	770.62	1,204.94
			9113541883	OPEN PURCHASE ORDER FOR 2012-2013 FOR SUPPLIES	101213110	434.32	
112403	GRAVES, SARA COLLEEN	07/03/2013	MILEAGE MAY JUNE	5/17 ROTARY LUNCHEON TACOMA GOLD CLUB 5/18 PROM - TEMPLE THEATER 6/7 GRADUATION PRACTICE @ PLU 6/8 GRADUATION @ PLU 6/12 SCHOOL BOARD MEETING PIO	0	49.83	49.83
112404	HANSON, BRIAN TODD	07/03/2013	MILEAGE MAY JUNE	6/12 SCHOOL BOARD MEETING PIO, 6/8 GRADTUATION @ PLU, 6/7 GRAD PRACTICE PLU 6/3 AWSP LEADERSHIP TRAINING OLYMPIA, 5/18 PROM - TEMPLE THEATER	0	72.89	72.89
112405	HARRIS, MARCIA E	07/03/2013	7	Open PO for Professional Services - Fiscal System Analysis from 01/01/2013 to 06/30/2013	81213172	1,216.35	1,216.35

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
112406	J W PEPPER	07/03/2013	14491240	OPEN PO FOR SHEET MUSIC	4311213073	416.01	745.60
			14491243	OPEN PO FOR SHEET MUSIC	4311213073	65.70	
			14493583	OPEN PO FOR SHEET MUSIC	4311213073	9.84	
			14504585	OPEN PO FOR SHEET MUSIC	4311213073	107.31	
			14505345	OPEN PO FOR SHEET MUSIC	4311213073	98.56	
			14507330	OPEN PO FOR SHEET MUSIC	4311213073	48.18	
112407	J&I POWER EQUIPMENT INC	07/03/2013	150508	OPEN PURCHASE ORDER 2012-2013 FOR SUPPLIES	101213020	108.39	108.39
112408	JOSAHEHTARA, JYOTI	07/03/2013	1019	Vision Orientation and Mobility Services for JJ per IEP from April 1st through June, 2013. Amendment to Original Contract/PO	91213105	930.00	930.00
112409	JTEC EDUCATIONAL CONSULTANTS	07/03/2013	1314-12647	OPEN OP FOR MEDICAID MATCH	81213061	1,100.00	1,100.00
112410	JW PEPPER	07/03/2013	14491244	Open PO for band sheet music	2371213042	144.41	335.93
			14504586	Open PO for band sheet music	2371213042	105.12	
			14505349	Open PO for band sheet music	2371213042	65.70	
			14507329	Open PO for band sheet music	2371213042	20.70	
112411	LABORATORIES, COASTWIDE	07/03/2013	T2526083-2	OPEN PURCHASE ORDER 2012-2013 FOR CUSTODIAL SUPPLIES	101213008	16.72	5,523.04
			T2553152	OPEN PURCHASE ORDER 2012-2013 FOR CUSTODIAL SUPPLIES	101213008	41.68	
			T2553371	OPEN PURCHASE ORDER 2012-2013 FOR CUSTODIAL SUPPLIES	101213008	1,443.54	
			T2556579	OPEN PURCHASE ORDER 2012-2013 FOR CUSTODIAL SUPPLIES	101213008	90.51	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
			T2557074	OPEN PURCHASE ORDER 2012-2013 FOR CUSTODIAL SUPPLIES	101213008	26.87	
			T2557313	OPEN PURCHASE ORDER 2012-2013 FOR CUSTODIAL SUPPLIES	101213008	42.23	
			T2558073	OPEN PURCHASE ORDER 2012-2013 FOR CUSTODIAL SUPPLIES	101213008	932.05	
			T2558270	OPEN PURCHASE ORDER 2012-2013 FOR CUSTODIAL SUPPLIES	101213008	852.16	
			T2558270-1	OPEN PURCHASE ORDER 2012-2013 FOR CUSTODIAL SUPPLIES	101213008	14.80	
			T2558270-2	OPEN PURCHASE ORDER 2012-2013 FOR CUSTODIAL SUPPLIES	101213008	565.14	
			T2558270-3	OPEN PURCHASE ORDER 2012-2013 FOR CUSTODIAL SUPPLIES	101213008	286.82	
			T2558270-4	OPEN PURCHASE ORDER 2012-2013 FOR CUSTODIAL SUPPLIES	101213008	28.40	
			T2558296	OPEN PURCHASE ORDER 2012-2013 FOR CUSTODIAL SUPPLIES	101213008	58.42	
			T2558594	OPEN PURCHASE ORDER 2012-2013 FOR CUSTODIAL SUPPLIES	101213008	934.17	
			T2558594-1	OPEN PURCHASE ORDER 2012-2013 FOR CUSTODIAL SUPPLIES	101213008	74.03	
			T2558594-2	OPEN PURCHASE ORDER 2012-2013 FOR CUSTODIAL SUPPLIES	101213008	57.40	
			T2561224	OPEN PURCHASE ORDER 2012-2013	101213008	58.10	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
112412	LAKWOOD HARDWARE & PAINT	07/03/2013	352980	FOR CUSTODIAL SUPPLIES OPEN PURCHASE ORDER 2012-2013 FOR SUPPLIES	101213025	32.71	66.07
			353610	OPEN PURCHASE ORDER 2012-2013 FOR SUPPLIES	101213025	8.84	
			354860	OPEN PURCHASE ORDER 2012-2013 FOR SUPPLIES	101213025	24.52	
112413	LAKWOOD IRONWORKS	07/03/2013	LIC #94720	OPEN PURCHASE ORDER 2012-2013 FOR WELDING	101213118	585.29	585.29
112414	LEADER SERVICES	07/03/2013	WA06950	Open PO for Medicaid Billing Services for the 2012-2013 school year.	91213038	217.00	217.00
112415	LEMAY MOBILE SHREDDING	07/03/2013	3946879	DISTRICT WIDE SHREDDING OPEN PO. DO NOT FAX	81213079	50.00	50.00
112416	LOVE & LOGIC INSTITUTE	07/03/2013	INV000000447723	LOVE & LOGIC CURRICULUM W/ NOTEBOOKS: LANAE OLSON, COUNSELOR, WILL BE FACILITATING THE PROGRAM	1461213100	1,180.00	1,180.00
112417	MARK'S PLUMBING PARTS	07/03/2013	1227007	OPEN PURCHASE ORDER 2012-2013 FOR PLUMBING SUPPLIES	101213030	734.46	734.46
112418	MCCLELLAN, KELLY JEANNE	07/03/2013	AP TRAINING REIMB		0	213.42	213.42
112419	MILLER, MICHAEL J	07/03/2013	MILEAGE MAY JUNE	6/12 SPSL AD MEETING - SUMNER SCHOOL BOARD MEETING PIO, 6/8 GRADUATION PLU 6/4 D.O.F. FOR DO INTERVIEWS @ SALTAR'S, 5/18 PROM-TEMPLE THEATER	0	59.89	59.89
112420	MOUNTAIN ALARM	07/03/2013	770639	OPEN PURCHASE ORDER 2012-2013 FOR SECURITY & FIRE MONITORING	101213032	173.56	173.56
112421	NW DISPATCH, INC	07/03/2013	135	Taxi Service for out of District	91213099	925.50	925.50

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				Student for remainder of 2012-2013 school year.			
112422	O'REILLY AUTOMOTIVE, INC.	07/03/2013	2863-290925	OPEN PURCHASE	101213035	95.77	95.77
				ORDER 2012-2013 FOR AUTO SUPPLIES			
112423	OFFICE DEPOT	07/03/2013	661828067001	OPEN PO FOR	81213183	69.02	69.02
				DISTRICT (CENTRAL OFFICE) OFFICE SUPPLIES			
112424	PROCARE THERAPY	07/03/2013	5746225	Open PO for ProCare Therapy Inc. Contract RN for Cherrydale	91213091	930.00	2,092.50
			5764008	Open PO for ProCare Therapy Inc. Contract RN for Cherrydale	91213091	1,162.50	
112425	PUGET SOUND ENERGY	07/03/2013	200001934278	OPEN PO FOR GAS AND ELECTRICITY CHARGES. DO NOT FAX PO.	81213053	90.08	1,689.52
			200008146082	OPEN PO FOR GAS AND ELECTRICITY CHARGES. DO NOT FAX PO.	81213053	249.89	
			200018787412	OPEN PO FOR GAS AND ELECTRICITY CHARGES. DO NOT FAX PO.	81213053	1,270.49	
			200022057323	OPEN PO FOR GAS AND ELECTRICITY CHARGES. DO NOT FAX PO.	81213053	79.06	
112426	RAYMOND GEDDES & CO, INC	07/03/2013	231593	PARA SUPLPIES FOR STUDENTS: LINDA PEREZ	1461213084	106.83	106.83
112427	REALLY GOOD STUFF	07/03/2013	4280836	WRITING WORD JOURNALS FOR KINDERGARTEN: BETTINGER	1461213091	72.87	732.14
			4281395	KINDER SUPPLIES: BETTINGER	1461213096	301.61	
			4281567	NEW CLASSROOM SUPPLIES: MARK HILDERBRAND	1461213104	199.98	
			4281576	SYLVIA KOZYRA - 3RD GR TEAM SUPPLIES	1461213107	157.68	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
112428	RITA LYNN GORMAN	07/03/2013	BED BATH BEYOND JUNE	6/2/13 BED BATH & BEYOND 2 CURTAINS FOR MUSIC ROOM 6/10/13 BED BATH & BEYOND 1 CURTAIN FOR MUSIC ROOM	0	56.85	56.85
112429	SAYLOR, SUSAN KAY	07/03/2013	STARBUCKS	6/19/13 STARBUSCKS PROF. DEVELOPEMENT CLASS	0	26.82	26.82
112430	SCHOLASTIC INC	07/03/2013	6791936	Scholastic Reading Counts! Bronze medals	1401213024	46.99	46.99
112431	SCHOOL SPECIALTY	07/03/2013	208110454327	cart # 7774726917 1st grade supplies: Bettinger	1461213114	50.87	50.87
112432	SODEXO INC & AFFILIATES	07/03/2013	1000678153	OPEN PO FOR FOOD SERVICE. DO NOT FAX	81213113	96,845.94	96,845.94
112433	SOUND PEST MANAGEMENT	07/03/2013	0000183	OPEN PURCHASE ORDER FOR 2012-2013 FOR PESTICIDE SERVICES	101213097	109.40	191.45
			0000184	OPEN PURCHASE ORDER FOR 2012-2013 FOR PESTICIDE SERVICES	101213097	82.05	
112434	STATE AUDITOR'S OFFICE	07/03/2013	L98965	OPEN PO FOR AUDIT CHARGES REMAINDER OF 12-13. DO NOT FAX.	81213206	3,724.83	3,724.83
112435	TACOMA COMMUNITY COLLEGE	07/03/2013	456	12/13 RUNNING START OPEN PO.DO NOT FAX	81213153	543.48	543.48
112436	TACOMA SCHOOL DISTRICT	07/03/2013	IN00000555	Open PO for student enrollment in Tacoma School District for the 2012 - 2013 school year.	91213032	20,166.00	20,166.00
112437	TED BROWN MUSIC CO	07/03/2013	884438	Ted Brown Music (band) for instrument repairs and supplies	2371213081	43.79	182.86

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
			891246	Ted Brown Music (band) for instrument repairs and supplies	2371213081	139.07	
112438	TOWN OF STEILACOOM	07/03/2013	01-00720.0	OPEN PO FOR ELECTRICITY FOR STEILACOOM. DO NOT FAX PO.	81213054	751.83	13,096.10
			01-00727.0	OPEN PO FOR ELECTRICITY FOR STEILACOOM. DO NOT FAX PO.	81213054	2,201.50	
			04-00360.0	OPEN PO FOR ELECTRICITY FOR STEILACOOM. DO NOT FAX PO.	81213054	373.92	
			04-00361.0	OPEN PO FOR ELECTRICITY FOR STEILACOOM. DO NOT FAX PO.	81213054	1,138.18	
			04-01690.1	OPEN PO FOR ELECTRICITY FOR STEILACOOM. DO NOT FAX PO.	81213054	157.00	
			04-01692.0	OPEN PO FOR ELECTRICITY FOR STEILACOOM. DO NOT FAX PO.	81213054	110.89	
			05-00010.0	OPEN PO FOR ELECTRICITY FOR STEILACOOM. DO NOT FAX PO.	81213054	380.70	
			05-00020.0	OPEN PO FOR ELECTRICITY FOR STEILACOOM. DO NOT FAX PO.	81213054	432.18	
			05-00025.0	OPEN PO FOR ELECTRICITY FOR STEILACOOM. DO NOT FAX PO.	81213054	321.53	
			05-00030.0	OPEN PO FOR ELECTRICITY FOR STEILACOOM. DO NOT FAX PO.	81213054	552.23	
			05-00040.0	OPEN PO FOR ELECTRICITY FOR STEILACOOM. DO NOT FAX PO.	81213054	92.65	
			08-01800.0	OPEN PO FOR	81213054	138.37	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				ELECTRICITY FOR STEILACOOM. DO NOT FAX PO.			
			08-01805.0	OPEN PO FOR	81213054	16.88	
				ELECTRICITY FOR STEILACOOM. DO NOT FAX PO.			
			08-01810.0	OPEN PO FOR	81213054	6,428.24	
				ELECTRICITY FOR STEILACOOM. DO NOT FAX PO.			
112439	TRUSTEED PLANS SERVICE CORP	07/03/2013	0070873-IN	OPEN PO TRUSTEED	81213037	3,919.45	6,724.16
				PLANS SERVICE CORPS			
			0070978-IN	OPEN PO TRUSTEED	81213037	2,804.71	
				PLANS SERVICE CORPS			
112440	TUFF SHED INC	07/03/2013	574567	TUFF SHED, EMERGENCY SUPPLIES- PIONEER MS	81213207	3,073.88	3,073.88
112441	US BANCORP	07/03/2013	230426405	OPEN PO FOR COPIER LEASES FOR SALTAR'S POINT, STEILACOOM H.S., AND CHLOE CLARK. DO NOT FAX PO.	81213058	1,058.94	1,058.94
112442	WANDA A BETANCOURT	07/03/2013	MILEGE AND SUPPLIES		0	66.84	66.84
112443	WASBO	07/03/2013	18451	BUSINESS MANAGERS CONFERENCE 7/22-7/25/13 REGISTRATION FEE	81213212	425.00	425.00
112444	WASHINGTON TRACTOR	07/03/2013	211996	OPEN PURCHASE ORDER FOR SUPPLIES/REPAIRS 2012-2013	101213136	160.15	191.03
			212000	OPEN PURCHASE ORDER FOR SUPPLIES/REPAIRS 2012-2013	101213136	30.88	
112445	WEIGHT, KATHLEEN J	07/03/2013	5/13-6/8 TRAVEL REIMB	OPEN PURCHASE ORDER FOR MILEAGE NOT TO EXCEED \$500.00	181213064	184.20	208.50
			6/10-6/25 MIL REIMB	OPEN PURCHASE ORDER FOR MILEAGE NOT TO EXCEED \$500.00	181213064	24.30	
112446	WHITHAM, LAUREN ELIZABETH	07/03/2013	MIL REIMB JUNE/13		0	45.77	247.14
			MIL REIMB MAY/13		0	201.37	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
112447	WILLIAM T FRITZ	07/03/2013	MAY MILEAGE REIMB	Mileage for May 2013	281213034	271.27	271.27
112448	WOODWIND AND BRASSWIND	07/03/2013	ARINV17341535	Ukuleles-Shef grant	1401213023	324.00	324.00
112449	WRIGHT, ERIN ELIZABETH	07/03/2013	JUNE MILEAGE REIMB		0	61.75	61.75
				75 Computer	Check(s) For a Total of		358,393.05

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	75	Computer	Checks For a Total of	358,393.05
Total For	75	Manual, Wire Tran, ACH & Computer	Checks	358,393.05
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	358,393.05

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

As of July 11, 2013, the board, by a _____ vote, approves payments, totaling \$10,222.34. The payments are further identified in this document.

Total by Payment Type for Cash Account, GF WARRANTS OUTSTANDING:
Warrant Numbers 112450 through 112450, totaling \$10,222.34

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
112450	MASTERCARD CORP. CLIENTS PAYME	07/03/2013	0660			109.10	10,222.34
			0678			818.48	
			2210	FERRY TICKETS AND WALMART		355.90	
			4970	PUGET ESD		450.00	
			5618			75.83	
			5626	HOME DEPOT		57.30	
			5634	SHS MASTERCARD TO CHEAP TICKETS FLIGHT FOR CARL JONES PLTW TRAINING.	141213073	602.59	
			5634-1	SHS MASTERCARD FOR SUMMER WA ACTE CONFERENCE FOR RICHARD WHEELER AND KURT BETHMAN SEE ATTACHED REGISTRATION FORMS.	141213074	805.52	
			5634-2	BEST BUY AND CHIPOLTE		59.64	
			5638			225.98	
			5638-2			0.92	
			5642	GOOD WILL AND ALPHAGRAPHS		119.28	
			5642-3	SHS MASTERCARD FOR WORK BASED LEARNING TRAINING AT SSCC FOR TINA HAYDEN. NO MORE THAN \$250.00.	141213076	225.00	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				PLEASE SEE ATTACHED FORMS.			
			5646	Open P.O. Not Exceed \$600.00 Airfare for NAEOP Conference Arlington, VA July 21-27, 2013	4311213148	431.60	
			5646-1	NAEOP Conference Registration Arlington, VA July 21-27, 2013	4311213146	389.00	
			5646-2		0	209.01	
			5653	MIS TRES AMIGOS	0	36.55	
			5653-1		0	0.16	
			5679	P CARD - SUPPLIES FROM GENSCO	101213140	200.14	
			5679-1	SUPPLIES FROM OFFICE DEPOT	101213144	109.38	
			5679-2	FERRY TICKETS	0	68.60	
			5695	EVERNOTE.COM	0	88.18	
			5703	REQUISITION FOR P-CARD: BINDING MACHINE FOR CD WORKROOM N. McCLURE	1461213085	304.35	
			5703-1		0	492.97	
			6722	DRI	0	98.41	
			6748	CDWG	0	89.20	
			7359	FERRY TICKETS	0	100.00	
			7367	Open PO for Pierce Tansit Orca cards.	91213095	144.00	
			7367-1	FERRY TICKETS, SAFEWAY, AND MARKET PLACE	0	20.66	
			9270	RENTAL OF INFLATABLES FOR FIELD DAY	2371213124	1,726.66	
			9270-1		0	1,523.69	
			9997	OFFICE DEPOT, MICHAELS, CHRIS GIFTS	0	284.24	
			1	Computer	Check(s) For a Total of		10,222.34

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

As of July 11, 2013, the board, by a _____ vote, approves payments, totaling \$6,838.79. The payments are further identified in this document.

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

Warrant Numbers 401286 through 401286, totaling \$6,838.79

Secretary _____ Board Member _____

Board Member _____ Board Member _____

Board Member _____ Board Member _____

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
401286	MASTERCARD CORP. CLIENTS PAYME	07/03/2013	5634-3		0	32.82	6,838.79
			5638-1	ASB trip to Espresso by the Bay 5/23/2013	4011213002	69.95	
			5642-1		0	219.29	
			5646-3	2016 Wrestling Gsports Wrestling Supplies for Wrestling	4061213341	801.55	
			5646-4	2000- Athletics Albertson's for State Track Meets (May 23rd- 25th) Food Purchase not to exceed \$300.00 P-Card Use ***** DO NOT FAX	4061213335	292.67	
			5646-5		0	122.75	
			5646-6		0	902.55	
			5703-2		0	70.63	
			5711	P-CARD ** HOME DEPOT FOR PRESCHOOL SANDBOX	4021213038	205.00	
			9989	276 place ribbons for division track meet	4051213074	190.40	
			9989-1	tickets and parking fees for 8th grade Wild Waves Trip	4051213073	1,952.50	
			9997-1	3013- Class of 2013 - Kari	4061213315	1,015.00	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				Kissel A Stitch Above Class Banner *** Do Not Fax ****			
			9997-2	1000- ASB Airica Keller Sumner High School Leadership **** DO NOT FAX- P-Card Purchase ****	4061213319	170.00	
			9997-3	For Northwest Youth Leadership Conference 2 students to attend NWLC Camp	4061213337	500.00	
			9997-4	4061213361	4061213361	164.10	
			9997-5		0	129.58	
			1	Computer	Check(s) For a Total of		6,838.79

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	1	Computer	Checks For a Total of	6,838.79
Total For	1	Manual, Wire Tran, ACH & Computer	Checks	6,838.79
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	6,838.79

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

As of July 18, 2013, the board, by a _____ vote, approves payments, totaling \$143,320.93. The payments are further identified in this document.

Total by Payment Type for Cash Account, GF WARRANTS OUTSTANDING:
Warrant Numbers 112496 through 112533, totaling \$143,320.93

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
112496	ACE FIRE & SECURITY	07/15/2013	869884	ANNUAL FIRE ALARM TESTING & INSPECTIONS	101213134	773.46	2,649.67
			869885	ANNUAL FIRE ALARM TESTING & INSPECTIONS	101213134	902.55	
			869886	ANNUAL FIRE ALARM TESTING & INSPECTIONS	101213134	262.56	
			869887	ANNUAL FIRE ALARM TESTING & INSPECTIONS	101213134	711.10	
112497	ADVANCED EDUCATION, INC	07/15/2013	231959-041613	SHS ACCREDITATION 2013-14 SY	81213210	725.00	725.00
112498	BUCKEYE CLEANING CENTER	07/15/2013	747034	OPEN PURCHASE ORDER FOR CUSTODIAL SUPPLIES FOR 2012-2013	101213103	303.05	303.05
112499	CAREER STAFF UNLMTD- SEATTLE	07/15/2013	28427 -176634	Open PO for contracted staff services for the 2012 - 2013 school year.	91213040	3,862.00	6,369.50
			28427 -177311	Open PO for contracted staff services for the 2012 - 2013 school year.	91213040	2,507.50	
112500	CENTURYLINK	07/15/2013	206-Z2-0055 467B	OPEN PO FOR POHNE SERVICES	81213078	2,634.87	2,634.87
112501	CLOVER PARK SCHOOL DISTRICT- P	07/15/2013	6025	Clover Park Printing	4311213153	49.23	49.23

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
112502	COMCAST	07/15/2013	25875021	Business Cards OPEN PO FOR DISTRICT WIDE NETWORK. DO NOT FAX	81213043	6,284.43	6,284.43
112503	CTS	07/15/2013	2013060317	TELECOMMUNICATIONS SERVICES FOR THE 12/13 SY. OPEN PO. DO NOT FAX	81213077	29.02	29.02
112504	CULLIGAN	07/15/2013	201307380587	OPEN PURCHASE ORDER 2012-2013 FOR WATER	101213009	63.10	63.10
112505	CULLIGAN	07/15/2013	0029021	OPEN PO FOR WATER AT 511 CHAMBERS ST. DO NOT FAX TO VENDOR	81213039	37.02	42.35
			201307400885	OPEN PO FOR WATER AT 511 CHAMBERS ST - Add a cold water only unit to the HR/Student Services area	81213163	5.33	
112506	FAIRFAX HOSPITAL	07/15/2013	1198	Open P.O. for Fairfax Hospital/NWSOIL for out of district students for the 2012-2013 School Year.	91213029	17,650.00	17,650.00
112507	FRANKLIN PIERCE SD	07/15/2013	8880005074	Open PO for Franklin Pierce SD Student Enrollment for the 2012-2013 school year.	91213045	14,998.00	14,998.00
112508	GENERAL ELECTRIC CAPITAL CORP	07/15/2013	59011400	OPEN PO FOR COPIER AT CHLOE CLARK, ANDERSON ISLAND AND MAINTENANCE, DO NOT FAX	81213049	215.58	670.13
			59016095	OPEN PO FOR COPIER AT CHLOE CLARK, ANDERSON ISLAND AND MAINTENANCE, DO NOT FAX	81213049	299.41	
			59020799	OPEN PO FOR COPIER AT CHLOE CLARK, ANDERSON	81213049	155.14	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
112509	HANDWRITING WITHOUT TEARS	07/15/2013	75933-1	ISLAND AND MAINTENANCE. DO NOT FAX KINDER SUPPLIES:	1461213092	41.30	571.64
			759341-1	HANDWRITING W/O TEARS J BETTINGER 2ND & 3RD GRADE	1461213105	199.76	
			759353-1	WRITING/PRINTING:M ARK HILDERBRAND HANDWRITING W/O	1461213102	330.58	
112510	HAROLD LEMAY ENTERPRISES	07/15/2013	4026894	TEARS FOR KINDERGARTEN: BETTINGER ORDERED OPEN PO FOR	81213052	95.72	3,088.35
			4027501	DISTRICT WIDE GARBAGE. DO NOT FAX PO.	81213052	430.30	
			4027585	OPEN PO FOR DISTRICT WIDE GARBAGE. DO NOT FAX PO.	81213052	306.74	
			4027596	OPEN PO FOR DISTRICT WIDE GARBAGE. DO NOT FAX PO.	81213052	1,164.33	
			4027650	OPEN PO FOR DISTRICT WIDE GARBAGE. DO NOT FAX PO.	81213052	235.42	
			4027790	OPEN PO FOR DISTRICT WIDE GARBAGE. DO NOT FAX PO.	81213052	807.82	
			4028730	OPEN PO FOR DISTRICT WIDE GARBAGE. DO NOT FAX PO.	81213052	39.93	
			5033621	OPEN PO FOR DISTRICT WIDE GARBAGE. DO NOT FAX PO.	81213052	8.09	
112511	JUNIOR LIBRARY GUILD	07/15/2013	190039	SHEF Grant Junior Library Guild	1401213022	342.00	342.00
112512	K & L GATES	07/15/2013	2782732	PROFESSIONAL LAWYER SERVICES	81213094	1,476.00	2,649.50

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				FOR THE 12/13 SY. DO NOT FAX			
			2783296	PROFESSIONAL LAWYER SERVICES	81213094	207.00	
				FOR THE 12/13 SY. DO NOT FAX			
			2785385	PROFESSIONAL LAWYER SERVICES	81213094	966.50	
112513	KING COUNTY DIRECTORS ASSN	07/15/2013	3679612	DO NOT FAX OPEN PURCHASE ORDER 2012-2013	101213022	402.70	2,243.55
			3685434	FOR SUPPLIES FIRST GRADE SUPPLIES -- D. ROSS (KCDA #608004)	1621213082	19.80	
			3690937	CART#615575 (OFFICE & PE SUPPLIES)	1461213101	506.11	
			3690938	DO NOT FAX ORDER: music/office supplies CART # 610065	1461213093	258.89	
			3690940	Supplies for HAVERKAMP, Cart #609797 (req # PIO05101333)	2371213094	300.36	
			3690941	KCDA CART #61276 FOR DEREK BEAULIEU (REQ #PIO052008)	2371213095	755.69	
112514	KONE, INC	07/15/2013	221191972	OPEN PURCHASE ORDER 2012-2013 FOR ELEVATOR SERVICE	101213023	483.89	967.78
			221214819	OPEN PURCHASE ORDER 2012-2013 FOR ELEVATOR SERVICE	101213023	483.89	
112515	LABORATORIES, COASTWIDE	07/15/2013	T2564028	OPEN PURCHASE ORDER 2012-2013 FOR CUSTODIAL SUPPLIES	101213008	32.74	32.74
112516	LAKESHORE	07/15/2013	4193690613	Title I: Shawn Munsey Reading Comprehension	1461213082	325.82	325.82
112517	LAKESHORE LEARNING	07/15/2013	4193700613	KINDER CLASSROOM FURNITURE/SUPPLIES : BIANCA KIRBY	1461213090	2,693.56	2,693.56

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
112518	LEADER SERVICES	07/15/2013	WA07055	Open PO for Medicaid Billing Services for the 2012-2013 school year.	91213038	82.60	82.60
112519	LEMAY MOBILE SHREDDING	07/15/2013	4047686	DISTRICT WIDE SHREDDING OPEN PO. DO NOT FAX	81213079	100.00	251.30
			4047687	DISTRICT WIDE SHREDDING OPEN PO. DO NOT FAX	81213079	51.30	
			4047688	DISTRICT WIDE SHREDDING OPEN PO. DO NOT FAX	81213079	50.00	
			4047692	DISTRICT WIDE SHREDDING OPEN PO. DO NOT FAX	81213079	50.00	
112520	MITCHELL, WALTER S	07/15/2013	MILAEGE JUNE	6/12-6/20 SCHOOL BOARD MEETING PIO 6/26-6/27 OSPI GUIDANCE SUMMER INST OLY	0	62.83	62.83
112521	MOUNTAIN ALARM	07/15/2013	776785	OPEN PURCHASE ORDER 2012-2013 FOR SECURITY & FIRE MONITORING	101213132	1,446.00	1,446.00
112522	NORTHWEST CASCADE INC	07/15/2013	1066251	ANNUAL CLEAN & PUMP KITCHEN GREASE TRAP	101213139	361.02	1,736.10
			1066252	ANNUAL CLEAN & PUMP KITCHEN GREASE TRAP	101213139	164.10	
			1066253	ANNUAL CLEAN & PUMP KITCHEN GREASE TRAP	101213139	164.10	
			1066254	ANNUAL CLEAN & PUMP KITCHEN GREASE TRAP	101213139	609.28	
			1066332	ANNUAL CLEAN & PUMP KITCHEN GREASE TRAP	101213139	437.60	
112523	PIERCE COUNTY REFUSE	07/15/2013	4021961	OPEN PO FOR GARBAGE AND RECYCLING. DO NOT FAX PO.	81213056	153.46	1,105.34
			4023682	OPEN PO FOR GARBAGE AND RECYCLING. DO NOT FAX PO.	81213056	951.88	
112524	PROCARE THERAPY	07/15/2013	5772830	Open PO for	91213091	697.50	697.50

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
112525	PUGET SOUND ENERGY	07/15/2013	200002143960	ProCare Therapy Inc. Contract RN for Cherrydale OPEN PO FOR GAS AND ELECTRICITY CHARGES. DO NOT FAX PO.	81213053	6,835.86	11,182.08
			2000023874882	OPEN PO FOR GAS AND ELECTRICITY CHARGES. DO NOT FAX PO.	81213053	4,346.22	
112526	STEILACOOM SCHOOL DISTRICT	07/15/2013	REV TRACK 6/1-21	REV TRACK FEES TO BE REIMBURSED BACK INTO THE GENERAL FUND. DO NOT FAX	81213121	222.42	222.42
112527	TANNER ELECTRIC	07/15/2013	72131000	ELECTRIC CHARGES FOR ANDERSON ISLAND FOR THE 12/13 SY. DO NOT FAX.	81213108	328.78	328.78
112528	TARBOO ENTERPRISES LLC	07/15/2013	210	PROFESSIONAL SERVICES AGREEMENT - BUDGET & FINANCE OFFICE	81213209	5,070.00	12,675.00
			211	PROFESSIONAL SERVICES AGREEMENT - BUDGET & FINANCE OFFICE	81213209	7,605.00	
112529	TERI YOSHIKAWA	07/15/2013	208	Open P.O. for Teri Yoshikawa for the 2012-2013 School Year.	91213030	2,829.00	2,829.00
112530	TOTALFUNDS BY HASLER	07/15/2013	7900011002028325	POSTAGE FOR POSTAGE MACHINE 12/13 SY. DO NOT FAX.	81213110	1,933.33	1,933.33
112531	UNIVERSITY PLACE SD	07/15/2013	3070	Open PO for University Place SD Student Enrollment (two students) for the 2012-2013 school year.	91213055	42,971.00	42,971.00
112532	WASBO	07/15/2013	18473	PROFESSIONAL DEVELOPMENT - JIM BRITTAIN	81213214	175.00	175.00
112533	WITT COMPANY	07/15/2013	302858	District Wide	81213066	99.01	239.36

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
			304852	purchase order - Witt Company - District Wide	81213066	140.35	
				purchase order - Witt Company -			
				38 Computer	Check(s) For a Total of		143,320.93

	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
	38	Computer	Checks For a Total of	143,320.93
Total For	38	Manual, Wire Tran, ACH & Computer	Checks	143,320.93
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	143,320.93

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

As of July 18, 2013, the board, by a _____ vote, approves payments, totaling \$447.00. The payments are further identified in this document.

Total by Payment Type for Cash Account, ASB WARRANTS OUTSTANDING:
Warrant Numbers 401287 through 401294, totaling \$447.00

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	
401287	APPLING, CARRIE	07/12/2013	REFUND AP SWEATSHIRT	AP SWEATSHIRT REFUND	0	9.00	9.00	
401288	GALVAN, CAROL	07/12/2013	REFUND BABY PIC YB	BABY PICTURE OMITTED FROM YEARBOOK REFUND	0	20.00	20.00	
401289	GREGORIOUS, TIMBERLY	07/12/2013	AP CALC SWEATSHIRT	REFUND MATH CLUB/AP CALC SWEATSHIRT	0	25.00	25.00	
401290	LOUANN STALDER	07/12/2013	REFUND AP SWEATSHIRT	AP SWEATSHIRT REFUND	0	9.00	9.00	
401291	MUSIC, KIM	07/12/2013	1/29/13 CHOIR DRESS	1/29/13 REFUND CHOIR DRESS.	0	65.00	65.00	
401292	ORTEGA-ABSHER, CONSOLACION	07/12/2013	REFUND FULL PAGE YB	FULL PAGE YEARBOOK REFUND	0	275.00	275.00	
401293	SHEREE KAY ENGQUIST	07/12/2013	REFUND BABY PIC YB	BABY PICTURE OMITTED FROM YEARBOOK REFUND	0	20.00	20.00	
401294	WOLFGRAM, STEVEN	07/12/2013	CALCULUS SHIRT	REFUND CALCULUS SHIRT	0	24.00	24.00	
					8	Computer	Check(s) For a Total of	447.00

	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
	8	Computer	Checks For a Total of	447.00
Total For	8	Manual, Wire Tran, ACH & Computer Checks		447.00
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	447.00

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 July 18, 2013, the board, by a _____ vote, approves payments, totaling \$999.42. The payments are further identified in this document.

Total by Payment Type for Cash Account, GF WARRANTS OUTSTANDING:
Warrant Numbers 112451 through 112495, totaling \$999.42

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
112451	AKANA, JENNIFER	07/12/2013	STUDENT WITHDRAW	REFUND FOOD SERVICES FOR STUDENT WITHDRAW	0	3.10	3.10
112452	BAIRD, MARIA A. JESSICA	07/12/2013	REFUND WITHDRAW	REFUND FOOD SERVICES FOR STUDENT WITHDRAW	0	17.50	17.50
112453	BORMAN, RACHEL	07/12/2013	STUDENT WITHDRAW	REFUND FOOD SERVICES FOR STUDENT WITHDRAW	0	10.20	10.20
112454	BRUCE, WADE	07/12/2013	STUDENT WITHDRAW	REFUND FOOD SERVICES FOR STUDENT WITHDRAW	0	95.50	95.50
112455	BULLOCK, JUDY	07/12/2013	STUDENT WITHDRAW	REFUND FOOD SERVICES FOR STUDENT WITHDRAW	0	10.90	10.90
112456	CASSELLA, DAVID	07/12/2013	STUDENT WITHDRAW	REFUND FOOD SERVICES FOR STUDENT WITHDRAW	0	18.40	18.40
112457	COOK, BRENNAN	07/12/2013	STUDENT WITHDRAW	REFUND FOOD SERVICES FOR STUDENT WITHDRAW	0	21.80	21.80
112458	EKUAN, GORDEN	07/12/2013	REFUND WITHDRAW	REFUND FOOD SERVICES FOR STUDENT WITHDRAW	0	23.85	23.85
112459	ELIZONDO VEGA, HEATHER	07/12/2013	STUDENT WITHDRAW	REFUND FOOD SERVICES FOR STUDENT WITHDRAW	0	4.40	4.40
112460	ELKINS, PATRICIA	07/12/2013	STUDENT WITHDRAW	REFUND FOOD SERVICES FOR STUDENT WITHDRAW	0	6.00	6.00
112461	GAMBLE, CHRISTOPHER	07/12/2013	REFUND WITHDRAW	REFUND FOOD SERVICES FOR STUDENT WITHDRAW	0	13.30	13.30

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
112462	GILMORE, PATRICK	07/12/2013	STUDENT WITHDRAW	REFUND FOOD SERVICES FOR STUDENT WITHDRAW	0	8.05	8.05
112463	GLADDEN, LISA	07/12/2013	REFUND WITHDRAW	REFUND FOOD SERVICES FOR STUDENT WITHDRAW	0	23.50	23.50
112464	HARRIS, KRISTIE	07/12/2013	STUDENT WITHDRAW	REFUND FOOD SERVICES FOR STUDENT WITHDRAW	0	42.90	42.90
112465	HEWETT, JANICE	07/12/2013	STUDENT WITHDRAW	REFUND FOOD SERVICES FOR STUDENT WITHDRAW	0	12.55	12.55
112466	HULTQUIST, CRYSTAL	07/12/2013	STUDENT WITHDRAW	REFUND FOOD SERVICES FOR STUDENT WITHDRAW	0	4.00	4.00
112467	HUNT, STARLA	07/12/2013	REFUND WITHDRAW	REFUND FOOD SERVICES FOR STUDENT WITHDRAW	0	9.80	9.80
112468	HUYCK, ELIZABETH MARIE	07/12/2013	STUDENT WITHDRAW	REFUND FOOD SERVICES FOR STUDENT WITHDRAW	0	7.65	7.65
112469	IMBODEN, LACEY	07/12/2013	REFUND WITHDRAW	REFUND FOOD SERVICES FOR STUDENT WITHDRAW	0	6.80	6.80
112470	JONES, CLAIRE	07/12/2013	STUDENT WITHDRAW	REFUND FOOD SERVICES FOR STUDENT WITHDRAW	0	3.70	3.70
112471	JUDD, TRACY	07/12/2013	STUDENT WITHDRAW	REFUND FOOD SERVICES FOR STUDENT WITHDRAW	0	36.30	36.30
112472	JULIN, STUART	07/12/2013	STUDENT WITHDRAW	REFUND FOOD SERVICES FOR STUDENT WITHDRAW	0	14.95	14.95
112473	KIERMAYR, ROBERT	07/12/2013	STUDENT WITHDRAW	REFUND FOOD SERVICES FOR STUDENT WITHDRAW	0	48.50	48.50
112474	KNELL, ANDREW	07/12/2013	STUDENT WITHDRAW	REFUND FOOD SERVICES FOR STUDENT WITHDRAW	0	9.80	9.80
112475	LACTAON, DESIREE	07/12/2013	STUDENT WITHDRAW	REFUND FOOD SERVICES FOR STUDENT WITHDRAW	0	12.65	12.65
112476	LAYER, LAURA	07/12/2013	STUDENT WITHDRAW	REFUND FOOD SERVICES FOR STUDENT WITHDRAW	0	81.85	81.85
112477	LECOMPTE, KAREN	07/12/2013	STUDENT WITHDRAW	REFUND FOOD SERVICES FOR STUDENT WITHDRAW	0	5.60	5.60
112478	MARTINEZ, JOSE M	07/12/2013	STUDENT WITHDRAW	REFUND FOOD SERVICES FOR	0	11.00	11.00

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
112479	MCNABB, CHARLES	07/12/2013	STUDENT WITHDRAW	STUDENT WITHDRAW REFUND FOOD SERVICES FOR	0	23.00	23.00
112480	MITCHELL, KRISTI	07/12/2013	STUDENT WITHDRAW	STUDENT WITHDRAW REFUND FOOD SERVICES FOR	0	11.90	11.90
112481	NGUYEN, YEN	07/12/2013	REFUND WITHDRAW	STUDENT WITHDRAW REFUND FOOD SERVICES FOR	0	23.60	23.60
112482	O'CONNELL, THOMAS	07/12/2013	STUDENT WITHDRAW	STUDENT WITHDRAW REFUND FOOD SERVICES FOR	0	14.55	14.55
112483	PADILLA, ALEX	07/12/2013	STUDENT WITHDRAW	STUDENT WITHDRAW REFUND FOOD SERVICES FOR	0	13.40	13.40
112484	PAK, SARA	07/12/2013	STUDENT WITHDRAW	STUDENT WITHDRAW REFUND FOOD SERVICES FOR	0	11.20	11.20
112485	SALAS, ROBERTO	07/12/2013	STUDENT WITHDRAW	STUDENT WITHDRAW REFUND FOOD SERVICES FOR	0	37.60	37.60
112486	SATTERFIELD, LARA	07/12/2013	STUDENT WITHDRAW	STUDENT WITHDRAW REFUND FOOD SERVICES FOR	0	6.10	6.10
112487	SIEGL, MICHAEL	07/12/2013	STUDENT WITHDRAW	STUDENT WITHDRAW REFUND FOOD SERVICES FOR	0	7.20	7.20
112488	SMITH, ELIZABETH	07/12/2013	STUDENT WITHDRAW	STUDENT WITHDRAW REFUND FOOD SERVICES FOR	0	69.15	69.15
112489	TAIGAAFI, DEBORAH	07/12/2013	BAR CODE 230105	STUDENT WITHDRAW REFUND FOR LOST BOOK SCHOLASTIC KIDS ALMANAC	0	17.00	17.00
112490	TANNER, EVELYN	07/12/2013	STUDENT WITHDRAW	STUDENT WITHDRAW REFUND FOOD SERVICES FOR	0	91.00	91.00
112491	TROUPE, DANEA	07/12/2013	STUDENT WITHDRAW	STUDENT WITHDRAW REFUND FOOD SERVICES FOR	0	14.65	14.65
112492	WAKELAND, JAMES	07/12/2013	STUDENT WITHDRAW	STUDENT WITHDRAW REFUND FOOD SERVICES FOR	0	58.87	58.87
112493	WHITEHURST, DONNA	07/12/2013	STUDENT WITHDRAW	STUDENT WITHDRAW REFUND FOOD SERVICES FOR	0	5.60	5.60
112494	WILSON, CYNTHIA	07/12/2013	REFUND WITHDRAW	STUDENT WITHDRAW REFUND FOOD SERVICES FOR	0	19.80	19.80
112495	WINKLER-ELDREGE, ILKA	07/12/2013	REFUND WITHDRAW	STUDENT WITHDRAW REFUND FOOD	0	10.25	10.25

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				SERVICES FOR STUDENT WITHDRAW			
			45	Computer	Check(s) For a Total of		999.42

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	45	Computer	Checks For a Total of	999.42
Total For	45	Manual, Wire Tran, ACH & Computer	Checks	999.42
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	999.42

Steilacoom Historical School District Board of Directors

REGULAR BOARD MEETING

Date: July 18, 2013

TO: Members, Steilacoom Historical School District Board of Directors

ISSUE: ACTION Approval of Administrative Personnel Action

INFORMATION

BACKGROUND INFORMATION:

The attached report includes the authorization of an administrative stipend for high school summer school duties funded by LAP; required by unavailability of previously authorized staff

RECOMMENDED DECISION:

It is the recommendation of the Superintendent to approve the attached Administrative Personnel Action Report.

Report prepared by:

Superintendent Weight and Executive Director Student Services Beauchaine

Steilacoom Historical School District No.1
 Administrative Personnel Report

Personnel Report 7-12-13							
Name	Position	Hours	Location	Effective Date	Action	Stipend Amount	Comment
Casey Wyatt	Summer School Substitute Principal		High School	7/15/2013	Stipend	28 hours at per diem	LAP Funded

Steilacoom Historical School District Board of Directors

SPECIAL BOARD MEETING

Date: July 18, 2013

TO: Members, Steilacoom Historical School District Board of Directors

ISSUE: X **ACTION** Adoption of Personnel Action-Certificated
 INFORMATION

BACKGROUND INFORMATION:

Approval authorizes the approval of the hiring of two teachers, a counselor, a psychologist and a .5 FTE nurse. The report also includes the resignation of one teacher.

A list of those covered by this action is attached.

RECOMMENDED DECISION:

It is the recommendation of the Superintendent that the Board adopt the attached Personnel Action as presented.

Report prepared by: Kathi Weight, Superintendent & Susanne Beauchaine, Executive Director Student Services

Steilacoom Historical School District No. 1
 Certificated Personnel Report

Personnel Report 7-18-13							
Name	Position	FTE	Location	Effective Date	Actions	Stipend Amount	Comment
Lakin Mary-Hope	Counselor	1.00	High School	8/29/2013	New Hire		
Gozalo Jeannette	Teacher(Special Ed/ELL)	1.00	Pioneer	8/29/2013	New Hire		
Anderson Erin	Teacher (Math)	1.00	High School	8/29/2013	New Hire		
Loether Erin	Nurse	0.50	Cherrydale	8/29/2013	New Hire		
Halladay Chris	Psychologist	1.00	Pioneer/High School	8/29/2013	New Hire		
Colquhoun Margaret	Teacher (3rd - 5th)	1.00	Anderson Island	6/26/2013	Resignation		

Steilacoom Historical School District Board of Directors

SPECIAL BOARD MEETING

Date: July 18, 2013

TO: Members, Steilacoom Historical School District Board of Directors

ISSUE: X ACTION Adoption of Personnel Action - Classified
 INFORMATION

BACKGROUND INFORMATION:

Approval of the attached personnel action provides for issuance of classified non-supervisory employment. Consistent with the Fair Labor Standards Act, employees are classified and complete a timesheet.

The report includes the resignation of the District Substitute Coordinator and hiring of District Student Services Record Clerk.

RECOMMENDED DECISION:

It is the recommendation of the Superintendent that the Board adopt the attached Personnel Action as presented.

Report prepared by: Kathi Weight, Superintendent, Executive Director Student Services
Susanne Beauchaine

Stellacoom Historical School District No. 1
Classified Personnel Report

Personnel Report 7-12-13							
Name	Position	Hours	Location	Effective Date	Action	Stipend Amount	Comment
Jutta DeFlicht	Sub Coordinator	3	District	6/12/2013	Resignation		
Jutta DeFlicht	Student Services Record Clerk	3	District	8/29/2013	New Hire		

06/27/2013 13:58 FAX

TO: W. Wells J.W. 002

FIELD TRIP REQUEST FORM

THIS FORM MUST BE COMPLETED AND APPROVED TWO WEEKS PRIOR TO THE EVENT

School Steilacoom High Destination Great Wolf Lodge WA camp
 Applicant Sartore Depart Date 8-15-13 Time: 9am
 Date of Application 6-27-13 Return Date 8-8-13 Time: 12pm

PURPOSE OF TRIP: (Learning Objective) The cheerleading team will learn
 Itinerary: new skills and focus on team bonding and
leadership

Person in Charge Sartore Type of Event (parade, contest, etc.) Camp
 Number of Teacher chaperones 1
 Number of Chaperones 1
 Number of Participating Students 13 Groups participating (orchestra, debate team, etc.) Cheer

TRANSPORTATION: Type Parents Car Pool Cost \$ ---
 (School bus, chartered bus, ferry, etc.)

HOUSING Type Resort/Hotel Cost \$ ---
 (Motel, hotel, dorm, private home, etc.)

FOOD: Group Meals Provided by Resort cost \$ --- 343/person
 (Number) but we have
a credit so

OTHER COSTS: (Sightseeing, entrance fee, extra insurance coverage, etc.) we will only
be paying for
 Total Trip Cost: \$ 4,116 11 students
+ 1 coach

SOURCE OF FUNDS:
 Building Budget Account # _____ Cost \$ _____
 Student Body Account # Cheer Cost \$ 4,116
 Individual Students _____ Cost \$ _____
 Other _____ Cost \$ _____
 Signature of Person in Charge Pat Sartore

SCHOOL BUS NEEDED? Complete school bus transportation form and submit along with this form.

TEACHER: Keep a copy of this form. Submit to Mrs. Schiller who will forward to appropriate administrator 20 days prior to the activity.

Administrator's Signature of Approval: [Signature] Date: 6/27/13
 Return this signed form to Mrs. Schiller Immediately

PROFESSIONAL SERVICES PROPOSAL

June 28th, 2013

*Greene Gasaway pllc
PO Box 4158
Federal Way, WA 98063*

**For Steilacoom Historical School District No. 1
Administrative Center Relocation
Construction Program Management Services**

Overview

1. Program Manager shall provide professional construction program management services for the relocation of the Steilacoom Historical School District's Administration Center.
2. Services will be provided to manage the activities performed under the architect and prime contractor's agreements.
3. Services will be provided at the Program Manager's office and at locations within the District.

Description of Project

1. Modernization of the 1918 Building.
2. Retention of the 1990's PBC facility.
3. Demolition of the gymnasium and 1960's buildings.
4. On-site parking for approximately 20 to 40 vehicles.
5. Off-site improvements are anticipated to be performed by the Town of Steilacoom.

Costs

1. Maximum Allowed Construction Cost (MACC) is \$1,892,000.
2. Maximum Project Cost (MPC) is \$3,150,000.

Permitting

1. Permitting is anticipated to include SEPA and land-use approval process.

Schedule

1. The project is anticipated to advertise to bid in approximately 3 months.
2. Construction is anticipated to take 4 to 5 months from start to substantial completion.
3. Program Manager's services will commence immediately and are anticipated to be complete approximately 3 months after substantial completion or upon Final Completion.

BASIC SERVICES

General

1. Monitor project schedule and report deviations.
2. Monitor project budget and report deviations.
3. Assist Owner in identifying user groups.
4. Assist district with community outreach.

5. Identify necessary Owner meetings.
6. Coordinate Owner requested meetings.
7. Attend meetings and presentations where needed or requested by District.
8. Advise on appropriate action where needed or requested by District.
9. Respond to District and consultant requests for information.
10. Maintain project files.
11. Route correspondence and meeting minutes.
12. Coordinate work of consultants.
13. Provide reports as requested.

Pre-design (performed under separate agreement)

1. Assist with selection of specialty consultants.
2. Solicit proposals from specialty consultants.
3. Assist in preparation of specialty consultant contracts.
4. Identify authorities having jurisdiction.
5. Review and advise on the program.
6. Work with design team and others to establish timelines and milestones.
7. Work with design team and others to establish project budget.
8. Advise on appropriate action where needed or requested by District.

Design

1. Conduct periodic meetings to assess design progress.
2. Review design for compliance with program.
3. Review project with Town of Steilacoom at appropriate milestones.
4. Review construction documents periodically for constructability, clarity, and coordination.
5. Ensure work provided by specialty consultants is incorporated into documents.
6. Review cost estimates developed by consultants.
7. Advise on selection of materials, colors, systems and methods of delivery.
8. Assist design team in preparation of phasing plans where necessary.
9. Review recommendations for alternates.
10. Review construction contract agreements.
11. Review general requirements and supplemental and special conditions.
12. Advise on appropriate action where needed or requested by District.

Bid & Award

1. Review bid package for clarity, consistency and completeness.
2. Assist in generating bidder interest.
3. Assist in preparation and placement of advertisements and notices.
4. Assist consultants in coordinating printing and distribution of bid documents.
5. Review addendum and substitution requests.
6. Attend pre-bid meetings.
7. Assist in bid opening.
8. Evaluate bids including alternates.
9. Assist in resolution of bid disputes.
10. Provide recommendation for award.
11. Assist with review of insurance and bonds.
12. Monitor execution of construction contracts.
13. Advise on appropriate action where needed or requested by District.

Construction

1. Verify permits required to commence work have been issued.
2. Attend regularly scheduled construction meetings and report on significant issues.
3. Review contractor's schedule of values and applications for payment.
4. Review submittals when requested.
5. Perform periodic site visits and record observations.
6. Monitor special inspections and testing and review reports.
7. Monitor contractor's progress and prepare status reports when requested.
8. Review contractor's contract modification costs and time extension requests.
9. Evaluate claims.
10. Advise on appropriate action where needed or requested by District.

Occupancy

1. Monitor move-in activities.
2. Assist in coordinating start-up and training activities.
3. Verify occupancy permits have been obtained.
4. Review as-builts, operation and maintenance manuals and warranties.
5. Assist in verifying delivery of extra stock, spare part and specialty tools.
6. Assist in verifying final payment conditions are met.
7. Provide recommendation for final acceptance.
8. Monitor warranty issues.
9. Attend 1-year warranty walk-through.
10. Advise on appropriate action where needed or requested by District.

ADDITIONAL SERVICES (Services not included in proposed fee)

1. Services due to significant changes in project size, cost, funding, quality, complexity, schedule or location.
2. Services to replace work due to fire, earthquake or other causes.
3. Services due to termination or default of consultants or contractor or by major deficiencies in the work of the contractor.
4. Evaluating contractor claims exceeding 1% of the MACC.
5. Detailed audit trails and continuous monitoring of construction activities.
6. Services in connection with arbitration or legal proceedings except where program manager is party thereto.
7. Services to mitigate delays due to circumstances beyond the Program Manager's control.
8. Investigating existing conditions and accuracy of as-built drawings.
9. Selection, procurement and installation of furnishings, equipment and technology.
10. Preparation of a detailed move plan and coordinating related activities.
11. Services related to future facilities, systems and equipment.
12. Services not otherwise included in this agreement.

Owner to

1. Provide detailed accounting of encumbrances and expenditures.
2. Provide legal services for contracts, claims resolution, litigation and similar needs.
 - A. Provide Instructions to Bidders, General Conditions of the Contract and the Form of Agreement between the Owner and Contractor for Construction.
 - B. Contract between Owner and Architect for Design Services.
3. Provide insurance requirements for consultants, vendors, contractors and others where necessary.
 - A. Provide review of insurance certificates where necessary.
4. Contract directly for services of specialty consultants.
 - A. GGA to provide Professional Service Agreement (PSA) template for review.
5. Make payment for permits and fees.
6. Issue Notice of Intent to Award and Notice to Proceed.

Owner Contracted Specialty Consultants

1. Boundary, Topography, utility and surface feature survey.
2. Geo-technical report and construction inspection services.
3. Hazardous materials survey, bid documents and construction inspection services.
4. SEPA preparation and processing services where needed.
5. Structural construction testing and inspections services.

Reimbursables

1. See attached EXHIBIT A.
2. Anticipated cost of reimbursables is \$2,500 and is included in fee.

Hourly Rates

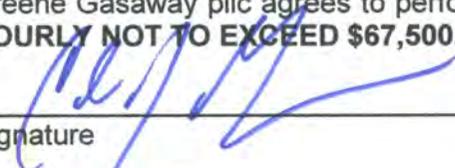
1. See attached EXHIBIT A.

Notes

1. Payment is due in full within 30 days of date of invoice.
2. Interest rate of 1-1/2 % per month will be added to all accounts past due 30 days.
3. Work shall be stopped on all accounts 30 days past due.

Proposed Fee

Greene Gasaway pllc agrees to perform the services described above under Basic Services
HOURLY NOT TO EXCEED \$67,500.00.



 Signature

28 Jun 13

 Date

Client Acceptance

Signature below indicates your acceptance of the scope of services provided and terms and conditions as described.

 Signature

 Date

greenegasaway

July 16, 2013

Kathi Weight
Superintendent
Steilacoom Historical School District No. 1
510 Chambers Street
Steilacoom, WA 98388

RE: SHSD Administration Center Project Architectural / Engineering Services

Ms. Weight,

On July 12th we received the attached proposal from Erickson McGovern Architects to provide design services for the Steilacoom Historical School District Administration Center Project. The fee proposal has been broken into three scopes:

Basic Services:	\$287,089.00
Basic Services - Alternate Design:	\$ 25,128.00
Reimbursable Allowance:	<u>\$ 12,000.00</u>
Total	\$324,217.00

We have reviewed the proposal and find it comparable to other projects we have worked on and recommend acceptance. The amounts are within your allocated funds.

Once approved, we will proceed to get an agreement signed by Erickson McGovern Architects in the amount of \$324,217.00.

If you have any questions please contact me @ 253-941-4937.

Sincerely,



Calvin Gasaway

Cc: Raymond Mow, AIA

July 12, 2013

Calvin Gasaway
Greene Gasaway
P.O. Box 4158
Federal Way, WA 98063

Re: **Steilacoom Historical School District – SHSD Administration Center Project
Architectural / Engineering – Services Fee Proposal**

Calvin,

We respectfully submit our fee proposal for design services to facilitate the Steilacoom Historical School District Administration Center Project. This fee proposal is based from the recently completed planning & study endeavor conducted for this project, resulting in a defined scope and budget constraints that were reviewed and approved by the School Board. In addition, we have incorporated the School Boards intent of having the project permitted and released to bid as soon as possible.

As discussed, our basic services include Architectural, Structural, Mechanical and Electrical. We have included Civil Engineering, Landscape Architectural and Hardware as additional other consultants.

Basic Services Scope Summary:

- Renovate to the extent approved, the existing 1918 Pioneer Middle School into the new School District Administration Building.
- Add restroom facilities with modified access to the PDC building.
- Demolition of existing buildings and provide site improvements to support building improvements.

Basic Services Proposal (including additional consultants, including SEPA support, conformed drawings and as-built record drawings): **\$287,089.00**. Please refer to attachment A1.

In addition, we have identified a budget for reimbursables relative to the basic services fee: **\$12,000.00**. Please refer to attachment A1.

Basic Services for Alternate Bid Scopes Summary:

- Provide acoustic improvements to the PDC meeting space.
- Provide replacement windows conforming to historical aesthetics at the 1918 building.
- Construct an elevator in the 1918 building. Foundation design for the elevator shall be base bid.



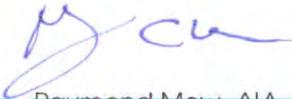
Basic Services Proposal for Alternate Bids (conformed drawings and as-built record drawings shall be provided at no additional fee): **\$25,128.00** Please refer to attachment A2.

We have also included the fee proposal from AHBL engineers, attachment A3, who will be performing the Civil and Landscaping design services for this project. Please review and let me know if you have specific questions.

In order better achieve the desired expedited schedule as outlined by the School Board, we have aggressively begun work. Please provide confirmation that this proposal has been accepted by the district and that a Purchase Order will be forthcoming.

If you have any questions, please let me know.

Sincerely,



Raymond Mow, AIA
Principal

A/E DESIGN FEE SUMMARY SHEET - July 9, 2013
Steilacoom Historical School District - District Administration Project - BASIC SERVICES

1. MACC - Additions/New Construction	=	\$0
N/A		
Basic Services Fee - Additions / New Construction		
\$0 + 7.0 % WSST	x	N/A
	=	\$0
MACC - Modernizations		
Fee based on most current cost estimate dated \$1,890,010 including reductions as directed by the School Board.		
Basic Services Fee - Modernizations		
\$1,890,010 + 7.0 % WSST	x	11.5% Fee
	=	\$217,351
2. Other Consultants:		
Civil Engineer (AHBL)		\$35,000
Landscape Architect (AHBL)		\$12,180
Kitchen Consultant		\$0
Acoustical Consultant		\$0
Hardware Consultant (Adams)		\$3,000
3. Additional Design Services:		
A. SEPA/Land Use Permitting Support (EM/A)		\$1,500
B. Communication System Design (BCE)		\$0
C. Stage Lighting & Sound System (BCE)		\$0
D. Conformed Set Drafting		
Architectural		\$1,200
Structural		\$1,000
Mechanical / Electrical		\$1,200
Civil		\$1,500
Landscape		\$500
E. As-Built Record Drawings		
Architectural		\$1,500
Structural		\$1,000
Mechanical / Electrical		\$1,200
Civil		\$2,500
Landscape		\$500
4.		
Mark-up on Consultant Services	\$59,580 @	10%
TOTAL BASIC SERVICE FEES:		\$287,089
Reimbursable budget (T & M PER AGREEMENT)		\$12,000
TOTAL BASIC SERVICE FEES WITH ESTIMATED REIMBURSABLES		\$299,089

█ denotes items for mark-up of consultant services
 Excluded Services: State Review fees for (Electrical) L&I and (Energy) LCCA, and Pierce County additional review and permit fees for Septic and Health

A/E DESIGN FEE SUMMARY SHEET - July 9, 2013
Steilacoom Historical School District - District Administration Project - ALTERNATE BID SERVICES

Attachment "A2" - Page 1 of 1

1. MACC - Additions/New Construction	=	
N/A		\$0
Basic Services Fee - Additions / New Construction	x	
\$0 + 7.0 % WSST		N/A
	=	\$0
 MACC - Modernizations		
Fee based on most current cost estimate of alternate bids. (PDC Acoustics \$10,091.00, Windows \$67,000.00 & Elevator \$141,415.00) Conformed drawings and as-built drawings shall be included in project at no additional fee.		
Basic Services Fee - Modernizations	x	
\$218,506 + 7.0 % WSST		11.50% Fee
	=	\$25,128
 2. Other Consultants:		
Civil Engineer (AHBL)		\$0
Landscape Architect (AHBL)		\$0
Kitchen Consultant		\$0
Acoustical Consultant		\$0
Hardware Consultant (Adams)		\$0
 3. Additional Design Services:		
A. SEPA/Land Use Permitting Support (EMA)		\$0
B. Communication System Design (BCE)		\$0
C. Stage Lighting & Sound System (BCE)		\$0
D. Conformed Set Drafting		\$0
Architectural		\$0
Structural		\$0
Mechanical / Electrical		\$0
Civil		\$0
Landscape		\$0
E. As-Built Record Drawings		\$0
Architectural		\$0
Structural		\$0
Mechanical / Electrical		\$0
Civil		\$0
Landscape		\$0
 4. Other Services:		
Mark-up on Consultant Services		\$0
\$0 @ 10%		\$0
		\$25,128

denotes items for mark-up of consultant services

Excluded Services: State Review fees for (Electrical) L&I and (Energy) LCCA, and Pierce County additional review and permit fees for Septic and Health



July 8, 2013

Mr. Ray Mow
Erickson McGovern, PLLC
101 East 26th Street, Suite 300
Tacoma, WA 98421-1108

Project: Stellacoom Historic School District Administration Building
AHBL No. 2130081.10/.40
Subject: Proposal for Civil Engineering and Landscape Architecture

Dear Ray:

Thank you for the opportunity to submit this proposal for civil engineering and landscape architecture services for the remodel of the historic Pioneer Middle School building into district administration offices. We look forward to continuing our work with you on this interesting project.

This proposal is based on the site plan developed during the programming and budgeting phase. We understand the project includes remodeling the 1910s building as the administration office, and demolishing the 1950s and 1960s buildings to allow for other site features such as a 20-stall parking lot, open space, and landscaping. This phase of the work includes permit and construction documents, as well as support during bidding and construction.

Civil Engineering – 2130081.10

Civil Engineering Design (Basic Services) – Task 1.1

1. Prepare a base map for engineering drawings using an architectural site plan furnished by you, topographic survey, and record drawings.
2. Prepare plans and calculations for a Temporary Erosion and Sedimentation Control Plan and prepare a Construction Stormwater Pollution Prevention Plan (CSWPPP). If more than one acre of site area is disturbed, the National Pollutant Discharge Elimination System (NPDES) General Permit for Construction will be required. If this threshold is triggered, we will assist you as necessary with applying for the NPDES permit. Public notice publication costs are excluded and will be billed directly to the school district.
3. Prepare plans for a site utility demolition plan.
4. Prepare plans and calculations for a site grading and paving plan for a 20-stall parking lot with a bid alternate for additional stalls. This scope of work will not include earthwork calculations. We have included the design of retaining walls or rockeries less than 4 feet in height.

Civil Engineers

Structural Engineers

Landscape Architects

Community Planners

Land Surveyors

Neighbors

TACOMA

2215 North 30th Street
Suite 300
Tacoma, WA 98403-3350
253.383.2472 TEL
253.383.2572 FAX

www.ahbl.com



5. Prepare plans and calculations for a storm drainage plan. This scope of work includes a design to meet the Town of Stellacoom current drainage requirements, which is the 2012 Department of Ecology Stormwater Design Manual for Western Washington (DOE Manual). Because the proposed improvements will replace more than 10,000 square feet of impervious area, flow control will be required. This plan will address:
 - a. Onsite stormwater runoff collection of roof drains and area drains within the courtyard.
 - b. Flow control through infiltration, detention, or a combination of both. Initially we will meet with Public Works staff and suggest an exemption from flow control based upon a reduction in the impervious area. If our request is not accepted, we will design either an infiltration or a detention system based on the site soils.
 - c. Treatment for replaced or additional impervious area subject to vehicles, such as the proposed parking lot under the base bid and the alternate bid.
 - d. Drainage report.
6. Prepare an onsite surfacing plan including driveways, pavement markings, minor sidewalk repairs, and horizontal layout.
7. Prepare an opinion of probable construction costs for the civil features.
8. Prepare three-part CSI format technical specifications for civil site work.
9. Coordinate with you, the design consultants, and the owner during design, and attend design meetings. We will attend a pre-application meeting with Town of Stellacoom. Additionally, we will provide locations and requirements for test pits to be addressed by the geotechnical engineer. This scope assumes 16 hours.
10. Coordinate with the governing agency during design and revise the plans as required by agency review. This task includes meetings with you to review agency comments. We have allowed for the standard agency redline comments in our fee proposal. However, if the agency requests changes that contradict their design standards or any information they furnished at a pre-design conference, this may result in a change of scope.
11. We will submit progress drawings, an opinion of probable costs, and a narrative at the end of the Schematic Design (SD), Design Development (DD), and Construction Document (CD) Phases. The following products will be prepared at the end of the CD Phase:
 - Cover Sheet
 - Horizontal Control, Site Paving and Markings Plan
 - TESC Plan
 - Site and Utility Demolition Plan
 - Drainage Plan
 - Grading Plan
 - ESC Notes and Details
 - Notes and Details
 - Drainage Report and CSWPPP





- Civil Site Work Technical Specifications
- Cost Estimate

Construction Phase Services – Task 12

12. Assist the owner/client during construction to ensure the Intent of the design is being met. This will include occasional site visits, attendance at meetings as requested, responding to contractor questions as they relate to the design, and final punchlist inspection.
13. Review the contractor's as-built drawings and prepare agency-required record drawings at the end of construction, together with a Letter of Completion, if required by the lead agency.

Reimbursable Expenses – Task 90

14. Reimbursable expenses such as mileage and reprographics. This scope of work will be billed on a time and expense basis.

Landscape Architecture – 2130081.40

It is our understanding that landscape improvements are to include parking lot landscaping and renovation of landscaped areas disturbed during the site improvements.

Landscape Design Services – Task 00

1. Perform site visit and reconnaissance to photograph and review miscellaneous site elements and surrounding conditions.
2. Meet with design team for project development and coordination. This scope of work allows 6 hours for meeting time and coordination during all phases of the project.
3. Research Town of Stellacoom code requirements for project development.
4. Prepare schematic site planting plan for review with the client and owner.
5. Prepare permit set with site planting and irrigation plan and associated details.
6. Prepare opinion of probable costs for all design phases.
7. Prepare outline specifications during the SD phase, and three-part CSI technical specifications for landscape, irrigation, and miscellaneous site furnishings related work for project implementation during the CD phase.
8. Revise the plans as required by agency review.

Construction Phase Services – Task 41

9. Attend kick-off meeting. This scope of work allows 2 hours.





10. Respond to contractor initiated questions during construction as they relate to the design. This scope of work allows 4 hours.
11. Assist the owner/client during construction to ensure the intent of the design and landscape standards are being met. This scope of work includes a total of four site visits: two site visits for planting review and two site visits for irrigation.

Reimbursable Expenses -- Task 90

12. Reimbursable expenses such as mileage and reprographics. This scope of work will be billed on a time and expense basis.

Billing Summary

<u>Item</u>	<u>Description</u>	<u>Task No.</u>	<u>Amount</u>
Civil Engineering - 2130081.10			
Items 1-11	Civil Engineering Design (Basic Services)	T-11	\$28,500
Items 12-13	Construction Phase Services (50 hrs)	T-12	6,500
Item 14	Reimbursable Expenses	T-90	<u>T&E</u>
Civil Engineering Total			\$35,000
Landscape Architecture - 2130081.40			
Items 1-8	Landscape Design Services	T-00	\$10,800
Items 9-11	Construction Phase Services (10 hrs)	T-41	1,380
Item 12	Reimbursable Expenses	T-90	<u>T&E</u>
Landscape Architecture Total			\$12,180
GRAND TOTAL (does not include T&E Items)			\$47,180

You may not want us to provide some of the services listed. We can discuss these services and the number of hours with you, and make adjustments as necessary.

Some of the tasks listed are influenced by factors outside of our control. Based on our experience, we have estimated the number of hours required to complete these tasks. During the course of the project, if it is determined that more hours are required to complete any of these tasks due to circumstances outside of our control, we will notify you immediately. We will not perform additional work until we have your written authorization. Tasks that are designated with estimated hours will be billed separately. The task numbers on the invoice will correlate with this proposal.

Exclusions

This proposal does not include fees associated with agency reviews, submittals, or permits, nor does it include any work associated with the following services:

- a) Professional services of subconsultants, i.e., geotechnical and traffic engineers, or wetlands, wildlife, and other specialists, if required by the review agency.





- b) Costs associated with the excavation of soils logs for the evaluation of onsite soils.
- c) Offsite Improvements.
- d) Costs associated with preparing and filing variances, etc.
- e) Costs associated with substantial redesign after preparation of design development drawings.
- f) Preparation of maintenance manuals, reports, or certification testing of installed improvements.
- g) Additional inspections that are a result of contractor non-compliance to the plans or specifications.
- h) Dividing the design work into more than one phase of work.

Although we do assist the owner during the construction process, this proposal is for design services only and in no way implies we are construction managers.

The following item will need to be submitted to us before we can commence work:

- Signed contract.

If you find this proposal acceptable, please prepare your standard AIA contract. Our receipt of your signed contract or your written authorization will be our notification to proceed. If you have any questions, please call me at (253) 383 2422.

Sincerely,

Doreen S. Gavin, PE, LEED AP
Principal

DSG/lsk

c: David Nason, Kristin Glandon - AHBL
Accounting

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Steilacoom Historical School District Board of Directors

REGULAR BOARD MEETING

Date: July 18, 2013

TO: Members, Steilacoom Historical School District Board of Directors

ISSUE: X ACTION Approval of Food Services Contract
 INFORMATION

BACKGROUND INFORMATION:

The contract sets forth the terms and conditions upon which Steilacoom Historical School District No. 1 retains Sodexo America, LLC to manage and operate the food service operations for the Steilacoom Historical School District.

The contact agreement term is for one year with four one-year renewal option. The initial contract is for September 1, 2013 through August 31, 2014.

The contract states both parties agreed upon a fixed price meal equivalent factor of \$3.09. Future fixed prices will be determined based upon a mutually agreed budget.

Contract guarantees a "Break-Even".

FISCAL IMPLICATIONS:

2013-2014 Contractor Financial Pro Forma Statement

Revenues - \$907,680

Expenses - \$906,379

Net to District - \$1,301

RECOMMENDED DECISION:

It is the recommendation of the Superintendent to approve the contract for managing and operate the food service operations.

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

STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1

CHILD NUTRITION SERVICES

Food Service Management Company Contract

ARTICLE I
INTRODUCTION

1.1 Date of and Parties to the Contract. This contract is between STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1, hereafter called the Local Education Agency (LEA), and SODEXO AMERICA, LLC, a Delaware limited liability company, hereafter called the Food Service Management Company (FSMC).

1.2 Purpose of Contract. This contract sets forth the terms and conditions upon which the LEA retains the FSMC to manage and operate the LEA's food service for the LEA's students, employees, visitors, and guests.

1.3 Term of the Contract. The term of this contract shall be for one year beginning September 1, 2013 and continuing until August 31, 2014 and continuing until one year thereafter. The contract is subject to four (4) additional one-year renewals upon the written, dated consent of both parties, unless terminated by either party as provided herein. [7 CFR 210.16(d)]

During the first half of each school year, LEA and FSMC agree to participate in an Annual Expectations Meeting throughout the term of this Agreement in accordance with Exhibit 1.

1.4 Termination.

A. *Termination for Convenience.* This contract may be terminated at any time by the mutual written consent of the parties. The parties shall give each other not less than sixty (60) days written dated notice of their intention to terminate for convenience. [7 CFR 210.16(d)]

B. *Termination for Cause.* If either party fails to comply with any of the obligations required of it in this contract, the injured party may give a written notice of termination. Following receipt of written notice the contract will be terminated in sixty (60) days.

C. *Penalty Provision.* If either party has breached the terms of this contract and has not cured the breach, the non-breaching party may elect to pursue any available administrative, contractual, or legal remedy including, but not limited to, termination. [7 CFR Part 3016]

D. *Surrender of Program Records.* At the point of termination of this contract, the FSMC will give to the LEA all original program records pertaining to the contract period and renewals. These documents include, but are not limited to: daily meal counts by meal benefit category by school/site for each program; monthly benefit issuance rosters with student start and withdrawal dates; and daily menu production records by program.

E. *Return of Unused USDA Donated Foods.* When a contract terminates and is not extended or renewed, the FSMC must return all unused USDA donated ground beef, donated ground pork, processed end products, and other unused donated foods to the LEA. [7 CFR 250.52(c)]

1.5 Remedy. If either party, LEA or FSMC, commits any material breach or default of any covenant, warranty, obligation, or contract under this contract, or fails to perform the work under this contract in accordance with its terms, such breach, default, or failure shall be cured within ten (10) business days of written dated notice from the injured party. Failure to cure or remedy within ten (10) days receipt of notice shall be grounds for termination for cause.

1.6 Rights Beyond Termination. The rights of termination referred to in this contract are not intended to be exclusive, and are in addition to any other rights available to either party at law or in equity.

1.7 Cure Period. After a request for termination is made, if the parties mutually agree to a cure or remedy, the termination or non-renewal letter must be withdrawn in writing by the terminating party within the sixty (60) day period as described in Section 1.4, paragraph B above. This letter should be counter-signed and dated by the receiving party and the letter should become an amendment to this contract, attached to the party's respective copies of this contract.

1.8 Construction and Effect. A waiver of any failure under this contract shall neither be construed as, nor constitute a waiver of, any subsequent failure. This contract supersedes all prior negotiations, representations, or contracts.

1.9 Amendments to the Contract. Each of the Articles, Appendixes, and any amendments shall remain in effect throughout the term of this contract unless the parties mutually agree, in a written dated signed document attached to this contract, to amend, add, or delete an Article, Appendix, or prior Amendment. Any amendment to this contract shall become effective at the time specified in the amendment.

1.10 Sanctions. For breach of the contract and associated benefits:

A. The Office of Superintendent of Public Instruction (OSPI) shall be notified immediately in a signed, dated writing by the party or parties seeking any form of termination action, and reasons for termination.

B. The name of any party who has caused a breach shall be kept on record by OSPI for information and action if necessary.

C. If the FSMC causes the breach, the FSMC assumes liability for any and all damages, including excess cost to the LEA in procuring similar services, and is liable for administrative, contractual, and legal remedies as applicable.

ARTICLE II RELATIONSHIP OF THE PARTIES

2.1 Limited Agency. To the extent that state or federal statutes or regulations require that the FSMC to be an agent of the LEA for certain regulatory purposes, such statutes and regulations shall be controlling, and the FSMC shall be the LEA's agent for such purposes. Otherwise,

FSMC shall be an independent contractor and not an officer, agent, employee, partner, joint venturer, or servant of the LEA.

2.2 Responsibilities of FSMC.

A. The FSMC shall prepare and serve a variety of high quality, wholesome, and nutritious food and beverages for students, faculty, staff, employees, and others as designated by the LEA in accordance with the terms and conditions of this contract.

B. The FSMC agrees that it will perform the work described in this contract in full compliance with all applicable laws, rules, and regulations adopted or promulgated by any federal or state regulatory body or governmental agency.

C. The FSMC agrees to meet all requirements and performance standards that may be specified by rule or regulation by any administrative officials or bodies charged with enforcement of any state or federal laws on the subject matter of this contract.

D. The FSMC agrees to furnish the LEA, upon request, a certificate or other evidence of compliance with state or federal laws regarding contributions, taxes, and assessments on payrolls.

2.3 Responsibilities of LEA.

A. The LEA shall require the FSMC's daily food service operation to comply with the LEA's agreement with OSPI under the National School Lunch Program (NSLP), School Breakfast Program (SBP), Special Milk Program (SMP), and Fresh Fruit and Vegetable Program (FFVP); retain control of the quality, extent, and general nature of the food service operation; and establish all non-program meal and a la carte prices. The LEA does not direct the day-to-day operations of the FSMC's operation. Program meal prices will be established by the LEA. The LEA shall retain overall financial responsibility for the school nutrition program. Authorized representatives of the LEA shall have access to all portions of the food service facilities at all times, and shall monitor the performance of the FSMC under this contract through periodic on-site visits. [7 CFR 210.16(a)(2)(3)(4), 210.19(a)(1)]

B. The LEA shall retain signature authority on the Child Nutrition Program Food Services Agreement, Free and Reduced-Price Policy Statement, and all claims for reimbursement. [7 CFR 210.9(a)(b); 210.16(a)(5)]

C. The LEA shall be responsible for all contracts entered into in connection with the school nutrition program. [7 CFR 210.21; 210.19(a)(1); and 3015]

D. The LEA shall ensure resolution of program review and audit findings. [7 CFR 210.9(b)(17) and 210.18(k)(1)(2).]

E. The LEA shall establish an advisory board composed of parents, teachers, and students to assist in menu planning. [7 CFR 210.16(a)(8)]

F. The LEA shall maintain applicable health certification. [7 CFR 210.16(7)]

G. The LEA shall administer the application process for all free and reduced-price meals, and shall establish and notify parents and guardians of program criteria for eligible students. The LEA shall distribute and collect the parent letter and application for free and reduced-price meals. The LEA shall determine eligibility and verify applications for free and reduced-price meal benefits and conduct any hearings related to such determinations. [7 CFR 245.6, 6a, 7, 10]

H. Both the LEA and the FSMC shall be responsible for protecting the anonymity of students receiving free or reduced-price meals.

I. The LEA shall assure that the maximum amount of USDA donated foods are received and utilized by the FSMC in as large quantities as may be efficiently utilized. [7 CFR 210.9(b)(15)]

J. The LEA shall establish commodity processing contracts. [7 CFR 250.51(a)]

ARTICLE III FOOD SERVICE PROGRAM

3.1 Location. The FSMC shall prepare and serve meals for the schools/sites listed in Appendix A, attached to and incorporated in this contract by reference. Additional schools/sites may be added via a signed, dated document agreed to by both parties.

3.1(a) Programs. The FSMC shall prepare and serve meals for the LEA acting as a sponsor of one or more of the following USDA Child Nutrition Programs:

- National School Lunch Program (NSLP)
- School Breakfast Program (SBP)
- Special Milk Program (SMP)
- After School Snack Program
- Fresh Fruit and Vegetable Program (FFVP)

3.2 Calendar. All meals will be provided in accordance with the approved calendar, attached as Appendix B and incorporated in this contract by reference. The FSMC shall provide a 21-day cycle menu. The FSMC must adhere to the cycle menu for the first twenty-one (21) days of meal service, and any changes made thereafter may be made only with approval of the LEA. [7 CFR 210.16(b)(1)]

3.3 Meal Program. The FSMC shall provide nutritional, high-quality breakfasts, lunches, snacks, suppers, milk service, a la carte food, and vending items (*delete any items that don't apply*) in accordance with the following terms:

A. All reimbursable lunches, breakfasts, suppers and snacks shall meet the requirements for USDA reimbursement as described in 7 CFR 210.10, 220.8, 225.16, 226.20, and the FFVP Handbook for Schools, as applicable.

B. Prices to be charged for meals and snacks during the current contract year shall be established by the LEA. [7CFR 210.16(a)(4)]

C. The FSMC shall collect gross sale receipts, on behalf of the LEA, for cash-paid meals, a la carte items, and vending items. Gross cash receipts shall be turned over daily to the LEA, who is directly responsible to the state for any taxes which may be applicable.

3.4 Dietary Exceptions for Disability Reasons. The FSMC must make substitutions in breakfasts, lunches, and/or afterschool snacks for students who are considered to have a disability (as defined under 7 CFR 15b.3) and whose disability restricts their diet. Substitutions must be made on a case by case basis only when supported by a signed written statement from a licensed physician. [7 CFR 210(g)(1), 7 CFR 220.8(d)(1)]

3.5 Dietary Exceptions for Non-Disability Reasons. The FSMC may make substitutions for students without disabilities who cannot consume the regular breakfast, lunch and/or afterschool snack because of medical or other special dietary needs. Substitutions must be made on a case by case basis only when supported by a signed written statement from a recognized medical authority. [7 CFR 210(g)(2), 7 CFR 220.8(d)(2), 7 CFR 225.16(f)(4)]

The FSMC may choose to offer a milk substitute for a non-disabled student with a medical or special dietary need. The product that is offered as part of the reimbursable meal must meet established nutrient standards. The LEA must inform OSPI if any of its schools choose to offer fluid milk substitutes. The LEA will need to accept either a written prescription from a recognized medical authority or a written note from a parent/guardian unless milk substitute is offered to all students. [7 CFR 210.10(g)(2)(i)]

3.6 Food Committee and Advisory Board. The FSMC shall cooperate with the LEA's Food Service Advisory Committee, consisting of students, parents, and LEA staff, in developing menus and other food service programs.

3.7 Catering. Upon the LEA's request, the FSMC shall manage the LEA food services in preparing catered meals at times and prices agreed upon by both parties.

3.8 Environmental Protection Agency Compliance. In performance of this contract, the FSMC shall comply with Section 306 of the Clean Air Act, Section 508 of the Clean Water Act, Executive Order 117389, and EPA Regulations 40 CFR Part 15, et seq. Environmental violations shall be reported to the United States Department of Agriculture (USDA) and US Environmental Protection Agency (EPA) Assistant Administrator for Enforcement. The FSMC agrees not to utilize a facility listed on the EPA's "List of Violating Facilities."

3.9 Energy Policy and Conservation Act Compliance. Both parties shall recognize mandatory standards and policies relating to energy efficiency which are contained in the state conservation plan issued in compliance with the Energy Policy and Conservation Act, to be found at: <http://www.commerce.wa.gov/site/526/default.aspx>.

3.10 Debarment Certification. The FSMC shall complete and submit to LEA the USDA Suspension and Debarment Certification. The LEA shall submit the certification to OSPI for review with the contract.

3.11 Lobbying. Pursuant to section 1352, Title 31, US Code, the FSMC shall complete and submit to the LEA a Certification Regarding Lobbying and a Disclosure of Lobbying Activities. The LEA shall submit the certification to OSPI for review with the contract.

3.12 "Buy American" Provision. Section 104(d) of the William F. Goodling Child Nutrition Reauthorization Act of 1998 requires schools and institutions participating in the NSLP, SBP, or any of the Child Nutrition Programs in the contiguous United States with non-profit school food service account funds to purchase, to the maximum extent practicable, domestic commodities or products. The FSMC shall comply with this requirement.

3.13 Local Purchases. The FSMC shall allow up to five percent (5%) of food budget for local farm to school purchases. In those instances, the FSMC may apply a geographic preference when procuring unprocessed locally grown or locally raised agricultural products in accordance with The Food, Conservation, and Energy Act of 2008 (P.L. 110-246).

ARTICLE IV MANAGEMENT AND PERSONNEL

4.1 Management Services. FSMC shall provide all management, administrative, and dietetic services required for the efficient supervision and operation of the LEA's Food Service Program. FSMC shall inform the LEA prior to hiring senior management positions for the LEA's Food Service Program. All persons to be hired as food service directors, assistant directors, and supervisors must be presented for the LEA's evaluation and approval. Noncompliance will be considered a breach of this contract. Resumés and work histories were included with the bid.

4.2 Personnel Obligations. The FSMC shall be responsible for employees on its payroll including, but not limited to, responsibility for recruitment, employment, promotion, payment of wages, pension benefits, layoffs, and termination. The FSMC shall comply with all related applicable laws and regulations. The FSMC shall prepare and process the payroll for its employees and shall withhold and pay all applicable federal and state employment taxes and payroll insurance relating to its employees including, but not limited to, income, social security and unemployment taxes and worker's compensation costs and charges.

4.3 Current Employees. FSMC shall give first consideration to current employees of the LEA when hiring employees to provide services pursuant to this contract; but the FSMC shall not be obligated to hire such employees.

4.4 Non-Management Employees. All non-management food service employees are to be employees of the FSMC. The FSMC manager(s) shall direct and supervise the food service employees. FSMC shall be solely responsible for the food service employees on their payroll, including responsibility for recruitment, employment, promotion, transfer, layoff and termination.

4.5 Student Workers. The LEA has a policy of providing work experience for its students as part of the educational curriculum. In furtherance of that policy, the LEA may assign students to work in the food service operation in such numbers as are agreed upon between the LEA and the FSMC.

4.6 Equal Opportunity Employer. Both parties shall comply with Executive Order 11246, entitled "Equal Employment Opportunity" as amended by Executive Order 11375 and as supplemented in US Department of Labor Regulations. [7 CFR Part 3016.36(i)(3)]

4.7 Work Hours. FSMC and the LEA shall comply with Section 103 and 107 of the contract Work Hours and Safety Standards Act as set forth in 40 USC 327-330 and supplemented by US Department of Labor Regulations as set forth in 29 CFR Part 5. [7 CFR Part 3016(i)(6)]

4.8 Emergency Devices. All food service personnel assigned to the LEA shall be instructed on the use of all emergency switches and fire and safety devices in the Facility.

4.9 Background Checks. FSMC shall adhere to applicable state and federal regulations in screening prospective employees. FSMC shall comply with criminal background checks and fingerprint regulations required by law for all new hires.

4.10 Employee Behavior and Conduct. FSMC shall enforce strict discipline and good order among their employees and other persons carrying out the services, including observance of the rules and regulations established by the LEA as reasonable and necessary for its operations, including drug testing and smoking, tobacco, alcohol, parking, safety, weapons, and other rules governing the conduct of personnel on the premises. The FSMC shall ensure that all persons performing the work do not engage in inappropriate conduct or inappropriate contact with students or staff. FSMC shall remove from the work and work site any employee or other person who has engaged in such actions or who the LEA reasonably considers objectionable without change in the contract sum or contract time. Any objection raised by the LEA shall be made in writing.

4.11 Criminal Record. FSMC shall not utilize any employee on the premises or permit any contact between school children and any employee who has pled guilty to or been convicted of any felony crime involving the physical neglect of a child under Chapter 9A.42 RCW, the physical injury or death of a child under Chapter 9A.32 RCW or Chapter 9A.36 RCW (except motor vehicle violations under Chapter 46.61 RCW), sexual exploitation of a child under Chapter 9.68A RCW, sexual offenses under Chapter 9A.44 RCW where a minor is a victim, promoting prostitution of a minor under Chapter 9A.88 RCW, the sale or purchase of a minor child under Chapter 9A.64.030 RCW, or violation of similar laws of another jurisdiction. Failure to comply with these requirements is grounds for immediate termination of the contract for cause.

4.12 Agreement Not To Hire. LEA shall not, without FSMC's written consent, hire, make any agreement with, or permit the employment in any operation providing food service at the LEA's site, any person who has been a FSMC management employee providing Food Service at the LEA's site within one (1) year after said employee terminates employment with FSMC or within one (1) year after termination of this Agreement. LEA agrees that FSMC employees have acquired special knowledge, information, skills and contacts as a result of being employed with

and trained by FSMC. If LEA hires, makes any agreement with or permits employment of any such employee, in any operation providing food service within the restricted period, it is agreed by LEA that FSMC shall suffer damages and LEA shall pay FSMC as liquidated damages an amount equal to two (2) times the manager's annual gross management salary. This sum has been determined to be reasonable by both parties after due consideration of all relevant circumstances. This provision shall survive termination of the Agreement.

ARTICLE V INVENTORIES, FACILITIES, EQUIPMENT, AND MAINTENANCE

5.1 Inventories of Food and Supplies. Before the commencement of this contract, the existing food and operational supplies shall be delivered and charged to the FSMC for the performance of this contract. The value of existing food and supplies shall be deducted from the first FSMC invoice to the LEA. The cost of food and operational supplies ordered by FSMC on behalf of the LEA in performance of this contract shall be paid for by the FSMC. The inventory of food and operational supplies shall remain the FSMC's property.

A. Any federally USDA donated foods received by the LEA and made available to the FSMC must be used only for the benefit of the LEA's nonprofit food service operation and must be fully utilized, including all donated ground beef and ground pork and all end products received from processors. [7 CFR 250.51(d)] Bonus commodity items must be used to reduce the per meal charges of the FSMC.

B. The FSMC may store and inventory USDA donated foods and commercially purchased food together to the extent that the system ensures required use of donated foods. [7 CFR 250.52(a)] The FSMC agrees to comply with the storage and inventory requirements for donated foods. [7 CFR 250.14(b)]

C. The FSMC agrees to procure processed end products on behalf of the LEA in accordance with 7 CFR 250.

D. The FSMC agrees that it will not itself enter into the processing contract with the processor.

5.2 Small Wares. The LEA shall furnish the necessary small wares, including trays, dishes, glassware, flatware, serving utensils, and the like.

5.3 Office Facilities. The LEA shall provide, without cost to the FSMC, suitable office facilities, including furniture and equipment, for use by the FSMC in performance of this contract. The FSMC shall take reasonable care of the office facilities and equipment, and shall return them to the LEA in good condition upon termination of this contract, ordinary wear and tear excepted. Office facilities and equipment shall be provided by the LEA only for the management staff employed to carry out school food service operations for the LEA. No office facilities or equipment shall be provided for FSMC regional or area managers or other FSMC corporate officers.

5.4 Sanitation. The FSMC shall be responsible for usual and customary cleaning and sanitation of the LEA's food service kitchen facilities.

A. The FSMC shall be responsible for housekeeping and sanitation in areas used by the FSMC for food preparation, storage, and service, and shall clean and sanitize dishes, pots, pans, utensils, equipment, and similar items.

B. The LEA shall be responsible for the required cleaning and maintenance of all floors and of dining areas and snack bar seating areas beyond the front edge of the serving lines, as well as periodic cleaning of all ceilings, ceiling fixtures, air ducts, and hood vent systems (as per local ordinance). The LEA shall also provide and maintain adequate fire extinguishing equipment for food service areas, provide necessary pest control, and shall be responsible for the removal of refuse from refuse collection centers.

C. If the LEA is unable to perform any of its responsibilities described in subparagraph B above, the LEA shall notify the FSMC in writing and the FSMC shall temporarily assume those responsibilities and shall bill the LEA for actual costs incurred.

D. The FSMC shall be responsible for complying with all applicable federal, state, and municipal laws related to food preparation and sanitation and all rules and regulations promulgated thereunder. The LEA shall be responsible for compliance relating to structural and equipment matters.

5.5 Maintenance. The LEA shall be responsible for cleaning and maintaining food service facilities and equipment. If the LEA is unable to perform the work, the LEA shall notify the FSMC in writing and the FSMC shall temporarily assume those responsibilities and shall bill the LEA for any costs incurred.

5.6 Condition of Facilities and Equipment. The LEA shall obtain necessary health permits and certification for its facilities. The premises and equipment provided by each party in performance of this contract shall comply with all applicable building, safety, sanitation, and health laws; and shall satisfy all permit requirements, ordinances, rules, and regulations, including the federal Occupational Health and Safety Act of 1970 or applicable state act and standards promulgated thereunder. FSMC shall take reasonable and proper care of all premises and equipment in its custody and control and shall use them in a manner that will not cause violation of applicable laws, ordinances, rules, and regulations, including any reporting and recordkeeping requirements. If at any time the FSMC is notified by an authorized government agency that the LEA's premises or equipment are not in compliance with any law, ordinance, rule, or regulation, the FSMC shall immediately inform the LEA of such notification.

5.7 Transportation Equipment and Vehicles. The LEA shall provide transportation vehicles and equipment to be used in the food service program. The LEA shall be responsible for maintenance, fuel, insurance, and equipment for transportation.

5.8 Nonconforming Facilities and Equipment. The LEA shall make all necessary repairs, alterations, modifications, or replacements to correct any conditions of premises or equipment

which violate applicable building, sanitation, health, or safety laws, ordinances, rules or regulations.

ARTICLE VI FINANCIAL AND PAYMENT TERMS

6.1 Billing for Fixed Price Per Meal. The parties have mutually agreed upon a fixed price of \$3.095 for each meal and meal equivalent provided by the FSMC. Future fixed price increases will be determined based upon a mutually agreed budget.

6.2 Meal Equivalent Defined. For fixed price per meal purposes, the number of meal equivalents shall be determined by dividing the total of all food sales except reimbursable meal and snack sales (including sales of adult meals, a la carte meals, snack bar, catering, conference, and any other function sales) by the current USDA free lunch meal reimbursement rate plus the USDA donated foods value. The Meal Equivalent factor to be used for the current school year shall be \$3.09.

For reimbursable meal and snack sales, meal equivalent lunches are calculated using the following conversion rates, which meet the National Food Services Management Institute requirements:

- The number of lunches served.
- Breakfasts are converted to equivalent lunches by dividing the number of breakfasts served by 1.50.
- Snacks are converted to equivalent lunches by dividing the numbers of snacks served by three.

6.3 Billings to LEA. No sales tax applies to FSMC invoices for managing the food service operation of the LEA.

6.4 Crediting Value of USDA Donated Foods Received. The FSMC must credit the LEA for the value of all USDA donated food received, entitlement and bonus, for use in the LEA's meal service in the school year. This includes the value of USDA donated food contained in processed end products. [7 CFR 250.51(a)] The FSMC shall list on the invoice the value of USDA donated foods received for the period and deduct the amount of value from the total owed by LEA for the meal equivalents served. The value of USDA donated foods for entitlement and bonus is the average USDA purchase price as listed by OSPI Child Nutrition Services. For processed USDA donated foods it is the processing contract value in addition to the USDA/OSPI assigned average value. When the LEA pays OSPI for the processing fees, that amount is added to the value of USDA foods received to come up with the total adjustment to the monthly FSMC billing. When the FSMC pays the processing fees, they will only credit the LEA for the value of USDA foods received.

6.5 Invoice Due Date. Invoices submitted to the LEA by the FSMC will be paid within thirty (30) days of the invoice date. The FSMC will be notified immediately of any invoice that does not pass audit. If the LEA does not make a payment when due, the FSMC may charge interest up to one percent (1%) per month on the past due receivable as allowed by state law (RCW

39.76.011). However, the LEA may not pay interest with funds from the nonprofit school food service account funds, pursuant to 7 CFR 210.16(c).

6.6 Break-Even Guarantee. Both parties shall work together to ensure a financially sound and well-run operation. The FSMC shall guarantee that the food service program will achieve, at a minimum, financial break-even, defined, as “generated program revenues (including student cash sales, state reimbursement funds, federal reimbursements from lunch, breakfast, snack, and supper meals, adult sales, special functions, summer meal program revenues and the value of commodities received) will be sufficient to cover all actual and direct operating costs incurred by the LEA (including the Fixed Price Per Meal for all meals served and LEA labor and other expenses as outlined in FSMC’s financial proposal).” If the LEA makes a net profit in the food service account after deducting its operating and indirect expenditures from all food service receipts and all federal and state meal reimbursements, the LEA must deposit the net income back into the food service account.

6.7 Taxes. If during the term of this contract any taxes are added or deleted, or there is a revision of an existing law or regulation such that the responsibility for any tax is shifted or altered, any of which results in increased or decreased costs to the FSMC, then the financial terms of this contract shall be adjusted to reflect the cost change retroactive to the commencement of the change. The obligations described in this paragraph shall survive any termination of this contract, and will continue until the applicable statute of limitations, including legal extensions, has expired. Both parties shall indemnify each other against any:

- Liability or assessment, including related interest and penalties, resulting from a tax responsibility of the indemnifying party.
- Reasonable collection expense, attorney’s fees, and costs incurred in connection with the collection of any such amount from the indemnifying party.

Nothing herein is intended to absolve the FSMC from payment of taxes.

6.8 Documents to LEA. The FSMC shall submit the following supporting documents to the LEA monthly:

- Daily meal counts by eligibility category by school site for each program in order to meet claim deadlines.
- Daily menu production records by program.
- Monthly summary of value of USDA donated foods received.
- Monthly summary of revenues from other sales.
- Monthly operating statements to the LEA by the fifteenth (15th) of the next month. This statement shall reflect all activity for the previous calendar month.
- Invoices that show the FSMC has credited the LEA for the value of all USDA donated foods received for use in the LEA’s food service in the school year, including the value of USDA donated foods contained in processed end products.
[7 CFR 250.54]
- Evidence of the FSMC’s procurement of processed end products on behalf of the LEA.

6.9 Inspection of Books and Records. The books and records of the FSMC pertaining to operations under this contract shall be available to representatives of the LEA, OSPI, USDA, and the US General Accounting Office at any reasonable time and place.

6.10 Renegotiation of Financial Terms. The renegotiation of price terms under this contract is permitted only upon the occurrence of unpredictable, unexpected conditions beyond the control of the parties. If those conditions create a significant and material change in the financial assumptions upon which the price terms of this contract are based, then those price terms so affected may be renegotiated by the parties. Renegotiation of price terms under such conditions must be mutual, and any changes in price terms must be agreed upon by both parties. Any adjustments so negotiated and agreed upon must accurately reflect the change in conditions. The occurrence of contingencies that are foreseeable and predictable, but not certain, should be calculated into the defined price terms to the extent possible, with the goal of minimizing the need for renegotiation of price terms during the term of the contract. If the renegotiation exceeds twenty percent (20%) of the original contract value, the contract must be re-bid. Renegotiation examples are, without limitation, as follows:

- Changes in LEA's policies, practices, and service requirements shall result in an appropriate adjustment;
- Legislation, regulations and reimbursement rates that create changes in the school lunch & breakfast program shall remain consistent throughout the year;
- Average Daily Enrollment ("ADE") for the contract year beginning September 1, 2013 shall be approximately two thousand nine hundred fifty (2,950);
- Usable commodities, of adequate quality and variety required for FSMC's proposed menu cycle, valued at \$0.2725 per Pattern Lunch for the 2013-2014 school year shall be consistent throughout the year;
- The government reimbursement rates in effect as of June 30, 2013 shall increase by a minimum of two and one-half percent (2.5%);
- Changes to meal components and quantities required by the National School Lunch Act or the National School Lunch Program;
- There shall be no change in competitive sales during any meal service period (Breakfast, Lunch and Snacks), except those approved by LEA and mutually agreed upon by FSMC and LEA.
- Service hours, service requirements, type or number of facilities selling food and/or beverages on LEA's food service facilities shall remain consistent throughout the year;
- Capital improvements and expenditures shall be paid outside of the food service fund direct operating costs; and
- The actual number of full feeding days shall remain at:
 - Elementary Schools - 174
 - Middle Schools -174
 - High Schools - 174

6.11 Adjustments. The Financial Arrangement will be adjusted to reflect additional costs incurred by FSMC (i) in connection with the implementation of legislation or other legal requirements, including, but not limited to, the implementation of the Patient Protection and

Affordable Care Act and Health Care and Education Reconciliation Act of 2010, which comprise the health care reform of 2010, or other health care rules and regulations, or any modifications thereto or (ii) increases in benefit costs paid by FSMC on behalf of covered employees. The adjustment to the Financial Arrangement will be effective from the date the events of (i) and/or (ii) occur.

ARTICLE VII GENERAL TERMS AND CONDITIONS

7.1 Compliance with Law. The FSMC shall comply with all laws, ordinances, rules, and regulations of all applicable federal, state, county and city governments, and agencies, regarding purchasing, sanitation, health, and safety of the food service operations. The FSMC shall comply with all requirements of the National School Lunch Program, the School Breakfast Program, the Special Milk Program, and the Fresh Fruit and Vegetable Program and shall procure and maintain all necessary licenses and permits. The FSMC shall conduct program operations in accordance with 7 CFR Parts 210, 215, 220, 245, 250 and FNS instructions and policies.

7.2 Recovery of Overclaims. FSMC shall pay the LEA any overclaims assessed by OSPI due to FSMC negligence or noncompliance with regulations, including those overclaims based on review or audit findings.

7.3 Spoiled Meals. No payment shall be made for meals or snacks that are spoiled or unwholesome at the time of service, or do not meet specifications developed by the LEA, or do not otherwise meet the requirements of this contract. [7 CFR 210.16(c)(3)] No deduction in payment shall be made by the LEA unless the LEA notifies the FSMC in writing within forty-eight (48) hours of the meal service for which the deduction is to be made, specifying the number of meals for which a deduction is to be made and describing the reasons for the deduction.

7.4 Record Keeping. The FSMC shall make available, as required by state and federal regulations, all facilities, books, and records pertaining to food service operations available for onsite review by the LEA, OSPI, the Washington State Auditor, the USDA, and the Comptroller General, or their duly authorized representatives, to ensure compliance with program requirements and the management and use of USDA donated foods. The FSMC shall maintain such records, for a period of not less than three (3) years after submission of the final claim for reimbursement for the fiscal year, as are needed by the LEA to support its claims for federal and state reimbursements. [7 CFR 210.16(c)(1), 7 CFR 210.23(c)]

The LEA must conduct a reconciliation at least annually (and upon termination of the contract) to ensure that the FSMC has credited it for the value of all USDA donated foods received for use in the LEA's food service in the school year including the value of USDA donated foods contained in processed end products. [7 CFR 250.51(a)]

7.5 Comprehensive Insurance. The FSMC shall obtain and keep in force during this contract, for the protection of the LEA and the FSMC, Comprehensive General Bodily Injury and

Property Damage Liability Insurance in the combined single limit of no less than one million dollars (\$1,000,000). That insurance shall include, but not be limited to, Personal Injury Liability, Broad Form Property Damage Liability, Blanket Contractual Liability, and Products Liability, covering only the operations of the FSMC under this contract. The FSMC shall deliver to the LEA a certificate evidencing such policies and coverage within thirty (30) days after the execution of this contract by the parties. FSMC will make reasonable efforts to provide the LEA with thirty (30) days prior written notice if the insurance coverage is cancelled. The policies for one million dollars (\$1,000,000) coverage shall also name the LEA as an Additional Insured, but only with respect to operations of the FSMC under this contract.

7.6 Waiver of Insurance Subrogation. Neither party has any obligation or responsibility for loss or damage to the other's real or personal property that is caused by fire, extended coverage perils, vandalism, or malicious mischief.

7.7 Indemnity. Unless otherwise expressly provided, both parties shall defend, indemnify, and hold each other harmless from and against all claims, liability, loss, and expense, including reasonable costs, collection expenses, and attorney's fees incurred, which arise by reasons of act or omission of the indemnifying party, its agents, or its employees in the performance of its obligations under this contract.

7.8 Liability for Non-FSMC Approved Vendors. FSMC shall not use or be required by LEA to use any products at the food service facilities from any vendors or suppliers unless such vendors or suppliers (i) carry liability insurance (including products liability coverage) and contractual liability insurance in the amount of not less than Five Million Dollars (\$5,000,000.00) for each occurrence, naming LEA and FSMC as additional insured, and (ii) agree to defend, indemnify and hold harmless LEA and FSMC from and against all claims, liabilities, losses and expenses, including reasonable attorneys' fees, which may arise as a result of using such vendor or supplier's products.

7.9 Trade Secrets. During the term of this contract, the FSMC shall designate any information it considers confidential or proprietary, including recipes, surveys and studies, management guidelines, operating manuals, and similar documents regularly used in the operation of the FSMC's business. Information so designated and identified shall be treated as confidential by the LEA, and the LEA shall exercise the same level of care in maintaining the confidences of the FSMC as it would employ in maintaining its own confidences. All recipes, files, records, compilations, manuals, and similar items shall remain the exclusive property of the FSMC and shall be returned to the FSMC immediately upon termination of this contract. The LEA shall have no right to the use trademarks, service marks, copyrights, or trade names of the FSMC following termination of this contract. The FSMC shall remove all evidence of its trade names and registered trademarks within thirty (30) days after termination of this contract. Nothing in this section prohibits the federal government's rights of reproduction or distribution for any material developed with nonprofit school food service account funds or for any materials in which the FSMC purchases an ownership interest.

7.10 Assignment. This contract may not be assigned by either party, in whole or in part, without the written dated consent of the other party, except that FSMC may, without prior

approval and without being released from any of its responsibilities hereunder, assign this Agreement to any affiliate or wholly-owned subsidiary of FSMC.

7.11 Governance. This contract is entered into pursuant to and under the authority granted by the laws of the state of Washington and any applicable federal laws. The provisions of this contract shall be construed to conform to those laws.

7.12 Discrimination. In accordance with Federal law and USDA policy, the FSMC and the LEA are prohibited from discrimination on the basis of race, color, national origin, sex, age, or disability. [AD-475C]

7.13 Notice. Any notice or communication required or permitted under this contract shall be dated, in writing, and shall be served personally or sent by US registered or certified mail, postage prepaid and return receipt requested, addressed to the other party as follows:

Notices to the LEA:

Steilacoom Historical School District No. 1
Attn: Bill Fritz, Superintendent
510 Chambers Street
Steilacoom, Washington 98388-3311

Notices to the FSMC:

Sodexo America, LLC
Attention: Ted Monk, Senior Vice President
One Lincoln Center
10300 Southwest Greenburg Road
Suite 271 Portland, Oregon 97223

and

Sodexo America, LLC
Attention: Law Department
9801 Washingtonian Blvd., Dept. 51/899.74
Gaithersburg, Maryland 20878

Other persons or places may also be designated, in writing, by either of the parties, during the term of this contract. Notices shall be effective when received. Sent notices will be considered received forty-eight (48) hours after they are deposited in the US mail.

7.14 Catastrophe. With the exception of payment obligations for prior performance under this contract, neither party shall be liable for the failure to perform their respective obligations under this contract when such failure is caused by fire, explosion, water, act of God or inevitable accident, civil disorder, strikes, vandalism, war, riot, sabotage, weather and energy related closings, or other like causes beyond the reasonable control of the party, nor for any real or personal property destroyed or damaged due to such causes. The FSMC shall resume food service operations as soon as possible.

7.15 Best Commercial Practices. Any silence, absence, or omission from the contract specifications concerning any point must be regarded as meaning that only the best commercial

practices are to prevail, and that only materials and workmanship of quality that would normally be specified by the LEA is to be used.

7.16 Authority of Signators. Each of the parties represents that the persons whose signatures appear on their behalf at the end of this contract have the authority to enter into and do bind them by this contract.

IN WITNESS WHEREOF, the parties hereto have executed this contract as of the dates written below:

Steilacoom Historical School District No.1

Sodexo America, LLC

By: _____
[signature]

By: _____
[signature]

Enter Printed Name

Enter Printed Name

Enter Title

Ted Monk

Enter Title

Enter Date

Senior Vice President

Enter Date

Steilacoom Historical School District Board of Directors

REGULAR BOARD MEETING

Date: July 18, 2013

TO: Members, Steilacoom Historical School District Board of Directors

ISSUE: X **ACTION** Approval of Pupil Transportation Contract
 INFORMATION

BACKGROUND INFORMATION:

The agreement is to provide transportation services to Steilacoom School District by First Student, Inc. for the period September 1, 2013 through August 31, 2018.

The agreement and the Contractor's proposal establishes the following:

- Rates for services to be provided
- Driver and bus availability – disincentive fee structure
- Driver background verification and training
- Safety and Training
- Preventive Maintenance

FISCAL IMPLICATIONS:

2013-2014 School Year Budgeted Fiscal Impact: \$830,000 excluding fuel.

RECOMMENDED DECISION:

It is the recommendation of the Superintendent to approve the agreement for furnishing transportation services to Steilacoom Historical School District No. 1.

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

**AGREEMENT FOR FURNISHING PUPIL TRANSPORTATION SERVICES
TO STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1**

THIS AGREEMENT, is made this 16th day of July, 2013, by and between **STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1** hereinafter called the "District", and **FIRST STUDENT, INC.** hereinafter called the "Contractor."

WITNESSETH that the District and the Contractor for the considerations stated herein agree as follows:

- I. **SCOPE.** The Contractor agrees to furnish Pupil Transportation Services to the District in compliance with all of the terms, conditions, requirements, and obligations detailed in the Request for Proposal ("RFP"), Contractor's Proposal, any and all exhibits attached hereto (the "Contract Documents"). Further, the parties understand and agree that each of the Contract Documents are a part of the complete Agreement as if each were set forth entirely within this Agreement, except for agreed changes to the Contract Documents as set forth herein or any mutually agreed and executed amendment hereto.
- II. **RATES.** In consideration for services rendered hereunder, District shall pay to Contractor all sums due and owing and calculated in accordance with the rates set forth in Exhibit A, including negotiated escalation amounts set forth therein. In the event of material changes in service or equipment levels required of Contractor under the assumed routes, schedules, and vehicle requirements contained in the RFP, the parties shall in good faith renegotiate rates at which services are provided to cover increase or decreases in cost structure associated with such changes by District.
- III. **ORDER OF PRECEDENCE.** In the event of any conflict between the terms of any of the Contract Documents and the terms set forth herein, the terms hereof or of any later mutually agreed and executed amendment hereto will control. If there is any conflict between or among the terms of any of the Contract Documents, the terms of the later dated document will control and the more specific terms addressing a specific item or topic will control over the more general term, unless otherwise provided in a mutually agreed and executed document.
- IV. **TERMINATION.** If either party violates any of the covenants or duties imposed upon it by this Agreement, such violation shall entitle the other party to terminate this Agreement in accordance with the following procedure: The non-defaulting party shall give the offending party thirty (30) days' written notice of default and the opportunity to remedy the violation. If at the end of such thirty-day default notice period, the party notified has not remedied or the purported violation, the non-defaulting party may terminate this Agreement.
- V. **NOTICE TO PARTIES.** All notices to be given by the parties to this Agreement shall be in writing and serviced by depositing same in the United States Mail, certified mail.

Notices to District shall be addressed to:

Steilacoom Historical School District No. 1
510 Chambers Street
Steilacoom, WA 98498
Attention: Superintendent

Notices to Contractor shall be addressed to:

First Student, Inc.
201 NE Park Plaza Dr.
Suite 240
Vancouver, WA 98684
Attention: Cal Hull, Senior Vice President

With a copy to:

General Counsel
FirstGroup America, Inc.
600 Vine Street
Suite 1400
Cincinnati, OH 45202

VI. MISCELLANEOUS.

- A. In the event any provision specified herein is held or determined by a court of competent jurisdiction to be illegal, void or in contravention of any applicable law, the remainder of the Agreement shall remain in full force and effect.
- B. This Agreement sets forth the entire agreement between District and Contractor concerning the subject matter hereof. There are no representations, either oral or written, between District and Contractor other than those contained in this Agreement.
- C. Notwithstanding any contrary provision in this Agreement, Contractor shall comply with federal, state and local laws, rules and regulations in providing transportation services described herein.
- D. This Agreement shall be governed by the laws of the State of Washington. All references in this contract to the "state" shall mean the State of Washington. All regulations, laws and requirements of the state shall mean the regulations, laws or requirements of the State of Oregon.

E. Both parties warrant that they are properly authorized to enter into this Agreement.

IN WITNESS WHEREOF, this Agreement has been duly executed by the above-named parties, on the day and year first above written.

DISTRICT:

CONTRACTOR:

By: _____
Name: _____
Title: _____

By _____
Name: _____
Title: _____

STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1
510 Chambers Street, Steilacoom Washington 98388
(253) 983-2200

RFP No. 99-2013 RFP Title Pupil Transportation Services Page 12

this RFP. The District reserves the right to check vendor references with additional customers not listed as a reference by the vendor and use these additional references in the evaluation process. References from public school districts with similar requirements will be given the highest weight.

D. PRICING REQUIREMENTS

1 School Routes. Pricing will be related to performance in the contract resulting from this RFP. This will be accomplished by including incentives and/or disincentives for performance in the contract. A call-out is equal to dispatches up to three (3.0) hours. Additional services are defined as field trips, sports and activity trips, extended route times, or other dispatches requested by the District. Changes of the number of routes will be effective on the normal route change days as established by the district transportation department.

a.	Price per call-out based on 17 routes per day:	<u>\$ 168.11</u>
	Per hour price for additional services per hour:	<u>\$ 24.83</u>
b.	Price per call-out based on 5 kindergarten/pre-school mid-day routes per day:	<u>\$ 26.23</u>
	Per hour price for additional services per hour:	<u>\$ 26.23</u>
c.	Price per call-out based on 7 Special Education routes per day:	<u>\$ 155.32</u>
	Per hour price for additional services per hour:	<u>\$ 24.83</u>

Also, provide pricing information for a blended school route (non SPED) fleet 50% diesel fueled/50% liquid propane fueled.

School Route Note 1: Monthly on-time pick-up and drop-off performance (based upon GPS data and arrival at schools within plus or minus 5 minutes of scheduled time) will be evaluated during the contract. The call-out fees for each month will be adjusted based upon the following:

- 100 % on-time rating: + 3% fee
- 97-99.9 % on time r. standard - no incentive or disincentive fee - 0%
- 96-96.9 % on time rating: - 1 % fee
- 95-95.9 % on time rating: - 2 % fee
- 93-93.9 % on time rating: - 3 % fee

On-time performance below 93% may be subject to liquidated damages. Vendor shall provide original GPS reports to the District for verification by the 30th day of the month following service (eg. October 30 for September service) and shall provide access to the GPS system to the district to verify reports.

School Route Note 2: Driver and bus availability. There will be a disincentive fee based upon the average number of drivers (may not include office staff or mechanics) available for the District per day over the course of each month. The District has determined that it is extremely important that the Contractor have sufficient drivers available to cover all of the assigned routes on a daily basis. Therefore, the District will use the following fee factors to motivate the Contractor to meet the District's requirements.

Drivers equal to 100% of the number of routes assigned: standard - no incentive or disincentive fee - 0%

- c) Drivers equal to 98 - 99% of the number of routes assigned: -1%
- d) Drivers equal to 96 - 97% of the number of routes assigned: -2%
- e) Drivers equal to 94 - 95% of the number of routes assigned: -3%

Drivers equal to 93% or less of the number of routes assigned will be subject to liquidated damages.

2 Sports and Extra-Curricular Activity Events. The District has identified a need for an average of 4 drivers/buses per school day for sports and extra-curricular to and from trips (events) for middle and high school students. Propose a call-out price for these events assuming that the drivers/buses are not available for PM school routes and that each event will require two (2) hours.

Price per call-out based on _____ events per week:	\$ 47.42
Per hour price for additional services per hour:	\$ 23.71

3 School Field Trip Events. The District has identified a need for an average of *two (2)* drivers/buses per week for field trip events. Propose a call-out price for these events assuming that the drivers/buses are not available for AM and/or PM school routes and that each event will require *five (5)* hours. (NOTE: these buses may be the same vehicles used to fulfill Sports and Extra-Curricular Activity Events as noted in #2 above.)

STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1
510 Chambers Street, Steilacoom Washington 98388
(253) 983-2200

RFP No. 99-2013 RFP Title Pupil Transportation Services Page 14

Price per call-out based on ____ events per week:	<u>\$ 118.54</u>
Per hour price for additional services per hour:	<u>\$ 23.71</u>

4 Alternate Fleet Proposal: 50% Diesel / 50% Propane (non SPED) fleet

a.	Price per call-out based on 17 routes per day:	<u>\$ 175.56</u>
	Per hour price for additional services per hour:	<u>\$ 25.58</u>
b.	Price per call-out based on 5 kindergarten/pre-school mid-day routes per day:	<u>\$ 27.03</u>
	Per hour price for additional services per hour:	<u>\$ 27.03</u>
c.	Price per call-out based on 7 Special Education routes per day:	<u>\$ 160.03</u>
	Per hour price for additional services per hour:	<u>\$ 25.58</u>

2013-2014 District Office Staffing

Issue: The Assistant Superintendent position is vacant due to Kathi Weight serving as Interim Superintendent for the 2013-2014 school year.

Recommendation:

The Assistant Superintendent position should remain vacant at this time, and be revisited in September. The district office has recently hired two key positions (Executive Director Finance & Operations, Director for Teaching and Learning) and recently received resignations in support positions (Fiscal Clerk, Student Records Manager, Human Resources Clerk-resigning .5). We will be evaluating staffing and job responsibilities for possible restructuring within various departments.

Assistant Superintendent Role and Responsibilities:

- Oversees Teaching and Learning department
 - Technology, Student Achievement (Assessments, Curriculum, Teacher/Principal Evaluation (TPEP), Professional Development, Common Core, etc.)
- Supervises Director for Teaching and Learning
 - Newly created position, provides coaching and supervision of all activities and district wide initiatives
 - Current vacancy in Highly Capable teaching position and significant mandated changes regarding highly capable student programming for districts to begin in 14-15 school year.
- Oversees Human Resources functions
 - Investigates and addresses all issues of concern
 - Contract compliance
 - Lead for Labor Management
 - Lead for all recruitment and hiring
 - Lead all staff evaluation compliance and timelines
 - Ensures timely completion of required reporting to state (Affirmative Action Plans, Highly-Qualified Teacher reporting, etc.)
- Oversees all Risk Management functions
- Additional tasks as assigned by the Superintendent

Other Factors to Consider:

- District office will initially focus on daily operations, maximizing efficiencies and maintaining accountability to determine the scope of work and the need to fill the Assistant Superintendent position (full time or part time)

July 17, 2013

- Interim Superintendent will continue to provide oversight to Human Resources functions, and respond to contract and labor management issues. The HR clerical staff is competent and tasks are completed efficiently
- Interim Superintendent will supervise all Principals and support newly hired High School Principal
- Confidence in existing executive positions and superb legal guidance from our attorney
- Interim Superintendent assisting with transition for Anderson Island (both teaching positions at Anderson Island are open and administrator is new to district)
- Numerous capital projects are currently in progress and require immediate attention
- Priority to gain a clear understanding of fiscal status
- Additional workload due to the vacancy may temporarily be absorbed by providing additional clerical support hours, and/or additional job responsibilities to current administrative staff to complete required reports or investigations
- Plan on utilizing the Education Service District 121 and 113 for additional services/support

July 17, 2013

Steilacoom Historical School District Board of Directors

REGULAR BOARD MEETING

Date: July 18, 2013

TO: Members, Steilacoom Historical School District Board of Directors

ISSUE: **ACTION**
 X **INFORMATION** SHS Principal Hiring Update

BACKGROUND INFORMATION:

The principal position at Steilacoom High School was vacated as of July 1, 2013. The position was posted immediately and advertised through multiple sources (i.e. WASA, AWSP, WASA, etc.). 19 candidates applied for the position. The hiring process is consistent with Board Policy and Procedure 5000, Recruitment and Selection of Staff.

Paper screening was conducted by a team that included the SEA President. Initial reference checks are currently being conducted by the Superintendent. 5 candidates have been selected to interview. A press release was completed on July 17th to inform our community of the hiring timeline.

Interviews will be held on Monday, July 22nd by a representative team of staff members, a community member and a diversity team member.

The District leadership team and one building principal from another building will also interview the same candidates. SHS ASB leaders have also been invited to attend Monday's interviews and meet the candidates and give input. The students will be acting as tour guides and greeters during the day.

Following the interviews, individuals will be identified as finalists, through a collaborative process with both interview teams. More thorough reference checks will be conducted.

A community forum will be held on Tuesday, July 23rd at 7:00 p.m. in the high school theatre.

RECOMMENDED DECISION:

Information only.

Report prepared by:
Superintendent, Kathi Weight