



# **Meeting Packet**

## **Regular Meeting Agenda**

**March 28, 2013**

**7:00 PM**

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



## **Regular Meeting Agenda**

**Steilacoom High School 54 Sentinel Drive Steilacoom, Washington**

3/28/2013 7:00 PM

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### **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. MUSICAL PRESENTATION**

**(Presentation)**

Presenter: Mr. Bruce Folmer introducing students Hayden Carnell-Schmidt & Kai Sorem

### **IV. PRESENTATION**

**(Information)**

Presenter: Dr. Keith Lemmon

MASHBI Presentation (p. 5)

### **V. PRESENTATION - Technology in the Classroom**

**(Information)**

Presenter: Kevin Schmidt

Technology in the Classroom Board Presentation March 28th..pdf (p. 21)

### **VI. REPORTS**

#### **1. Financial Report**

**(Information)**

Presenter: LeeRae Ball & Bill Fritz

Cash Flow Feb 2013.pdf (p. 24)

Budget Status Feb 2013.pdf (p. 25)

CPF Perpetual Acct Feb 2013.pdf (p. 27)

Enrollment\_Projections\_201314.pdf (p. 28)

## **2. Capital Projects Update**

**(Information)**

Presenter: Bill Fritz

Capital\_Projects\_Update.pdf (p. 29)

## **3. Legislative Update**

**(Information)**

Presenter: Don Denning

## **VII. APPROVAL OF MINUTES**

**(Vote)**

Minutes 3.13.13.pdf (p. 30)

## **VIII. 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\_March\_2013\_Payroll.pdf (p. 33)

Approval of March 2013 Accounts Payable.pdf (p. 36)

Approval of Certificated Personnel Report.pdf (p. 65)

Approval of Classified Personnel Report.pdf (p. 67)

Approval of Construction Mngmt Contract District Transportation Facility.pdf (p. 69)

Approval\_of\_SHS\_Math\_Team\_Competition\_Field\_Trip.pdf (p. 76)

## **IX. OLD BUSINESS**

### **1. Second Reading of Policy 1620, Board Supt. Relationship**

**(Vote)**

Presenter: Bill Fritz

Second Reading of Policy 1620, Board Supt. Relationship.pdf (p. 77)

### **2. Second Reading of Policy 1731, Board Member Expenses**

**(Vote)**

Presenter: Bill Fritz

Second Reading of Policy 1731 Board Member Expenses.pdf (p. 79)

## **X. NEW BUSINESS**

### **1. First Reading of Policy 3122, Excused & Unexcused Absences**

**(Vote)**

Presenter: Susanne Beauchaine

First\_Reading\_of\_Policy\_3122.pdf (p. 81)

### **2. First Reading of Policy 5006, Certification Revocation**

**(Vote)**

Presenter: Kathi Weight

First Reading of Policy 5006.pdf (p. 86)

### **3. First Reading of Policy 5201, Drug Free Workplace**

**(Vote)**

Presenter: Kathi Weight

First Reading of Policy 5201.pdf (p. 90)

### **4. First Reading of Policy 5240, Evaluation of Staff**

**(Vote)**

Presenter: Kathi Weight

**5. First Reading of Policy 5280, Termination of Employment**

**(Vote)**

Presenter: Kathi Weight

First Reading of Policy 5280.pdf (p. 100)

**XI. COMMENTS FROM THE AUDIENCE**

**(Information)**

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**XII. BOARD COMMUNICATION**

**(Information)**

**XIII. ANNOUNCEMENTS**

**(Presentation)**

**XIV. EXECUTIVE SESSION**

**(Executive Session)**

**per RCW 42.30.110(1)(g) to review the performance of a public employee**

(g) To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. However, subject to RCW 42.30.140(4), discussion by a governing body of salaries, wages, and other conditions of employment to be generally applied within the agency shall occur in a meeting open to the public, and when a governing body elects to take final action hiring, setting the salary of an individual employee or class of employees, or discharging or disciplining an employee, that action shall be taken in a meeting open to the public

**XV. RETURN TO PUBLIC SESSION**

**XVI. ADJOURNMENT**

**(Vote)**

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



Military Adolescent School Based Health Initiative  
(MASBHI)  
Update Brief To Steilacoom Historic School District # 1  
School Board

28 March 2013

LTC Keith Lemmon, MD  
Chief, Division of Adolescent Medicine  
Madigan Army Medical Center



# Timeline



- MASBHI initially proposed in 2008 as a branch of the Military Child and Adolescent Center of Excellence (now the CAF BHO)
- MASBHI Proposed to MSEC – Oct 2011
- 10 Jan 2012 – MSEC votes to forward MASBHI onto SEC
- 16 Feb 2012 - MASBHI Approved by the SEC
- 25 April 2012 – MASBHI Approved by Steilacoom School District
- First clinics begin May-June 2012
- Back to School Physicals 14-16 Aug
- First quarter of operation Sept-Nov 2012



# STEILACOOM HS/ PIONEER MS ENROLLMENT POPULATION

Steilacoom H.S.  
54 Sentinel Dr.  
Steilacoom, WA 98388

Pioneer M.S.  
1750 Bobs Hollow Ln.  
DuPont, WA 98327

TTL BENEFICIARY ENROLLED DEERS ZIP CODE 98327

709

ENROLLED BENEFICIARY STEILACOOM HS/PIONEER MS  
DATA RECEIVED FROM PEDS

600

PERCENTAGE OF VISITS vs SCHOOL  
BENEFICIARY ENROLLMENT

19.7%

PERCENTAGE OF VISITS vs SCHOOL  
BENEFICIARY ENROLLMENT

14%



# STEILACOOM HS/ PIONEER MS TOTAL VISITS 14 AUG – 30 NOV 12



## STEILACOOM HS

ADMIN	1
KEPT	94
TEL-CON	6
WALK-IN	17
Grand Total	118

## PIONEER MS

KEPT	58
TEL-CON	8
WALK-IN	18
Grand Total	84





# Evaluation Criteria

- Quality of care and no show rates
- Adolescent and Family satisfaction
- Provider and support staff satisfaction
- Support of the Army Family/Community Covenant
- Support of MEDCOM/MHS Strategic Objectives



# Significant No Show Reduction



No Show Data						
	Steilacoom HS		Pioneer MS		Adolescent Clinic	
	#	%	#	%	#	%
Sep-12	0	0%	0	0%	27	9%
Oct-12	0	0%	0	0%	42	16%
Nov-12	0	0%	0	0%	35	14%



# Patient and Family Satisfaction



16 Families Interviewed So Far:

Q7. Is your child able and comfortable enough to talk with the SBHC when attending an appointment alone? 16/16

Q13. In the last 12 months, when you made an appointment for a check-up or routine care for your child with this provider, how often did you get an appointment as soon as your child needed? 13/16 Always  
2/16 Usually, 1/16 NA

Q18. Has utilizing the SBHC reduced the number of medical visits your child has had at MAMC? Y/N 8/8 Y

Q19. Has utilizing the SBHC reduced you time away from your job or travel time to MAMC? Y/N 13/16 Y, 2/16 N, 1 NA

Q30. Using any number from 0 to 10, where 0 is the worst provider possible and 10 is the best provider possible, what number would you use to rate this provider? Average of 16 responses 8.1

Q36. In the last 12 months, did you and anyone in this provider's office talk about your child's moods and emotions? Y/N 7/16 Y, 4/16 N, 5/16 NA



# Satisfaction Survey Comments



- LOVE THE PROGRAM!! THE FACT THAT PHYSICALS ARE OFFERED BEFORE THE SCHOOL YEAR STARTS IS AMAZING! THE FACT THAT SHE WAS ABLE TO SIGN A PIECE OF PAPER SO HE IS ABLE TO ATTEND APPOINTMENTS ALONE WAS VERY VERY HELPFUL AND SOMETHING LIKE THAT SHOULD BE ADDRESSED AT THE HOSPITAL LEVEL.
- Reduced stress especially parking, thrilled about program
- THE SBHC SAVES TIME AND INCREASES EFFICENCY
- "Convenient, child feels more comfortable, it's easy
- My child saw the doctor at school, got excellent service
- It is an amazing service and I can't thank them enough for doing this for us. It is so convenient for me and my child isn't missing the school time she normally would
- It is convenient, I'm not away from work and my daughter isn't away from school



# Satisfaction Survey Comments



- The SBHC is very helpful, we can get in a lot faster than MAMC and the Dr. has a lot more time to discuss anything with us. The rushed feeling I have at MAMC is not there
- As a MAMC employee, it reduces my time away from work, using sick leave, and having to re-find parking... it is wonderful and convenient. I moved my son out of a civilian clinic in order to use the SBHC.
- Overall very beneficial. I don't have to get off work to take them to appts
- Much easier to get an appointment than at MAMC



# Workload Efficiency



Total Appointments									
	Steilacoom HS		Pioneer MS		Hospital Adolescent Clinic				
	Booked	Total	Booked	Total	Booked	Total			
Sep-12	16	22	21	28	300	331	8	66	5.9 per ½ day
Oct-12	28	39	30	42	259	278	9	47	8.5 per ½ day
Nov-12	29	33	18	21	251	262	6	54	8.3 per ½ day



# Strategic Objectives Supported



- MHS Strategic Objectives – Build and sustain effective partnerships within the community – Achieve superior outcomes utilizing patient and family centered, evidence based care



# Diagnosis and Procedures

14 Aug - 30 Nov

	SHS	PMS	Totals	% of Dx
Physicals	40	19	59	50%
Depression	11	2	13	
ADHD	12	7	19	
Counseling	7	7	14	
Anxiety	1	0	1	
Total Behavioral Health	31	16	47	40%
Musculoskeletal	13	3	16	
Eczema	4	2	6	
Acne	7	3	10	
Allergies	3	2	5	
URI	2	1	3	
Obesity/Overweight	2	5	7	
Headache	2	1	3	
Other	4	8	12	10%
Total Visits			118	



# Steilacoom Historical School District No. 1

*The Best Education for Every Student*

## Military Families

- Welcome
- School -Based Health Clinic
- Academic and Military Resources
- Events
- JBLM Frequently Needed Phone Numbers
- Local Area Information
- Files and Forms

[Steilacoom Historical School District No. 1](#) ▶ [Departments](#) ▶ [Military Families](#) ▶ [School-Based Health Clinic](#)

### Madigan Adolescent School-Based Health Clinic services:

**To schedule school clinic appointments, call 253.968.1980**

**For all other appointments, call 1.800.404.4506**

School-Based Health Clinic Forms ([click here to access the following forms](#)):

- 1) Initial Visit Health History & Consent
- 2) Flu Clinic Consent
- 3) Sports Participation Physical Consent

Consent must be signed to receive school-based health services. Forms may also be accessed at the Madigan Adolescent Clinic, OR by registering at [www.relayhealth.com](http://www.relayhealth.com) and requesting consent form to be emailed to you directly. Mention school-based health in the message to office staff.

*A message from Dr. Keith Lemmon:*

Influenza (flu) season is upon us once again. The 2012-2013 flu immunizations are now available at your Madigan school-based health care clinics at Steilacoom High School and Pioneer Middle School. Avoid the hassle and missed school and work days by having your teen immunized at the SHS and PMS clinics. You can also have other standard adolescent vaccinations reviewed and updated at the time as well such as Human Papilloma Virus (HPV), Meningococcal Meningitis (Menactra), and Tetnus/Diphtheria/Pertussis (Tdap). The flu vaccination will be available through the end of the flu season as supplies dictate.



# Unpredicted Benefits



- SHS team trainer (Jake Marshall) vs. physical therapy evaluation – cost savings
- Bringing families back in from the network



# The Future



Military Child Education Coalition is  
Interested in Our Concept

National Assembly of School Based Health  
Care Conference – Presentation Accepted –  
23-26 June 2013

AAP Community Access To Child Health  
(CATCH) Grant - \$12,000 Planning and  
Implementation



# Remaining Challenges



- Student/Parent/Faculty Advisory Council
- Board Approval of Formulary
- New Year Consents – to include a release of information
- Approval of MOU Language for Military Dependent Influenza Immunization





# Technology in the Classroom

How SMART Response clickers support  
better teaching and learning.

# How Clickers work

- o Take SpongeBob Test
  - o Sign in
  - o Enter Answers
  - o Review and evaluate data

# Benefits

## o Teachers

- o Instant data
- o Pinpoints areas of misunderstanding for classes and individual students
- o Permanently stored data

## o Students

- o Instant data
- o Pinpoints areas of misunderstanding
- o Student participates in evaluation process

**2012-13 GENERAL FUND ACTUALS - CASH FLOW**  
**STEILACOOM HISTORICAL SCHOOL DISTRICT**

Months in Yellow are actual  
Months in Gray are projected

	12-13+ Proj	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	Curr + Proj Ending FB Annual Total	Budgeted Ending FB
	Begin Fund Balance	8,580,674	7,932,391	9,597,424	8,703,760	8,715,312	8,418,406	8,064,178	7,817,925	9,561,695	9,216,656	8,233,301	8,000,592	8,580,674	8,000,592
	Revenue:														
1000	Local Property Tax	80,478	2,390,271	392,303	30,375	30,732	139,451	237,697	2,201,704	768,982	26,339	77,090	48,824	6,424,246	6,424,246
2000	Local Non-Tax	116,460	70,162	86,088	23,549	396,023	73,360	126,259	119,740	143,199	155,603	152,605	50,170	1,513,219	1,533,850
3000	State	1,228,834	1,298,378	882,421	1,244,233	1,407,250	1,308,918	1,246,606	1,377,678	843,418	800,677	1,270,826	1,460,310	14,369,549	14,246,929
4000	State Special	261,522	330,397	284,911	596,847	190,949	249,596	285,593	289,995	24,825	268,506	217,807	262,539	3,263,486	4,396,052
5000	Federal	-	-	-	-	13,070	-	-	-	-	-	5,241	59,925	78,236	355,000
6000	Federal Special	144,135	80,408	130,733	181,224	120,814	173,472	210,819	199,785	218,741	175,285	206,985	228,196	2,070,597	1,438,868
8000	Other Resources	-	65,474	-	-	-	-	16,000	-	-	-	-	0	81,474	-
	<b>Total</b>	<b>1,831,429</b>	<b>4,235,090</b>	<b>1,776,456</b>	<b>2,076,228</b>	<b>2,158,838</b>	<b>1,944,797</b>	<b>2,122,974</b>	<b>4,188,902</b>	<b>1,999,165</b>	<b>1,426,410</b>	<b>1,930,554</b>	<b>2,109,964</b>	<b>27,800,808</b>	<b>28,394,945</b>
OBJ	Expenditures:														
2000	Certificated Salaries	1,041,445	923,241	930,119	925,835	924,561	931,744	927,100	937,100	937,100	937,100	937,100	937,100	11,289,545	11,630,648
3000	Classified Salaries	261,598	313,167	338,843	300,083	308,690	321,083	300,120	318,161	304,449	327,542	308,690	345,187	3,747,613	3,608,362
4000	Benefits	442,440	438,377	441,670	437,859	438,788	447,199	466,853	448,294	443,358	432,978	444,884	458,023	5,340,724	5,645,771
5-9'S	Supplies/Services/Travel	734,229	895,272	959,488	400,899	783,705	598,999	675,154	741,577	659,297	712,145	472,589	599,219	8,232,572	11,588,988
	<b>Total</b>	<b>2,479,712</b>	<b>2,570,057</b>	<b>2,670,119</b>	<b>2,064,676</b>	<b>2,455,745</b>	<b>2,299,025</b>	<b>2,369,227</b>	<b>2,445,132</b>	<b>2,344,204</b>	<b>2,409,765</b>	<b>2,163,263</b>	<b>2,339,529</b>	<b>28,610,455</b>	<b>32,473,769</b>
	Monthly Ending Balance	7,932,391	9,597,424	8,703,760	8,715,312	8,418,406	8,064,178	7,817,925	9,561,695	9,216,656	8,233,301	8,000,592	7,771,027	7,771,027	3,921,768

\*Projections are based on current knowledge.

	Due from other Governmental Entities	\$	157,675
	<b>Fund Balance Prior to reserves</b>	\$	7,613,352
less	Restricted Fund Balance	\$	474,132
less	Committed Fund Balance*	\$	5,039,430
equals	<b>Unassigned Fund Balance</b>	\$	2,099,790

REVENUE TYPE LEGEND			
1000 Local Property Taxes	4000 State Special	5000 Federal	
M&O Levy	Learning Assistance	Federal Forest	
	Special Education		
2000 Local Non-Tax	Food Service	6000 Federal Special	
Investment Earnings	Transportation	Title Grants	
Class Fees		IDEA Grants	
All Day Kindergarten			
3000 State Revenues		8000 Other Agencies	
Apportionment			
State Library			
Vocational Equip Grant			

Note: Redirection of apportionment occurred in January 2013 to allow transfer of funds from GF to CPF for SP Modular in amount of \$375,000 reducing GL 870 from \$729,000 to \$354,000

<b>*Committed Fund Balance:</b>			
	Inventory GL 840	\$	18,000
	Self Funded Insurance	\$	-
	Assigned Fund Balance***GL 875	\$	-
	Committed by Board Resolution**	\$	2,729,000
	Committed to Minimum Fund Balance Policy GL 872	\$	1,969,771
	Carryovers and Other Purposes	\$	22,659
	Prior year corrections/restatements	\$	-
	Assigned to Other Purposes GL 888	\$	300,000
	Restricted F. B.	\$	5,039,430

<b>**Committed By Board Resolution</b>	
GL 870	SHS Chiller \$150k
GL 870	HVAC Systems @ S.P. & C.C. \$500k
GL 870	CD Roof Replacement \$500k
GL 870	Modular Buildings @ S.P. & C.C. \$729k
GL 870	E-Rate Projects \$250k
GL 870	Grounds & other emergent items \$600k
<b>***Assigned to Other Purposes</b>	
GL 875	N/A



30--DEBT SERVICE FUND-- FUND BALANCE -- AGENCY ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT  
Fiscal Year 2012 (September 1, 2012 - August 31, 2013)For the STEILACOOM SCHOOL DISTRICT #1 School District for the Month of February, 2013

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
<b>A. REVENUES/OTHER FIN. SOURCES</b>						
1000 Local Taxes	5,699,552	127,013.85	2,726,408.61		2,973,143.39	47.84
2000 Local Support Nontax	1,000	43.60	43.60		956.40	4.36
3000 State, General Purpose	0	.00	.00		.00	0.00
5000 Federal, General Purpose	0	.00	.00		.00	0.00
9000 Other Financing Sources	0	.00	.00		.00	0.00
<b>Total REVENUES/OTHER FIN. SOURCES</b>	<b>5,700,552</b>	<b>127,057.45</b>	<b>2,726,452.21</b>		<b>2,974,099.79</b>	<b>47.83</b>
<b>B. EXPENDITURES</b>						
Matured Bond Expenditures	2,416,763	.00	3,500,000.00	0.00	1,083,237.50	144.82
Interest On Bonds	1,646,663	.00	1,374,130.00	0.00	272,532.50	83.45
Interfund Loan Interest	0	.00	.00	0.00	.00	0.00
Bond Transfer Fees	20,500	.00	901.86	0.00	19,598.14	4.40
Arbitrage Rebate	0	.00	.00	0.00	.00	0.00
Underwriter's Fees	0	.00	.00	0.00	.00	0.00
<b>Total EXPENDITURES</b>	<b>4,083,925</b>	<b>.00</b>	<b>4,875,031.86</b>	<b>0.00</b>	<b>791,106.86</b>	<b>119.37</b>
<b>C. OTHER FIN. USES TRANS. OUT (GL 536)</b>	<b>0</b>	<b>.00</b>	<b>.00</b>			
<b>D. OTHER FINANCING USES (GL 535)</b>	<b>0</b>	<b>.00</b>	<b>.00</b>			
<b>E. EXCESS OF REVENUES/OTHER FIN.SOURCES OVER(UNDER)EXPENDITURES (A-B-C-D)</b>	<b>1,616,627</b>	<b>127,057.45</b>	<b>2,148,579.65</b>		<b>3,765,206.65</b>	<b>232.91</b>
<b>F. TOTAL BEGINNING FUND BALANCE</b>	<b>5,078,643</b>		<b>2,739,693.28</b>			
<b>G. G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)</b>	<b>XXXXXXXX</b>		<b>.00</b>			
<b>H. TOTAL ENDING FUND BALANCE (E+F + OR - G)</b>	<b>6,695,270</b>		<b>591,113.63</b>			
<b>I. ENDING FUND BALANCE ACCOUNTS:</b>						
G/L 810 Restricted for Other Items	0		.00			
G/L 830 Restricted for Debt Service	3,284,318		2,148,579.65			
G/L 835 Restricted Arb Rebate	0		.00			
G/L 870 Committed to Oth Purposes	0		.00			
G/L 889 Assigned to Fund Purposes	3,410,952		2,739,693.28			
G/L 890 UNRESERVED FUND BALANCE	0		.00			
<b>TOTAL</b>	<b>6,695,270</b>		<b>591,113.63</b>			

40--ASB FUND-- FUND BALANCE -- AGENCY ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT  
Fiscal Year 2012 (September 1, 2012 - August 31, 2013)

For the STEILACOOM SCHOOL DISTRICT #1 School District for the Month of February, 2013

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
<b>A. REVENUES</b>						
1000 General Student Body	72,950	7,827.44	103,562.40		30,612.40-	141.96
2000 Athletics	114,600	5,830.00	44,931.89		69,668.11	39.21
3000 Classes	44,574	969.25	14,641.72		29,932.28	32.85
4000 Clubs	253,917	24,389.88	160,833.52		93,083.48	63.34
6000 Private Moneys	16,450	4.00	428.07		16,021.93	2.60
<b>Total REVENUES</b>	<b>502,491</b>	<b>39,020.57</b>	<b>324,397.60</b>		<b>178,093.40</b>	<b>64.56</b>
<b>B. EXPENDITURES</b>						
1000 General Student Body	98,827	1,104.53	40,113.82	4,590.79	54,122.85	45.24
2000 Athletics	160,264	15,145.10	69,101.23	25,938.51	65,224.26	59.30
3000 Classes	52,941	367.58	12,430.56	900.00	39,610.44	25.18
4000 Clubs	370,185	39,444.48	139,840.08	26,690.83	203,654.09	44.99
6000 Private Moneys	10,800	.00	203.87	50.00	10,546.13	2.35
<b>Total EXPENDITURES</b>	<b>693,017</b>	<b>56,061.69</b>	<b>261,689.56</b>	<b>58,170.13</b>	<b>373,157.77</b>	<b>46.15</b>
<b>C. EXCESS OF REVENUES OVER(UNDER)EXPENDITURES (A-B)</b>	<b>190,526-</b>	<b>17,041.12-</b>	<b>62,708.04</b>		<b>253,234.50</b>	<b>132.91-</b>
<b>D. TOTAL BEGINNING FUND BALANCE</b>	<b>221,435</b>		<b>219,169.49</b>			
<b>E. G/L 898 PRIOR YEAR ADJUSTMENTS(+OR-)</b>	<b>XXXXXXXX</b>		<b>.00</b>			
<b>F. TOTAL ENDING FUND BALANCE (C+D + OR - E)</b>	<b>30,909</b>		<b>281,877.53</b>			
<b>G. ENDING FUND BALANCE ACCOUNTS:</b>						
G/L 810 Restricted for Other Items	0		.00			
G/L 819 Restricted for Fund Purposes	30,909		281,877.53			
G/L 840 Nonspend Fnd Bal Invent	0		.00			
G/L 850 Restricted Uninsured Risk	0		.00			
G/L 870 Committed to Oth Purposes	0		.00			
G/L 889 Assigned to Fund Purposes	0		.00			
G/L 890 UNRESERVED FUND BALANCE	0		.00			
<b>TOTAL</b>	<b>30,909</b>		<b>281,877.53</b>			

THRU FEBRUARY 2013

REVENUES

	UNDESIGNATED Portable Sale	UNDESIGNATED Saltars Conservation Property Sale	UNDESIGNATED Cherrydale Property Sale	UNDESIGNATED Yellow House Property Sale	UNDESIGNATED DuPont Property Property Sale	UNDESIGNATED Other	DESIGNATED Impact Fees	DESIGNATED Bond Proceeds	Total
	\$3,000.00	\$1,260,000.00	\$378,324.72	\$143,148.86	\$1,299,089.38	\$ 3,692,551.13	\$881,461.74		\$ 7,657,575.83
Impact Fees							\$128,641.82		\$ 128,641.82
Investment Earnings						\$ 10,389.04			\$ 10,389.04
Other Revenues			\$ 156,000.00			\$ 217,985.00			\$ 373,985.00
	\$3,000.00	\$1,260,000.00	\$534,324.72	\$143,148.86	\$1,299,089.38	\$3,920,925.17	\$1,010,103.56	\$0.00	\$ 8,170,591.69

Total revenue in for month of  
Feb. 2013 = \$160,937.01

EXPENDITURES

	UNDESIGNATED Portable Sale	UNDESIGNATED Saltars Property Sale	UNDESIGNATED Cherrydale Property Sale	UNDESIGNATED Yellow House Property Sale	UNDESIGNATED DuPont Property Property Sale	UNDESIGNATED Other	DESIGNATED Impact Fees	DESIGNATED Bond Proceeds	Total
Pioneer Middle School							\$654,771.75		\$ 654,771.75
Steilacoom High School	\$3,000.00					\$ 314,653.02			\$ 317,653.02
Chloe Clark Elementary						\$ 12,174.67			\$ 12,174.67
Anderson Is. Elementary									\$ -
Saltars Pt. Elementary		\$206,506.03							\$ 206,506.03
Cherrydale Elementary		\$116,111.69							\$ 116,111.69
SHS North Property						\$ 1,797,674.58			\$ 1,797,674.58
Chambers Field		\$5,968.25							\$ 5,968.25
Bus Facility DuPont		\$25,094.26							\$ 25,094.26
Yellow House		\$637.50							\$ 637.50
Cherrydale Parcel C		\$3,472.37							\$ 3,472.37
Saltars Pt. Modular		\$522.00					\$ 5,411.39		\$ 5,933.39
510 Chambers (old admin.)		\$600.00							
SHS Stadium						\$ 747,713.11	\$ 1,326.24		\$ 749,039.35
	\$3,000.00	\$358,912.10	\$0.00	\$0.00	\$0.00	\$2,872,215.38	\$ 661,509.38	\$ -	\$ 3,895,036.86

BALANCES

Portable Sale	Saltar's Prop Sale	Cherrydale Prop Sale	Yellow House Prop Sale	DuPont Property Sale	Other Funds	Impact Fees	Bond Proceeds	
\$0.00	\$901,087.90	\$534,324.72	\$143,148.86	\$1,299,089.38	\$1,048,709.79	\$348,594.18	\$0.00	\$4,275,554.83

Total expenditures for month of  
Feb. 2013 = \$0.00

BEGINNING FUND BALANCE @ 9-1-11 \$2,368,842.67

UNDESIGNATED CURRENT FUND BALANCE \$3,926,360.65

DESIGNATED FUND BALANCE (IMPACT FEES) \$348,594.18

ENDING FUND BALANCE TOTAL @ 8-31-12 \$4,275,554.83



# Steilacoom Historical School District No. 01

## Projected Enrollment for 2013-14

	Actual 2006-07	Actual 2007-08	F/E	Actual 2008-09	H/F	Actual 2009-10	J/H	Actual 2010-11	L/J	Actual 2011-12	K/I	Actual 13-Jan	M/K	Proj Factor	Proj Enroll	Avg Fact
K	83.67	110.08		102		112.08		107.55		107.65		121.1		118		
1	199.18	191.66	2.2907	235.04	2.304314	232.4	2.073519	230.66	2.144677	222.51	2.066976	229.4	2.13098	254.31	2.1	2.144093
2	187.06	211.31	1.0609	198.67	0.84526	238.44	1.02599	243.4	1.055233	244	1.09658	236	1.060626	231.694	1.01	1.016738
3	207.73	196.44	1.0501	231.33	1.164393	210.89	0.884457	244.37	1.003985	251.2	1.029508	249.2	1.021311	240.72	1.02	1.020731
4	202.33	226.33	1.0895	216.12	0.93425	226.32	1.073166	223.67	0.915292	243.4	0.968949	261.41	1.040645	249.2	1	0.98646
5	171.12	205.67	1.0165	236.14	1.092634	219.29	0.968938	222.11	0.993025	231.1	0.949466	246.26	1.01175	261.41	1	1.003163
6	188.91	177.83	1.0392	244.22	1.034217	240.33	1.095946	231.03	1.04016	240.88	1.042319	241.68	1.045781	256.1104	1.04	1.051685
7	185.15	199.8	1.0576	193.56	0.792564	241.95	1.006741	249.6	1.080379	230.58	0.95724	260.35	1.080829	241.68	1	0.983551
8	181.92	174.32	0.9415	218.16	1.127092	202.88	0.83852	241.22	0.966426	239.56	1.038945	228.35	0.990329	257.7465	0.99	0.992263
9	207.67	201.81	1.1093	199.28	0.913458	232.22	1.144618	201	0.833264	237.56	0.991651	223	0.930873	214.649	0.94	0.962773
10	178.38	193.84	0.9334	188.45	0.945654	209.79	0.903411	221.37	1.101343	197.27	0.830401	221.56	0.932649	207.39	0.93	0.942692
11	167.47	152.12	0.8528	196.97	1.045211	187.28	0.892702	197.79	0.893482	198.04	1.003903	187.32	0.949562	203.8352	0.92	0.956972
12	104.26	126.73	0.7567	119.08	0.604559	159.53	0.851826	154.64	0.781839	159.27	0.804231	175.04	0.883862	157.3488	0.84	0.785264
	2264.85	2367.94		2579.02		2713.4		2768.41		2803.02		2880.67		2894.094		

## **Capital Projects Update**

### **3.28.13 Board Meeting**

#### **Saltar's Classrooms**

- The Conditional Use Permit application has been submitted to Town Of Steilacoom. Approval is expected in 6 to 8 weeks (mid May)
- Preservation and Review Board: Design Review application will be submitted this week. Required review because we are a "public building" even though not in the historic area.
- The building permit application will be submitted next week. It will run concurrently with the CUP so both will be issued at the same time.
- A cost quote for the site construction will be submitted this Friday for district review.
- The modular building is expected to come off the production line in mid to late May. The contractor would like to start site construction (utilities, foundations, etc.) in early May if we have CUP and building permits.

#### **Transportation Facility**

- Architect interviews were conducted this week.
- Selection of architecture team by next week on negotiations on scope of work and fee.

#### **District Office (Presented by Calvin Gasaway)**

- Work completed
- Current status
- Next steps



## **Steilacoom Historical School District No. 1 Regular Board Meeting - Meeting Minutes**

3/13/2013

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

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

The Pledge of Allegiance was led by Director Callanan.

All Board members and Superintendent Fritz were present.

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

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

No comments.

### **III. RECOGNITION - Classified Staff Appreciation**

Chair Scott read a Classified Staff Appreciation Proclamation and recognized the classified staff in the audience as well as those not present. Director Winkler made a motion to approve the proclamation; Director Callanan seconded the motion and the motion passed (5/0).

### **IV. APPROVAL OF MINUTES**

Director Winkler made a motion to approve the February 28, 2013 meeting minutes; Director Callanan seconded the motion and the motion passed (5/0).

### **V. REPORTS - Legislative Update**

Director Denning gave an update and communications he had with Legislators O'Ban, Green and Carrell. Directors Denning, Winkler and Wong and Supt. Fritz attended the Legislative Conference last Sunday. Supt. Fritz shared that he will travel with Director Winkler to Olympia regarding legislative action.

### **VI. CONSENT AGENDA**

Director Winkler made the motion to approve the Consent Agenda which consisted of personnel reports (attached) and three high school field trips; Director Denning seconded the motion and the motion passed (5/0).

## **VII. OLD BUSINESS**

### **a. Second Reading of Policy 5202, Federal Motor Carrier Safety Admin. Mandates**

Director Denning moved to adopt the revision of Policy 5202; Director Wong seconded the motion and the motion passed (5/0).

### **b. Second Reading of Policy 6510, Safety**

Director Denning made a motion to delete policy 6510; Director Callanan seconded the motion and the motion passed (5/0).

## **VIII. NEW BUSINESS**

### **a. Approval of Resolution 792-03-13-13, Request WA State Legislature Address K12 Funding**

Director Denning made a motion to adopt Resolution with amended language; Directors Winkler seconded the motion and the motion passed (5/0). A copy of the resolution will be provided to Washington State Directors Association, Washington Association of School Administrators and local legislators.

### **b. Approval of Technology Purchase**

Network Manager Phillips presented requested technology purchase. Director Winkler made a motion to approve the purchase of \$290,000, including tax on life cycle replacement plan; Director Callanan seconded the motion and the motion passed (5/0).

### **c. First Reading of Policy 1731, Board Member Expenses**

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

### **d. First Reading of Policy 1620, The Board-Superintendent Relationship**

Director Winkler made a motion to move the policy to a second reading; Director Wong seconded the motion and the motion passed.

## **IX. COMMENTS FROM THE AUDIENCE**

No comments.

## **X. BOARD COMMUNICATION**

- Chair Scott had communications with citizens volunteering at Cherrydale Primary Schools
- Director Denning received response communications from local legislators
- Directors received invitations to the Choral Concert held last night at PLU Lagerquist Hall

## **XI. ANNOUNCEMENTS**

No announcements.

## **XII. ADJOURNMENT**

Director Denning made a motion to adjourn the meeting at 7:32 pm; Director Winkler seconded the motion and the motion passed (5/0).

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(Secretary/Superintendent)

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(Chair)

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# PAYROLL HEADER PAGE

Steilacoom Historical School District No. 1

GENERAL FUND

FOR THE MONTH March, 2013

WE, THE UNDERSIGNED BOARD OF DIRECTORS OF THE STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1, PIERCE COUNTY, WASHINGTON, DO HEREBY CERTIFY THAT SERVICES HAVE BEEN RECEIVED AND PERFORMED AND HAVE BEEN APPROVED FOR PAYMENT IN THE AMOUNT OF \$1,711,813.74.

## PAYROLL

Gross Pay	\$ 1,263,653.73
Benefits	\$ 448,160.01
Total Payroll Adjustment	\$ -

PAYROLL TOTAL \$ 1,711,813.74

DATED: March 28, 2013

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

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

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

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

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

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

3.02.00.00-10.2-010042

Pay/Ded/Bens Summary Totals

PAY	DESCRIPTION	COUNT	FACTOR	HOURS	RETIRE	
					GROSS	HOURS

TST3	SUB TEACHER	146		1955.1700	35,792.42	1956.00
ZSLBB	SL BUYBACK 1:4	1	131.7700		674.99	
REPORT TOTAL					1263,653.73	49180.00

BENEFIT SUMMARY FOR MTHLY / MONTHLY PAYROLL - AFTER CALCS

CHECK DATE: 03/29/2013 PERIOD ENDING DATE: 03/31/2013

Pay/Ded/Bens Summary Totals

CODE	DESCRIPTION	CATEGORY	COUNT	AMOUNT
TaxB-	Tax Ben -		6	-475.40
X0300	NO INSURANCE		116	
			10354	448,160.01

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

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

As of March 28, 2013, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$18,152.55. The payments are further identified in this document.

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

Warrant Numbers 401052 through 401070, totaling \$18,152.55

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

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

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

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
401052	CASCADE BAGEL & DELI, INC	03/18/2013	121425	OPEN PO FOR 2013 SCHOOL YEAR NOT TO EXCEED \$3,000.00	4061213183	31.02	217.14
			121485	OPEN PO FOR 2013 SCHOOL YEAR NOT TO EXCEED \$3,000.00	4061213183	31.02	
			121506	OPEN PO FOR 2013 SCHOOL YEAR NOT TO EXCEED \$3,000.00	4061213183	31.02	
			121535	OPEN PO FOR 2013 SCHOOL YEAR NOT TO EXCEED \$3,000.00	4061213183	31.02	
			121558	OPEN PO FOR 2013 SCHOOL YEAR NOT TO EXCEED \$3,000.00	4061213183	31.02	
			20130444	OPEN PO FOR 2013 SCHOOL YEAR NOT TO EXCEED \$3,000.00	4061213183	31.02	
			20130472	OPEN PO FOR 2013 SCHOOL YEAR NOT TO EXCEED \$3,000.00	4061213183	31.02	
401053	CHARM GENETTE HARRIS	03/18/2013	JS25 BUILDER CLUB	SNACKS FOR MEETING	0	68.57	68.57
401054	COSTCO	03/18/2013	255643270	OPEN PO FOR THE STUDENT STORE SCHOOL YEAR	4061213007	354.58	354.58

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
401055	EK BEVERAGES	03/18/2013	360667	2012-2013 OPEN PO FOR THE STUDENT STORE - EK BEVERAGES	4061213242	402.30	758.70
			361114	OPEN PO FOR THE STUDENT STORE - EK BEVERAGES	4061213242	356.40	
401056	FCCLA	03/18/2013	125780	REGISTRATION FOR FALL LEADERSHIP CONFERENCE	4061213059	210.00	210.00
401057	FIRST STUDENT INC	03/18/2013	10780072-2		0	395.28	395.28
401058	FORMAL FASHIONS INC	03/18/2013	169548	CHOIR ATTIRE FOR NEW 2ND SEMESTER STUDENTS	4061213215	1,183.60	1,183.60
401059	GRADUATION AUTOBAHN LLC	03/18/2013	0001101	REGISTRATION FOR LEADERSHIP CONFERENCE - INVOICING ONLY	4061213253	750.00	750.00
401060	HALFON CANDY COMPANY	03/18/2013	493168	OPEN PO FOR 2013 SCHOOL YEAR NOT TO EXCEED \$3,000 FOR STUDENT STORE	4061213178	278.80	278.80
401061	HANDS ON CHILDRENS MUSEUM	03/18/2013	1061	SCIENCE NIGHT DEMONSTRATION - HOCM	4021213023	200.00	200.00
401062	HESSELGRAVE INTERNATIONAL	03/18/2013	24489	Charter bus to Moscow Idaho for Jazz Band Festival. Students pay \$180 each to cover trip fees.	4051213044	3,213.16	3,213.16
401063	JOHNSON, ERICA P	03/18/2013	PIANO ACCOMPANIST	fee for piano accompanist for choir concerts 2/26 and 3/12/13	4051213041	240.00	240.00
401064	JOSTEN'S	03/18/2013	17501-2	2ND INSTALLMENT FOR YEARBOOK - DO NOT FAX - INVOICING ONLY	4061213252	6,681.90	6,681.90
401065	MILLER, CRAIG A	03/18/2013	POSTAGE REIMB	APPLICATIONS FOR F. HESSELMEIN STUDENT LEADERSHIP PROGRAM	0	28.70	28.70
401066	MIRABEAU PARK HOTEL	03/18/2013	229242	15 rooms for Jazz Band Trip to Moscow, Idaho. Students pay \$180 each to attend.	4051213043	1,407.28	1,407.28

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
401067	OLYMPIA JUNIOR PROGRAMS INC	03/18/2013	2012-14	OJP FIELD TRIP -- 2ND & 3RD GRADE	4021213024	1,256.00	1,256.00
401068	SPECIALTY FROZEN DISTRIBUTING	03/18/2013	614652	OPEN PO FOR THE STUDENT STORE 2013 SCHOOL YEAR - NOT TO EXCEED \$3000.00	4061213211	308.50	518.50
			615046	OPEN PO FOR THE STUDENT STORE 2013 SCHOOL YEAR - NOT TO EXCEED \$3000.00	4061213211	210.00	
401069	STEILACOOM SCHOOL DISTRICT	03/18/2013	261920		0	74.00	160.34
			CTAX41 20130307AAA	Comp Tax owed for Cash Account 41 through 03/07/2013	0	86.34	
401070	TACOMA ART MUSEUM	03/18/2013	2157	TACOMA ART MUSEUM - 1ST GRADE (Duffy & Hennessey on 2/8/13)	4021213022	230.00	230.00
			19	Computer	Check(s) For a Total of		18,152.55

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	19	Computer	Checks For a Total of	18,152.55
Total For	19	Manual, Wire Tran, ACH & Computer	Checks	18,152.55
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	18,152.55



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 March 28, 2013, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$342,402.03, and voids/cancellations, totaling \$913.99. The payments and voids are further identified in this document.

Total by Payment Type for Cash Account, GF WARRANTS OUTSTANDING:  
Warrant Numbers 111608 through 111644, totaling \$342,402.03  
Voids/Cancellations, totaling \$913.99

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

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
111608	ALBERS & COMPANY INC	03/19/2013	801	PROFESSIONAL SERVICE FEES FOR 12/13 SY. DO NOT FAX.	81213095	2,440.24	5,415.24
			806	PROFESSIONAL SERVICE FEES FOR 12/13 SY. DO NOT FAX.	81213095	2,975.00	
111609	ASCD	03/19/2013	0011111554	ASCD MEMBERSHIP DUES FOR BRAIN HANSON DO NOT FAX - INVOICE ATTACHED	4311213092	89.00	89.00
111610	AUTOLUBE TIRE & AUTOMOTIVE	03/19/2013	0000005413	OPEN PURCHASE ORDER 2012-2013 FOR VEHICLE REPAIRS GROUNDS & DISTRICT VEHICLES	101213010	40.26	40.26
111611	BALL, LEERAE K	03/19/2013	MIL 2/13-2/27/13	MILEAGE TO ESD 113, AIRPORT/WENATCHEE AND PIONEER MEETING	0	108.48	108.48
111612	CABANIT, MARIA	03/19/2013	FEB MILAGE	Open P.O. for Maria C. for the 2012-2013 school year {transporting L.C. to Birney Elementary in Tacoma}	91213054	457.65	457.65



Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				reimbursement for miles traveled.			
111613	CAREER STAFF UNLMTD- SEATTLE	03/19/2013	28427-162065	Open PO for	91213040	3,720.00	7,399.50
				contracted staff services for the 2012 - 2013 school year.			
			28427-164480	Open PO for	91213040	3,679.50	
				contracted staff services for the 2012 - 2013 school year.			
111614	CARTRIDGE WORLD	03/19/2013	28148	OPEN P.O. FOR INK CARTRIDGES 2012-2013	1621213046	323.80	323.80
111615	CELESTE L JOHNSTON	03/19/2013	MILAGE FEB-2013	IN DISTRICT MILAGE	0	31.60	31.60
111616	CHEVRON & TEXACO CARD SERVICES	03/19/2013	37451036	OPEN PO FOR FUEL. DO NOT FAX	81213050	20,995.48	20,995.48
111617	CITY OF DUPONT	03/19/2013	103176-000	OPEN PO FOR ELECTRICITY FOR DUPONT. DO NOT FAX PO.	81213055	2,846.56	5,195.10
			103176-001	OPEN PO FOR ELECTRICITY FOR DUPONT. DO NOT FAX PO.	81213055	46.30	
			103176-002	OPEN PO FOR ELECTRICITY FOR DUPONT. DO NOT FAX PO.	81213055	262.80	
			103176-003	OPEN PO FOR ELECTRICITY FOR DUPONT. DO NOT FAX PO.	81213055	262.80	
			1586-016	OPEN PO FOR ELECTRICITY FOR DUPONT. DO NOT FAX PO.	81213055	118.60	
			419-000	OPEN PO FOR ELECTRICITY FOR DUPONT. DO NOT FAX PO.	81213055	750.30	
			420-000	OPEN PO FOR ELECTRICITY FOR DUPONT. DO NOT FAX PO.	81213055	164.20	
			421-000	OPEN PO FOR ELECTRICITY FOR DUPONT. DO NOT	81213055	697.24	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
			422-000	FAX PO. OPEN PO FOR ELECTRICITY FOR DUPONT. DO NOT FAX PO.	81213055	46.30	
111618	CULLIGAN	03/19/2013	0022702	OPEN PO FOR WATER AT 511 CHAMBERS ST. DO NOT FAX TO VENDOR	81213039	5.48	48.81
			201303380587	OPEN PURCHASE ORDER 2012-2013 FOR WATER	101213009	33.84	
			201303400885	OPEN PO FOR WATER AT 511 CHAMBERS ST - Add a cold water only unit to the HR/Student Services area	81213163	9.49	
111619	DOLMAN, BEVERLY ANN	03/19/2013	MILAGE 03/05-12/2013	ESD113-PAYPERS MTG ESD113-BUDGET WORKSHOP WASWUG-BELLEVUE	0	97.52	97.52
111620	EMPLOYER ADMIN SERVICES INC	03/19/2013	419322013	TSA PLAN PAYMENT FOR 12/13 SY. DO NOT FAX	81213144	156.75	156.75
111621	FAIRFAX HOSPITAL	03/19/2013	1065	Open P.O. for Fairfax Hospital/NWSOIL for out of district students for the 2012-2013 School Year.	91213029	20,000.00	20,000.00
111622	FIRST STUDENT INC	03/19/2013	10780072	OPEN PO FOR BUS CHARGES. DO NOT FAX PO.	81213057	98,182.49	96,834.72
			10780072-CREDIT	OPEN PO FOR BUS CHARGES. DO NOT FAX PO.	81213057	-1,347.77	
111623	FOLLETT LIBRARY RESOURCES	03/19/2013	738983-1	BOOKS FOR THE LIBRARY - SEE ATTACHED	4311213088	702.94	888.61
			738983F-0	BOOKS FOR THE LIBRARY - SEE ATTACHED	4311213088	185.67	
111624	FRANKLIN PIERCE SD	03/19/2013	8880004938	Open PO for Franklin Pierce SD Student Enrollment for the 2012-2013 school year.	91213045	19,948.00	19,948.00

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
111625	GENERAL ELECTRIC CAPITAL CORP	03/19/2013	58496550	OPEN PO FOR COPIER AT SHS. DO NOT FAX	81213046	695.78	1,438.88
			58496551	OPEN PO FOR COPIER AT PIONEER. DO NOT FAX	81213047	743.10	
111626	GREENEGASAWAY	03/19/2013	WORK FIR FEB-13	ADMIN BUILDING RELOCATION	81213138	2,118.10	2,118.10
111627	HOWE, BARBARA ANN	03/19/2013	REIMB RQS PRODUCTA	PAYPAL PURCHASE OF MURAL TEMPLATES	0	50.00	50.00
111628	JTEC EDUCATIONAL CONSULTANTS	03/19/2013	1213-11906	OPEN OP FOR MEDICAID MATCH	81213061	1,100.00	1,100.00
111629	LAKEWOOD TOWING & TRANSPORT	03/19/2013	195219	TOW BOX TRUCK 73538C FROM KENT TO LAKEWOOD	101213091	243.69	243.69
111630	MASTERCARD CORP. CLIENTS PAYME	03/19/2013	5612	5550080001035612	0	201.36	201.36
111631	MCDONALD, JODY D	03/19/2013	MILG SCHL 2/6-3/7/13	TRAVEL TO SHS, PIO, CHERRY & DO	0	83.99	83.99
111632	MVP PHYSICAL THERAPY, INC	03/19/2013	830	SHS MVP FOR ATHLETIC TRAINING SERVICES	141213018	3,225.00	3,225.00
111633	PIERCE COUNTY SEWER	03/19/2013	00858625	OPEN PO FOR SEWER CHARGES. DO NOT FAX	81213051	283.83	449.71
			01354221	OPEN PO FOR SEWER CHARGES. DO NOT FAX	81213051	165.88	
111634	PIONEER MIDDLE SCHOOL ASB	03/19/2013	JARED MARCHANT	PAYMENT TO ASB CHARGE ( 4002 JAZZ BAND)THAT WAS APPLIED TO A GEN FUND FINE/FEE ITEM THAT WAS LATER RETURNED	0	95.00	95.00
111635	PORTER FOSTER RORICK LLP	03/19/2013	101352	LEGAL SERVICES	81213167	276.00	276.00
111636	PUGET SOUND ESD	03/19/2013	0000054778	OPEN PO FOR E-RATE SERVICE. DO NOT FAX	81213130	967.50	1,102.50
			0000054911	OPEN PO FOR E-RATE SERVICE. DO NOT FAX	81213130	135.00	
111637	SCHOLASTIC	03/19/2013	6006387		0	68.81	68.81
111638	SODEXO INC & AFFILIATES	03/19/2013	1000657330	OPEN PO FOR FOOD SERVICE. DO NOT FAX	81213113	83,783.97	84,214.10
			261927	OPEN PO FOR COURIOR SERVICES (ANTHONY	81213131	430.13	



Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				ZUKOWSKI) THROUGH SODEXO. DO NOT FAX			
111639	STEILACOOM SCHOOL DISTRICT	03/19/2013	CTAX11 20130307AAA	Comp Tax owed for Cash Account 11 through 03/07/2013	0	266.55	266.55
111640	THE LINEUP	03/19/2013	1166	ADDITIONAL PE UNIFORMS FOR 2ND SEMESTER NO NOT FAX-WILL CALL ORDER IN WHEN APPROVED	4311213108	2,524.16	2,524.16
111641	TRUSTEED PLANS SERVICE CORP	03/19/2013	0069221-IN	OPEN PO TRUSTEED PLANS SERVICE CORPS	81213037	47,515.76	64,211.02
			0069319-IN	OPEN PO TRUSTEED PLANS SERVICE CORPS	81213037	9,254.28	
			0069560-IN	OPEN PO TRUSTEED PLANS SERVICE CORPS	81213037	7,440.98	
111642	WEIGHT, KATHLEEN J	03/19/2013	MILAGE 2/13-3/15/13	INTERDISTRICT TRAVEL/DUPONT PRICE MEETING/EVERGREEN CAREER FAIR/SOUNDVIEW	0	84.75	84.75
111643	WITT COMPANY	03/19/2013	GW2262013	TECHNOLOGY FOR SALTARS LAPTOP PROJECT	81213160	2,494.32	2,494.32
111644	WRIGHT, ERIN ELIZABETH	03/19/2013	MILAGE 2/13-3/10/13	INNERDISTRICT TRAVEL/OFFICE DEPOT/SEATAC CONF/WASWUG	0	123.57	123.57
			37	Computer	Check(s) For a Total of		342,402.03

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
111230	LAKEWOOD TOWING & TRANSPORT	03/15/2013	195219	TOW BOX TRUCK 73538C FROM KENT TO LAKEWOOD	101213091	243.69	243.69
111575	AUTOLUBE TIRE & AUTOMOTIVE	03/14/2013	0000005413	OPEN PURCHASE ORDER 2012-2013 FOR VEHICLE REPAIRS GROUNDS & DISTRICT VEHICLES	101213010	670.30	670.30
2	Void			Check(s) For a Total of			913.99

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	37	Computer	Checks For a Total of	342,402.03
Total For	37	Manual, Wire Tran, ACH & Computer	Checks	342,402.03
Less	2	Voided	Checks For a Total of	913.99
			Net Amount	341,488.04

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 March 28, 2013, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$74,243.96. The payments are further identified in this document.

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

Warrant Numbers 111645 through 111681, totaling \$74,243.96

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
111645	BALL, LEERAE K	03/25/2013	MILAGE 3-1/14-13	INTER-DISTRICT/HIL TON SEA-TAC/WASWUG CONFRENCE MILAGE	0	130.52	130.52
111646	BANK OF AMERICA	03/25/2013	13020080439	OPEN PO FOR SERVICE FEE. DO NOT FAX	81213082	108.96	108.96
111647	BATTERIES PLUS	03/25/2013	245-285805	S.P. BatteriesPlus -	1271213057	21.79	21.79
111648	BUREAU OF ED RESEARCH	03/25/2013	4413131	BER Workshop - What's new is Children's Literature	1461213043	229.00	229.00
111649	CAREER STAFF UNLMTD- SEATTLE	03/25/2013	28427 -165210	Open PO for contracted staff services for the	91213040	5,016.00	12,723.00

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				2012 - 2013 school year.			
			28427 -166114	Open PO for contracted staff services for the 2012 - 2013 school year.	91213040	4,476.00	
			28427 -166829	Open PO for contracted staff services for the 2012 - 2013 school year.	91213040	3,231.00	
111650	CENTURYLINK	03/25/2013	300493944	OPEN PO FOR POHNE SERVICES	81213078	279.28	279.28
111651	COMCAST	03/25/2013	24610698	OPEN PO FOR DISTRICT WIDE NETWORK. DO NOT FAX	81213043	6,339.03	6,339.03
111652	CONSOLIDATED ELECTRICAL DIST	03/25/2013	8541-738676	OPEN PURCHASE ORDER 2012-2013 ELECTRICAL SUPPLIES & PARTS	101213079	260.73	587.13
			8541-739101	OPEN PURCHASE ORDER 2012-2013 ELECTRICAL SUPPLIES & PARTS	101213079	326.40	
111653	COURTYARD BY MARRIOTT	03/25/2013	00004294	SHS WASHINGTON DECA FOR TINA HAYDEN ADVISOR REGISTRATION FEE AND ADVISOR HOTEL ROOM. PLEASE SEE ATTACHED.	141213050	395.82	395.82



Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
111654	CTS	03/25/2013	2013020291	TELECOMMUNICATIONS SERVICES FOR THE 12/13 SY. OPEN PO. DO NOT FAX	81213077	27.79	27.79
111655	DEMCO INC	03/25/2013	4891752	LIBRARY ORDER -- SCHENCK	1621213065	145.51	145.51
111656	ESD 113	03/25/2013	0000021079	DATA PROCESSING SERVICES 12/13	81213076	16,704.26	16,704.26
111657	FUN & FUNCTION	03/25/2013	65285	S.P. Fun & Function order	1271213049	25.94	25.94
111658	GENERAL ELECTRIC CAPITAL CORP	03/25/2013	58540896	OPEN PO FOR COPIER AT DISTRICT OFFICE. DO NOT FAX	81213045	529.50	1,064.47
			58549876	OPEN PO FOR COPIER AT SALTAR'S POINT. DO NOT FAX	81213048	534.97	
111659	HAROLD LEMAY ENTERPRISES	03/25/2013	2180-579587-001	OPEN PO FOR DISTRICT WIDE GARBAGE. DO NOT FAX PO.	81213052	1,225.36	1,225.36
111660	JONES, JAMICKA	03/25/2013	HS CONF 04/9/13	H.S. FCCLA STATE CONFERENCE EVALUATOR	0	193.09	193.09
111661	JOSTEN'S	03/25/2013	15597026	DIPLOMA	0	9.68	9.68
111662	JTEC EDUCATIONAL CONSULTANTS	03/25/2013	1213-12064	OPEN OP FOR MEDICAID MATCH	81213061	1,100.00	1,100.00
111663	K & L GATES	03/25/2013	MILAGE 4/9/13	PROFESSIONAL LAWYER SERVICES FOR THE 12/13 SY. DO NOT FAX	81213094	5,613.50	5,613.50
111664	LABELS EAST INC	03/25/2013	00023319	SCHOOL VISITOR	1461213053	36.50	36.50

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
111665	LAKESHORE	03/25/2013	2561430313	STICKERS Supplies for Cherrydale Preschool, Helen Cushman	91213080	27.34	27.34
111666	LOFGREN, KIMBERLY RAE	03/25/2013	MILAGE 3/10-13/13	WASWUG CONFRENCE	0	57.70	57.70
111667	MVP PHYSICAL THERAPY, INC	03/25/2013	831	SHS MVP FOR ATHLETIC TRAINING SERVICES	141213018	1,500.00	1,500.00
111668	NANCY ELIZABETH MCCLURE	03/25/2013	SUPLY 01-16-2-11/13	SUPPLY REMBURSEMENT LOWES, COSTCO, JOANN, WALMAR, AMAZON	0	173.00	173.00
111669	NANCY J ANDERSON	03/25/2013	COSTCO PURCHASE	COSTCO PICTURES	0	5.40	5.40
111670	NORTHWEST TEXTBOOK CO	03/25/2013	114-184-679	S.P. Northwest Textbook order	1271213056	1,055.60	1,055.60
111671	PIERCE CO BUDGET AND FINANCE	03/25/2013	AR144659	Open PO for Pierce County Birth to Three Services for the 2012-2013 school year.	91213043	20,312.63	20,312.63
111672	PSESD-TECHNOLOGY SERVICES	03/25/2013	0000054749	PSESD- Leading Through Change and Conflict workshop at PSESD in Renton. For Ryan Wheaton, Cassandra Zancanella, Randi Nelsen, and Helen Cushman.	91213070	40.00	40.00

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
111673	PUYALLUP SCHOOL DISTRICT	03/25/2013	AR306052	McKinney Vento transportation to Puyallup SD one student	81213171	405.00	1,282.50
			AR306053	McKinney Vento transportation to Puyallup SD one student	81213171	405.00	
			AR306092	McKinney Vento transportation to Puyallup SD one student	81213171	472.50	
111674	SCHOOL SPECIALTY	03/25/2013	208109981939	Supplies for Cherrydale and Chloe Clark Preschool	91213081	117.07	117.07
111675	SHEREE KAY ENGQUIST	03/25/2013	OFFICE DEPOT PURCH	OFFICE DEPOT TEACHING SUPPLIES993553 CDR,80MN,700MB	0	21.72	21.72
111676	SHUCKHART, MAUREEN	03/25/2013	MILAGE 2-/4-19/13	MILAGE FOR THERAPY, EVAL SHARING/PRESCHOOL PLANNING	0	42.70	42.70
111677	TEXAS INSTRUMENTS	03/25/2013	682452	Ti Smartview Emulator Software for Ti84, Windows <a href="http://education.ti.com/en/us/home">http://education.ti.com/en/us/home</a>	2371213066	179.11	179.11
111678	TIGER DIRECT	03/25/2013	J30432500101	Logitech USB headsets for Jody McDonald.	91213069	275.12	275.12
111679	WASA	03/25/2013	353034888	WASA Supt	281213021	250.00	250.00

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				workshop - May 2013			
111680	WELLS FARGO FINAN LEASING INC	03/25/2013	6765824062	OPEN PO FOR WELLS FARGO COPIERS/ PRINTERS FOR STEILACOOM HIGH SCHOOL. DO NOT FAX	81213042	269.71	1,745.99
			6765824066	OPEN PO FOR WELLS FARGO COPIERS/ PRINTERS FOR PIONEER. DO NOT FAX	81213041	711.56	
			6765825540	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	764.72	
111681	WEST MUSIC	03/25/2013	S1785935	MUSICAL INSTRUMENTS -- JEFFREYS	1621213066	197.45	197.45
37	Computer			Check(s) For a Total of			74,243.96

	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
	37	Computer	Checks For a Total of	74,243.96
Total For	37	Manual, Wire Tran, ACH & Computer	Checks	74,243.96
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	74,243.96



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 March 28, 2013, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$18,482.34. The payments are further identified in this document.

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

Warrant Numbers 401071 through 401095, totaling \$18,482.34

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

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

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

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
401071	ARYZTA LLC	03/25/2013	94037325	OPEN PO FOR THE 2012-13 SCHOOL YEAR FOR THE STUDENT STORE	4061213003	30.98	30.98
401072	AWSP	03/25/2013	28565	Leadership Camp for ASB student members Aug 5th	4051213047	2,310.00	2,310.00
401073	BELLARMINE PREP SCHOOL	03/25/2013	12/8/12	REGISTRATION FOR VARSITY RED AND GOLD - DECEMBER 8, 2012 ATTN: TANICA BLACKWELL WITTIG	4061213113	400.00	400.00
401074	BLACK, ROBERTA J	03/25/2013	0000001	ACCOMPANYING FOR SOLO ENSEMBLE CONTEST AND CONCERT FEB 27 AND MARCH 9TH	4061213222	300.00	300.00
401075	CASCADE BAGEL & DELI, INC	03/25/2013	121541	OPEN PO FOR 2013 SCHOOL YEAR NOT TO EXCEED \$3,000.00	4061213183	31.02	186.12
			122076	OPEN PO FOR 2013 SCHOOL YEAR NOT TO EXCEED \$3,000.00	4061213183	31.02	
			122098	OPEN PO FOR 2013 SCHOOL YEAR NOT TO EXCEED \$3,000.00	4061213183	31.02	
			122122	OPEN PO FOR 2013 SCHOOL YEAR NOT TO EXCEED	4061213183	31.02	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				\$3,000.00			
			20130424	OPEN PO FOR 2013	4061213183	31.02	
				SCHOOL YEAR NOT			
				TO EXCEED			
				\$3,000.00			
			20130494	OPEN PO FOR 2013	4061213183	31.02	
				SCHOOL YEAR NOT			
				TO EXCEED			
				\$3,000.00			
401076	COSTCO	03/25/2013	255690808	OPEN PO FOR THE	4061213007	264.14	264.14
				STUDENT STORE			
				SCHOOL YEAR			
				2012-2013			
401077	COURTYARD BY MARRIOTT	03/25/2013	00004294 ASB	REGISTRATION FEE	4061213189	791.64	791.64
				- STUDENTS HOTEL			
				ROOMS - 2 NIGHTS			
				AND T-SHIRTS			
401078	EASTBAY	03/25/2013	68001	GIRLS SOCCER	4061213109	473.92	587.70
				EQUIPMENT			
			737333	GIRLS SOCCER	4061213109	113.78	
				EQUIPMENT			
401079	EK BEVERAGES	03/25/2013	361482	OPEN PO FOR THE	4061213242	367.20	367.20
				STUDENT STORE -			
				EK BEVERAGES			
401080	ESD 113	03/25/2013	00000021113	Fingerprinting	4051213038	137.00	1,218.00
				fees for 6th			
				Grade Camp			
				volunteers: Nina			
				Brawley, Leonora			
				Ellis, Starla			
				Hunt, Daneille			
				Kulman, Tracy			
				Cassella, Gwen			
				Miller, Miriam			
				Snedecor, Beverly			
				Beavers, Tilomai			
				Aiolupotea-Fisaga,			
				Teresa Shird,			
				Bahar Smith, Aja			
				Roberts, Sylvia			
				Watkins, Lindsey			
				Hess, Collin			
				Bernardoni, Scott			
				Blackford, Andre			
				Fallot, Steven			
				Levine, Tony			
				Estep, Jon			
				Lemming, Andy			
				Millard, Jeff			
				Linzmaier, James			



Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				Quigley, Chris			
				Ferko, Drew			
				Reeder, Tyler			
				Rogers, Peter			
				Olson, Louie			
				Miranda, Sean			
				Winegar			
			0000020950	Fingerprinting	4051213038	122.00	
				fees for 6th			
				Grade Camp			
				volunteers: Nina			
				Brawley, Leonora			
				Ellis, Starla			
				Hunt, Daneille			
				Kulman, Tracy			
				Cassella, Gwen			
				Miller, Miriam			
				Snedecor, Beverly			
				Beavers, Tilomai			
				Aiolupotea-Fisaga,			
				Teresa Shird,			
				Bahar Smith, Aja			
				Roberts, Sylvia			
				Watkins, Lindsey			
				Hess, Collin			
				Bernardoni, Scott			
				Blackford, Andre			
				Fallot, Steven			
				Levine, Tony			
				Estep, Jon			
				Lemming, Andy			
				Millard, Jeff			
				Linzmaier, James			
				Quigley, Chris			
				Ferko, Drew			
				Reeder, Tyler			
				Rogers, Peter			
				Olson, Louie			
				Miranda, Sean			
				Winegar			
			0000021091	Fingerprinting	4051213038	68.50	
				fees for 6th			
				Grade Camp			
				volunteers: Nina			
				Brawley, Leonora			
				Ellis, Starla			
				Hunt, Daneille			
				Kulman, Tracy			
				Cassella, Gwen			
				Miller, Miriam			

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				Snedecor, Beverly			
				Beavers, Tilomai			
				Aiolupotea-Fisaga,			
				Teresa Shird,			
				Bahar Smith, Aja			
				Roberts, Sylvia			
				Watkins, Lindsey			
				Hess, Collin			
				Bernardoni, Scott			
				Blackford, Andre			
				Fallot, Steven			
				Levine, Tony			
				Estep, Jon			
				Lemming, Andy			
				Millard, Jeff			
				Linzmaier, James			
				Quigley, Chris			
				Ferko, Drew			
				Reeder, Tyler			
				Rogers, Peter			
				Olson, Louie			
				Miranda, Sean			
				Winegar			
			0000021094	Fingerprinting	4051213038	68.50	
				fees for 6th			
				Grade Camp			
				volunteers: Nina			
				Brawley, Leonora			
				Ellis, Starla			
				Hunt, Daneille			
				Kulman, Tracy			
				Cassella, Gwen			
				Miller, Miriam			
				Snedecor, Beverly			
				Beavers, Tilomai			
				Aiolupotea-Fisaga,			
				Teresa Shird,			
				Bahar Smith, Aja			
				Roberts, Sylvia			
				Watkins, Lindsey			
				Hess, Collin			
				Bernardoni, Scott			
				Blackford, Andre			
				Fallot, Steven			
				Levine, Tony			
				Estep, Jon			
				Lemming, Andy			
				Millard, Jeff			
				Linzmaier, James			
				Quigley, Chris			

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				Ferko, Drew			
				Reeder, Tyler			
				Rogers, Peter			
				Olson, Louie			
				Miranda, Sean			
				Winegar			
			0000021108	Fingerprinting	4051213038	137.00	
				fees for 6th			
				Grade Camp			
				volunteers: Nina			
				Brawley, Leonora			
				Ellis, Starla			
				Hunt, Daneille			
				Kulman, Tracy			
				Cassella, Gwen			
				Miller, Miriam			
				Snedecor, Beverly			
				Beavers, Tilomai			
				Aiolupotea-Fisaga,			
				Teresa Shird,			
				Bahar Smith, Aja			
				Roberts, Sylvia			
				Watkins, Lindsey			
				Hess, Collin			
				Bernardoni, Scott			
				Blackford, Andre			
				Fallot, Steven			
				Levine, Tony			
				Estep, Jon			
				Lemming, Andy			
				Millard, Jeff			
				Linzmaier, James			
				Quigley, Chris			
				Ferko, Drew			
				Reeder, Tyler			
				Rogers, Peter			
				Olson, Louie			
				Miranda, Sean			
				Winegar			
			0000021119	Fingerprinting	4051213038	342.50	
				fees for 6th			
				Grade Camp			
				volunteers: Nina			
				Brawley, Leonora			
				Ellis, Starla			
				Hunt, Daneille			
				Kulman, Tracy			
				Cassella, Gwen			
				Miller, Miriam			
				Snedecor, Beverly			

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				Beavers, Tilomai			
				Aiolupotea-Fisaga,			
				Teresa Shird,			
				Bahar Smith, Aja			
				Roberts, Sylvia			
				Watkins, Lindsey			
				Hess, Collin			
				Bernardoni, Scott			
				Blackford, Andre			
				Fallot, Steven			
				Levine, Tony			
				Estep, Jon			
				Lemming, Andy			
				Millard, Jeff			
				Linzmaier, James			
				Quigley, Chris			
				Ferko, Drew			
				Reeder, Tyler			
				Rogers, Peter			
				Olson, Louie			
				Miranda, Sean			
				Winegar			
			0000021121	Fingerprinting	4051213038	68.50	
				fees for 6th			
				Grade Camp			
				volunteers: Nina			
				Brawley, Leonora			
				Ellis, Starla			
				Hunt, Daneille			
				Kulman, Tracy			
				Cassella, Gwen			
				Miller, Miriam			
				Snedecor, Beverly			
				Beavers, Tilomai			
				Aiolupotea-Fisaga,			
				Teresa Shird,			
				Bahar Smith, Aja			
				Roberts, Sylvia			
				Watkins, Lindsey			
				Hess, Collin			
				Bernardoni, Scott			
				Blackford, Andre			
				Fallot, Steven			
				Levine, Tony			
				Estep, Jon			
				Lemming, Andy			
				Millard, Jeff			
				Linzmaier, James			
				Quigley, Chris			
				Ferko, Drew			

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				Reeder, Tyler			
				Rogers, Peter			
				Olson, Louie			
				Miranda, Sean			
				Winegar			
			0000021126	Fingerprinting	4051213038	137.00	
				fees for 6th			
				Grade Camp			
				volunteers: Nina			
				Brawley, Leonora			
				Ellis, Starla			
				Hunt, Daneille			
				Kulman, Tracy			
				Cassella, Gwen			
				Miller, Miriam			
				Snedecor, Beverly			
				Beavers, Tilomai			
				Aiolupotea-Fisaga,			
				Teresa Shird,			
				Bahar Smith, Aja			
				Roberts, Sylvia			
				Watkins, Lindsey			
				Hess, Collin			
				Bernardoni, Scott			
				Blackford, Andre			
				Fallot, Steven			
				Levine, Tony			
				Estep, Jon			
				Lemming, Andy			
				Millard, Jeff			
				Linzmaier, James			
				Quigley, Chris			
				Ferko, Drew			
				Reeder, Tyler			
				Rogers, Peter			
				Olson, Louie			
				Miranda, Sean			
				Winegar			
			0000054916	Fingerprinting	4051213038	68.50	
				fees for 6th			
				Grade Camp			
				volunteers: Nina			
				Brawley, Leonora			
				Ellis, Starla			
				Hunt, Daneille			
				Kulman, Tracy			
				Cassella, Gwen			
				Miller, Miriam			
				Snedecor, Beverly			
				Beavers, Tilomai			

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				Aiolupotea-Fisaga, Teresa Shird, Bahar Smith, Aja Roberts, Sylvia Watkins, Lindsey Hess, Collin Bernardoni, Scott Blackford, Andre Fallot, Steven Levine, Tony Estep, Jon Lemming, Andy Millard, Jeff Linzmaier, James Quigley, Chris Fenko, Drew Reeder, Tyler Rogers, Peter Olson, Louie Miranda, Sean Winegar			
			000020946	Fingerprinting fees for 6th Grade Camp volunteers: Nina Brawley, Leonora Ellis, Starla Hunt, Daneille Kulman, Tracy Cassella, Gwen Miller, Miriam Snedecor, Beverly Beavers, Tilomai Aiolupotea-Fisaga, Teresa Shird, Bahar Smith, Aja Roberts, Sylvia Watkins, Lindsey Hess, Collin Bernardoni, Scott Blackford, Andre Fallot, Steven Levine, Tony Estep, Jon Lemming, Andy Millard, Jeff Linzmaier, James Quigley, Chris Fenko, Drew Reeder, Tyler	4051213038	68.50	



Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				Rogers, Peter Olson, Louie Miranda, Sean Winegar			
401081	FIRST TO THE FINISH	03/25/2013	SI-441282	BOYS THROW VALUE	4061213225	462.26	1,142.24
				PACK, GIRLS THROW			
				VALUE PACK,			
				STARTING BLOCK			
			SI-442742	BOYS THROW VALUE	4061213225	679.98	
				PACK, GIRLS THROW			
				VALUE PACK,			
				STARTING BLOCK			
401082	FROMUTH	03/25/2013	710003	TENNIS BAGS,	4061213238	142.95	142.95
				REPLACEMENT			
				ROLLER, END CAP,			
				COTTER PIN,			
				SHORTS			
401083	INK INC	03/25/2013	30540	TANK TOPS FOR	4061213231	153.16	153.16
				GIRLS TENNIS -			
				LOGO'S TO BE			
				PRINTED			
401084	JUNIOR LIBRARY GUILD	03/25/2013	812525	S.P. Junior	4041213006	88.66	88.66
				Library Guild-			
				Library Online			
				Order			
401085	LIDS TEAMS SPORTS	03/25/2013	246489	NIKE WOMAN'S	4061213228	294.06	294.06
				DEFIANCE JACKET -			
				BLACK DO NOT FAX			
				- FOR INVOICING			
401086	MEDIA FLY SIGNS	03/25/2013	4061213210	RECORD BOARDS-	4061213210	2,589.50	2,589.50
				SEE ATTACHED			
				QUOTE			
401087	PACIFIC WELDING	03/25/2013	01114275	OPEN PO FOR	4061213034	10.12	10.12
				STUDENT			
				STORE-HELIUM TANK			
				NOT TO EXCEED			
				\$500.00			
401088	PERIPOLE BERGERAULT	03/25/2013	127728	78 RECORDERS:	4031213006	390.00	390.00
				BARBIE GONZALEZ			
401089	POST INDUSTRIAL PRESS	03/25/2013	32732	t-shirts for the	4051213046	456.04	456.04
				GSA club that			
				students			
				purchased			
401090	ROGERS ATHLETIC CO	03/25/2013	177399	EQUIPMENT FOR	4061213234	1,214.36	1,214.36
				TRACK AND FIELD			
401091	SPECIALTY FROZEN DISTRIBUTING	03/25/2013	615141	OPEN PO FOR THE	4061213211	350.00	350.00
				STUDENT STORE			
				2013 SCHOOL YEAR			
				- NOT TO EXCEED			
				\$3000.00			



Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
401092	TACOMA ART MUSEUM	03/25/2013	2159	TACOMA ART MUSEUM - 1ST GRADE (Ford & Gilliam on 2/7/13)	4021213021	235.00	235.00
401093	THE LINEUP	03/25/2013	1207	AWARD PLAQUES 6X8 LASER ENGRAVED - OPEN PO NOT TO EXCEED \$100.00	4061213224	65.28	65.28
401094	W WASH BASKETBALL OFFICIALS	03/25/2013	HS31	BASKETBALL OFFICIALS	4061213247	1,581.93	1,581.93
401095	WESTERN WASHINGTON WRESTLERS O	03/25/2013	110	OFFICIALS FOR WRESTLING - INVOICING ONLY	4061213256	3,313.26	3,313.26
25	Computer			Check(s) For a Total of			18,482.34

	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
	25	Computer	Checks For a Total of	18,482.34
Total For	25	Manual, Wire Tran, ACH & Computer	Checks	18,482.34
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	18,482.34



Stellacoom Historical School District No. 1  
Certificated Personnel Report

Personnel Report 3-28-13							
Name	Position	FTE	Location	Effective Date	Actions	Stipend Amount	Comment
Berentson Lisa	Before/After School Reading & Math Support		Chloe Clark	4/9/2013	Stipend	\$446.76	
Bradshaw Brett	Before/After School Reading & Math Support		Chloe Clark	4/9/2013	Stipend	\$406.56	
Cargill Rebekah	TAP Target Assistant Program		Pioneer	3/12/2013	Stipend	\$260.58	
Christensen Leann	Before/After School Reading & Math Support (3rd)		Cherrydale	3/1/2013	Stipend	\$1,004.65	
Colquhoun Meg	After School Reading & Math Support		Anderson Island	2/25/2013	Stipend	\$775.01	
Cunningham Abby	Before/After School Reading & Math Support		Chloe Clark	4/9/2013	Stipend	\$402.60	
Foyil Samantha	Head Coach Track & Field		Pioneer	4/8/2013	Stipend	\$3,500.00	
Kilga Wendi	TAP Target Assistant Program		Pioneer	3/12/2013	Stipend	\$302.30	
Lee Sandy	Before/After School Reading & Math Support		Chloe Clark	4/9/2013	Stipend	\$379.80	
Marquis Kathleen	TAP Target Assistant Program		Pioneer	3/12/2013	Stipend	\$207.64	
Maus Casey	TAP Target Assistant Program		Pioneer	3/12/2013	Stipend	\$212.27	
McGlothern Hollis	Before/After School Reading & Math Support		Chloe Clark	4/9/2013	Stipend	\$424.92	
Milton Andrew	TAP Target Assistant Program		Pioneer	3/12/2013	Stipend	\$247.84	
Munsey Shawn	Before School Reading & Math Support		Cherrydale	3/12/2013	Stipend	\$1,212.46	
Salgado Michelle	Before/After School Reading & Math Support		Chloe Clark	4/9/2013	Stipend	\$406.56	
Watkins Misty	TAP Target Assistant Program		Pioneer	3/12/2013	Stipend	\$197.30	
Croft Rachel	.5 FTE Recommend Leave of Absence Request for 13-14 School Year		Chloe Clark				
Salgado Michelle	.5 FTE Recommend Leave of Absence Request for 13-14 School Year		Chloe Clark				

## REGULAR BOARD MEETING

ISSUE:   X   ACTION Adoption of Personnel Action - Classified  
 \_\_\_\_\_ INFORMATION \_\_\_\_\_

The report includes one classified stipend, the resignation of a paraeducator and additional hours added to current classified staff members.

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

Packet page 67 of 104

Steilacoom Historical School District No. 1  
Classified Personnel Report

<b>Personnel Report 3-28-13</b>							
<b>Name</b>	<b>Position</b>	<b>Hours</b>	<b>Location</b>	<b>Effective Date</b>	<b>Action</b>	<b>Stipend Amount</b>	<b>Comment</b>
Danko Nancy	Para Educator Special Education	2.5	Saltar's Point	3/29/2012	Resignation		
Bryant Melanie	Para Educator Special Education	3	Chloe Clark	3/19/2013	New Hire		hours added
Johnson Laura	Health Room Assistant	3.5	Cherrydale	2/25/2013	New Hire		hours added
Hilderbrand Michele	Leadership Team		Cherrydale	3/20/2013	Stipend	\$67.14	









*Specialists in School Buildings*

## **AGREEMENT AMENDMENT**

March 8, 2013

### **INTER-AGENCY AGREEMENT FOR: Project/Construction Management Services**

**between**

**EDUCATIONAL SERVICE DISTRICT 112  
(hereinafter referred to as ESD 112)  
2500 NE 65<sup>th</sup> Avenue, Vancouver WA 98661-6812**

**and**

**Steilacoom School District No. 1  
(hereinafter referred to as District)  
510 Chambers Street, Steilacoom, WA 98388**

In consideration of the terms and conditions contained herein, ESD 112 and the District do mutually agree that the Agreement dated is amended as follows:

1. Scope of work: ESD112 will provide PM/CM services for the design and construction of the International Way Transportation Facility. The services shall be per the attached "SCOPE OF WORK" as ATTACHMENT A.
2. Fee: The District shall pay the ESD112 a fixed amount of \$55,000 to be paid in equal monthly payments for the course of the project until Substantial Completion. Any additional work beyond that described in the "Scope of Work" shall be hourly plus expenses.

This Amendment shall not effect other terms, conditions or applications of the original Agreement dated September 4, 2012

**EDUCATIONAL SERVICE DISTRICT 112**

**STEILACOOM SCHOOL DISTRICT**

\_\_\_\_\_  
Superintendent or Designee

\_\_\_\_\_  
Superintendent or Designee

Date \_\_\_\_\_

Date \_\_\_\_\_

**PLEASE SIGN, DATE, AND RETURN TWO COPIES OF THIS AGREEMENT to Pat Cunningham at CSG/ESD 112.**  
A countersigned copy will be returned to you.

## **ATTACHMENT A**

### **SCOPE OF SERVICES**

#### **1.0 CM'S BASIC SERVICES**

1.1 Basic Services: The CM shall perform the services as described. It is not required that the services be performed in the order in which they are described.

#### **2.0 PRE-DESIGN PHASE (PARTIALLY COMPLETED)**

##### **2.1 Project Management**

1.2.1.1 Designer Selection: The CM shall assist the Owner in the selection of a Designer by developing lists of potential firms, developing criteria for selection, preparing and transmitting the requests for proposal, and assisting in conducting interviews.

1.2.1.2 Designer Contract Preparation: The CM shall assist the Owner in review and preparation of the agreement between the Owner and Designer.

##### **2.2 Time Management**

2.2.1 Master Schedule: The CM shall review and make recommendations with regard to the Master Schedule to be prepared by the Designer for the Project. The Master Schedule shall specify the proposed starting and finishing dates for each contract related to the Project and the dates by which certain design, construction and ancillary activities must be complete.

##### **2.3 Cost Management**

2.3.1 Project and Construction Budget: The CM shall review and make recommendations with regard to the Project and Construction Budget. The CM shall review the budget with the Owner and Designer and create a master budget document for the entire Project against which future expenditures will be measured.

#### **3.0 DESIGN PHASE**

##### **3.1 Project Management**

3.1.2 Progress Meetings: The CM shall conduct and document periodic progress meetings attended by the Owner, Designer and other project team members. Such meetings shall serve as a forum for the exchange of information concerning the Project and the review of design progress.

3.1.3 Review of Design Documents: The CM shall review the design documents and make recommendations to the Owner and Designer as to scheduling, time of construction, and coordination of documentation among Contractors; and as to the separation of the Project into contracts for various categories of the Project.

3.1.4 NOT USED.

3.1.5 Approvals by Regulatory Agencies: The CM shall review documents sent to regulatory agencies by Designer and shall advise the Owner of potential problems and suggested solutions regarding completion of such reviews.

3.1.6 Other Contract Conditions: The CM shall assist in the preparation of the General and Supplemental Conditions of the Design Contract.

3.1.7 NOT USED.

##### **3.2 Time Management**

3.2.1 Revisions to the Master Schedule: As necessary throughout the Design Phase, the CM shall recommend revisions to the Master Schedule. If approved by the Owner, the Owner shall issue, as needed, change orders to the appropriate parties to implement the Master Schedule revisions.

##### **3.3 Cost Management**

3.3.1 Cost Control: The CM shall review an estimate of the construction cost (to be prepared by others) for each submittal of design drawings and specifications from the Designer. This estimate shall include a

## **ATTACHMENT A**

contingency acceptable to the Owner, CM and the Designer for construction costs appropriate for the type and location of the Project and the extent to which the design has progressed.

3.3.2 Project and Construction Budget Revision: The CM shall make recommendations to the Owner concerning revisions to the Project and Construction Budget that may result from design changes.

### **4.0 BIDDING/PROCUREMENT PHASE**

#### **4.1 Project Management**

- 4.1.1 Bidder's Interest Campaign: The CM shall conduct a telephone and correspondence campaign to attempt to increase interest among qualified bidders.
- 4.1.2 Notices and Advertisements: The CM shall assist the Owner in preparing and placing notices and advertisements to solicit bids for the Project.
- 4.1.3 Pre-Bid Conference: The CM shall conduct, in conjunction with the Owner and Designer, Pre-Bid Conferences. These conferences shall be forums for the Owner, CM and Designer to explain the Project requirements to the bidders, including information concerning schedule requirements, time and cost control requirements, access requirements, the Owner's administrative requirements and technical information.
- 4.1.4 Addenda: The CM shall receive from the Designer a copy of all addenda. The CM shall review addenda for effect on the Project and Construction budget, scheduling and time of construction, and for clarity and coordination in documentation.
- 4.1.5 Bid Opening and Recommendations: The CM shall assist the Owner in the bid opening and shall evaluate the bids, including alternate bid prices and unit prices, for responsiveness and price. The CM shall make recommendations to the Owner concerning the acceptance or rejection of bids.
- 4.1.6 Construction Contracts: The CM shall assist the Owner in the assembly, delivery and execution of the Contract Documents. The CM shall issue to the Contractor on behalf of the Owner the Notice of Award and the Notice to Proceed.
- 4.1.7 Public Contracting. The Owner and the CM shall ensure and act in full compliance with all applicable public contracting and public works provisions.

#### **4.2 Time Management**

- 4.2.1 Master Schedule: The CM shall recommend to the Owner any appropriate revisions to the Master Schedule. Following acceptance by the Owner of such revisions, the CM shall provide a copy of the Master Schedule to the Designer and to the bidders.

#### **4.3 Cost Management**

- 4.3.1 Estimates for Addenda: The CM shall review estimates of costs for all Addenda (estimate to be provided by others) and make recommendations to the Owner regarding the impact on Project budget.
- 4.3.2 Analyzing Bids: Upon receipt of the bids the CM shall evaluate the bids, including alternate bid prices and unit prices, and shall make a recommendation to the Owner regarding the award of the Construction Contract.

### **5.0 CONSTRUCTION PHASE**

#### **5.1 Project Management**

- 5.1.1 Pre-Construction Conference: The CM shall conduct, in consultation with the Owner, the Contractor and Designer, a Pre-Construction Conference during which the CM shall review the Project reporting procedures and other requirements related to implementation of the construction phase of the Project.
- 5.1.2 Permits, Bonds and Insurance: The CM shall verify that the required licenses/registration, permits, performance and payment bonds, and acceptable insurance documentation, have been obtained from the Contractor before commencement of the Work.
- 5.1.3 Management and Construction Phase Communication Procedures: The CM shall establish and implement coordination and communication procedures among the CM, Owner, Designer and Contractor.
- 5.1.4 Contract Administration Procedures: The Designer shall establish and implement procedures for reviewing and processing requests for clarifications and interpretations of the Contract Documents including but not



## **ATTACHMENT A**

limited to: shop drawings, samples and other submittals; contract schedule adjustments; change order proposals; written proposals for substitutions; payment applications; and the maintenance of logs. The CM will receive copies of all such documents after the Designer has reviewed them and prior to their final approval/acceptance by the Owner.

- 5.1.5 Project Site Meetings: The CM shall conduct meetings, as needed, at the Project site with the Contractor, and the CM shall conduct coordination meetings with the Contractor, the Owner and the Designer. The CM shall prepare and distribute minutes to all attendees, the Owner, the Contractor and Designer.
- 3.5.1.6 Coordination of Other Independent Consultants: The CM shall coordinate technical inspection and testing provided by others (Contractor will make the day-to-day calls for inspection or testing). The CM shall receive a copy of all inspection and testing reports. The CM shall not be responsible for providing, nor shall the CM control, the actual performance of technical inspection and testing.
- 3.5.1.7 Minor Variations in the Work: The CM may authorize minor variations in the Work from the requirements of the Contract Documents that do not involve an adjustment in the contract price or time and which are consistent with the overall intent of the Contract documents. The CM shall provide to the Owner and the Designer copies of such authorizations.
- 5.1.8 Change Orders: The CM shall establish and implement a change order control system. All changes to the Contract between the Owner and Contractor shall be only by change order executed by the Owner.
  - 5.1.8.1 Owner-initiated Changes: All proposed changes shall first be described in detail by the CM in a request for a proposal issued to the Contractor. The request shall be accompanied by drawings and specifications prepared by the Designer. In response to the request for a proposal, the Contractor shall submit to the CM for evaluation detailed information concerning the price and time adjustments, if any, as may be necessary to perform the proposed change order work. The CM shall review the Contractor's proposal, shall discuss the proposed change order with the Contractor, and endeavor to determine the Contractor's basis for the price and time proposed to perform the work.
  - 5.1.8.2 Contractor-initiated Changes: The CM shall review the contents of all Contractor requested changes to the contract time or price, endeavor to determine the cause of the request, and assemble and evaluate information concerning the request. The CM shall provide to the Designer a copy of each change request, and the CM shall in its evaluations of the Contractor's request consider the Designer's comments regarding the proposed changes.
  - 5.1.8.3 The CM shall make recommendations to the Owner regarding all proposed change orders. At the Owner's direction the CM shall prepare and issue to the Contractor appropriate change order documents. The CM shall provide to the Designer copies of all approved change orders.
- 5.1.9 Substantial Completion: The CM shall assist the Designer in determining when the Project and the Contractor's work are substantially complete. In consultation with the Designer, the CM shall, prior to issuing a Certificate of Substantial Completion, prepare a list of incomplete work or work which does not conform to the requirements of the Contract Documents. This list shall be attached to the Certificate of Substantial Completion.
- 5.1.10 Final Completion: In consultation with the Designer, the CM shall determine when the Project and the Contractor's work is finally completed, shall issue a Certificate of Final Completion and shall provide to the Owner a written recommendation regarding payment to the Contractor.

### **5.2 Time Management**

- 5.2.1 Master Schedule: The CM may adjust and update the Master Schedule and if so, will distribute copies to the Owner, the Contractor and Designer. All adjustments to the Master Schedule shall be made for the benefit of the Project.
- 5.2.2 Contractor's Construction Schedule: The CM shall review the Contractor's Construction Schedule and shall verify that the schedule is prepared in accordance with the requirements of the Contract Documents and that it establishes completion dates that comply with the requirements of the Master Schedule.
- 5.2.3 Construction Schedule Report: The CM shall, on a monthly basis, review the progress of construction of the Contractor, shall evaluate the percentage complete of each construction activity as indicated in the Contractor's Construction Schedule and shall review such percentages with the Contractor. This evaluation shall serve as data for input to the periodic Construction Schedule report that shall be



## **ATTACHMENT A**

prepared and distributed to the Contractor, Owner and Designer by the CM. The report shall indicate the actual progress compared to scheduled progress and shall serve as the basis for the progress payments to the Contractor. The CM shall advise and make recommendations to the Owner concerning the alternative courses of action that the Owner may take in its efforts to achieve Contract compliance by the Contractor.

5.2.4 Effect of Change Orders on the Schedule: Prior to the issuance of a change order, the CM shall determine and advise the Owner as to the effect on the Master Schedule of the change. The CM shall verify that activities and adjustments of time, if any, required by approved change orders have been incorporated into the Contractor's Construction Schedule.

5.2.5 Recovery Schedules: The CM may require the Contractor to prepare and submit a recovery schedule as specified in the Contract Documents. Such schedule is a tool to describe how the contractor will recover from any delays in construction.

### **5.3 Cost Management**

5.3.1 Schedule of Values: The CM shall, in participation with the Contractor, determine a Schedule of Values for the Construction Contract. The Schedule of Values shall be the basis for the allocation of the contract price to the activities shown on the Contractor's Construction Schedule.

5.3.2 Allocation of Cost to the Contractor's Construction Schedule: The Contractor's Construction Schedule shall have the total contract price allocated by the Contractor among the Contractor's scheduled activities so that each of the Contractor's activities shall be allocated a price and the sum of the prices of the activities shall equal the total contract price. The CM shall review the contract price allocations and verify that such allocations are made in accordance with the requirements of the Contract Documents. Progress payments to the Contractor shall be based on the Contractor's percentage of completion of the scheduled activities as set out in the Construction Schedule reports and the Contractor's compliance with the requirements of the Contract Documents.

5.3.3 Effect of Change Orders on Cost: The CM shall advise the Owner as to the effect on the Project and Construction Budget of all proposed and approved change orders.

5.3.4 Cost Records: In instances when a lump sum or unit price is not determined prior to the Owner's authorization to the Contractor to perform change order work, the CM shall request from the Contractor records of the cost of payroll, materials and equipment and the amount of payments to each subcontractor incurred by the Contractor in performing the Work.

5.3.5 Progress Payments: The CM shall review the payment applications submitted by the Contractor and determine whether the amount requested reflects the progress of the Contractor's work. The CM shall make appropriate adjustments to each payment application and shall prepare and forward to the Owner a progress payment reports. The report shall state the total contract price. Payments to date, current payment requested, retainage and actual amounts owed for the current period.

5.3.6 Change Order Reports: The CM shall periodically during the Construction Phase prepare and distribute Change Order reports. The report shall list all Owner-approved change orders by number, a brief description of the change order work, the cost established in the change order and percent of completion of the change order work. The report shall also include similar information for potential change orders of which the CM may be aware.

## **6.0 POST-CONSTRUCTION PHASE**

### **6.1 Project Management**

6.1.1 Record Documents: The CM shall assist the Designer in coordinating submittals of information from the Contractor for preparation of record and as-is drawings and specifications.

6.1.2 Operation and Maintenance Materials and Certificates: Prior to the final completion of the Project, the CM shall assist the Designer in compiling manufacturer's operations and maintenance manuals, warranties and guarantees, and certificates.

6.1.3 Occupancy Permit: The CM shall assist the Owner in obtaining an occupancy permit.

### **6.2 Cost Management**

6.2.1 Change Orders: The CM shall continue during the Post-Construction Phase to provide services related to change orders.

## ATTACHMENT A

6.2.2 Close Out: At the conclusion of the Project, the CM shall prepare and deliver to the Owner final Project accounting.

### **ADDITIONAL AND OPTIONAL SERVICES**

At the request of the Owner, and pursuant to a written amendment to this Agreement, the CM shall perform Additional or Optional Services and the CM shall be compensated for same in a manner agreed by both parties. Such Additional and Optional Services may include:

1. Optional Service: **Building Commissioning** Services as defined by OSPI.
2. Optional Service: **Constructability Reviews** as defined by OSPI.
3. Optional Service: **Value Engineering** as defined by OSPI.
4. Additional Service: Consultation regarding replacement of work or property damaged by fire or other cause during construction and furnishing services in connection with the replacement of such;
5. Additional Service: Services made necessary by the default of the Contractor;
6. Additional Service: Preparation for and serving as a witness in connection with any arbitration, mediation or legal proceeding;
7. Additional Service: Technical systems design and project management (phone, data, security, clock and bell, and related low voltage systems).



### Overnight Field Trip Request Proposal: Steilacoom High School Math Team

- Purpose: Math competitions are highly-focused learning experiences for students and advisors. The state competition is great opportunity for students to show their math ability and represent the high school. The participants qualified for this competition by placing in the top three of their respected events at the regional competition last March.
- Students attending: Emma Southard and Alexander Flores
- The transportation to and from the competition will be by district van arranged by the advisor through district transportation.
- The chaperon will be Jamie Roberts, Math Team advisor. A male advisor from another school staying on the floor will help if needed for room checks for the males attending.
- The students and chaperon will stay at the Guesthouse International Inn in Yakima, WA.
- Approximate cost for the 3 hotel rooms for 1 night is \$210. There is no registration fee for state competition.
- The Math Team fund, as well as, participant contribution will pay for this competition.
- Itinerary:
  - Departure date/time: April 12, 3:00pm from SHS, arrival at the hotel in Yakima at approximately 6-8:00 pm (dependent on traffic). Registration 8:00 am April 13.
  - Return date/time: April 13, 7-9:00pm (dependent on traffic) to SHS
- The advisor, Jamie Roberts, can be reached at cell phone # 253-226-8728 and at the Guesthouse International Inn, # 509-452-8101.

Michael J. Roberts 3/27/2013

Emma Southard 3/27/13

**Steilacoom Historical School District Board of Directors**

**REGULAR BOARD MEETING**

Date: March 28, 2013

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

**ISSUE:**   X   **ACTION**            **Policy 1620 - The Board-Superintendent Relationship**  
           **INFORMATION**

**BACKGROUND INFORMATION:** Policy 1620 revisions clarify the statutory provision of the superintendent's role as an, not the, executive officer of the board (Secretary) as well as other editorial revisions to more closely match the WSSDA model policy.

**FISCAL IMPLICATIONS:** None

**RECOMMENDED DECISION:**

It is the recommendation of the Superintendent to approve the changes recommended in policy1620.

**Report prepared by:**

Bill Fritz, Superintendent

## THE BOARD-SUPERINTENDENT RELATIONSHIP

The successful operation of schools requires a close, effective working relationship between the board and the superintendent. The relationship must be one of trust, good will and candor. As the legally designated governing body, the board retains final authority within the district. The board exercises powers expressly required and implied by law. The superintendent is the board's professional advisor, to whom the board delegates executive responsibility, including such powers to manage the district in a manner consistent with board policy and state and federal law.

The superintendent, as an executive officer of the board (Secretary), is responsible for the administration of the schools under applicable laws and policies of the district. The board delineates the duties of the superintendent and uses them as the basis for evaluating the superintendent's performance. Unless specifically limited, the superintendent may delegate to other staff the exercise of any powers and the discharge of any duties imposed by district policy or a vote of the board. The delegation of power or duty does not relieve the superintendent of responsibility for the actions taken under such a delegation.

In order to perform their responsibilities, board members must be familiar with the operations within the schools. The superintendent shall establish communication procedures which can enhance the board member's understanding of student programs and school operations.

Legal References:	RCW 28A.320.010	Corporate powers
	RCW 28A.330.100	Additional powers of the board (First Class Districts Only)
	RCW 28A.400.010	Employment of superintendent — Superintendent's qualifications, general powers, term, contract renewal
	RCW 28A.400.030	Superintendent's duties

Management Resources

Policy & Legals News, February 2013

**Adoption Date: 2.27.08**

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

**Revised: 8.28.08, 3.28.13**

**Steilacoom Historical School District Board of Directors**

**REGULAR BOARD MEETING**

Date: March 28, 2013

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

**ISSUE:**   X   **ACTION** Policy 1731, Board Member Expenses  
       **INFORMATION**

**BACKGROUND INFORMATION:** Policy 1731 revisions clarify that pursuant to statute actual board member expenses must be reimbursed by the board, but best practice requires that expenses submitted for reimbursement should be reasonable.

**FISCAL IMPLICATIONS:** None

**RECOMMENDED DECISION:**

It is the recommendation of the Superintendent that Policy 1731 changes be approved.

**Report prepared by:**

Bill Fritz, Superintendent





**Steilacoom Historical School District Board of Directors**

**REGULAR BOARD MEETING**

Date: March 28, 2013

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

**ISSUE:**   X   **ACTION** Policy 3122 – Excused and Unexcused Absences  
**INFORMATION** \_\_\_\_\_

**BACKGROUND INFORMATION:** Policy 3122 is revised to reflect the state's definition for excused and unexcused absences. The revision of Policy 3122 follows WSSDA model policy language.

**FISCAL IMPLICATIONS:** None

**RECOMMENDED DECISION:**

It is the recommendation of the Superintendent to move policy 3122 to a second reading.

**Report prepared by:**

**Susanne Beauchaine, Executive Director Student Services**



## EXCUSED AND UNEXCUSED ABSENCES

Students are expected to attend all assigned classes each day. Teachers ~~shall~~will keep a record of absence and tardiness.

### Excused Absences

Regular school attendance is necessary for mastery of the educational program provided to students of the district. Students at times may appropriately be absent from class. The following principles ~~shall~~will govern the development and administration of attendance procedures within the district:

#### A. The following are valid excuses for absences:

1. Participation in a district or school approved activity or instructional program;
2. Illness, health condition or medical appointment (including, but not limited to, medical, counseling, dental or optometry);
3. Family emergency, including, but not limited to, a death or illness in the family;
4. Religious or cultural purpose including observance of a religious or cultural holiday or participation in religious or cultural instruction;
5. Court, judicial proceeding or serving on a jury;
6. Post-secondary, technical school or apprenticeship program visitation, or scholarship interview;
7. State-recognized search and rescue activities consistent with RCW 28A.225.055;
8. Absence directly related to the student's homeless status;
9. Absence resulting from a disciplinary/corrective action. (e.g., short-term or long-term suspension, emergency expulsion); and
10. Principal (or designee) and parent, guardian, or emancipated youth mutually agreed upon approved activity.

The school principal (or designee) has the authority to determine if an absence meets the above criteria for an excused absence.

~~A. Absences due to: illness or a health condition; a religious observance, when requested by a student's parent(s); school approved activities; family emergencies; and, as required by law; disciplinary actions or short term suspensions, shall be excused. The principal may, upon request by a parent, grant permission in advance for a student's absence provided such absence does not adversely affect the student's educational progress. A student, upon the request of a parent, may be excused for a portion of a school day to participate in religious instruction provided such is not conducted on school property and does not involve the school to any degree.~~

B. Generally, families are discouraged from removing students from school for extended periods of time. However, parents of children of military families may request a block leave due to a deployment of a parent and/or guardian. In such cases, schools will prepare upon prior request as much homework as practical for the student to complete while they are away.



When homework cannot be produced for students, they will be allowed a reasonable period of time when they return to complete necessary class and homework assignments. Families should be aware that extended absences can have a negative impact on student grades and assessments.

Families should also be aware that family leave absences extending beyond twenty (20) consecutive school days require the district to withdraw students from the school, per state law. The student can be re-enrolled upon return.

- ~~C.~~ C. An excused absence ~~shall~~will be verified by the parent; or an adult, emancipated or appropriately aged student; or school authority responsible for the absence. If attendance is taken electronically, either for a course conducted online or for students physically within the district, an absence will default to unexcused until such time as an excused absence may be verified by a parent or other responsible adult. If a student is to be released for health care related to family planning or abortion, the student may require that the district keep the information confidential. Students thirteen and older also have the right to keep information about drug, alcohol or mental health treatment confidential. Students fourteen and older have the same confidentiality rights regarding HIV and sexually transmitted diseases.

### Unexcused Absences

- A. Any absence from school for the majority of hours or periods in an average school day is unexcused unless it meets one of the criteria above for an excused absence.

- ~~A.~~ B. As a means of instilling values of responsibility and personal accountability, a student whose absence is not excused ~~shall~~will experience the consequences of his/her absence. A student's grade ~~shall~~will be affected if a graded activity or assignment occurs during the period of time when the student is absent.

- C. The school ~~shall~~will notify a student's parent or guardian in writing or by telephone whenever the student has failed to attend school after one unexcused absence within any month during the current school year. The notification ~~shall~~will include the potential consequences of additional unexcused absence~~s~~.

- D. A conference with the parent or guardian ~~shall~~will be held after two unexcused absences within any month during the current school year. ~~A conference with the parent or guardian will be held after two unexcused absences within any month during the current school year. A student may be suspended or expelled for habitual truancy. Prior to suspension or expulsion, the parent will be notified in writing in his/her primary language that the student has unexcused absences. A conference will be scheduled to determine what corrective measures should be taken to ameliorate the cause for the student's absences from school. If the parent does not attend the conference, the parent will be notified of the steps the district has decided to take to reduce the student's absences.~~

- ~~E.~~ The conference shall be scheduled to determine what corrective measures should be taken to ameliorate the cause for the student's absences from school. If the parent does not



~~attend the conference, the parent shall be notified of the steps the district has decided to take to reduce the student's absences.~~

Not later than the student's fifth unexcused absence in a month, the district shall will enter into an agreement with the student and parents that establishes school attendance requirements, refer the student to a community truancy board, or file a petition and affidavit with the juvenile court alleging a violation of RCW 28A.225.010.

~~B.~~ If such action is not successful, and if not already done, the district shall will file a petition and affidavit with the juvenile court alleging a violation of RCW 28A.225.010 by the parent, student, or both, no later than the seventh unexcused absence within any month during the current school year or upon the tenth unexcused absence during the current school year.

~~F.~~

~~G. A student may be suspended or expelled for habitual truancy. Prior to suspension or expulsion for truancy, the district must have first imposed alternative corrective action(s) or punishments, provided the parent with written notice in his/her primary language that the student has unexcused absences, offered a conference to discuss the cause(s) for the truancy, and taken steps to reduce the truancy. All suspensions and/or expulsions shall will~~ be reported in writing to the superintendent within 24 hours after imposition.

The superintendent ~~or designee shall will~~ enforce the district's attendance policies and procedures. Because the full knowledge and cooperation of students and parents are necessary for the success of the policies and procedures, procedures shall will be disseminated broadly and made available to parents and students annually.

Cross References: Board Policy 3230  
Board Policy-

Student Privacy  
3241 Classroom Management,  
Corrective Actions or Punishment

Legal References: RCW 13.34.300

~~RCW 28A.225~~

~~RCW 28A.705.010~~

Relevance of Ffailure to cause juvenile  
to attend school ~~as evidence under to~~  
neglect petition

Compulsory sSchool ~~a~~Attendance and  
admission

Interstate Compact on Educational  
Opportunity for Military Children

~~WAC 180-16-215(4)~~

~~Minimum 180 school day year Five~~  
~~day flexibility Students~~  
~~graduating from high school~~

<del>180-121-108</del>	<del>Definition — Enrollment exclusions</del>
<del>WAC 392-400-235</del>	Discipline — Conditions and limitations
<u>WAC 392-400-260</u>	Long-term suspension — Conditions and limitations
<u>WAC 392-400-275</u>	Expulsion — Conditions and limitations

Management Resources:

<u>Policy News, December 2011</u>	<u>Revision of Excused/Unexcused Definitions</u>
<i>Policy News</i> , June 2001	More Tweaking of Becca Petitions
<u>OSPI Memorandum No. 052-11M Unexcused Absence Definition</u>	

**Adoption Date: 2.27.08**

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

**Revised: 7.15.10, 1.25.12, \_\_\_\_\_**

**Steilacoom Historical School District Board of Directors**

**REGULAR BOARD MEETING**

Date: March 28, 2013

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

**ISSUE:**   X   **ACTION** Policy 5006 – Certification Revocation  
       **INFORMATION**

**BACKGROUND INFORMATION:** Policy 5006 requires a modification to clarify that controlled substances includes marijuana (cannabis) and adds two cross references.

This clarification matches WSSDA Model Policy 5006.

**FISCAL IMPLICATIONS:** None

**RECOMMENDED DECISION:**

It is the recommendation of the Superintendent to move Policy 5006 to a 2<sup>nd</sup> reading.

**Report prepared by:**

**Kathi Weight-Executive Director Student Achievement/Human Resources**



## CERTIFICATION REVOCATION

The board of directors recognizes its responsibility to protect students from physical and/or emotional harm. Staff members are expected to exhibit "good moral character and personal fitness" as they teach or supervise students. Staff members shall not engage in unprofessional conduct including:

- A. The related acts of immorality and/or intemperance;
- B. Violation of written contract;
- C. Crime against the state or involving the physical neglect of children;
- D. The physical injury of children;
- E. Sexual misconduct with children or students;
- F. Misrepresentation or falsification in the course of professional practice;
- G. Possession, use or consumption or being under the influence of alcohol or of a controlled substance on school premises or at a school-sponsored activity involving students;
- H. Disregard or abandonment of generally recognized professional standards;
- I. Abandonment of contract for professional services;
- J. Unauthorized professional practice;
- K. Illegal furnishing of alcohol or a controlled substance, including marijuana (cannabis) to a student; or
- L. Improper remunerative conduct.

Unprofessional conduct shall not include matters such as insubordination, violation of the collective bargaining agreement or other employment related acts correctable by the district or other civil remedies.

When the superintendent possesses sufficient reliable information to believe that a certificated employee is not of good moral character or personally fit or has committed an act of unprofessional conduct, within a reasonable period of time of making such determination, he/she shall file a written complaint with the superintendent of public instruction.

If the district is considering action to discharge a staff member, the superintendent need not file such complaint until ten calendar days after making the final decision to serve or not serve formal notice of discharge. Such written complaint shall state the grounds for revocation and summarize the factual basis upon which a determination has been made that an investigation by the superintendent of public instruction is warranted. The Superintendent of Public Instruction shall provide the affected certificate holder with a copy of such written complaint.

Intentional failure to file a complaint is an act of unprofessional conduct and may be sufficient cause for revocation of the superintendent's professional education certificate. A staff member may voluntarily surrender his or her certificate.

The superintendent shall maintain a confidential file containing allegations and the findings related to his/her investigation.



Policy No. 5006  
Personnel

Cross References:	Board Policy 5005 5281	Employment Disclosures, Certification, Assurances and Approval Disciplinary Action and Discharge
Legal References:	RCW 28A.400.320 28A.405.470 28A.410.090 28A.410.100 28A.410.110  WAC 181-79A  181-86  181-87  181-79A-155	Mandatory termination of classified employees Mandatory termination of certificated employees Revocation of Authority teach — Method — Grounds Revocation of authority to teach — Hearings and appeals Reinstatement prohibited for crimes  Standards for teacher, administrator, and educational staff associate certification Professional certification — Policies and procedures for administration of certification proceedings Professional certification — Acts of unprofessional conduct Good Moral Character and Personal Fitness — Necessary supporting evidence applicants

Management Resources:

*Policy & Legal News, February 2013*

Policy Revisions

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Policy No. 5006  
Personnel

**Adoption Date: 2.27.08**

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

**Revised: 04.10.13**

**Steilacoom Historical School District Board of Directors**

**REGULAR BOARD MEETING**

Date: March 28, 2013

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

**ISSUE:**   X   **ACTION** Policy 5201 Drug Free Schools, Community and Workplace  
       **INFORMATION**

**BACKGROUND INFORMATION:** Policy 5201 requires a modification to clarify that controlled substances includes marijuana (cannabis).

This clarification matches WSSDA Model Policy 5006.

**FISCAL IMPLICATIONS:** None

**RECOMMENDED DECISION:**

It is the recommendation of the Superintendent to move Policy 5201 to a 2<sup>nd</sup> reading.

**Report prepared by:**

**Kathi Weight-Executive Director Student Achievement/Human Resources**

## DRUG-FREE SCHOOLS, COMMUNITY AND WORKPLACE

The board has an obligation to staff, students and citizens to take reasonable steps to assure safety in the workplace and to provide safety and high quality performance for the students that the staff serves.

"Workplace" is defined to mean the site for the performance of work done in connection with a federal grant. That includes any school building or any school premises; any school-owned vehicle or any other school-approved vehicle used to transport students to and from school or school activities; off school property during any school-sponsored or school-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district where work on a federal grant is performed.

For these purposes, the board declares that the following behaviors will not be tolerated:

- A. Reporting to work under the influence of alcohol, illegal ~~and/or controlled chemical~~ substances ~~including marijuana (cannabis) or opiates.~~
- B. Using, possessing, transmitting alcohol, illegal ~~and/or controlled chemical~~ substances (including ~~marijuana (cannabis) and~~ anabolic steroids) ~~or opiates~~ in any amount or in any manner on district property at any time. Any staff member convicted of a felony attributable to the use, possession, or sale of illegal ~~and/or controlled chemical~~ substances ~~including marijuana (cannabis) or opiates~~ will be subject to disciplinary action, including immediate termination.
- C. Using district property or the staff member's position within the district to make or traffic alcohol, illegal ~~chemical and/or controlled~~ substances ~~or opiates.~~
- D. Using, possessing or transmitting illegal ~~chemical and/or controlled~~ substances ~~and opiates in a manner which is detrimental to the interest of the district including marijuana (cannabis).~~

Any staff member who is taking a drug or medication whether or not prescribed by the staff member's physician, which may adversely affect that staff member's ability to perform work in a safe or productive manner is required to report such use of medication to his or her supervisor. This includes drugs which are known or advertised as possibly affecting judgment, coordination, or any of the senses, including those which may cause drowsiness or dizziness. The supervisor in conjunction with the district office then will determine whether the staff member can remain at work and whether any work restrictions will be necessary.

As a condition of employment, each employee shall notify his or her supervisor of a conviction under any criminal drug statute violation occurring in the workplace as defined above. Such notification shall be provided no later than 5 days after such conviction. The district shall inform the federal government within ten days of such conviction, regardless of the source of the information.

Each employee shall be notified of the district's policy and procedures regarding employee drug activity at work. Any staff member who violates any aspect of this policy may be subject to disciplinary action, which may include immediate discharge. As a condition of eligibility for reinstatement, an employee may be required to satisfactorily complete a drug rehabilitation or treatment program approved by the board, at the employee's expense. Nothing in this policy shall be construed to guarantee reinstatement of any employee who violates this policy, nor does the school district incur any financial obligation for treatment or rehabilitation ordered as a condition of eligibility for reinstatement.



Other actions such as notification of law enforcement agencies may be taken in regard to a staff member violating this policy at the district's discretion as it deems appropriate.

Cross References:	Board Policy 4215 Board Policy 5203 Board Policy 5280	Use of Tobacco on School Property Staff Assistance Program Termination of Employment
Legal References:	41 U.S.C. § 8104  21 U.S.C. § 812 20 U.S.C §§ 7101-7118  RCW 69.50.435	Drug Free Workplace Requirements for Federal Grant Recipients Controlled Substance Act Safe and Drug-Free Schools and Communities Act  Violations committed on school bus or in or near school grounds or school bus route stop

**Management Resources:**

<i><b>Policy &amp; Legal News, February 2013</b></i>	<i><b>Policy Revisions</b></i>
<i>Policy News, December 2011</i>	<i>Changes in WSSDA's Policy Reference Manual</i>
<i>Policy News, February 1999</i>	<i>Bus drivers still tested for marijuana</i>

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**Adoption Date: 2.27.08**  
**School District Name: Steilacoom Historical School District**  
**Revised: 7.10.12, 4.10.13**

Policy No. 5201  
Personnel

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**Steilacoom Historical School District Board of Directors**

**REGULAR BOARD MEETING**

Date: March 28, 2013

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

**ISSUE:**   X   **ACTION**  
       **INFORMATION**

**Policy 5240– Evaluation of Staff**

**BACKGROUND INFORMATION:** Policy 5240 requires significant changes to align with Professional Growth and Evaluation of School Personnel Program (formally known as TPEP).

These adaptations match WSSDA model policy language and also require significant changes to our Evaluation of Staff procedures.

**FISCAL IMPLICATIONS:** None

**RECOMMENDED DECISION:**

It is the recommendation of the Superintendent to move Policy 5240 to a 2<sup>nd</sup> reading.

**Report prepared by:**

**Kathi Weight-Executive Director Student Achievement/Human Resources**

## EVALUATION OF STAFF

The board recognizes that the professional growth and evaluation of individual employees is important to improve the effectiveness and efficiency of the school district.

By September 1, 2013, pursuant to state law implementing the Professional Growth and Evaluation System, the board will establish a revised evaluation process using a four-level rating system for all certificated classroom teachers, certificated principals and assistant principals.

The evaluation system will use the minimum criteria developed by the Superintendent of Public Instruction. The four-level rating system will describe the performance of certificated classroom teachers, certificated principals and assistant principals along a continuum that indicates the extent to which evaluative criteria have been met or exceeded. Student growth data, defined as the change in student achievement between two points in time, must be a substantial factor in the evaluation process for three of the criteria and must be based on multiple measures, including classroom, school, district and state-based tools. The student growth criteria have been identified and student growth rubrics have been adopted by OSPI.

Beginning in the 2013-14 school year, all certificated classroom teachers, principals and assistant principals will be evaluated on either a comprehensive or focused evaluation using the new state criteria. By the end of the 2016-2017 school year, all certificated classroom teachers on a continuing contract will complete a comprehensive evaluation.

Beginning with the 2015-16 school year, evaluation results for certificated classroom teachers, certificated principals and assistant principals must be used as one of multiple factors in making human resource and personnel decisions. Human resource decisions include but are not limited to: employee assignment, including the consideration of an agreement to an assignment by an appropriate teacher, principal and superintendent and reduction in force. The district will not be limited in its ability to collectively bargain how the multiple factors will be used in making human resource and personnel decisions, but the evaluation results must be a factor.

The failure of any evaluator to evaluate or supervise or cause the evaluation or supervision of certificated classroom teachers, certificated support personnel or administrators in accordance with the revised evaluation system, when it is his or her specific duty to do so, will be sufficient cause for the non-renewal of any such evaluator's contract under RCW 28A.405.210 or the discharge of such evaluator under RCW 28A.405.300.

### Certificated Classroom Teachers

"Certificated classroom teacher" means an employee who holds provides academically-focused instruction to students and holds one or more of the certificates pursuant to WAC 181-79A-140(1) through (3) and (6)(a) through (e) and (g).

The performance of certificated classroom teachers will be observed twice a year, for a total observation time of not less than sixty (60) minutes. New staff will be observed for the purpose of evaluation at least once for a total observation time of not less than thirty (30) minutes within ninety (90) calendar days after employment. An employee in the third year of provisional status will be observed at least three times for a total observation time of not less than ninety (90) minutes.



All certificated classroom teachers will receive a comprehensive summative evaluation at least once every four years. A comprehensive summative evaluation assesses all eight evaluation criteria and all criteria contribute to the comprehensive summative evaluation performance rating. A certificated classroom teacher with four years of satisfactory evaluations in the district will be transitioned into the revised evaluation system using a focused evaluation, and will then be evaluated on the four year cycle for comprehensive evaluation.

In the years when a comprehensive summative evaluation is not required, certificated classroom teachers who received a comprehensive summative evaluation performance rating of Level 3 or 4 in the previous school year will receive a focused evaluation. A focused evaluation includes an assessment of one of the eight criteria selected for a performance rating plus professional growth activities specifically linked to the selected criteria.

A certificated classroom teacher whose performance does not meet minimum requirements of the new or existing RCW, whichever is applicable to that staff member, will be notified in writing of the specific deficiencies and afforded a reasonable program for improvement.

#### **Certificated Principals and Assistant Principals**

"Certificated principal," "principal," and "assistant principal," mean an employee who supervises the operation and management of a school as provided by RCW 28A.400.100 and holds certificates pursuant to WAC 181-79A-140(4)(a) or (6)(h). Due to the importance of instructional leadership and assuring rater agreement among evaluators, particularly those evaluating teacher performance, school districts are encouraged to conduct comprehensive summative evaluation of principal performance on an annual basis.

A comprehensive summative evaluation assesses all eight evaluation criteria and all criteria contribute to the comprehensive summative evaluation performance rating. The following will receive an annual comprehensive summative evaluation: 1) principals in the first three consecutive school years of employment as a principal, 2) principals previously employed as a principal by another school district in the state of Washington for three or more consecutive school years and in the first full year as a principal in the school district and 3) any principal who received a comprehensive summative evaluation performance rating of Level 1 or Level 2 in the previous school year.

In the years when a comprehensive summative evaluation is not required, staff who received a comprehensive summative evaluation performance rating of Level 3 or 4 in the previous school year is required to receive a focused evaluation. A focused evaluation includes an assessment of one of the eight criteria selected for a performance rating plus professional growth activities specifically linked to the selected criteria.

A principal whose performance does not meet minimum requirements will be notified in writing of the specific deficiencies and afforded a reasonable program for improvement.

#### **Certificated Support Personnel**

"Certificated support personnel" and "certificated support person" mean a certificated employee who provides services to students and holds one or more of the education staff associate (ESA) certificates pursuant to WAC 181-79A-140(5). ESA certification includes: school speech pathologists or audiologists, school counselors, school nurses, school occupational therapists, school physical therapists, school psychologists, and school social workers.



Certificated support personnel are considered non-classroom teachers for purposes of the Professional Growth and Evaluation System and are not subject to the four-level rating system. The superintendent will establish a revised evaluation process using the minimum criteria for certificated support personnel developed by the Superintendent of Public Instruction: Knowledge and scholarship in a specialized field, Specialized skills, Management of special and technical environment, The support person as a professional, and Involvement in assisting students, parents and educational personnel.

### **Classified Staff**

Criteria for evaluating classified staff will be based upon the job description of the specific assignment.

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#### **A. Evaluation of Non-administrative Certificated Staff**

Evaluation of the performance and/or accomplishments of individual staff members is an important process in improving the effectiveness and efficiency of the school district. Staff is expected to perform the duties identified in their job descriptions in addition to any additional responsibilities that may be assigned by their administrator.

The superintendent shall develop a system for evaluating staff. Such a system shall provide for supervisory assignments for staff evaluation; observations; evaluation of new staff; criteria and related forms to be used for evaluating teachers, educational staff associates, and classified staff; observation and evaluation procedures; and probationary action; and non-renewal procedures. All principals and administrators with staff evaluation responsibilities shall be appropriately trained and shall be expected to demonstrate the necessary skills to implement the staff evaluation plan of the district. The district may require the teacher to take in-service training provided by the district in the area of teaching skills needing improvement. The superintendent shall annually assess the quality of evaluation that exists in each administrative unit.

The performance of staff shall be observed for a period of thirty (30) or more minutes at least twice per year for the purpose of evaluation except that new staff, certificated and classified, shall be at least observed for the purpose of evaluation once for a period of thirty (30) minutes or more within ninety calendar days after commencement of employment. Staff whose performance does not meet minimum requirements shall be informed of the deficiencies and afforded the opportunity to improve.

After a staff member has four (4) years of satisfactory evaluations in the district, the administrator may use a short form of evaluation, the locally bargained evaluation process emphasizing professional growth, a regular evaluation or any combination thereof. A short form evaluation includes either a thirty (30) minute observation during the school year with a written summary or a final annual written evaluation based on established criteria and based on at least two (2) observation periods totaling at least sixty (60) minutes without a written summary of such observations. At least once every three (3) years, unless extended by the local collective bargaining agreement, a regular evaluation shall be conducted except that in any given year the staff member or the supervisor may elect to conduct a regular evaluation be used as a basis for determining that a staff member's work is unsatisfactory or serve as the basis for determining that there is probable cause for non-renewal, unless the locally bargained evaluation process provides otherwise.

#### **B. Evaluation of Administrative Staff**

~~Each administrator shall be evaluated annually in order to provide guidance and direction to the administrator in the performance of his/ her assignment. Such evaluation shall be based on his/her job description, accomplishment of annual goals and performance objectives, and established evaluative criteria.~~

~~The superintendent shall develop procedures for these evaluations. Prior to the beginning of the school year, the superintendent shall inform the administrator of the criteria to be used for evaluation purposes, including the adopted goals for the district. Such criteria shall include: performance statements dealing with leadership; administration and management; school financing; professional preparation; effort toward improvement; interest in students, staff, citizens and programs; and staff evaluation.~~

~~Both staff members involved in the evaluation conference shall sign the written report and retain a copy for their respective records. The person being evaluated shall have the right to submit and attach a written disclaimer to his/her evaluation following the conference.~~

~~C. Evaluation of Classified Staff~~

~~Criteria for evaluating classified staff shall be based upon the job description of the specific assignment.~~

Cross References:	Board Policy 5230 Board Policy 5280 Board Policy 5520	Job Descriptions/Responsibilities Termination of Employment Staff Development
Legal References:	<u>RCW 28A.400.100</u>  <u>RCW 28A.405.100</u>  RCW 28A.405.110 RCW 28A.405.120 RCW 28A.405.130  WAC 392-191-010  WAC 392-191-020  WAC 392-191-035 WAC 392-191-045	<u>Principals and vice principals – Employment of—Qualifications— Duties.</u> Minimum criteria for the evaluation of certificated employees, including administrators — Procedure — Scope — Penalty Evaluations — Legislative findings Training for evaluators Training in evaluation procedures required Minimum evaluation criteria — certificated classroom teachers Minimum evaluation criteria — certificated support personnel Conduct of the Evaluation Use of Evaluation Results

Management Resources:

Policy & Legal News, February 2013     Professional Growth and Evaluation of  
School Personnel

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Policy No. 5240  
Personnel

**Adoption Date: 2.27.08**  
**School District Name: Steilacoom Historical School District**  
**Revised: 04.13**

**Steilacoom Historical School District Board of Directors**

**REGULAR BOARD MEETING**

Date: March 28, 2013

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

**ISSUE:**   X   **ACTION**            **Policy 5280– Termination of Employment**  
           **INFORMATION**

**BACKGROUND INFORMATION:** Policy 5280 requires significant changes to align with Professional Growth and Evaluation of School Personnel Program (formally known as TPEP - and Policy 5240 – Evaluation of Staff).

These adaptations match WSSDA model policy language and also require significant changes to our Termination of Employment procedures.

**FISCAL IMPLICATIONS:** None

**RECOMMENDED DECISION:**

It is the recommendation of the Superintendent to move Policy 5280 to a 2<sup>nd</sup> reading.

**Report prepared by:**

**Kathi Weight-Executive Director Student Achievement/Human Resources**

## **TERMINATION OF EMPLOYMENT**

The superintendent has the statutory authority to issue probable cause for termination to a certificated staff member. The board shall consider the termination of a classified staff member based upon the recommendation of the superintendent. The notice of termination shall include notice of any appeal rights the employee may have and notice of the appeal processes.

### **A. Release from Contract**

A certificated staff member may be released from contract under the following conditions:

1. A letter requesting release shall be submitted to the superintendent's office. If accepted by the board at its next meeting, the staff member shall be released from contract.
2. A release from contract may be granted by the board to allow a staff member to accept another position prior to or during the school year provided a satisfactory replacement can be obtained.
3. A release from contract may be granted by the board in case of illness or other personal matters which make it a substantial hardship for the staff member to continue his/her employment in the district.
4. Each request shall be determined upon its own merits. The needs of the district and continuity of the educational program offered to students shall receive primary consideration in the board's decision.

### **B. Resignation**

In order to permit proper staff planning and to minimize inconvenience to others who may be affected, certificated staff who plan to resign at the end of their contract period are requested to notify the superintendent of their resignation or retirement by April 1.

Those staff who are not contractually obligated to complete the current school year should notify the superintendent as early as possible of their intent to resign and no less than 30 days prior to their last working day.

### **C. Retirement**

Staff shall participate in the retirement programs under the Federal Social Security Act and the Washington State Teachers' Retirement System or the Public Employees' Retirement System. Payroll deductions shall be made and paid into the respective retirement programs in the manner prescribed by law.

Staff who become eligible to retire under the controlling retirement system and who intend to retire at the end of the current school year should notify the superintendent prior to April 1st of that year.

Those staff intending to retire who are not contractually obligated to complete the current school year should notify the superintendent as early as possible and no less than 30 days prior to their retirement date. Because of their contribution to the children of the district, retiring staff shall be given appropriate recognition. The district office may assist them in making arrangements for their retirement benefits.

### **D. Probation, Non-renewal or Termination**

The employment contracts of individual certificated staff may be non-renewed at the end of the staff member's contract period by action of the superintendent. Such non-renewals may be based upon unsatisfactory performance or changes in the district's financial circumstances

and/or staffing needs. Except for "provisional employees," non-renewals for unsatisfactory performance shall be preceded by a probationary period.

The superintendent shall establish procedures to assist those certificated staff whose performance, through the evaluation process, does not meet minimum requirements. ~~The district may require the teacher to take in-service training provided by the district in the area of teaching skills needing improvement.~~

Beginning with the 2015-16 school year, evaluation results for certificated classroom teachers, certificated principals and assistant principals must be used as one of multiple factors in making human resource and personnel decisions. Human resource decisions include but are not limited to: employee assignment, including the consideration of an agreement to an assignment by an appropriate teacher, principal and superintendent and reduction in force. The district will not be limited in its ability to collectively bargain how the multiple factors will be used in making human resource and personnel decisions, but the evaluation results must be a factor.

The failure of any evaluator to evaluate or supervise or cause the evaluation or supervision of certificated classroom teachers, certificated support personnel or administrators in accordance with the revised evaluation system, when it is his or her specific duty to do so, will be sufficient cause for the non-renewal of any such evaluator's contract under RCW 28A.405.210 or the discharge of such evaluator under RCW 28A.405.300.

Classified staff are granted provisional status during the first 60 days of employment. During that period of time, they are subject to termination without advance notice. Upon satisfactory completion of 60 days of consecutive service, a staff member may be granted regular status. Regular status classified staff are employed on a month-to-month basis and shall be provided at least 15 calendar days notice before termination. Such staff member shall be entitled to an informal pre-termination meeting with the superintendent prior to any action taken by the board of directors.

#### **E. Program and Staff Reductions**

Program and staff reductions may be required as a direct result of enrollment decline, failure of a special levy election or other events resulting in a significant reduction in revenue; or termination or reduction of funding of categorically-funded projects. The board shall, after a review of such indicators as test results, community surveys, informal and formal statements of support and/or opinion and the district's statement of philosophy, identify those educational programs and services which shall be reduced, modified or eliminated.

When the reduction, modification or elimination of programs and/or services necessitates a reduction in staff, the board shall retain staff member's based upon service in the state of Washington and such other qualifications and experience necessary for the retained position.

A staff member who receives notice of non-renewal of contract due to enrollment decline or loss of revenue may, in his/her request for a hearing, stipulate that initiation of the arrangements for a hearing officer shall occur within ten (10) days following July 15, rather than the day the staff member submits the request for a hearing.



The superintendent shall develop procedures to implement this policy except that any collective bargaining agreement in effect shall govern any conflict with this policy or its implementing procedures.

Cross References:	Board Policy 5006 Board Policy 5240	Certification Revocation Evaluation of Classified, Certificated and Administrative Staff
Legal References:	RCW 28A.400.300	Hiring and Discharging Employees — Leaves for employees — Seniority and leave benefits, retention upon transfers between schools
	28A.400.320	Mandatory termination of classified employees
	28A.400.340	Discharge Notices Include Appeal Rights
	<u>28A.405.100</u>	<u>Minimum criteria for the evaluation of certificated employees – Revised four-level evaluation systems for classroom teachers and principals- Procedures-Steering committee— Models—Implementation--Reports</u>
	28A.405.140	Assistance for teacher may be required after evaluation
	28A.405.210	Conditions and contracts of employment — Determination of probable cause for non-renewal of contracts — Notice — Opportunity for hearing
	28A.405.220	Conditions and contracts of employment — Non-renewal of provisional employees — Procedure
	28A.405.300	Adverse change in contract status of certificated employee — Determination of probable cause — Notice — Opportunity for hearing
	28A.405.310	Adverse change in contract status of certificated employee, including non- renewal of contract — Hearings — Procedure
	28A.405.470	Mandatory termination of certified employees
	28A.410.090	Revocation of authority to teach
	41.32.240	Membership in system — Procedure when exempted person desires membership — Continuation of exemption — Persons formerly



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	exempt, minimum period to qualify for retirement allowance
41.33.020(6)	Terms and provisions of plan
41.40.023	Membership
41.41	State Employees' Retirement — Federal Social Security
WAC 181-86	Policies and procedures for administration of certification proceedings
181-87	Acts of Unprofessional Conduct
180-44-060	Drugs and alcohol — Use of as cause for dismissal

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**Chapter 392-191WAC Professional Growth and Evaluation  
of School Personnel**

**Management Resources:**

**Policy & Legal News, February 2013 Policy Revisions**

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

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