



## Regular Meeting Agenda

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

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

8/22/2013 7:00 PM

### I. CALL TO ORDER

(Vote)

- A. Pledge of Allegiance
- B. Roll Call
- C. Approval of Agenda

### II. COMMENTS FROM THE AUDIENCE

(Information)

Members of the audience wishing to comment on specific items on this agenda will be allowed to comment briefly during the Comments From the Audience portion of the agenda. Those wishing to speak will please sign the Speaker List in order to be recognized by the Board. **Please limit your comments to three (3) minutes.** The Board will not entertain comments during any other part of the meeting. Remarks of a negative nature singling out specific employees, other than the Board or Superintendent, will be heard in executive session following the business meeting. The Board reserves the right to terminate presentations containing personal attacks on individuals.

### III. REPORTS

#### 1. Financial

(Information)

Presenter: Jim Brittain

Financial Report July 2013.pdf (p. 4)

#### 2. Capital Projects

(Information)

Presenter: Jim Brittain

Capital Projects July 2013.pdf (p. 10)

#### 3. State Assessment Results

(Information)

Presenter: Julie Wright

State Assessment Presentation.pdf (p. 20)

## **IV. APPROVAL OF MINUTES**

### **1. 8.6.13 Special Board Meeting Minutes**

8.6.13 minutes.pdf (p. 21)

**(Vote)**

### **2. 8.8.13 Regular Board Meeting Minutes**

8.8.13 minutes.pdf (p. 23)

**(Vote)**

## **V. 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 Estimated August 2013 Payroll.pdf (p. 26)

Approval of August 2013 Accounts Payable.pdf (p. 27)

Approval of Certificated Personnel Report.pdf (p. 54)

Approval of Classified Personnel Report.pdf (p. 55)

Approval of Classified Exempt Personnel Report.pdf (p. 56)

Approval of Coaching Personnel Report.pdf (p. 57)

## **VI. OLD BUSINESS**

### **1. Second Reading of Policy 2100, Educational Opportunities for Military Children**

**(Vote)**

Presenter: Susanne Beauchaine

Policy 2100.pdf (p. 58)

### **2. Second Reading of Policy 3413, Student Immunizations and Life Threatening Health Conditions**

**(Vote)**

Presenter: Susanne Beauchaine

Policy 3413.pdf (p. 60)

### **3. Second Reading of Policy 3414, Infectious Diseases**

**(Vote)**

Presenter: Susanne Beauchaine

Policy 3414.pdf (p. 63)

### **4. 1918 Project Design Development**

**(Vote)**

Presenter: Jim Brittain

Board Background Approval of Design Development phase.pdf (p. 66)

## **VII. NEW BUSINESS**

### **1. Approval of Resolution 805-08-22-13, Adoption of 2013-14 School Year Budget (Discussion)**

Presenter: Jim Brittain

Resolution 805-08-22-13 Budget Adoption.pdf (p. 67)

### **2. Approval of 2013-14 School Year District/Board/Superintendent Goals (Vote)**

Presenter: Sam Scott & Kathi Weight

2013-14 Board District and Supt Goals.pdf (p. 68)

### **3. Approval of School Board/Superintendent Operating Protocol (Vote)**

Presenter: Sam Scott

Board Operating Protocol 8.22.13.pdf (p. 76)

### **4. First Reading of Policy 3416, Medication at School (Vote)**

Presenter: Susanne Beauchaine

First Reading of Policy 3416, Medication at School.pdf (p. 80)

### **5. First Reading of Policy 3419, Self-Administration of Asthma and Anaphylaxis Medications (Vote)**

Presenter: Susanne Beauchaine

First Reading of Policy 3419, Self-Administration of Asthma and ANaphylaxis Medications.pdf (p. 83)

### **6. First Reading of Policy 3420, Anaphylaxis Prevention and Response (Vote)**

Presenter: Susanne Beauchaine

Policy 3420.pdf (p. 86)

## **VIII. COMMENTS FROM THE AUDIENCE (Information)**

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## **IX. BOARD COMMUNICATION (Information)**

## **X. ANNOUNCEMENTS (Information)**

## **XI. ADJOURNMENT (Vote)**

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

**Steilacoom Historical School District No. 1**

**Board of Directors Meeting**

**August 22, 2013**

**July 2013 Financial Report**

**1. Financial Status Reports**

- a. General Fund**
- b. Capital Projects Fund**
- c. Debt Service Fund**
- d. ASB Fund**

**2. Cash and Investments**

**Fiscal update Items:**

- **ALE Program**
  - **Fiscal Year 2007-2008 Corrective Action - \$319,796**
  - **Fiscal Year 2010- 2011 Corrective Action \$80,092**
- **Western State Agreement**
  - **Over-flow Parking – Costs**
  - **Bus Refueling**

**Steilacoom Historical School District**  
**General Fund Budget Status Report**  
**July 31, 2013**

	Annual Budget	Actual For Month	Total for Year	Encumbrances	Balance
<b>TOTAL BEGINNING FUND BALANCE</b>	10,617,807		9,165,166.63		
<b>REVENUES AND OTHER FINANCING SOURCES</b>					
1000 Local Taxes	6,424,246	16,705.75	6,522,336.05		(98,090.05)
2000 Local Non-Tax	1,533,850	30,382.78	1,122,274.52		411,575.48
3000 State, General Purpose	14,246,929	1,440,568.37	13,424,024.39		822,904.61
4000 State, Special Purpose	4,396,052	431,866.40	3,388,119.89		1,007,932.11
5000 Federal, General Purpose	355,000	0.00	256,172.15		98,827.85
6000 Federal, Special Purpose	1,438,868	67,330.16	1,317,214.51		121,653.49
7000 Revenues from Other District	0	0.00	0.00		0.00
8000 Revenues from Other Agencies	0	0.00	17,278.42		(17,278.42)
9000 Other Financing Sources	0	0.00	765.00		(765.00)
<b>Total Revenues &amp; Other Financing Sources</b>	28,394,945	1,986,853.46	26,048,184.93		2,346,760.07
<b>EXPENDITURES</b>					
00 Regular Instruction	19,100,578	1,200,073.51	13,802,632.54	1,394,331.57	3,903,613.89
20 Special Ed Instruction	3,156,069	529,424.06	3,379,624.93	307,552.45	(531,108.38)
30 Vocational Instruction	1,153,711	96,584.68	961,771.12	82,844.30	109,095.58
50&60 Compensatory Education	1,006,571	189,505.49	715,715.14	65,346.32	225,509.54
70 Other Instructional Pgms	34,286	21,856.94	242,988.07	21,990.77	(230,692.84)
80 Community Services	0	137.67	3,738.43	0.00	(3,738.43)
97 General Support	7,269,662	488,320.63	5,529,332.80	995,854.04	744,475.16
98 Food Service	1,142,806	134,302.73	837,055.24	5,968.35	299,782.41
99 Pupil Transportation	1,281,000	189,552.09	1,165,171.65	32,315.13	83,513.22
<b>Total Expenditures</b>	34,144,683	2,849,757.80	26,638,029.92	2,906,202.93	4,600,450.15
Operating Transfers to TVF, DSF, & CPF	0	0.00	(375,000.00)		
<b>Excess Revenues/Other Financing Sources Over (under) Expend &amp; Oth Financing Uses</b>	(5,749,738)	(862,904.34)	(589,844.99)		
<b>Total Ending Fund Balance</b>	<u>4,868,069</u>		<u>8,200,321.64</u>		
<b>Ending Fund Balance Accounts</b>					
GL 810 Reserved For Other Items	451,474		521,473.53		
GL 821 Restricted for Carryover			22,658.66		
GL 830 Reserved For Debt Service	-		-		
GL 835 Reserved Arb Rebate	-		-		
GL 840 Reserved For Inventory	18,000		18,000.00		
GL 845 Reserved for Self Insurance	342,500				
GL 850 Reserved Uninsured Risks	0		0.00		
GL 870 Unreserved, Dsgntd-Oth Items	2,729,000		2,354,000.00		
GL 872 Commt'd Min Fund Balance Policy	1,969,790		1,969,771.00		
GL 875 Unreserved Dsgntd-Conting	400,000		-		
GL 888 Assigned to Other Purposes	0		300,000.00		
GL 890 Unreserved Undsgntd Fund Bal	(1,042,695)		3,014,418.45		
<b>Total Ending Fund Balance</b>	<u>4,868,069</u>		<u>8,200,321.64</u>		

**Steilacoom Historical School District  
Capital Projects Fund Budget Status Report  
July 31, 2013**

	Annual Budget	Actual For Month	Total for Year	Encumbrances	Balance
<b>TOTAL BEGINNING FUND BALANCE</b>	\$ 2,718,474		\$ 2,691,527.39		
<b>REVENUES AND OTHER FINANCING SOURCES</b>					
1000 Local Taxes	-	-	-		-
2000 Local Non-Tax	10,000	6,662.75	51,301.23		(41,301.23)
3000 State, General Purpose	-	-	-		-
4000 State, Special Purpose	-	-	-		-
5000 Federal, General Purpose	-	-	-		-
6000 Federal, Special Purpose	-	-	-		-
7000 Revenues from Other District	-	-	-		-
8000 Revenues from Other Agencies	-	-	-		-
9000 Other Financing Sources	1,165,000	-	1,973,238.24		(808,238.24)
<b>Total Revenues &amp; Other Financing Sources</b>	1,175,000	6,662.75	2,024,539.47		(849,539.47)
<b>EXPENDITURES</b>					
10 Sites	550,000	109.50	(1,399.25)	125,642.62	425,756.63
20 Buildings	1,100,000	26,475.76	212,088.73	707,445.32	180,465.95
30 Equipment	250,000	1,908.65	1,908.65	15,948.55	232,142.80
40 Energy	170,000	-	-	-	170,000.00
50 Sales & Lease Expenditures	-	-	9,889.22	2,780.35	(12,669.57)
60 Bond Issuance Expenditures	-	-	-	-	-
90 Debt	-	-	-	-	-
<b>Total Expenditures</b>	2,070,000	28,493.91	222,487.35	851,816.84	995,695.81
<b>Excess Revenues/Other Financing Sources Over (under) Expend. &amp; Oth Financing Uses</b>	(895,000)	(21,831.16)	1,802,052.12		2,697,052.12
<b>Total Ending Fund Balance</b>	<u>\$ 1,823,474</u>		<u>\$ 4,493,579.51</u>		
<b>Ending Fund Balance Accounts</b>					
GL 861 Reserve, Bond Proceeds	44,548		-		
GL 862 Reserve of Levy Proceeds	-		-		
GL 863 Reserve of State Proceeds	-		375,000.00		
GL 865 Reserve, Other Items	-		108.75		
GL 866 Reserve, Impact Fees	20,565		42,373.39		
GL 870 Reserve, Energy Projects	-		-		
GL 875 Unreserved Dsgntd-Conting	-		-		
GL 889 Assigned to Special Purposes	1,808,361		4,076,097.37		
GL 890 Unreserved Undsgntd Fund Bal	-		-		
<b>Total Ending Fund Balance</b>	<u>\$ 1,873,474</u>		<u>\$ 4,493,579.51</u>		

**Steilacoom Historical School District**  
**Debt Service Fund Budget Status Report**  
**July 31, 2013**

	Annual Budget	Actual For Month	Total for Year	Encumbrances	Balance
<b>TOTAL BEGINNING FUND BALANCE</b>	\$ 2,626,597		2,739,693.28		
<b>REVENUES AND OTHER FINANCING SOURCES</b>					
1000 Local Taxes	5,801,545	15,206.86	5,879,418.47		(77,873.47)
2000 Local Non-Tax	-	272.43	406.84		(406.84)
3000 State, General Purpose	-	-	-		-
5000 Federal, General Purpose	-	-	-		-
6000 Federal, Special Purpose	-	-	-		-
9000 Other Financing Sources	-	-	-		-
<b>Total Revenues &amp; Other Financing Sources</b>	5,801,545	15,479.29	5,879,825.31		(78,280.31)
<b>EXPENDITURES</b>					
Matured Bond Expenditures	3,500,000	-	3,500,000.00		-
Interest on Bonds	2,690,675	-	2,690,675.00		-
Interfund Loan Interest	-	-	-		-
Bond Transfer Fees	10,000	-	1,203.61		8,796.39
Arbitrage Rebate	-	-	-		-
Underwriter's fees	-	-	-		-
<b>Total Expenditures</b>	6,200,675	-	6,191,878.61	-	8,796.39
Other Financing Uses		-			
<b>Excess Revenues/Other Financing Sources Over (under) Expend. &amp; Oth Financing Uses</b>	(399,130)	15,479.29	(312,053.30)		
<b>Total Ending Fund Balance</b>	<u>\$ 2,227,467</u>		<u>\$ 2,427,639.98</u>		
<b>Ending Fund Balance Accounts</b>					
GL 810 Reserved For Other Items	-		-		
GL 830 Reserved For Debt Service	2,227,467		2,427,639.98		
GL 889 Assigned to Fund Purposes	-		-		
GL 890 Unreserved Undsgntd Fund Bal	-		-		
<b>Total Ending Fund Balance</b>	<u>2,227,467</u>		<u>2,427,639.98</u>		

**Steilacoom Historical School District**  
**ASB Fund Budget Status Report**  
**July 31, 2013**

	Annual Budget	Actual For Month	Total for Year	Encumbrances	Balance
<b>TOTAL BEGINNING FUND BALANCE</b>	\$ 285,405		\$ 219,169.49		
<b>REVENUES AND OTHER FINANCING SOURCES</b>					
1000 General Student Body	72,950	782.94	117,694.64		(44,744.64)
2000 Athletics	114,600	2,080.00	68,486.14		46,113.86
3000 Classes	44,574	-	42,131.32		2,442.68
4000 Clubs	253,917	(8.00)	292,289.86		(38,372.86)
6000 Private Moneys	16,450	-	2,137.15		14,312.85
<b>Total Revenues &amp; Other Financing Sources</b>	502,491	2,854.94	522,739.11		(20,248.11)
<b>EXPENDITURES</b>					
1000 General Student Body	98,827	6,992.04	59,407.45	2,458.82	36,960.73
2000 Athletics	160,264	5,767.26	148,089.23	6,921.67	5,253.10
3000 Classes	52,941	7,437.27	40,465.97	828.46	11,646.57
4000 Clubs	370,185	30,361.83	289,646.19	10,151.14	70,387.67
6000 Private Moneys	10,800	-	203.87	565.60	10,030.53
<b>Total Expenditures</b>	693,017	50,558.40	537,812.71	20,925.69	134,278.60
<b>Excess Revenues/Other Financing Sources Over (under) Expend. &amp; Oth Financing Uses</b>	(190,526)	(47,703.46)	(15,073.60)		175,452.40
<b>Total Ending Fund Balance</b>	<u>\$ 94,879</u>		<u>\$ 204,095.89</u>		
<b>Ending Fund Balance Accounts</b>					
GL 819 Restricted for Fund Purposes	94,879		204,095.89		
GL 830 Reserved For Debt Service	-		-		
GL 889 Assigned to Fund Purposes	-		-		
GL 890 Unreserved Undsgntd Fund Bal	-		-		
<b>Total Ending Fund Balance</b>	<u>94,879</u>		<u>204,095.89</u>		

<b>Fund Balance By School</b>	
	<b>Available for General Student Body</b>
<b>SHS</b>	134,952.99
<b>PMS</b>	59,806.30
<b>AI</b>	191.30
<b>CC</b>	3,876.63
<b>CD</b>	2,031.15
<b>SP</b>	3,237.52
<b>Total</b>	<u>204,095.89</u>

**Steilacoom Historical School District  
Cash and Investment  
July 31, 2013**

<u>General Fund</u>	Steilacoom School		Variance	
	Pierce County	District		
240 Cash	4,866,891.90	5,303,216.69	436,324.79	Note 1
450 Investments	4,400,000.00	4,400,000.00	0.00	
<u>Capital Project Fund</u>				
240 Cash	1,336,707.45	900,382.66	(436,324.79)	Note 1
450 Investments	3,600,000.00	3,600,000.00	0.00	
<u>Debt Service Fund</u>				
240 Cash	67,639.98	67,639.98	0.00	
450 Investments	2,360,000.00	2,360,000.00	0.00	
<u>ASB Fund</u>				
240 Cash	80,110.51	80,110.51	0.00	
450 Investments	150,000.00	150,000.00	0.00	

**Note 1** - State of Washington State Energy Grant funds deposited into Capital Project Funds.

# Steilacoom Historical School District No. 1

## Board of Directors Meeting

August 22, 2013

### Capital Projects

#### Sale of Property

1. Town Right-of-Way
  - Completed – Town of Steilacoom
  
2. Chamber Field
  - Bus Barn and Football Field Property
    - a. Town Planner Meeting
      - i. Line Adjustment – Least Expensive
      - ii. Rezone to residential – R72 (7200 sq)
      - iii. Re-appraise the properties
      - iv. Contact Real Estate Agent
  
3. Abitibi/High School
  - a. 7/3/2013 email to George Heidgerken proposed Site Access and Indemnification Agreement for his review and signature.
  - b. 7/17/2013 Site Access and Indemnification signed and returned to George Heidgerken.
  - c. No response from George Heidgerken

#### Capital Projects

1. Saltar's Point
  - a. No invoice received – project costs
  - b. Fire Marshall inspection and approved – Aug 15<sup>th</sup>
  - c. District Staff installing furniture and wall boards – Aug 19<sup>th</sup> week
  - d. Final signoff from building department – Aug 20<sup>th</sup>
  - e. Punch list of incomplete or work that needs corrected – Aug 26<sup>th</sup>
  - f. Ready for occupancy Aug 29<sup>th</sup>
  - g. Board Acceptance of Completed Project Policy

2. 1918 Building

- a. Project Images – Refer to page 3 thru 8
- b. Design Proceeding – specs
- c. SEPA MDNS - final phase of completion – commence on Aug19th.
- d. Dept. of Architecture and Historic Preservation
- e. PRB Agenda – application submitted – Aug 28th
- f. Project Costs Estimates by Aug 26<sup>th</sup> - \$3.2 million
- g. Preliminary timeframe to go out for bid on schedule – open bids Nov 1<sup>st</sup> timeframe.
- h. Finalizing Project Budget Tracking Spreadsheet
- i. Determination of Administrative Staff relocation – hazmat and demolition

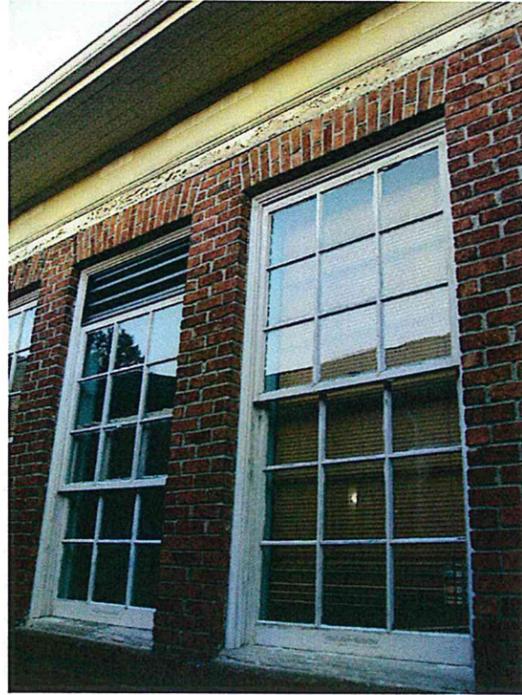
3. Transportation Facility

- a. Project Images – Refer to page 9 thru 11
- b. Working on refining budget to \$1.5 million
- c. Modification to Building - Alternative Bid Items
- d. Land Use permit and SEPA comments – Sept 1st
- e. Submit for building permit Oct 1<sup>st</sup>
- f. Potential Bidding November 1st to November 30<sup>th</sup>
- g. Estimated Construction start date Dec 15<sup>th</sup>
- h. Completion June 15, 2014

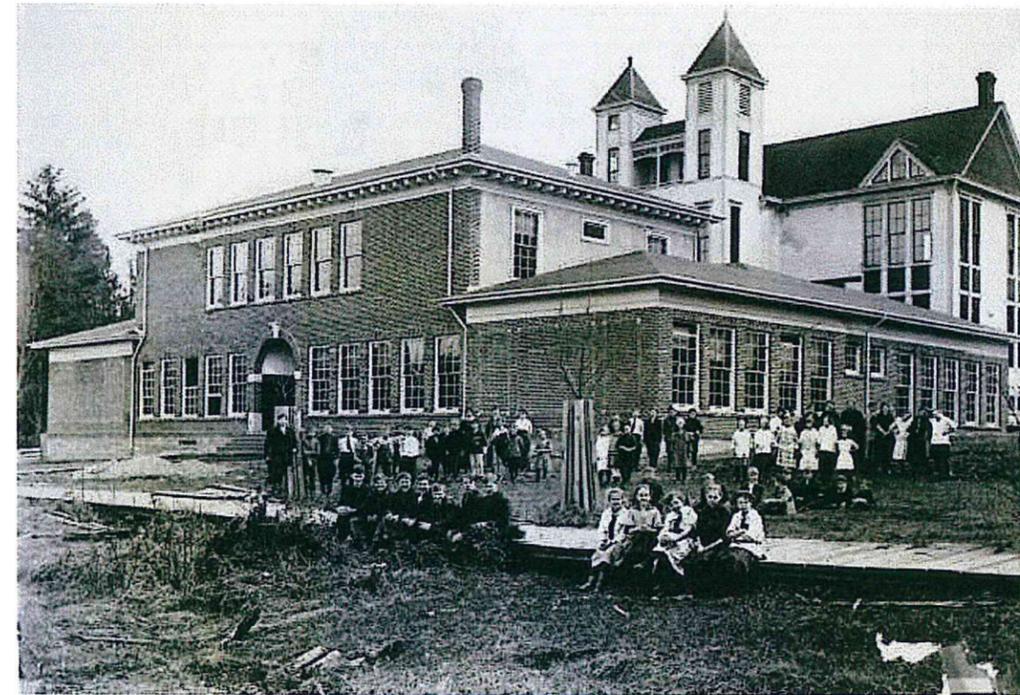
4. Softball Field

- a. PRB Recommendations
- b. Dugouts
- c. Scoreboard
- d. Water and Power

Printed: Aug 13, 2013 - 1:10pm File: X:\2013-2 Stellacom Admin Building\6 Drawings\9 - Current Drawings\2013-2\_A3.03.dwg By: VALERIE



EXISTING CONDITIONS EXTERIOR PHOTO 3  
NTS



HISTORIC EXTERIOR PHOTO 1  
NTS



EXISTING CONDITIONS EXTERIOR PHOTO 4  
NTS



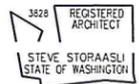
EXISTING CONDITIONS EXTERIOR PHOTO 2  
NTS

ERICKSON • MCGOVERN  
Architects

Erickson McGovern P.L.L.C.  
101 E. 26th Street, Suite 300, Tacoma, WA 98421

PHOTOS

ADMINISTRATIVE CENTER  
STELLACOOM HISTORICAL SCHOOL DISTRICT NO. 1

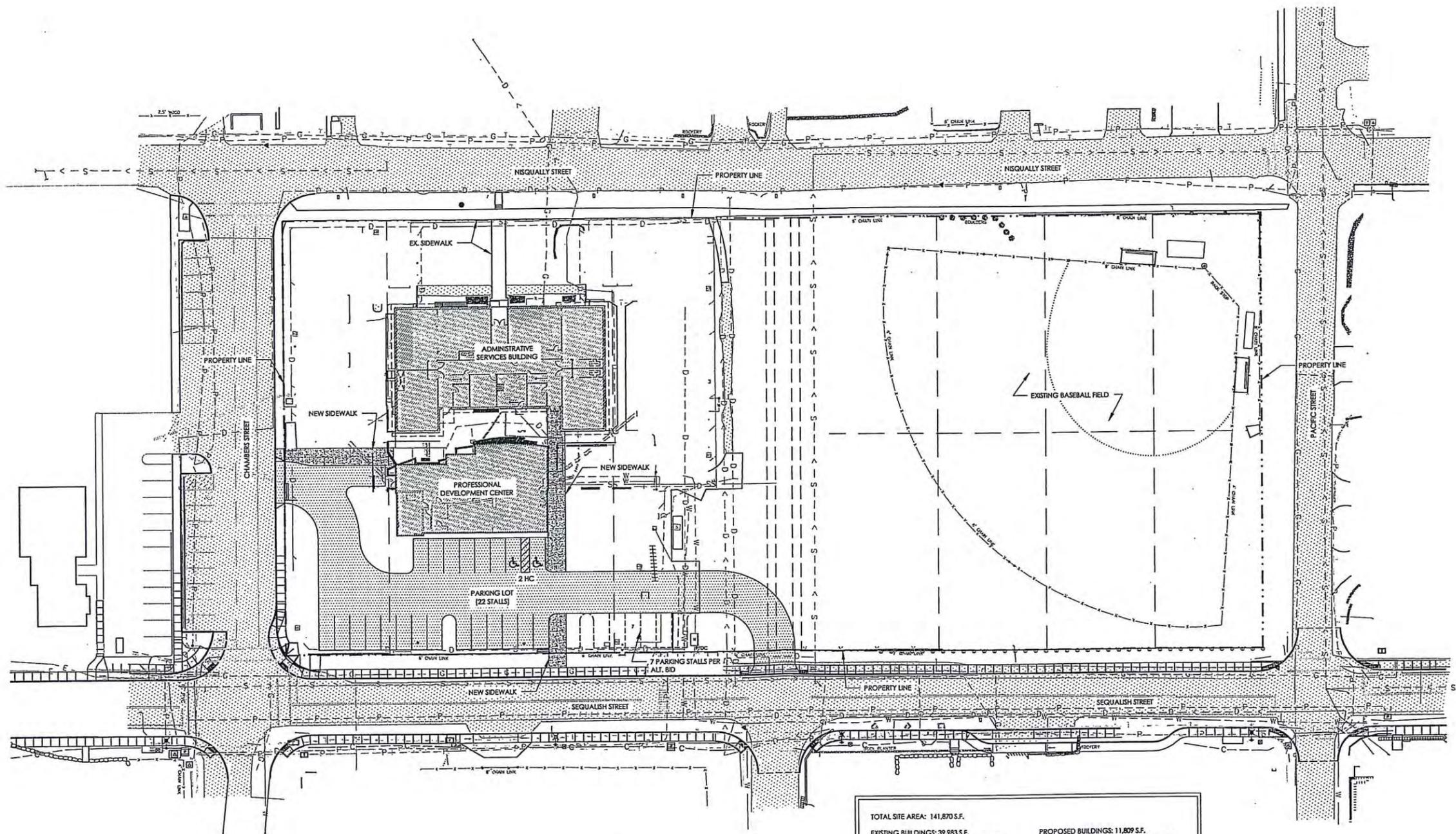


Project: 2013-2  
Drawn: VAB/BT


Sheet:

A3.03

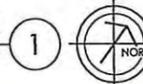
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TOTAL SITE AREA: 141,870 S.F.	PROPOSED BUILDINGS: 11,809 S.F.
EXISTING BUILDINGS: 39,983 S.F.	PROPOSED ASPHALT (PARKING): 13,425 S.F.
EXISTING ASPHALT & SIDEWALKS: 13,654 S.F.	PROPOSED SIDEWALKS: 1,897 S.F.
EXISTING IMPERVIOUS AREA: 53,637 S.F.	REMAINING EXISTING SIDEWALKS: 2,726 S.F.
	NEW IMPERVIOUS AREA: 29,857 S.F.

OVERALL SITE PLAN

SCALE: 1" = 30'-0"

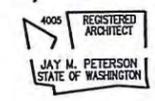


ERICKSON • MCGOVERN Architects

Erickson McGovern PLLC  
101 E. 24th Street, Suite 300, Tacoma, WA 98401

OVERALL SITE PLAN

ADMINISTRATIVE CENTER  
STELACOOM HISTORICAL SCHOOL DISTRICT No. 1

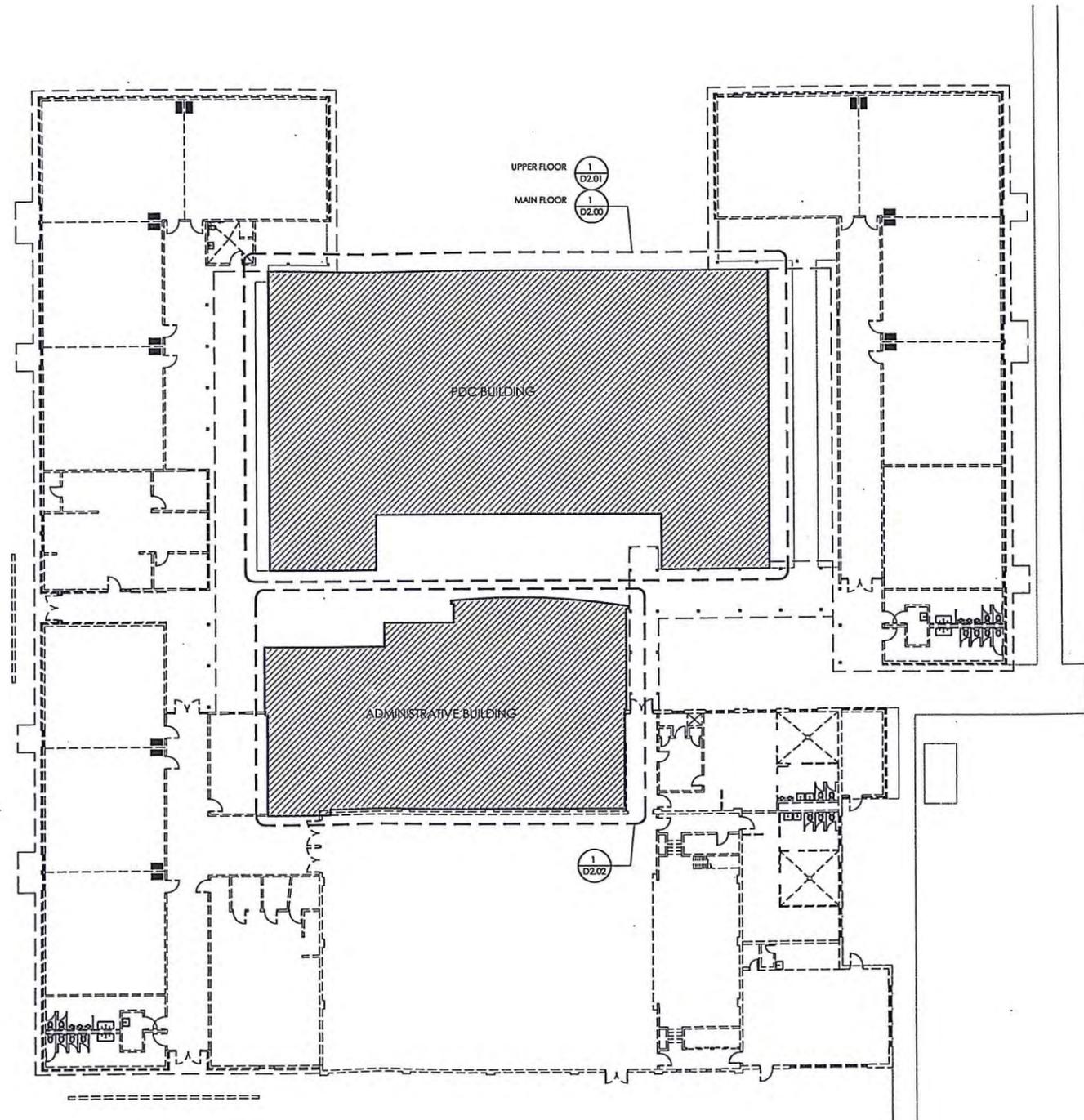


Project: 2013-2  
Drawn: JTM


Sheet:

A1.00

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SITE DEMOLITION PLAN

SCALE: 1/16" = 1'-0"

1



SITE DEMOLITION PLAN

ADMINISTRATIVE CENTER  
STELACOOM HISTORICAL SCHOOL DISTRICT No. 1



Project: 2013-2  
Drawn: JTM

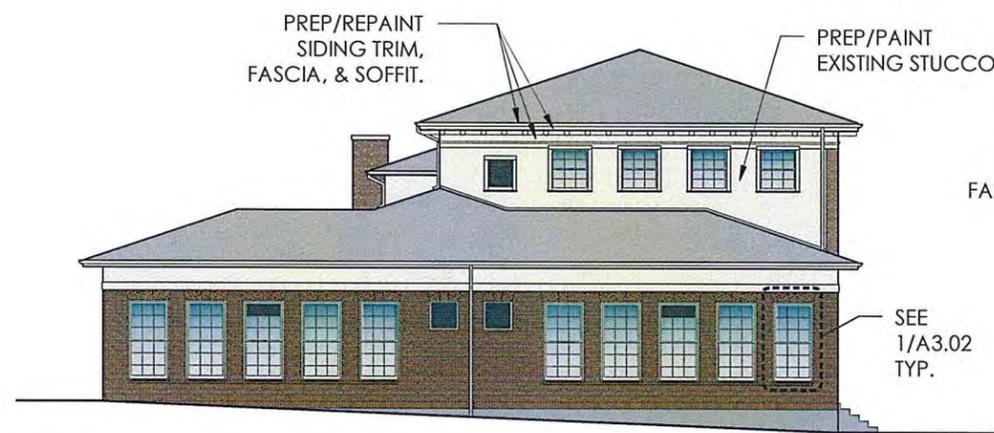

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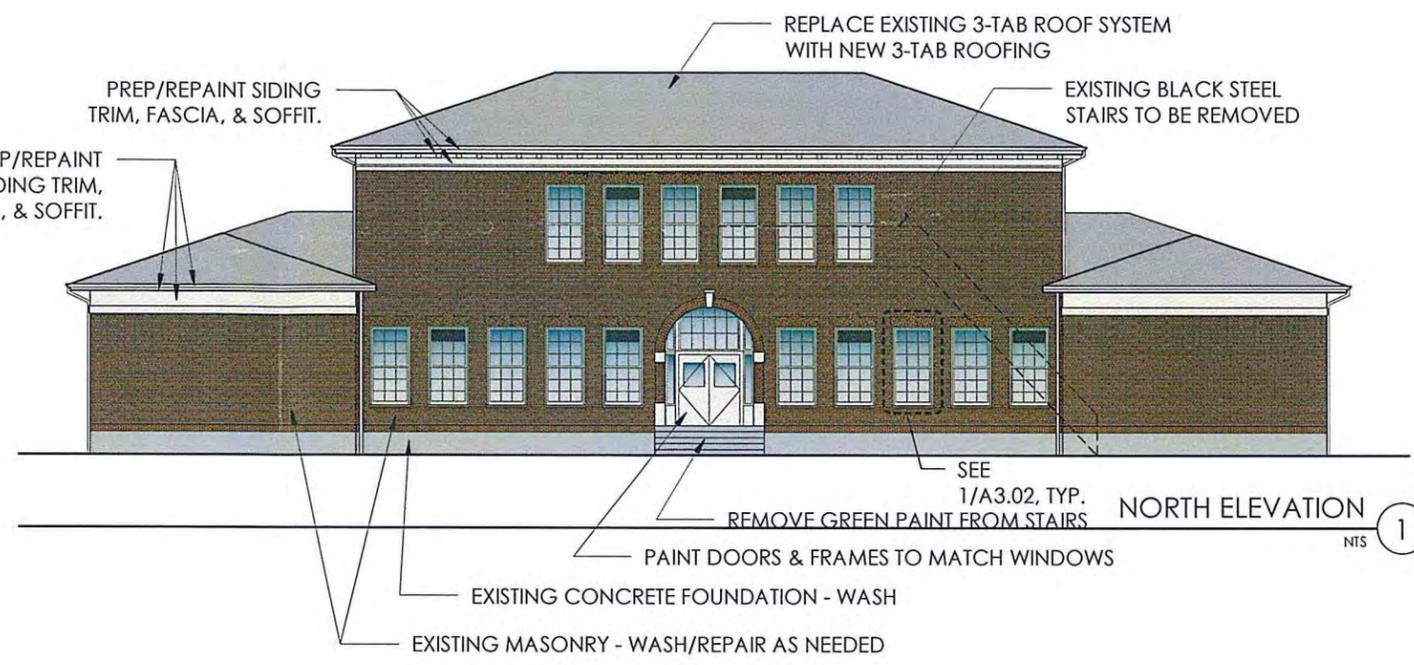
ERICKSON • MCGOVERN  
Architects

101 E. 28th Street, Suite 300, Tacoma, WA 98421

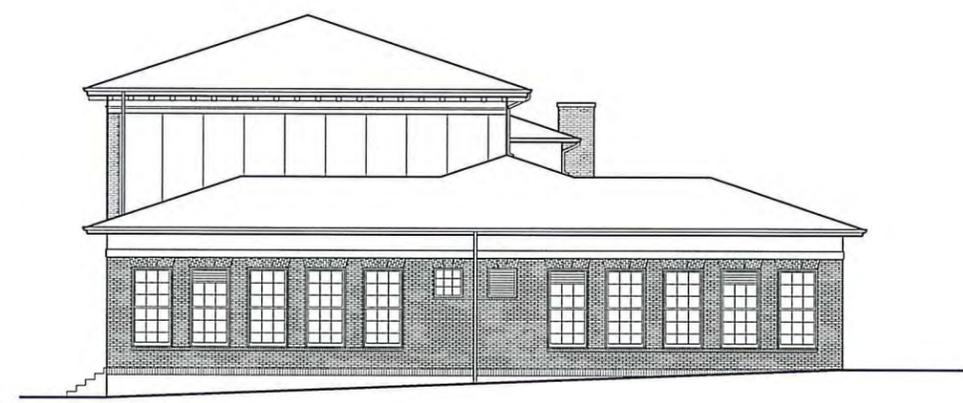
Plotted: Aug 13, 2013 - 11:54am File: X:\2013-2 StellaCoom Admin. Building\6 Drawings\9 - Current Drawings\2013-2\_A3.00.dwg By: VALERIE



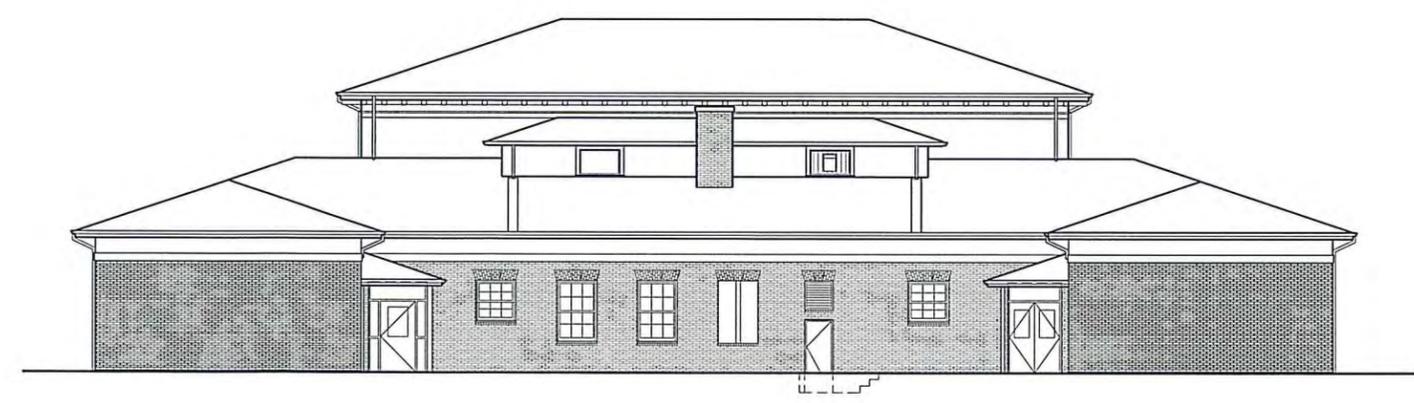
EAST ELEVATION 2 NTS



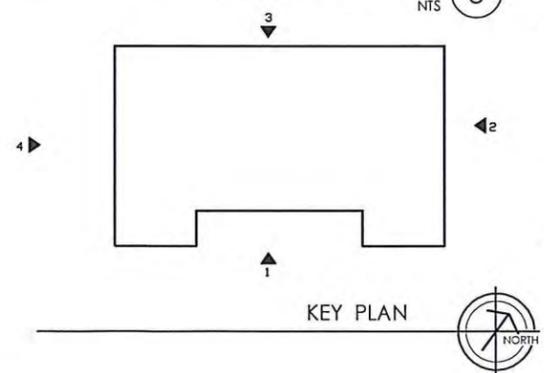
NORTH ELEVATION 1 NTS



WEST ELEVATION 4 NTS



SOUTH ELEVATION 3 NTS



KEY PLAN



ERICKSON • MCGOVERN Architects

Erickson McGovern P.L.L.C.  
101 E. 28th Street, Suite 300, Tacoma, WA 98421

EXISTING ELEVATIONS

ADMINISTRATIVE CENTER  
STELLACOOM HISTORICAL SCHOOL DISTRICT NO. 1

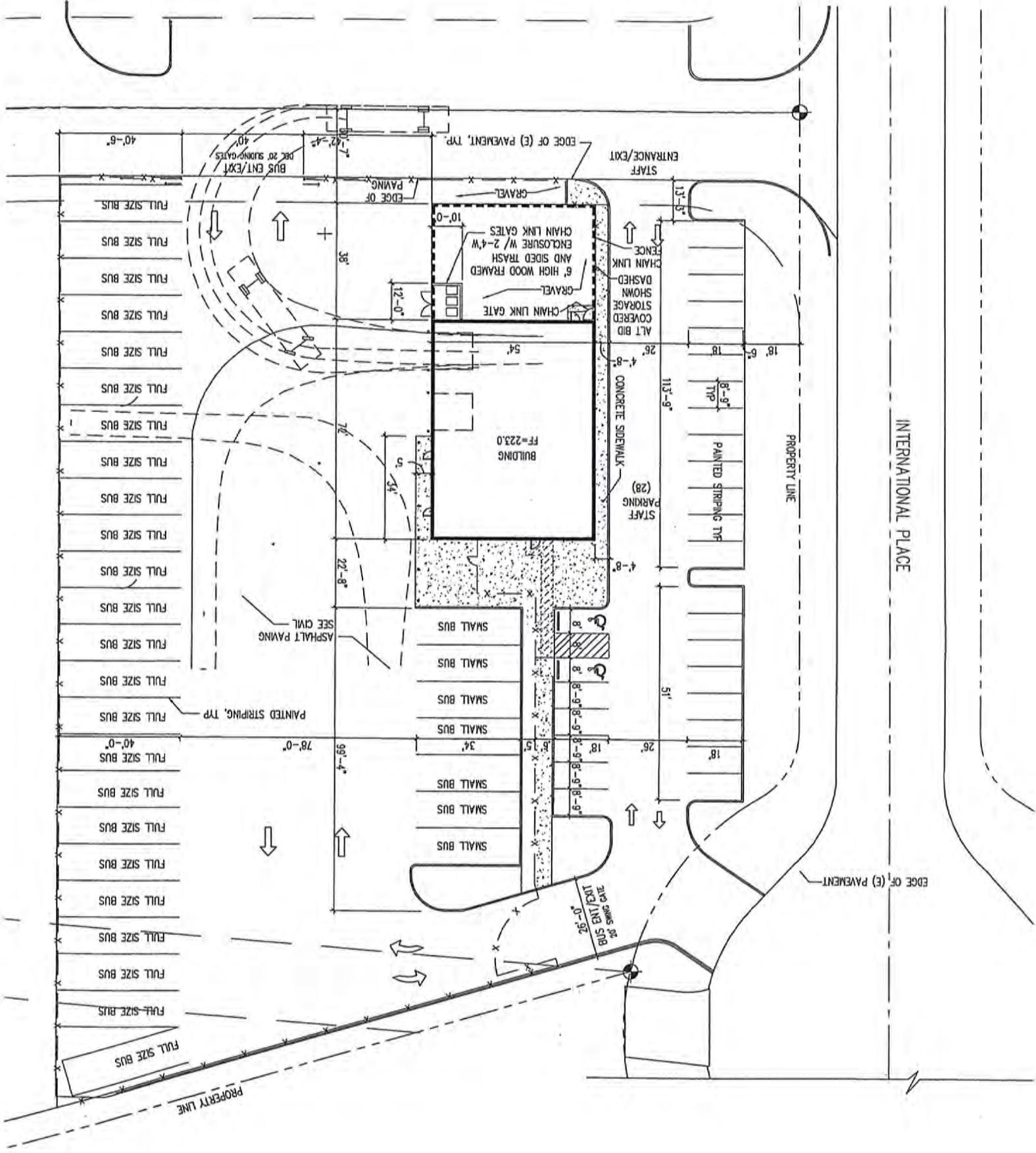


Project: 2013-2  
Drawn: VAB/BT

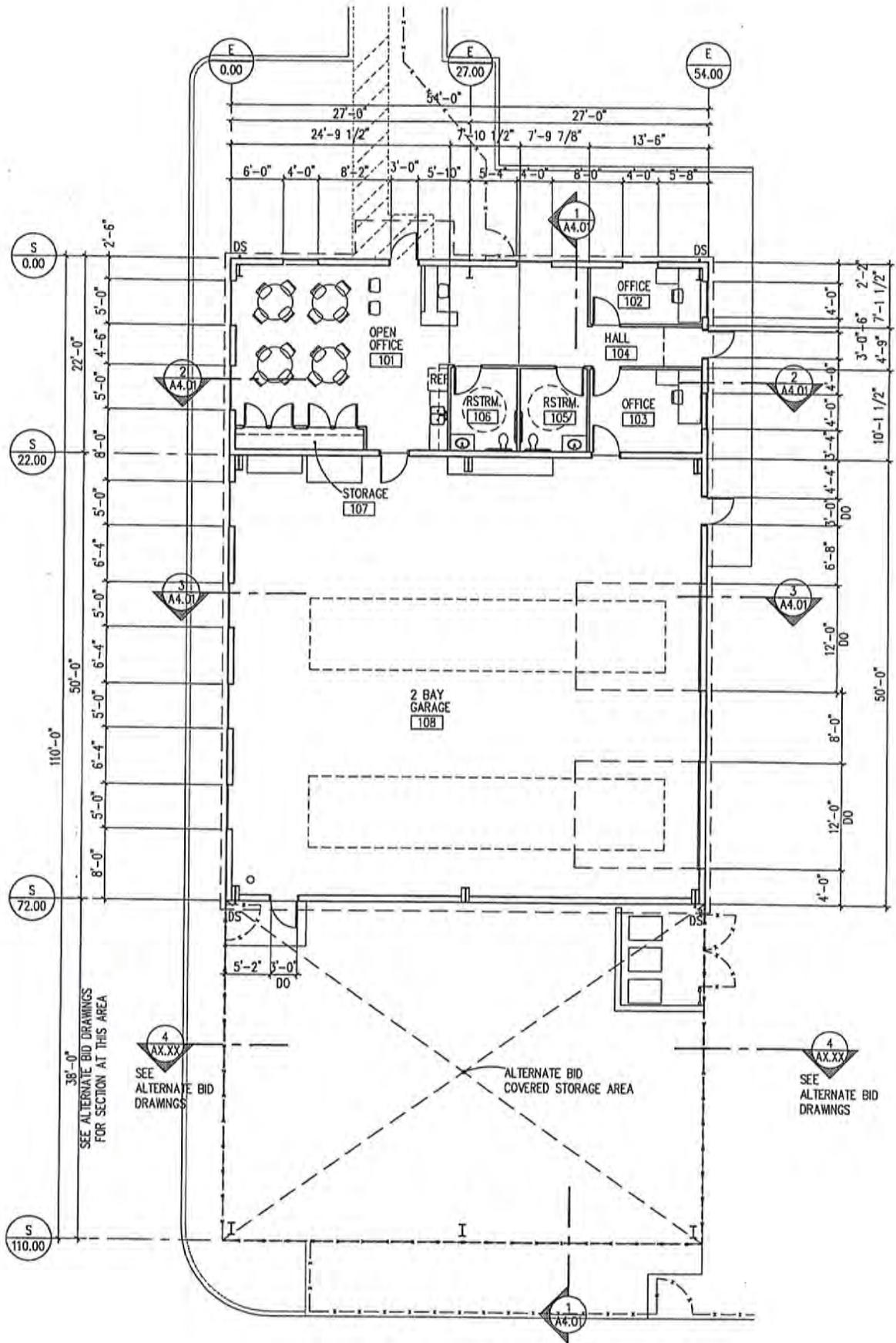
Sheet:

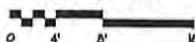
A3.00



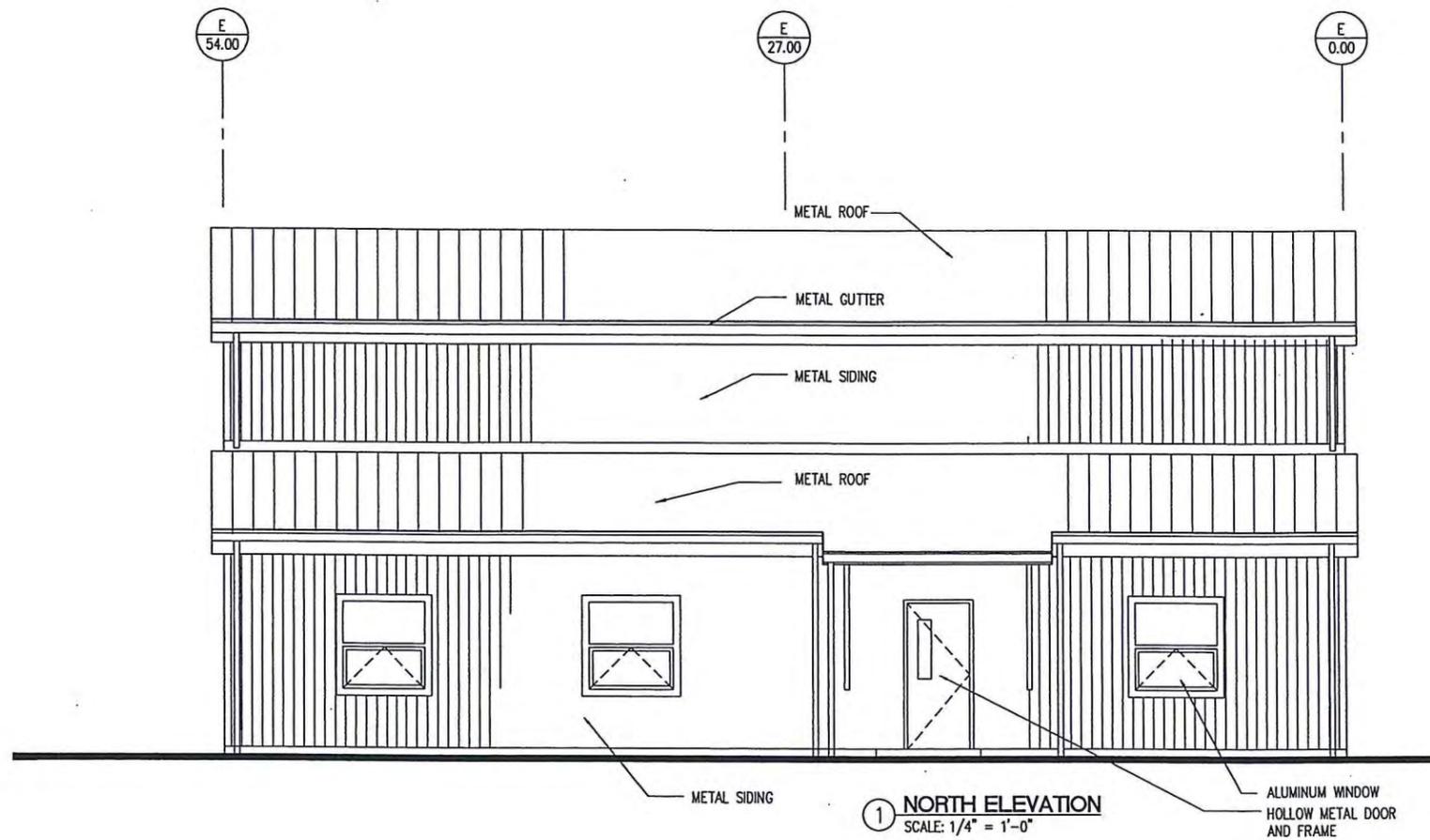


INTERNATIONAL PLACE



**1 FLOOR PLAN**  
 SCALE: 1/8"=1'-0"  



p:\telecommsd\_tranfac\dwg\sketch\20130731\_reducescopesketches\y2\_01 Reception\_telecommsd\_tranfac



1 NORTH ELEVATION  
SCALE: 1/4" = 1'-0"

**TRANSPORTATION FACILITY FOR STEILACOOM HISTORICAL SD #1**

INTERNATIONAL PLACE N  
DUPONT, WASHINGTON

STEILACOOM HISTORICAL SCHOOL DISTRICT #1  
60 CHAMBERS ST.  
STEILACOOM, WA 98388

PROGRESS SET  
AUG 13, 2013

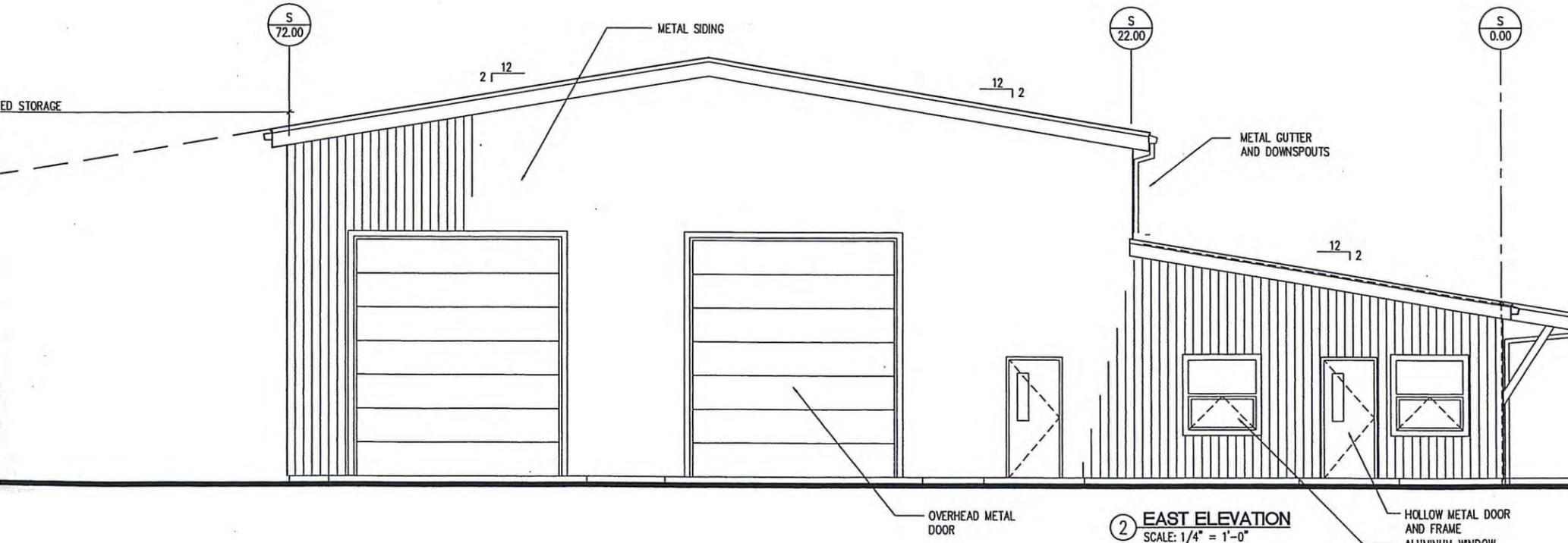
1" AT FULL SCALE  
If not 1 inch, this drawing has been reproduced, and is not at posted scale.

**EXTERIOR ELEVATIONS**

Project No.	13-04
Drawn	KLK
Checked	SS
Date	XX/XX/XX

Revisions

Sheet **A3.01**



2 EAST ELEVATION  
SCALE: 1/4" = 1'-0"

**Steilacoom Historical School District Board of Directors**

**REGULAR BOARD MEETING**

Date: August 22, 2013

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

**ISSUE:** \_\_\_\_\_ **ACTION** \_\_\_\_\_  
\_\_\_\_\_ **x** \_\_\_\_\_ **INFORMATION** \_\_\_\_\_ **State Assessment Results** \_\_\_\_\_

**BACKGROUND INFORMATION:**

The Spring of 2013 state assessment results will be shared by Julie Wright, Director of Teaching and Learning.

The following information will be provided to the Board from a live website on August 22, 2013.

State Assessment results for Anderson Island Elementary, Cherrydale Primary, and Chloe Clark Elementary, Saltar's Point Elementary, Pioneer Middle School, and Steilacoom High School.

**FISCAL IMPLICATIONS:**

Not applicable

**RECOMMENDED DECISION:**

Information Only

**Report prepared by:**

Julie Wright, Director of Teaching and Learning



## **Steilacoom Historical School District #1**

### **Special Board Meeting Minutes**

**Saltar's Point Elementary      908 Third Street      Steilacoom, WA**

**Tuesday, 8/6/2013**

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

Chair Scott called the meeting to order at 5:02 pm.

Executive Director Jim Brittain led the Pledge of Allegiance.

Superintendent Weight and all Directors except Director Denning present.

Director Wong made a motion to excuse Director Denning. No motion second.

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

#### **II. 2013-14 SY DRAFT BUDGET PRESENTATION**

Executive Director Brittain, Supt. Weight and the Board discussed the proposed 2013-14 school year budget.

#### **III. CAPITAL PROJECTS**

##### **a. Review of Capital Projects Fund**

Capital Projects Funds reviewed.

##### **b. Tour of Saltar's Point Modular Project**

Tour of new facility completed.

#### **IV. BOARD OPERATING PROTOCOL**

Superintendent Weight and Board members reviewed the existing Board Operating Protocol. A revised protocol will be added to the 8.22.13 Board meeting agenda.

**V. REVIEW OF BOARD/DISTRICT/SUPERINTENDENT GOALS 2012-13 SY**

2012-13 school year District, Board and Superintendent goals were reviewed.

**VI. 2013-14 SY SUPERINTENDENT GOALS**

Superintendent Weight presented her goals for the 2013-14 school year.

**VII. 2013-14 SY BOARD ANNUAL GOALS**

The Board developed 2013-14 school year goals.

**VIII. BOARD SELF EVALUATION**

The Board reviewed the results of their self-evaluation.

**IX. REVIEW OF BOARD LIAISONS**

Director liaison responsibilities were reviewed.

**X. ADJOURNMENT**

Director Callanan made a motion to adjourn the meeting at 8:45 pm; Director Wong seconded the motion and the motion passed (4/0).

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

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



## Regular Meeting Minutes

Pioneer Middle School

1750 Bob's Hollow Lane

DuPont, WA

8/8/2013

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

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

Superintendent Weight led the Pledge of Allegiance.

Superintendent Weight and four directors present; Director Denning not present.

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

### **II. INTRODUCTION OF STEILACOOM HIGH PRINCIPAL**

Superintendent Weight introduced newly hired SHS Principal Debra Hay.

### **III. COMMENTS FROM THE AUDIENCE**

No comments.

### **IV. PUBLIC HEARING - 2013-14 SY Proposed Budget**

#### **a. Presentation**

Executive Director Brittain presented the proposed 2013-14 school year budget.

#### **b. Comments from the Audience**

No comments.

### **V. RETURN TO PUBLIC SESSION**

Chair Scott returned the meeting to public session at 7:21 pm

### **VI. PRESENTATION - Food Service**

Katie Walters, Interim Sodexo Food Service Manager, presented the various levels of food service provided and new regulations and prices for the 2013-14 school year.

## **VII. CONSENT AGENDA**

Director Callanan made a motion to approve the Consent Agenda which included accounts payable, attached personnel actions and 2013-14 school year coaching salary. Director Wong seconded the motion and the motion passed (4/0).

## **VIII. APPROVAL OF MINUTES**

Director Callanan made a motion to approve the 7.25.13 minutes; Director Wong seconded the motion and the motion passed (4/0).

## **IX. OLD BUSINESS**

### **a. Second Reading of Policy 2414, Community Service**

Director Wong made a motion to approve Policy 2414: Director Callanan seconded the motion and the motion passed (4/0).

## **X. NEW BUSINESS**

### **a. First Reading of Policy 2100, Educational Opportunities for Military Children**

Executive Director Beauchaine presented revisions to Policy 2100. Director Winkler made a motion to move the policy to a second reading; Director Callanan seconded the motion and the motion passed (4/0).

### **b. First Reading of Policy 3413, Student Immunizations and Life Threatening Health Conditions**

Executive Director Beauchaine presented revisions to Policy 3413. Director Callanan made a motion to move the policy to a second reading Director Wong seconded the motion and the motion passed (4/0).

### **c. First Reading of Policy 3414, Infectious Diseases**

Executive Director Beauchaine presented revisions to Policy 3414. Director Wong made a motion to move the policy to a second reading; Director Callanan seconded the motion and the motion passed (4/0).

### **d. 2013-14 Fee Schedule**

Superintendent Weight presented the 2013-2014 fee schedule as an information item per policy.

## **XI. COMMENTS FROM THE AUDIENCE**

No comments.

## **XII. BOARD COMMUNICATION**

- Director Winkler received communication regarding his presentation at the 8/22 Kiwanis meeting; plans for renovation of 1918 building.
- Superintendent Weight received two communications about the SEPA process.

**XIII. ANNOUNCEMENTS**

- Director Winkler reminded Board members about attending the Back to School events
- Town of Steilacoom changed the date of the power outage to August 19

**XIV. ADJOURNMENT**

Director Winkler made a motion to adjourn the meeting at 7:49 pm; Director Callanan seconded the motion and the motion passed (4/0).

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

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

**PAYROLL HEADER PAGE**

**Steilacoom Historical School District No. 1**

**GENERAL FUND**

**ESTIMATE for August 30, 2013 paydate**

WE, THE UNDERSIGNED BOARD OF DIRECTORS OF THE STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1, PIERCE COUNTY, WASHINGTON, DO HEREBY CERTIFY THAT SERVICES HAVE BEEN RECEIVED AND PERFORMED AND HAVE BEEN APPROVED FOR PAYMENT IN THE ESTIMATED AMOUNT OF \$1,677,000.00.

**PAYROLL**

Gross Pay	\$ 1,237,000.00
Benefits	\$ 440,000.00
Total Payroll Adjustment	\$ -

**PAYROLL TOTAL \$ 1,677,000.00**

DATED: August 22, 2013

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

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

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

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

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

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

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 August 22, 2013, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$8,280.00. The payments are further identified in this document.

Total by Payment Type for Cash Account, GF WARRANTS OUTSTANDING:  
Warrant Numbers 112779 through 112780, totaling \$8,280.00

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
112779	AWSP	08/09/2013	115167-2013	Annual Dues for the 2013-2014 School Year (see attached)	81314001	8,030.00	8,030.00
112780	WSPA	08/09/2013	6185469	WSPA LAW CONFERENCE - KATHI WEIGHT OCTOBER 14-15 2013	81314002	250.00	250.00
				2 Computer	Check(s) For a Total of		8,280.00

	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
	2	Computer	Checks For a Total of	8,280.00
Total For	2	Manual, Wire Tran, ACH & Computer	Checks	8,280.00
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	8,280.00

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 August 22, 2013, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$124,543.50. The payments are further identified in this document.

Total by Payment Type for Cash Account, GF WARRANTS OUTSTANDING:  
Warrant Numbers 112737 through 112778, totaling \$124,543.50

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
112737	95 PERCENT GROUP INC	08/09/2013	12289	LAP Phonical Awareness Pkg for CC-M.McGann	91213121	357.50	357.50
112738	AWSP	08/09/2013	106,648	FOR 2013-14 SCHOOLYEAR Registration for Laurie Vallieres and Alex Clauson	281213037	375.00	750.00
			106,674	FOR 2013-14 SCHOOLYEAR Registration for Laurie Vallieres and Alex Clauson	281213037	375.00	
112739	BARCLAY DEAN ARCHT PROD LLC	08/09/2013	18636	ANNUAL MAINTENANCE ON PARTITION WALL IN CHLOE CLARK ELEM MULTI-PURPOSE ROOM	101213151	820.50	820.50
112740	BERESFORD COMPANY	08/09/2013	16836	SYON 5 CARPET CLEANER PURCHASE	101213143	492.30	492.30
112741	BOUND TO STAY BOUND	08/09/2013	825574	LIBRARY BOOKS (FROM LOST LIBRARY FEES 2012-13)	1621213116	180.98	180.98
112742	CONSOLIDATED ELECTRICAL DIST	08/09/2013	8541-747570	OPEN PURCHASE ORDER FOR 2012-2013 FOR ELECTRICAL SUPPLIES	101213167	338.46	1,031.01
			8541-748651	OPEN PURCHASE ORDER FOR 2012-2013 FOR	101213167	471.40	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
			8541-748829	ELECTRICAL SUPPLIES OPEN PURCHASE ORDER FOR 2012-2013 FOR ELECTRICAL SUPPLIES	101213167	73.11	
			8541-748918	ELECTRICAL SUPPLIES OPEN PURCHASE ORDER FOR 2012-2013 FOR ELECTRICAL SUPPLIES	101213167	86.72	
			8541-749002	ELECTRICAL SUPPLIES OPEN PURCHASE ORDER FOR 2012-2013 FOR ELECTRICAL SUPPLIES	101213167	61.32	
112743	CONSTRUCTIVE PLAYTHINGS	08/09/2013	5127712401	Constructive Playthings supplies for Dani Hylton - SLC	91213071	57.93	87.87
			5127712402	Constructive Playthings supplies for Dani Hylton - SLC	91213071	29.94	
112744	DEMCO INC	08/09/2013	5031412	Demco Library Supplies	4311213170	160.33	160.33
112745	DEPARTMENT OF L&I	08/09/2013	235559	BOILER INSPECTIONS	101213174	673.50	673.50
112746	EDGEWORKS CLIMBING	08/09/2013	980731	Edgeworks Climbing Indoor Rock Gym P.E. Field Trip	4311213149	459.90	459.90
112747	EDNETICS INC	08/09/2013	56090	CD WIRELESS NETWORK	81213203	29,621.51	29,621.51
112748	EMPLOYER ADMIN SERVICES INC	08/09/2013	419362013	TSA PLAN PAYMENT FOR 12/13 SY. DO NOT FAX	81213144	156.75	313.50
			419372013	TSA PLAN PAYMENT FOR 12/13 SY. DO NOT FAX	81213144	156.75	
112749	FIRST STUDENT INC	08/09/2013	10846622	OPEN PO FOR BUS CHARGES. DO NOT FAX PO.	81213057	11,203.97	9,282.16
			10846622-1	OPEN PO FOR BUS CHARGES. DO NOT FAX PO.	81213057	-1,921.81	
112750	GRAINGER	08/09/2013	9195796439	OPEN PURCHASE ORDER FOR 2012/2013 FOR	101213130	136.59	136.59

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
112751	HANDWRITING WITHOUT TEARS	08/09/2013	761991-1	SUPPLIES KINDER WRITING CURRICULUM	1621213117	567.11	567.11
112752	HARRIS-KILGORE, JERILYNN	08/09/2013	6/08/13 ACCOMPANYING	4004 Choir Accompanying for Choir **** Invoice Attached- Please Pay **** Thank You	4311213160	50.00	50.00
112753	HEALTH CARE AUTHORITY	08/09/2013	HCASBH0079	7/18/13 SCHOOL BASED HEALTHCARE SERVICES LOCAL MATCH FOR CLAIMS SUBMITTED FOR FEB-JUN 2013	0	383.00	383.00
112754	JOHN R NYSTROM	08/09/2013	MILEAGE AWSP-WASA	6/21-6/25 AWSP-WASA CONFERENCE	0	333.92	333.92
112755	KING COUNTY DIRECTORS ASSN	08/09/2013	3699143	Speaker for sounds system in Cherrydale classroom	111213052	286.63	3,153.13
			3699761	KCDA FURNITURE ORDER FOR	81213211	2,866.50	
112756	LOWES	08/09/2013	9900 195933 9	SALTAR'S POINT OPEN PURCHASE ORDER 2012-2013 FOR SUPPLIES	101213169	1,605.63	1,605.63
112757	MICRO K12CONNECTED.COM	08/09/2013	0445606-IN	Projector Lamps	111213017	438.06	438.06
112758	MILLER PAINT COMPANY	08/09/2013	2745853	OPEN PURCHASE ORDER FOR 2012-2013 FOR SUPPLIES	101213178	583.96	2,472.99
			27460690	OPEN PURCHASE ORDER FOR 2012-2013 FOR SUPPLIES	101213178	1,806.75	
			27540032	OPEN PURCHASE ORDER FOR 2012-2013 FOR SUPPLIES	101213178	82.28	
112759	MOUNTAIN ALARM	08/09/2013	800904	OPEN PURCHASE ORDER FOR 2012-2013 FOR SERVICE	101213179	1,446.00	1,446.00
112760	MVP PHYSICAL THERAPY, INC	08/09/2013	835	SHS MVP FOR ATHLETIC TRAINING SERVICES	141213018	800.00	800.00
112761	NATIONAL DATA ONLINE	08/09/2013	071315200	Annual Service Subscription	81213222	800.00	800.00

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
112762	NORTHWEST TEXTBOOK DEPOSITORY	08/09/2013	114-189-859	FIRST GRADE HM READING SET (NEW CLASS - CUNNINGHAM)	1621213113	777.82	14,184.13
			114-189-860	2ND GRADE NEW TEACHER HM READING GUIDES	1621213120	215.94	
			114-190-236	Houghton Mifflin Reading Common Core State Standards alignment curriculum	181213066	12,498.24	
			114-190-761	k-2 consumable math books	1401213028	692.13	
112763	NW TEXTBOOK DEPOSITORY	08/09/2013	114-188-643	LAP- Textbooks: Math and LA Literature (grades 6 & 7) for PMS R. Cargill & HM Reading books for CC- M. McGann	91213119	6,351.24	6,351.24
112764	OFFICE DEPOT	08/09/2013	667279784001	Office Supplies for Teaching and Learning Department - from Office Depot - do not fax See attachment -	81213216	60.97	60.97
112765	OSPI-AGENCY ACCOUNTING	08/09/2013	13-254	Internet Service Provider fees and the K-20 Network Access Co-Payment	81213224	13,606.78	13,606.78
112766	PARKER PAINT	08/09/2013	954059020595	OPEN PURCHASE ORDER 2012-2013 FOR PAINT SUPPLIES	101213036	509.65	509.65
112767	PORTER FOSTER RORICK LLP	08/09/2013	101847	LEGAL SERVICES	81213167	6,000.00	6,000.00
112768	PUGET SOUND ESD	08/09/2013	0000080419	OPEN PO FOR E-RATE SERVICE. DO NOT FAX	81213130	45.00	45.00
112769	PUYALLUP SCHOOL DISTRICT	08/09/2013	AR306302	transportation to Puyallup SD one student	81213171	802.50	802.50
112770	RSD	08/09/2013	26131718-00	HVAC PARTS	101213183	3,866.27	3,866.27
112771	T GRAPHICS WEST, INC	08/09/2013	14497	Teacher's Appreciation Shirts	4311213138	372.25	372.25
112772	TANNER ELECTRIC	08/09/2013	72131000	ELECTRIC CHARGES	81213108	279.72	279.72

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				FOR ANDERSON ISLAND FOR THE 12/13 SY. DO NOT FAX.			
112773	TOWN OF STEILACOOM	08/09/2013	01-00720.0	OPEN PO FOR ELECTRICITY FOR STEILACOOM. DO NOT FAX PO.	81213054	1,190.11	14,493.97
			01-00727.0	OPEN PO FOR ELECTRICITY FOR STEILACOOM. DO NOT FAX PO.	81213054	2,174.55	
			04-00360.0	OPEN PO FOR ELECTRICITY FOR STEILACOOM. DO NOT FAX PO.	81213054	774.00	
			04-00361.0	OPEN PO FOR ELECTRICITY FOR STEILACOOM. DO NOT FAX PO.	81213054	1,078.59	
			04-01690.1	OPEN PO FOR ELECTRICITY FOR STEILACOOM. DO NOT FAX PO.	81213054	157.09	
			04-01692.0	OPEN PO FOR ELECTRICITY FOR STEILACOOM. DO NOT FAX PO.	81213054	122.75	
			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	482.38	
			05-00025.0	OPEN PO FOR ELECTRICITY FOR STEILACOOM. DO NOT FAX PO.	81213054	400.76	
			05-00030.0	OPEN PO FOR ELECTRICITY FOR STEILACOOM. DO NOT FAX PO.	81213054	585.94	
			05-00040.0	OPEN PO FOR ELECTRICITY FOR STEILACOOM. DO NOT FAX PO.	81213054	89.49	
			08-01800.0	OPEN PO FOR ELECTRICITY FOR	81213054	138.37	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
			08-01805.0	STEILACOOM. DO NOT FAX PO. OPEN PO FOR ELECTRICITY FOR	81213054	80.18	
			08-01810.0	STEILACOOM. DO NOT FAX PO. OPEN PO FOR ELECTRICITY FOR	81213054	6,839.06	
112774	TRANE COMMERCIAL SYSTEMS	08/09/2013	7989420R1	STEILACOOM. DO NOT FAX PO. OPEN PURCHASE ORDER FOR SUPPLIES FOR 2012-2013	101213184	687.84	687.84
112775	WASBO	08/09/2013	18637	Kim Lofgren attendance at "Accounts Payable Workshop" - 7 Aug 2013	81213217	210.00	210.00
112776	WELLS FARGO FINAN LEASING INC	08/09/2013	5000352122	OPEN PO FOR COPIER AT CHERRYDALE. DO NOT FAX	81213081	1,224.02	1,224.02
112777	WITT COMPANY	08/09/2013	GW7162013 GW732013	Printers for Slatar' Point Printer for Cherrydale laptops	111213049 111213043	2,871.75 2,384.92	5,256.67
112778	WSPA	08/09/2013	6105411	WSPA sue saylor S275 WORKSHOP REGISTRATION	181213070	175.00	175.00
				42 Computer	Check(s) For a Total of		124,543.50

	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
	42	Computer	Checks For a Total of	124,543.50
Total For	42	Manual, Wire Tran, ACH & Computer	Checks	124,543.50
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	124,543.50

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 August 22, 2013, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$69,764.01, and voids/cancellations, totaling \$69,764.01. The payments and voids are further identified in this document.

Total by Payment Type for Cash Account, GF WARRANTS OUTSTANDING:  
Warrant Numbers 112781 through 112781, totaling \$69,764.01  
Voids/Cancellations, totaling \$69,764.01

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
112781	PIERCE COLLEGE	08/12/2013	76161	RUNNING START FOR 12/13 SY. DO NOT FAX	81213136	69,764.01	69,764.01

1 Computer Check(s) For a Total of 69,764.01

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
112725	TACOMA COMMUNITY COLLEGE	08/09/2013	76161	12/13 RUNNING START OPEN PO.DO NOT FAX	81213153	69,764.01	69,764.01
				1 Void	Check(s) For a Total of		69,764.01

	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
	1	Computer	Checks For a Total of	69,764.01
Total For	1	Manual, Wire Tran, ACH & Computer Checks		69,764.01
Less	1	Voided	Checks For a Total of	69,764.01
			Net Amount	0.00

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 August 22, 2013, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$3,072.19. The payments are further identified in this document.

Total by Payment Type for Cash Account, GF WARRANTS OUTSTANDING:  
Warrant Numbers 112837 through 112837, totaling \$3,072.19

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
112837	STEILACOOM SCHOOL DISTRICT	08/15/2013	CTAX11 20130815AAA	Comp Tax owed for Cash Account 11 through 08/15/2013	0	3,072.19	3,072.19

1 Computer Check(s) For a Total of 3,072.19

	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
	1	Computer	Checks For a Total of	3,072.19
Total For	1	Manual, Wire Tran, ACH & Computer	Checks	3,072.19
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	3,072.19

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 August 22, 2013, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$128,976.10. The payments are further identified in this document.

Total by Payment Type for Cash Account, GF WARRANTS OUTSTANDING:  
Warrant Numbers 112782 through 112836, totaling \$128,976.10

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

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
112782	ACE FIRE & SECURITY	08/15/2013	874274	BI-ANNUAL INSPECTION OF FIRE/ANSIL HOOD SYSTEM AT STEILACOOM HIGH & PIONEER MIDDLE SCHOOL-DUPONT	101213133	246.15	490.95
			874275	BI-ANNUAL INSPECTION OF FIRE/ANSIL HOOD SYSTEM AT STEILACOOM HIGH & PIONEER MIDDLE SCHOOL-DUPONT	101213133	244.80	
112783	ALBERS & COMPANY INC	08/15/2013	1010	PROFESSIONAL SERVICE FEES FOR 12/13 SY. DO NOT FAX.	81213095	2,701.17	5,676.17
			1018	PROFESSIONAL SERVICE FEES FOR 12/13 SY. DO NOT FAX.	81213095	2,975.00	
112784	AMERICAN AIR FILTER	08/15/2013	90652431	HVAC FILTERS	101213163	3,313.07	3,313.07
112785	AWSP	08/15/2013	106,852	BREAKTHROUGH COACH WORKSHOP FOR YOHO & WYATT (11/7/2013)	1621213122	240.00	480.00
			106,853	BREAKTHROUGH COACH WORKSHOP FOR YOHO & WYATT (11/7/2013)	1621213122	240.00	
112786	BANK OF AMERICA	08/15/2013	13060079769/70077720	OPEN PO FOR SERVICE FEE. DO	81213082	202.78	202.78

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
112787	BERESFORD COMPANY	08/15/2013	16926	NOT FAX FLOOR REPAIRS AT PIONEER MIDDLE SCHOOL, 1750 BOB HOLLOW'S LANE, DUPONT, WA	101213156	1,087.47	1,087.47
112788	BUILDERS HARDWARE & SUPPLY	08/15/2013	S3260915.001	OPEN PURCHASE ORDER FOR 2012-2013 FOR SUPPLIES	101213173	36.06	36.06
112789	CALATA, ERIN	08/15/2013	3	Erin Calata - Voice Lessons at SHS	4311213158	300.00	300.00
112790	CENTURYLINK	08/15/2013	300493944	OPEN PO FOR POHNE SERVICES	81213078	294.02	294.02
112791	CHEVRON & TEXACO CARD SERVICES	08/15/2013	38839838	OPEN PO FOR FUEL. DO NOT FAX	81213050	6,609.45	6,609.45
112792	CITY OF DUPONT	08/15/2013	0174169	OPEN PO FOR ELECTRICITY FOR DUPONT. DO NOT FAX PO.	81213055	144.51	144.51
112793	CONSOLIDATED ELECTRICAL DIST	08/15/2013	8541-44570	OPEN PURCHASE ORDER FOR 2012-2013 FOR ELECTRICAL SUPPLIES	101213167	12.93	187.00
			8541-749165	OPEN PURCHASE ORDER FOR 2012-2013 FOR ELECTRICAL SUPPLIES	101213167	174.07	
112794	CRANES CREATIONS	08/15/2013	187724/1	Crane's Creations - Flowers for Graduation	4311213178	492.30	492.30
112795	CTS	08/15/2013	2013070255	TELECOMMUNICATIONS SERVICES FOR THE 12/13 SY. OPEN PO. DO NOT FAX	81213077	26.00	26.00
112796	CULLIGAN	08/15/2013	0031140	OPEN PO FOR WATER AT 511 CHAMBERS ST. DO NOT FAX TO VENDOR	81213039	50.52	142.55
			201308380587	OPEN PO FOR WATER AT 510 CHAMBERS ST. DO NOT FAX TO VENDOR	81213040	56.35	
			201308400885	OPEN PO FOR WATER AT 511 CHAMBERS ST - Add a cold water only unit	81213163	35.68	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
112797	DELL K-12 EDUCATION	08/15/2013	XJ6DWFP75	to the HR/Student Services area Office 2013 for Cherrydale	111213042	4,253.85	4,253.85
112798	EAI MATH	08/15/2013	INV0620268	Laptops 8th grade math class supplies for Yuckert and Marquis, 2013-2014 budget	2371213112	475.53	475.53
112799	GENERAL ELECTRIC CAPITAL CORP	08/15/2013	59233255	OPEN PO FOR PIONEER. DO NOT FAX	81213047	743.10	1,438.88
			59237718	OPEN PO FOR COPIER AT SHS. DO NOT FAX	81213046	695.78	
112800	GRAINGER	08/15/2013	9199332157	OPEN PURCHASE ORDER FOR 2012/2013 FOR SUPPLIES	101213130	50.09	524.41
			9205464986	OPEN PURCHASE ORDER FOR 2012/2013 FOR SUPPLIES	101213130	93.60	
			9206349665	OPEN PURCHASE ORDER FOR 2012/2013 FOR SUPPLIES	101213130	138.34	
			9209386383	OPEN PURCHASE ORDER FOR 2012/2013 FOR SUPPLIES	101213130	123.90	
			9210337227	OPEN PURCHASE ORDER FOR 2012/2013 FOR SUPPLIES	101213130	118.48	
112801	HAROLD LEMAY ENTERPRISES	08/15/2013	4129545	OPEN PO FOR DISTRICT WIDE GARBAGE. DO NOT FAX PO.	81213052	69.72	579.54
			4130148	OPEN PO FOR DISTRICT WIDE GARBAGE. DO NOT FAX PO.	81213052	131.65	
			4130233	OPEN PO FOR DISTRICT WIDE GARBAGE. DO NOT FAX PO.	81213052	112.06	
			4130244	OPEN PO FOR DISTRICT WIDE GARBAGE. DO NOT FAX PO.	81213052	131.65	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				DISTRICT WIDE GARBAGE. DO NOT FAX PO.			
			4130298	OPEN PO FOR	81213052	4.01	
				DISTRICT WIDE GARBAGE. DO NOT FAX PO.			
			4130435	OPEN PO FOR	81213052	130.45	
				DISTRICT WIDE GARBAGE. DO NOT FAX PO.			
112802	HERITAGE FOOD SERVICE GROUP	08/15/2013	0002189743-IN	OPEN PURCHASE	101213157	53.04	53.04
				ORDER FOR KITCHEN PARTS & SUPPLIES			
112803	HEWLETT PACKARD	08/15/2013	53140715	Server Upgrade	111213056	131.28	1,420.67
				for Chloe Clark Elementary. Replacing very old servers and consolidating down to one server.			
			53172670	Server Upgrade	111213056	251.18	
				for Chloe Clark Elementary. Replacing very old servers and consolidating down to one server.			
			53172670/33737560002	Server Upgrade	111213056	1,038.21	
				for Chloe Clark Elementary. Replacing very old servers and consolidating down to one server.			
112804	HORIZON	08/15/2013	3N035591	OPEN PURCHASE	101213019	60.37	96.83
				ORDER 2012-2013 FOR SUPPLIES			
			3N035865	OPEN PURCHASE	101213019	36.46	
				ORDER 2012-2013 FOR SUPPLIES			
112805	IMMEDIA	08/15/2013	64335PA	Transportation	81314003	456.00	456.00
				Postcards PREPAYMENT			
112806	KING COUNTY DIRECTORS ASSN	08/15/2013	3700800	S.P. 2013-14	1271213092	441.44	4,005.38
				School Year. Annual KCDA order			

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
			3700801	S.P. 2013-14 School Year. Annual KCDA order	1271213092	87.22	
			3700802	S.P. 2013-14 School Year. Annual KCDA order	1271213092	2,025.06	
			3700803	S.P. 2013-14 School Year. Annual KCDA order	1271213092	184.16	
			3702034	Classroom Supplies - Yuckert, cart #617700	2371213102	21.97	
			3702035	TEACHING SUPPLIES, 2013-14 BUDGET FOR STEWART	2371213119	2.00	
			3702036	Classroom Supplies - 2013-14 Budget	2371213133	5.01	
			3702037	Classroom Supplies/Main Office Supplies 2012-13 Budget	2371213132	4.37	
			3703592	SHS FOR TERRY BADER FOR COMMERCIAL ART. SEE CART # 622726	141213078	10.09	
			3703593	KCDA - Cart Number 628764 For Principal Office Supplies *** Please see attachment for Cart order *****	4311213179	350.51	
			3703594	WHITEBOARD & BULLETIN BOARDS FOR SALTAR'S POINT PORTABLE CLASS ROOMS	101213182	760.54	
			3703595	KCDA Office Supplies Order for 2013-14 ** See attach Cart for Order	4311213161	113.01	
112807	KONE, INC	08/15/2013	221240256	OPEN PURCHASE ORDER 2012-2013 FOR ELEVATOR SERVICE	101213023	483.89	483.89
112808	LAKEWOOD HARDWARE & PAINT	08/15/2013	361271	OPEN PURCHASE	101213025	31.96	31.96

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
112809	LEADER SERVICES	08/15/2013	WA07136	ORDER 2012-2013 FOR SUPPLIES Open PO for Medicaid Billing Services for the 2012-2013 school year.	91213038	128.80	128.80
112810	LEMAY MOBILE SHREDDING	08/15/2013	4151248	DISTRICT WIDE SHREDDING OPEN PO. DO NOT FAX	81213079	100.00	184.00
			4152503	DISTRICT WIDE SHREDDING OPEN PO. DO NOT FAX	81213079	84.00	
112811	MEDCO	08/15/2013	41699831	MEDCO order for Mr Koch (see attached list)	141213080	297.64	297.64
112812	MILLER PAINT COMPANY	08/15/2013	27557583	OPEN PURCHASE ORDER FOR 2012-2013 FOR SUPPLIES	101213178	325.27	633.01
			27582532	OPEN PURCHASE ORDER FOR 2012-2013 FOR SUPPLIES	101213178	307.74	
112813	NW TEXTBOOK DEPOSITORY	08/15/2013	114-191-084	LAP- Textbooks: Math and LA Literature (grades 6 & 7) for PMS R. Cargill & HM Reading books for CC- M. McGann	91213119	2,053.55	2,053.55
112814	OFFICE DEPOT	08/15/2013	664067442001	Office Supplies for Summer School - Pioneer MS	91213122	106.39	128.13
			669611688001	Supplies for Student Services Office	91213123	21.74	
112815	PIERCE COUNTY REFUSE	08/15/2013	4126264	OPEN PO FOR GARBAGE AND RECYCLING. DO NOT FAX PO.	81213056	352.73	352.73
112816	PIERCE COUNTY SEWER	08/15/2013	00858625	OPEN PO FOR SEWER CHARGES. DO NOT FAX	81213051	546.42	719.91
			01354221	OPEN PO FOR SEWER CHARGES. DO NOT FAX	81213051	173.49	
112817	PORTER FOSTER RORICK LLP	08/15/2013	101888	LEGAL SERVICES	81213167	6,000.00	6,000.00
112818	PSI COMPANY	08/15/2013	454321	MOTOROLA UHF	0	13.40	13.40

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
112819	PUGEST SOUND ESD	08/15/2013	12047	STUBBY ANTENNA PESD WORKSHOP FOR 3RD GRADE (BRADSHAW, MCGLOTHERN, HOWE)	1621213106	1,260.00	1,260.00
112820	PUGET SOUND ENERGY	08/15/2013	200002143960	OPEN PO FOR GAS AND ELECTRICITY CHARGES. DO NOT FAX PO.	81213053	4,708.42	7,489.96
			200023874882	OPEN PO FOR GAS AND ELECTRICITY CHARGES. DO NOT FAX PO.	81213053	2,781.54	
112821	PUGET SOUND INSTRUMENTS	08/15/2013	455226	New Maintenance Microwave Link. The current system is over 7 years old and goes down several times per week and needs to be replaced.	111213034	2,833.46	2,833.46
112822	SCHOOL SPECIALTY	08/15/2013	208110849321	S.P. 2013-14 School Year. School Speciality orders	1271213094	106.95	686.88
			208110849329	S.P. 2013-14 School Year. School Speciality orders	1271213094	92.98	
			208110849340	S.P. 2013-14 School Year. School Speciality orders	1271213094	162.28	
			208110849341	S.P. 2013-14 School Year. School Speciality orders	1271213094	99.58	
			208110849343	S.P. 2013-14 School Year. School Speciality orders	1271213094	221.16	
			208110936230	S.P. 2013-14 School Year. School Speciality orders	1271213094	3.93	
112823	SCHOOL SPECIALTY	08/15/2013	208110849330	S.P. 2013-14 School Year. School Speciality orders	1271213094	97.85	214.87

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
			208110873824	S.P. 2013-14 School Year. School Speciality orders	1271213094	117.02	
112824	SOFTWARE	08/15/2013	2437	Type to Learn network program for Cherrydale laptop project	111213044	799.95	799.95
112825	STAPLES BUSINESS ADVANTAGE	08/15/2013	T2573799-1	OPEN PURCHASE ORDER FOR 2012-2013 SCHOOL YEAR FOR SUPPLIES	101213177	13.13	637.51
			t2577006	OPEN PURCHASE ORDER FOR 2012-2013 SCHOOL YEAR FOR SUPPLIES	101213177	153.97	
			T2577006-1	OPEN PURCHASE ORDER FOR 2012-2013 SCHOOL YEAR FOR SUPPLIES	101213177	7.57	
			T2577179	OPEN PURCHASE ORDER FOR 2012-2013 SCHOOL YEAR FOR SUPPLIES	101213177	462.84	
112826	SUNBELT RENTALS	08/15/2013	40870757-001	OPEN PURCHASE ORDER 2012-2013 FOR EQUIPMENT RENTALS	101213045	1,198.26	1,198.26
112827	TACOMA SCREW PRODUCTS	08/15/2013	30406969	OPEN PURCHASE ORDER 2012/2013 SCHOOL YEAR FOR SUPPLIES	101213126	668.73	668.73
112828	TED BROWN MUSIC CO	08/15/2013	910375	Band Instruments for Pioneer Middle School see attached	2371213135	1,642.50	5,054.13
			927251	Band Instruments for Pioneer Middle School see attached	2371213135	2,832.37	
			931087	Band Instruments for Pioneer Middle School see attached	2371213135	579.26	
112829	THE NEWS TRIBUNE	08/15/2013	782440AIM	Budget Hearing Notice for the TNT	81213219	106.03	106.03
112830	THE PRESIDENTS CHALLENGE	08/15/2013	98388STEILA8146	The Presidential Physical Fitness Challenge	4311213168	249.34	249.34

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
112831	TRUSTEED PLANS SERVICE CORP	08/15/2013	0071471-IN	OPEN PO TRUSTEED PLANS SERVICE CORPS	81213037	-80.50	61,350.77
			0071581-IN	OPEN PO TRUSTEED PLANS SERVICE CORPS	81213037	49,407.71	
			0071615-CM	OPEN PO TRUSTEED PLANS SERVICE CORPS	81213037	80.50	
			0071616-IN	OPEN PO TRUSTEED PLANS SERVICE CORPS	81213037	84.15	
			0071679-IN	OPEN PO TRUSTEED PLANS SERVICE CORPS	81213037	10,448.56	
			45900 -001	OPEN PO TRUSTEED PLANS SERVICE CORPS	81213037	1,410.35	
112832	USA MOBILITY WIRELESS INC	08/15/2013	W3661889H	OPEN PO FOR PAGERS FOR MAIN DEPARTMENT. DO NOT FAX.	81213123	56.60	56.60
112833	WASHINGTON STATE FERRIES	08/15/2013	*RK212150	ANNUAL MAINTENANCE FEE	0	50.00	50.00
112834	WELLS FARGO FINAN LEASING INC	08/15/2013	5000370564	OPEN PO FOR WELLS FARGO COPIERS/ PRINTERS FOR STEILACOOM HIGH SCHOOL. DO NOT FAX	81213042	269.71	1,746.00
			5000370565	OPEN PO FOR WELLS FARGO COPIERS/ PRINTERS FOR PIONEER. DO NOT FAX	81213041	711.56	
			5000378914	OPEN PO FOR WELLS FARGO COPIERS/ PRINTERS FOR SALTAR'S POINT, CHLOE CLARK, AND MAINTENANCE NOT TO EXCEED 9300.00 DO NOT FAX TO VENDOR	81213038	764.73	
112835	WSPA	08/15/2013	6212310	WSPA DUES KATHI WEIGHT - DO NOT FAX	81213232	125.00	250.00
			6216118	WSPA MEMBERSHIP DUE - SUE SAYLOR - DO NOT FAX	81213233	125.00	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
112836	KING COUNTY DIRECTORS ASSN	08/15/2013	3703590	SUPPLIES FOR SALTAR'S POINT PORTABLE CLASS ROOMS	2001213041	510.13	510.13
				55 Computer	Check(s) For a Total of		128,976.10

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	55	Computer	Checks For a Total of	128,976.10
Total For	55	Manual, Wire Tran, ACH & Computer	Checks	128,976.10
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	128,976.10

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

As of August 22, 2013, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$42.51. The payments are further identified in this document.

Total by Payment Type for Cash Account, ASB WARRANTS OUTSTANDING:  
Warrant Numbers 401315 through 401315, totaling \$42.51

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

Check Nbr	Vendor Name	Check Date	Check Amount
401315	STEILACOOM SCHOOL DISTRICT	08/15/2013	42.51
1	Computer	Check(s) For a Total of	42.51

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	1	Computer	Checks For a Total of	42.51
Total For	1	Manual, Wire Tran, ACH & Computer	Checks	42.51
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	42.51

Steilacoom Historical School District No. 1  
Certificated Personnel Report

Personnel Report 8-22-13							
Name	Position	FTE	Location	Effective Date	Actions	Stipend Amount	Comment
Nichols Sue Ellen	Teacher (Transitions)	1.00	High School	8/29/2013	New Hire		
Olson Barbara	Teacher (Highly Capable)	0.50	Elementary Schools	8/29/2013	New Hire		
Anderson-Gonzalez Barbie	Teacher (Music)	0.30	Cherrydale	8/29/2013	New Hire		Barbie increased from .70 FTE to 1.0 FTE to provide services to Saltar's Point.
Bochenek Kelsey	Teacher	0.80	High School	8/29/2013	New Hire		Kelsey transferred to Russell Rice's position which increased Kelsey from .20 to 1.0 FTE Kelsey vacates her .2 FTE.
Lewis Ami	Counselor	0.20	High School	8/29/2013	New Hire		Ami absorbed Kelsey .2 FTE which increased Ami from .40 to .60 FTE
Rich Denise	Teacher (5th)	1.00	Saltar's Point	8/29/2013	Resignation		

Steilacoom Historical School District No. 1  
Classified Personnel Report

Personnel Report 8-22-13							
Name	Position	Hours	Location	Effective Date	Action	Stipend Amount	Comment
Doran-Dagan Shawn	Health Room Assistant	3.5	High School	8/29/2012	New Hire		
Edward Nicholas	Para Educator (Special Education)	6	Saltar's Point	8/29/2013	New Hire		

Steilacoom Historical School District  
Classified Exempt Personnel Report

<b>Personnel Report 8-22-13</b>						
<b>Name</b>	<b>Position</b>	<b>Location</b>	<b>Effective Date</b>	<b>Action</b>	<b>Amount</b>	<b>Comment</b>
Birdsong Veronica	Fiscal Coordinator	District	9/1/2013	Renewal	44,000.00	
Dolman Beverly	Payroll Manager	District	9/1/2013	Renewal	63,622.00	
Johnston Celeste	Executive Assistant to the Superintendent Public Information Officer	District	9/1/2013	Renewal	60,000.00	
Meyer Roger	Hardware & Peripherals Manager	District	9/1/2013	Renewal	58,739.20	
Parker Bruce	Maintenance Supervisor	District	9/1/2013	Renewal	65,000.00	
Phillips Jacob	Network Manager	District	9/1/2013	Renewal	63,622.00	
Saylor Sue	Human Resources Coordinator	District	9/1/2013	Renewal	55,000.00	

Steilacoom Historical School District  
Coaching Personnel Report

Personnel Report 8-22-13						
Name	Position	Location	Effective Date	Action	Stipend Amount	Comment
Bethman Kurt	Tennis Assistant (Boy)	High	8/26/2013	Stipend	3,566.63	
Biddinger Stephanie	Soccer Assistant (Girl)	High	8/26/2013	Stipend	3,335.81	
Casey Kathy	Swim Head (Girl)	High	8/26/2013	Stipend	4,930.00	
Christianson Tyler	Football Assistant	High	8/21/2013	Stipend	4,079.25	
Clark Michael	Golf Head (Boy)	High	8/26/2013	Stipend	3,738.50	
Crawford Anthony	Football Assistant	High	8/21/2013	Stipend	4,079.25	
Davies Colby	Football Assistant	High	8/21/2013	Stipend	4,352.63	
Edwards Nicholas	Football Assistant	High	8/21/2013	Stipend	3,059.44	Shared stipend w/ Miller 75%
Ford John	Golf Head (Girl)	High	8/26/2013	Stipend	4,051.00	
Garrow William	Football Assistant	High	8/21/2013	Stipend	4,626.00	
Haller Kyle	Soccer Head (Girl)	High	8/26/2013	Stipend	4,447.50	
Koch Brian	Football Head	High	8/21/2013	Stipend	6,168.00	
Lange Jennie	Cross Country Head	High	8/26/2013	Stipend	3,738.50	
Manning Ernest	Tennis Head (Boy)	High	8/26/2013	Stipend	4,755.50	
Martin Michael	Football Assistant	High	8/21/2013	Stipend	4,626.00	
Miller Mark	Football Assistant	High	8/21/2013	Stipend	1,088.06	Shared stipend w/ Edwards 25%
Robertson David	Cross Country Assistant	High	8/26/2013	Stipend	2,569.50	
Schafer Alyssa	Volleyball Head	High	8/26/2013	Stipend	4,539.25	
Schenk Suzanne	Volleyball Assistant	High	8/26/2013	Stipend	3,117.75	

**Steilacoom Historical School District Board of Directors**

**REGULAR BOARD MEETING**

Date: August 22, 2013

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

**ISSUE:**  X  **ACTION** Second Reading - Policy 2100 Educational Opportunities for Military Children  
 INFORMATION

**BACKGROUND INFORMATION:**

Washington state adopted the Interstate Compact for the Education of Military Children in 2009. This law is designed to provide greater flexibility for children of military families in the areas of transferring records, attendance, placement, enrollment graduation and special services.

Policy 2100 is provided to ensure compliance with this law and follows WSSDA model policy language.

**FISCAL IMPLICATIONS:** None

**RECOMMENDED DECISION:**

It is the recommendation of the Superintendent to approve Policy 2100.

**Report prepared by:**

Susanne Beauchaine-Executive Director Student Services

## **EDUCATIONAL OPPORTUNITIES FOR MILITARY CHILDREN**

The board recognizes that the children of military families encounter unique educational and emotional challenges related to enrollment, course placement and graduation because of frequent moves and deployment of their parents. To facilitate the placement, enrollment, graduation and provision of special services for students transferring into or out of the district because of their parents being on full-time active duty in the uniformed services of the United States, including members of the National Guard and Reserve on active duty orders, the district supports and will implement its responsibilities outlined in the *Interstate Compact on Educational Opportunity for Military Children (Compact)*, as adopted by the state of Washington. Uniformed services includes the Army, Navy, Air Force, Marine Corps and Coast Guard, as well as the Commissioned Corps of the National Oceanic and Atmospheric Administration and public health services.

Eligible students are those enrolled in kindergarten through 12th grade who are children of active duty personnel, active duty personnel or veterans who have been severely injured and medically discharged and active duty personnel who die on active duty or as a result of injuries sustained on active duty for a period of one year after death. Students are not eligible for the provisions of the *Compact* if they are children of inactive National Guard or military reserves, retired personnel and veterans not included above, or U.S. Department of Defense personnel and other Federal civilian service employees and contract employees.

The superintendent will establish procedures to ensure full compliance with the law and to facilitate communication and coordination between sending/receiving schools in Washington and other *Compact*-member states.

Legal References: Chapter 28A.705 RCW

Interstate compact on educational  
opportunity for military children

**Adoption Date: 8.22.13**

**School District Name: Steilacoom Historical School District No.1**

**Steilacoom Historical School District Board of Directors**

**REGULAR BOARD MEETING**

Date: August 22, 2013

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

**ISSUE:**  X  **ACTION** Second Reading - Policy 3413 Student Immunization and  
Life Threatening Health Conditions  
 INFORMATION

**BACKGROUND INFORMATION:**

Policy 3413 is revised following WSSDA model policy by replacing the list of necessary vaccinations with those required by the State Board of Health. Additionally, the new policy allows for exemptions for immunizations only as allowed for by state law. The district will also adopt procedures to implement this policy.

**FISCAL IMPLICATIONS:** None

**RECOMMENDED DECISION:**

It is the recommendation of the Superintendent to approve Policy 3413.

**Report prepared by:**

Susanne Beauchaine-Executive Director Student Services

## **STUDENT IMMUNIZATION AND LIFE THREATENING HEALTH CONDITIONS**

### **Immunizations**

In order to safeguard the school community from the spread of certain communicable diseases and in recognition that prevention is a means of combating the spread of disease, the board requires a student to present evidence of his/her having been immunized against the following diseases as required by the State Board of Health

### **Exemptions from Immunization**

The district will allow for exemptions from immunization requirements only as allowed for by RCW 28A.210.090.

### **Meningococcal Immunizations Information Distribution**

The district will provide parents and guardians of students in sixth grade and above with information about meningococcal disease at the beginning of every school year. The information will address the characteristics of the disease; where to find additional information about the disease; vaccinations for children; and current recommendations from the Centers for Disease Control and Prevention regarding receiving the vaccine.

### **Human Papillomavirus Disease Information**

At the beginning of every school year, the district will provide to parents and guardians of sixth and above with information, provide by the state Department Of Health about human papillomavirus (HPV) disease and its vaccine.

The information will include the causes and symptoms of human papillomavirus, how the disease is spread, the places where parents and guardians may obtain additional information and vaccinations for their children and current recommendations from the Centers for Disease Control Prevention regarding the vaccine.

### **Life-Threatening Health Conditions**

Prior to attendance at school, each child with a life-threatening health condition will present a medication or treatment order addressing the condition. A life-threatening health condition means a condition that will put the child in danger of death during the school day if a medication or treatment order providing authority to a registered nurse and nursing plan are not in place. Following submission of the medication or treatment order, a nursing plan will be developed.

Students who have a life-threatening health condition and no medication or treatment order presented to the school will be excluded from school, to the extent that the district can do so consistent with federal requirements for students with disabilities under the Individuals with Disabilities Act (IDEA) and Section 504 of the Rehabilitation Act of 1973, and according to the following due process requirements:

- A. Written notice to the parents, guardians or persons in loco parentis delivered to the parents in person or by certified mail;
- B. Notice of the applicable laws, including a copy of the laws and rules;
- C. The order that the student will be excluded from school immediately and until a medication or treatment order is presented;

- D. Explain the rights of the parents and student to a hearing, the hearing process and that the exclusion continues until the medication or treatment plan is presented or the hearing officer determines that the student should no longer be excluded from school;
- E. If the parents request a hearing, the district will schedule one within three school days of receiving the request, unless more time is requested by the parents; and
- F. The hearing process will be consistent with the procedures established for disciplinary cases pursuant to WAC 392-400.

The superintendent will adopt procedures necessary to implement this policy.

Cross References:    Board Policy 2161                      Special Education and Related Services for Eligible Students  
                                 Board Policy 2162                      Education of Students with Disabilities Under Section 504

Legal References:    RCW 28A.210                      Health — Screening and requirements  
                                 WAC 246-105                      Immunization of child care and school children against certain vaccine-preventable diseases  
                                 WAC 392-182                      Student — Health records  
                                 WAC 392-380                      Public school pupils — Immunization requirement and life-threatening health condition

Management Resources:

<i>Policy News</i> , August 2012	Student Immunization and Life Threatening Health Conditions
<i>Policy News</i> , August 2011	New Immunization Exemption Requirement
<i>Policy News</i> , June 2011	Educational Opportunity for Military Children
<i>Policy News</i> , August 2007	Human Papillomavirus Disease Notification
<i>Policy News</i> , April 2006	Chickenpox Immunization Required
<i>Policy News</i> , June 2005	Distribution of Information on Meningococcal Disease
<i>Policy News</i> , October 2002	Legislature Addresses “Life-Threatening Conditions”

**Adoption Date: 2.27.08**

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

**Revised: 8.22.13**

**Steilacoom Historical School District Board of Directors**

**REGULAR BOARD MEETING**

Date: August 22, 2013

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

**ISSUE:**  X  **ACTION Second Reading - Policy 3414 Infectious Diseases**  
           **INFORMATION** \_\_\_\_\_

**BACKGROUND INFORMATION:**

Policy 3414 is revised to update notifiable conditions as required by WAC 246-101-101. The revision follows WSSDA model policy language.

**FISCAL IMPLICATIONS:** None

**RECOMMENDED DECISION:**

It is the recommendation of the Superintendent to approve Policy 3414.

**Report prepared by:**

Susanne Beauchaine-Executive Director Student Services

## **INFECTIOUS DISEASES**

In order to safeguard the school community from the spread of certain communicable diseases the superintendent will implement procedures assuring that all school buildings are in compliance with State Board of Health rules and regulations regarding the presence of persons who have or have been exposed to infectious diseases deemed dangerous to the public health. Such procedures will also prescribe the steps that will be taken to remove the danger to others.

The district will require that the parents or guardian complete a medical history form at the beginning of each school year. The nurse or school physician may use such reports to advise the parent of the need for further medical attention and to plan for potential health problems in school.

The board authorizes the school principal to exclude a student who has been diagnosed by a physician or is suspected of having an infectious disease in accordance with the regulations within the most current Infectious Disease Control Guide, provided by the State Department of Health and the Office of Superintendent of Public Instruction. The principal and/or school nurse will report the presence of suspected case or cases of reportable communicable disease to the appropriate local health authority as required by the State Board of Health. Such information concerning a student's present and past health condition will be treated as confidential. The principal will cooperate with the local health officials in the investigation of the source of the disease.

The fact that a student has been tested for a sexually transmitted disease, the test result, any information relating to the diagnosis or treatment of a sexually transmitted disease, and any information regarding drug or alcohol treatment for a student must be kept strictly confidential. If the district has a release, the information may be disclosed pursuant to the restrictions in the release.

A school principal or designee has the authority to send an ill child home without the concurrence of the local health officer, but if the disease is reportable, the local health officer must be notified. The local health officer is the primary resource in the identification and control of infectious disease in community and school. The local health officer, in consultation with the superintendent can take whatever action deemed necessary to control or eliminate the spread of disease, including closing a school.

Legal References: RCW 28A.210.010  
Chapter 246-110 WAC  
RCW 70.02

Contagious diseases, limiting contact —  
Rules and regulations  
School districts and day care centers —  
Contagious diseases  
Medical records — health care  
information access and disclosure

Management References:  
Policy & Legal News, February 2013

**Adoption Date: 2.27.08**  
**School District Name: Steilacoom Historical School District**  
**Revised: 8.22.13**

**Steilacoom Historical School District Board of Directors**

**REGULAR BOARD MEETING**

Date: 8-22-13

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

**ISSUE:**  X  **ACTION** Approval to proceed to Design Development Phase of 1918 Project

**BACKGROUND INFORMATION:**

The programming phase and schematic design phase of the 1918 project have been completed. Upon Board approval, the district will move into the Design Development phase of the project.

Design Development Phase includes:

- Drawings, outline specifications and any other documents required to fix and describe the size and character of the project as to architectural, structural, mechanical and electrical systems, and materials
- Energy conservation as required by applicable laws and regulations
- Review of proposed design and construction cost estimates
- Final determination on reviewed design decisions and comments

The Construction Document Phase is the next phase of the 1918 project.

**RECOMMENDED DECISION:**

It is the recommendation of the Superintendent to approve proceeding to Design Development Phase of the 1918 project

**Report prepared by:**

**Kathi Weight – Superintendent**

**Jim Brittain – Executive Director of Finance and Operations**

**Steilacoom Historical School District No. 1**  
**510 Chambers**  
**Steilacoom, WA 98388**

Resolution 805-08-22-13  
**BUDGET ADOPTION 2013-14**

**WHEREAS**, the Board of Directors of Steilacoom Historical School District No. 1 is adopting the operating budget for September 1, 2013 thru August 31, 2014 as follows:

GENERAL FUND	\$32,741,605
CAPITAL PROJECTS FUND	\$ 5,450,000
DEBT SERVICE FUND	\$ 5,525,148
ASSOCIATED STUDENT BODY FUND	\$ 851,440
TRANSPORTATION VEHICLE FUND	\$ 30,000

The foregoing resolution was adopted at a regularly scheduled meeting of the Board of Directors of the Steilacoom Historical School District No. 1 the following members being present and voting:

ADOPTED THIS 22th DAY OF AUGUST, 2013.

\_\_\_\_\_

Chair

\_\_\_\_\_

Vice Chair

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

ATTEST: \_\_\_\_\_  
Superintendent/Board Secretary



# Steilacoom Historical School District #1 Board of Directors

Board, District and Superintendent Goals

For the 2013-2014 School Year

# 2013-2014 District Goals

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

# 2013 - 2014 Board Goals

- o Correlate the relationship and consistency of decisions to board goals and our district's vision, mission, and values.
- o Maintain open communications with the community, focusing on the use of taxpayer funds entrusted to the district.
- o Maintain a minimum 6 percent unreserved ending fund balance in the general operations account.
- o Maintain the working relationship of the board and the board/superintendent team.
- o Review the 3000 (Students) series policies, moving to a four year review cycle for all policies.

# Vision Statement

- o The best education for every student

# Mission Statement

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

# District Core Values

## **Academics**

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

## **Climate**

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

## **Community**

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

## **Collaboration**

We practice purposeful, professional, student-centered collaboration.

## **Integrity**

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

## **Accountability**

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

# Superintendent Goals

## 1. Engage stakeholders in school improvement planning

- o Assist schools in moving toward fully functioning improvement teams with benchmarks and data collection progress monitoring goals.
- o Involve community and schools in a systematic strategic planning process with goals and measures of success completed by June 2014.

# Superintendent Goals

**2. Maximize resources – prioritize allocation and expenditure of funds. Maintain fiscal transparency, integrity and responsibility**

- o Engage in fiscal planning, maintaining financial stability for district.
- o Prepare accurate and informative budget documents to monitor and assess district financial status.
- o Monitor progress of capital facilities plans ensuring current construction projects are on time and within budget.

# Superintendent Goals

3. **Guide development of new performance evaluation tools for principals and teachers**
  - o Leadership development for administrators through Instructional Framework training and completion of the Rater Reliability process.
  - o Fully implement district and school based assessments to accurately assess student growth component of new evaluation criteria.

**Steilacoom Historical School District No. 1**  
**Board of Directors' Operating Protocol**  
**Adopted August 22, 2013**

The most effective way to operate and supervise a dynamic, growing school district is through close cooperation between the school board, the superintendent, and the administrative leadership team. Each group plays a different role, and each role is essential to the success of the entire system (staff and students). In order to allow each group to compliment and ensure the success of the others, there must be agreement on some philosophical ideas and practical ways of working together to achieve the common goal – quality education programs for each student. To achieve, within the legal and financial limits of the District, quality education programs for each student, the Board pledges to strive toward excellence in performance and expects the same from each individual who works in Steilacoom Historical School District.

Board directors and administrators have an obligation to provide educational leadership. The public expects the best in planning, decision-making, communication, and educational expertise. However, all decisions and policies of the Board-Administration Team must be gauged and tested against two fundamental beliefs: schools are for kids; and schools belong to the people.

For the purpose of enhancing teamwork among members of the Board and between the Board and the Administrative Team, we, the members of the Steilacoom School District Board of Directors, do hereby publicly commit ourselves collectively and individually to the following operating protocol:

**PRINCIPLES FOR BOARD-ADMINISTRATION RELATIONS**

The following philosophical ideas, operating principles, and behaviors, when adhered to by all, will create an open, productive environment for a team approach to school leadership:

- 1. Positive Approach**  
Each member of the team is charged with the responsibility of working with the team to find the best way to meet the needs of the students and staff. An open, positive, and problem solving atmosphere toward designing, implementing, and assessing plans to achieve the goals of the organization is critical.
  
- 2. Judgment and Trust**  
To develop an effective team process, each group must support and cooperate with team members, collectively and individually.

### **3. Loyalty and Disagreement**

Cooperation, support, and loyalty do not mean there will be agreement on every issue. Dialogue, divergent thinking, and debate will encourage the best decisions. To clarify this principle, a few ground rules must be covered:

- Each team member has the responsibility for being loyal to the District, to each member of the team, and to the primary goal -- a quality education for every child.
- Board Directors should not be contacting employees of the District on operational issues. Questions about operations, direction, etc., should be directed to the Superintendent.
- Board Directors are encouraged to offer praise for employees, but criticism must be channeled through the Superintendent's office.
- Debate the issues, not one another. Avoid personal slurs and snide comments.
- Information about employees, negotiations, and other confidential areas discussed in executive session will remain completely confidential. Information given in confidence, particularly when planning and exploring alternatives must also remain confidential. Team members should state in advance whatever they consider to be confidential information.
- When Board Directors or the superintendent find themselves in disagreement with another team member, a one-to-one meeting with that person should be arranged to resolve the disagreement. Once resolved, the disagreement will remain a private matter.
- Discussion at meetings and debate over issues should be open and honest. Once a final team decision is reached, each member has the responsibility to support the decision.
- Agendas must be open and on the table for meaningful dialogue to occur. Information upon which decisions are to be made, with accompanying alternatives, will be given to the Board in a timely manner so that appropriate input and analysis can take place prior to the time of the decision. Surprises at meetings are counterproductive.

### **4. Accountability to Community**

The School Board, Superintendent, and administrative team are accountable to the public for the decisions made and for the quality of their work. Responsibility to the community is demonstrated by listening to them and by using effective systems of gathering information as assessment.

## 5. Communication

Effective interpersonal communication requires a healthy communication climate with high levels of trust and respect for individuals and for the mission of providing a quality education for all students. To achieve this, messages must be open, straightforward, and honest.

- The Superintendent and the Board will make deliberate attempts to share information and data with all team members. Team members shall utilize the chain of command as outlined by District policy/procedures.
- When an individual Board Director is contacted by a staff or community member, each member has agreed to the following procedures:
  - a. Hear out the individual's concern.
  - b. Ask if the issue has been discussed with the person immediately responsible.
  - c. Express concern about the issue and a desire to assist in resolution, while reinforcing the need to resolve the issue at the immediate local level. If unsuccessful, proceed to the next level(s) of responsibility.
- Only the Superintendent, his/her designee, or a Board-designated representative may contact the District's negotiator, should one be used, on current negotiations. If a Board Director feels a need to talk to District counsel or the negotiator, he or she is to contact the Superintendent who will arrange for all meetings. The Board president may contact the District's legal counsel in reference to the Superintendent's contract.
- It is important to keep the Superintendent and other Board members informed of unusual happenings as quickly as they occur.
- The Superintendent is responsible for communicating official district operational positions to the media. There will also be occasions when the Board president communicates the official District position. Board members may certainly state personal positions; as long as they make it known they are not speaking for the Board or the District.
- The Board will emphasize planning, policy making, and public relations rather than becoming involved in the daily operations of the schools.
- After reviewing the agenda, Board members agree to ask questions when clarification is needed so that the Board meetings can proceed smoothly and efficiently. Board members can also contact the Superintendent to discuss issues prior to the meetings. Members may also request addition of items to the agenda prior to its adoption.
- Each Board member will become conversant with matters on which the Board acts, reviewing all materials prior to meetings. They will attend

essential Board training and inform themselves about important issues through individual readings.

- All personnel complaints and criticisms received by the Board or its individual members will be directed to the Superintendent.
- Members agree to operate as a team and employ appropriate group problem solving techniques. They agree to focus on issues rather than personalities, to propose viable alternatives to problems, to disagree constructively and communicate with each other in a respectful manner.

Signed this 22nd day of August, 2013;

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Sam Scott, Board Chair

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Kevin Callanan, Vice Chair

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Kathi Weight, Superintendent

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Don Denning, Legislative Representative

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Mike Winkler, Board Director

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Yoshie Wong, Board Director

**Steilacoom Historical School District Board of Directors**

**REGULAR BOARD MEETING**

Date: August 22, 2013

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

**ISSUE:**   X   **ACTION First Reading Policy 3416 Medication at School**  
           **INFORMATION** \_\_\_\_\_

**BACKGROUND INFORMATION:**

RCW 28A.210.260 was amended in 2012 to expand the definition of medications that school employees may administer to include prescription and over-the-counter topical medications, eye drops and ear drops. The new definition does not include nasal inhalers, suppositories or non-emergency injections which still require administration by a registered nurse or licensed practical nurse.

Policy 3416 is revised to ensure compliance with law and follows WSSDA model policy language.

**FISCAL IMPLICATIONS:** None

**RECOMMENDED DECISION:**

It is the recommendation of the Superintendent to move Policy 3416 to a second reading.

**Report prepared by:**

Susanne Beauchaine-Executive Director Student Services

## MEDICATION AT SCHOOL

Under normal circumstances prescribed oral medication and oral over the counter medication should be dispensed before and/or after school hours under supervision of the parent or guardian. ~~Oral medications are administered by mouth either by swallowing or inhaling including through a mask that covers the mouth or mouth and nose.~~

If a student must receive prescribed or non-prescribed (~~over-the-counter~~) oral or topical medication, eye drops or ear drops (“medications”) from an authorized staff member, the parent must submit a written authorization accompanied by a written request from a licensed health professional prescribing within the scope of his or her prescriptive authority. Oral medications are administered by mouth either by swallowing or inhaling including through a mask that covers the mouth or mouth and nose. If the medication will be administered for more than fifteen consecutive days, the health professional must also provide written, current and unexpired instructions for the administration of the medication.

The superintendent ~~shall~~will establish procedures for:

- A. ~~Delegating, T~~training and supervision of staff members in the administration of prescribed or non-prescribed oral medication to students by a physician or registered nurse;
- B. Designating staff members who may administer prescribed or non-prescribed oral medication to students;
- C. Obtaining signed and dated parental and health professional request for the dispensing of prescribed or non-prescribed oral medications, including instructions from health professional if the medication is to be given for more than fifteen(15) days;
- D. Storing prescribed or non-prescribed medication in a locked or limited access facility; ~~and~~
- E. Maintaining records pertaining to the administration of prescribed or non-prescribed oral medication; ~~and~~;
- F. Permitting, under limited circumstances, students to carry and self-administer medications necessary to their attendance at school.

Nasal inhalers, suppositories and non-emergency injections may not be administered by school staff other than registered nurses and licensed practical nurses. No medication ~~shall~~will be administered by injection except when a student is susceptible to a predetermined, life-endangering situation. In such an instance, the parent ~~shall~~will submit a written and signed permission statement. Such an authorization ~~shall~~will be supported by signed and dated written orders accompanied by supporting directions from the licensed health professional. A staff member ~~shall~~will be trained prior to injecting a medication.

~~Medications administered by routes other than oral (ointments, drops, nasal inhalers, suppositories or non-emergency injections) may not be administered by school staff other than registered nurses or licensed practical nurses.~~

If the district decides to discontinue administering a student’s medication, the superintendent or designee must provide notice to the student’s parent or guardian orally and in writing prior to the discontinuance. There ~~shall~~must be a valid reason for the discontinuance that does not compromise the health of the student or violate legal protections for the disabled.

~~Legal References: Cross-References:~~

~~Model Policy 3419 Self-  
Administration of Asthma and  
Anaphylaxis Medications~~

~~Model Policy 3420~~

~~Anaphylaxis Prevention and Response~~

~~Legal References: RCW 28A.210.260~~

~~Public and Private Schools –~~

~~Administration of Oral Medication  
by —~~

~~Conditions~~

~~RCW 28A.210.270~~

~~Public and Private Schools –~~

~~Administration of Oral Medication  
by —~~

~~Immunity from Liability~~

~~Attorney General Memorandum (2/9/89) — Administration of  
Medication~~

Management Resources:

~~Policy News, August 2012~~

~~“Medication” Definition Expanded~~

~~Policy News, February 2001~~

~~Oral Medication Definition Expanded~~

**Adoption Date: 2.27.08**

**School District Name: Steilacoom Historical School**

**District Revised: \_\_\_\_\_**

**Steilacoom Historical School District Board of Directors**

**REGULAR BOARD MEETING**

Date: August 22, 2013

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

**ISSUE:**  X  **ACTION**  **First Reading Policy 3419 Self-Administration of Asthma and Anaphylaxis Medications**   
 INFORMATION

**BACKGROUND INFORMATION:**

Policy 3419 is revised to specifically define asthma and anaphylaxis and direct that the proper rescue procedure for these conditions is to utilize guidelines published by the Office of Superintendent of Public Instruction's (OSPI).

Revisions follow WSSDA's model policy language.

**FISCAL IMPLICATIONS:** None

**RECOMMENDED DECISION:**

It is the recommendation of the Superintendent to move Policy 3419 to a second reading.

**Report prepared by:**

Susanne Beauchaine-Executive Director Student Services

## SELF-ADMINISTRATION OF ASTHMA AND ANAPHYLAXIS MEDICATIONS

Asthma is an inflammatory disease of the respiratory tract. Anaphylaxis is a life-threatening allergic reaction that may involve systems of the entire body. Anaphylaxis is a medical emergency that requires immediate medical treatment and follow-up care by an allergist/immunologist.

It is the policy of the Steilacoom Historical School District board of directors that students with asthma or anaphylaxis are afforded the opportunity to self-administer prescribed medications. The students' parent or guardian shall will submit a written request and other documentation required by the school. The student's prescribing health care provider must provide a written treatment plan.

The student shall must demonstrate to the school's professional registered nurse that the student is competent to possess and self-administer prescribed medications during school and at school sponsored events, ~~to the school's professional registered nurse.~~

The superintendent ~~is directed to will~~ establish procedures that implement this policy and ~~to follow develop~~ emergency rescue procedures outlined in the most recent edition of AMES: Asthma Management in Educational Settings, in cases of suspected asthma and the emergency rescue procedures outlined in guidelines provided by the Office of the Superintendent of Public Instruction in cases of suspected anaphylaxis.

<u>Cross References:</u>	<u>Policy 3416</u>	<u>Medication at School</u>
	<u>Policy 3420</u>	<u>Anaphylaxis Prevention and Response</u>
	<u>Policy 2161</u>	<u>Special Education and Related Services for Eligible Students</u>
	<u>Policy 2162</u>	<u>Education of Students with Disabilities under Section 504</u>
<u>Legal Reference:</u>	<u>42 U.S.C. 280, Section 399</u>	<u>Public Health Service Act</u>
	<u>42 U.S.C. 12212</u>	<u>Section 512 Americans with Disabilities Act of 1990</u>
	<u>34 CFR Part 104</u>	<u>Section 504 of Rehabilitation Act of 1973</u>
	<u>Chapter 462, Laws of 2005</u>	<u>Relating to the prevention, diagnosis, and treatment of asthma.</u>
	<u>RCW 28A.210.370</u>	<u>Students with Asthma</u>
	<u>RCW 28A.210.380</u>	<u>Anaphylaxis-Policy guidelines-Procedures-Reports</u>

### Management Resources:

<u>Policy News, August, 2012</u>	<u>Self-Administration of Asthma and Anaphylaxis Medications</u>
<u>Policy News, February 2009</u>	<u>Anaphylaxis Prevention Policy Required</u>
<u>OSPI, March 2009</u>	<u>Guidelines for the Care of Students with Anaphylaxis</u>

**Adoption Date: 2.27.08**

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

**Revised: \_\_\_\_\_**

DRAFT

**Steilacoom Historical School District Board of Directors**

**REGULAR BOARD MEETING**

Date: August 22, 2013

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

**ISSUE:**  X  **ACTION** First Reading Policy 3420 Anaphylaxis Prevention and Response  
 INFORMATION

**BACKGROUND INFORMATION:**

Policy 3420 is revised to specifically define anaphylaxis and direct that the proper rescue procedure for these conditions is to utilize guidelines published by the Office of Superintendent of Public Instruction's (OSPI).

Revisions follow WSSDA's model policy language.

**FISCAL IMPLICATIONS:** None

**RECOMMENDED DECISION:**

It is the recommendation of the Superintendent to move Policy 3420 to a second reading.

**Report prepared by:**

Susanne Beauchaine-Executive Director Student Services

