



Meeting Packet

Steilacoom Historical School District No. 1 Regular Board Meeting

November 28, 2012

7:00 PM



Steilacoom Historical School District No. 1 Regular Board Meeting

Steilacoom High School 54 Sentinel Drive Steilacoom, Washington

11/28/2012 7:00 PM

I. CALL TO ORDER

(Vote)

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

II. COMMENTS FROM THE AUDIENCE

(Information)

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

III. PRESENTATION

1. Pierce County Skill Center

(Information)

Presenter: Sara Graves

IV. REPORTS

(Information)

Presenter: LeeRae Ball

- Financial Report.pdf (p. 4)
- Capital Project Report.pdf (p. 15)
- Cash Flow.pdf (p. 16)
- Budget Status Report.pdf (p. 17)

V. APPROVAL OF MINUTES

(Vote)

- Minutes 11.14.12.pdf (p. 27)

VI. 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 Certificated Personnel Report.pdf (p. 31)

- Approval of November 2012 Accounts Payable.pdf (p. 33)
- Approval of November 2012 Payroll.pdf (p. 45)

VII. OLD BUSINESS

1. Second Reading of Policy 6803, District Flag Lowering (Vote)

Presenter: Bill Fritz

- 2nd reading of Policy 6803.pdf (p. 48)

VIII. NEW BUSINESS

1. Pierce County Skills Center Agreement (Vote)

Presenter: Bill Fritz and Sara Graves

- Pierce County Skills Center Agreement.pdf (p. 50)

2. ALE Report 2011-12 (Information)

Presenter: Bill Fritz

- SHSD-WAVA ALE Report SY 2011-2012.pdf (p. 65)
- Policy 2255 ALE.pdf (p. 77)

IX. COMMENTS FROM THE AUDIENCE (Information)

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

X. BOARD COMMUNICATION (Action)

XI. ANNOUNCEMENTS (Information)

XII. ADJOURNMENT (Vote)

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.

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



LEARNING FUNANCIALS WITH LEERAE

November 2012

SEFA

What is a SEFA & Purpose?

- Schedule of Expenditure of Federal Awards
- Key essential document for planning & conducting annual audit
- Provides assurance to awarding agencies that their awards have been included in the audit

Are we required?

- Yes. Annual requirement of all School Districts and Government Offices.

What is reported on the SEFA?

- Federal awards expended to include expenditures associated with grants; food service commodities; federal awards received directly or indirectly from federal agencies;
- CFDA # (Catalog of Federal Domestic Assistance);
- Amount of award (or expenditure if less than award); total expenditures;
- Federal Agency Name
- Federal Program Title

Who is the report submitted to?

- State Auditor's Office (SAO)

Deadline to SAO is – November 15, xxxx

Resources Available?

- ABFR (Accounting & Budgeting Financial Reporting Manual)
- Federal Website for CFDA #'s
- Grant Award Notifications



SEFA FOR 2011-12

Steilacoom Historical School District's

Schedule Expenditure Federal Award Update

STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1
 SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
 For the year ending August 31, 2012

Federal Agency Name	Pass Through Agency	Federal Program Title	CFDA Number	Other ID Number	From Direct Awards	EXPENDITURES		State Rev #	Notes
						From Pass Thru Awards	Total		
USDA	WA OSPI	SCHOOL BREAKFAST PROGRAM	10.553	27001ps		\$51,827.68		6198	
		NAT'L SCHOOL LUNCH							
		CASH ASSISTANCE	10.555	27001ps		\$248,333.10		6198	
		NON-CASH ASST - COMMODITIES	10.555	27001ps		\$43,876.95		6998	
SUBTOTAL US DEPARTMENT OF AGRICULTURE						\$344,037.73	\$344,037.73		
U.S. DEPT OF DEFENSE		PAYMENT TO STATES IN LIEU OF REAL ESTATE TAXES	12.112	540000008	\$308,249.03				
					\$61,546.47				
					\$8,358.10				
SUBTOTAL US DEPARTMENT OF DEFENSE						\$310,423.35	\$310,423.35		
U.S. DEPT OF EDUCATION	WA OSPI	Federal Forest Funds			\$2,174.32			3100	
		Title IA Grants to LEAs	84.010	200894		\$240,944.30		6151	
		SPECIAL EDUC - IDEA-B	84.027	304022		\$479,441.09		6124	
		SPED 619 Flow 11-12	84.027	364022		\$15,083.50		6124	
		Career & Technical Education -Basic	84.048	172402		\$10,122.00		6138	
		Educational Technology State Grant	84.318	721898		\$409.00		6152	
		Title III Limited English Proficient	84.365	522004		\$4,825.34		6164	
		Improving Teacher Quality	84.367	523015		\$96,474.98		6152	
		ARRA-T1A CO Yr 3	84.389	240739		\$60,798.91		6111	Note #2
		EDUCATION JOBS FUND	84.410	960246		\$14,160.00		6113	
SUBTOTAL US DEPARTMENT OF EDUCATION						\$922,259.12	\$922,259.12		
U.S. DEPT. OF HEALTH & HUMAN SRVCS	WA OSPI	MEDICAL ASSISTANCE PROGRAM	93.778			\$70.00		6124	
		SUBTOTAL US DEPARTMENT OF HEALTH AND HUMAN SERVICES						\$70.00	\$70.00
TOTAL FEDERAL AWARDS EXPENDED						\$312,597.67	\$1,266,366.85	\$1,576,790.20	

Notes...

- NOTE 1 - The Schedule of Expenditures of Federal Awards is prepared on the same basis of accounting as the Steilacoom's financial statements. The district uses the modified accrual basis of accounting. Expenditures represent only the federally funded portions of the program. District records should be consulted to determine amounts expended or matched from non-federal sources.
- NOTE 2 - AMERICAN RECOVERY AND REINVESTMENT ACT (ARRA) of 2009 Of the amount shown for this program, \$60,798.91 was paid from ARRA funds.

Capital Projects Fund Update

BEGINNING FUND BALANCE 09/01/11	\$2,368,842.67
UNDESIGNATED FUND BALANCE	\$2,354,533.82
DESIGNATED FUND BALANCE (IMPACT FEES)	\$336,993.57
ENDING FUND BALANCE TOTAL 08/31/12	\$2,691,527.39

STEILACOOM HISTORICAL SCHOOL DISTRICT CAPITAL PROJECTS FUND

12-13 FISCAL YEAR (PERPETUAL ACCOUNTING)

REVENUES	UNDESIGNATED	UNDESIGNATED	UNDESIGNATED	UNDESIGNATED	UNDESIGNATED	UNDESIGNATED	DESIGNATED	DESIGNATED	
	Portable Sale	Saltars Property Sale	Cherrydale Property Sale	Yellow House Property Sale	DuPont Property Property Sale	Other	Impact Fees	Bond Proceeds	Total
	\$3,000.00	\$986,196.62	\$378,324.72	\$0.00	\$0.00	\$ 3,692,551.13	\$881,461.74		\$ 5,941,534.21
Impact Fees							\$111,629.82		\$ 111,629.82
Investment Earnings						\$ 10,062.03			\$ 10,062.03
Other Revenues						\$217,985.00			\$ 217,985.00
	\$3,000.00	\$986,196.62	\$378,324.72	\$0.00	\$0.00	\$3,920,598.16	\$993,091.56	\$0.00	\$ 6,281,211.06
EXPENDITURES	UNDESIGNATED	UNDESIGNATED	UNDESIGNATED	UNDESIGNATED	UNDESIGNATED	UNDESIGNATED	DESIGNATED	DESIGNATED	
	Portable Sale	Saltars Property Sale	Cherrydale Property Sale	Yellow House Property Sale	DuPont Property Property Sale	Other	Impact Fees	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									\$ -
Cherrydale Elementary		\$46,962.14							\$ 46,962.14
SHS North Property						\$ 1,797,674.58			\$ 1,797,674.58
Chambers Field		\$1,251.25							\$ 1,251.25
Bus Facility DuPont		\$9,519.41							\$ 9,519.41
Yellow House		\$637.50							\$ 637.50
SHS Stadium						\$ 747,713.11	\$ 1,326.24		\$ 749,039.35
	\$3,000.00	\$58,370.30	\$0.00	\$0.00	\$0.00	\$2,872,215.38	\$ 656,097.99	\$ -	\$ 3,589,683.67
	Portable Sale	Saltar's Prop Sale	Cherrydale Prop Sale	Yellow House Prop Sale	DuPont Property Sale	Other Funds	Impact Fees	Bond Proceeds	
BALANCES	\$0.00	\$927,826.32	\$378,324.72	\$0.00	\$0.00	\$1,048,382.78	\$336,993.57	\$0.00	\$2,691,527.39

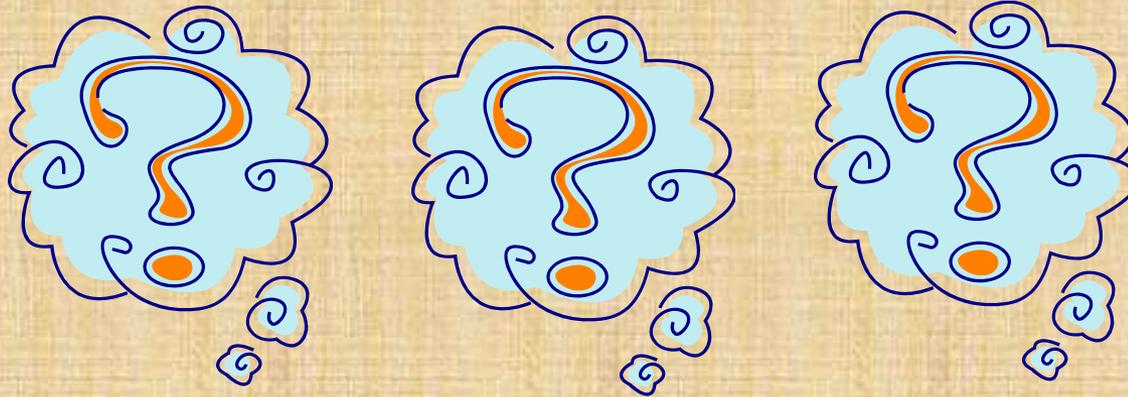
Sale of Yellow House:

Revenues Collected in October \$143,148.86

Sale of Property in DuPont:

***Revenues Collected in September
\$1,299,089.38***

QUESTIONS?...



STEILACOOM HISTORICAL SCHOOL DISTRICT CAPITAL PROJECTS FUND
12-13 FISCAL YEAR (PERPETUAL ACCOUNTING)

REVENUES

	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
Impact Fees	\$3,000.00	\$986,196.62	\$378,324.72	\$0.00	\$0.00	\$ 3,692,551.13	\$881,461.74		\$ 5,941,534.21
Investment Earnings							\$111,629.82		\$ 111,629.82
Other Revenues						\$ 10,062.03			\$ 10,062.03
	\$3,000.00	\$986,196.62	\$378,324.72	\$0.00	\$0.00	\$217,985.00			\$ 217,985.00
						\$3,920,598.16	\$993,091.56	\$0.00	\$ 6,281,211.06

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	\$3,000.00						\$654,771.75		\$ 654,771.75
Steilacoom High School						\$ 314,653.02			\$ 317,653.02
Chloe Clark Elementary						\$ 12,174.67			\$ 12,174.67
Anderson Is. Elementary									\$ -
Saltars Pt. Elementary		\$46,962.14							\$ -
Cherrydale Elementary									\$ 46,962.14
SHS North Property		\$1,251.25				\$ 1,797,674.58			\$ 1,797,674.58
Chambers Field		\$9,519.41							\$ 1,251.25
Bus Facility DuPont		\$637.50							\$ 9,519.41
Yellow House									\$ 637.50
SHS Stadium									\$ 749,039.35
	\$3,000.00	\$58,370.30	\$0.00	\$0.00	\$0.00	\$ 747,713.11	\$ 1,326.24	\$ -	\$ 749,039.35
						\$2,872,215.38	\$ 656,097.99	\$ -	\$ 3,589,683.67

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	\$927,826.32	\$378,324.72	\$0.00	\$0.00	\$1,048,382.78	\$336,993.57	\$0.00	\$2,691,527.39

BEGINNING FUND BALANCE @ 9-1-11	\$2,368,842.67
UNDESIGNATED FUND BALANCE	\$2,354,533.82
DESIGNATED FUND BALANCE (IMPACT FEES)	\$336,993.57
ENDING FUND BALANCE TOTAL @ 8-31-12	\$2,691,527.39

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

	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	9,597,424	9,597,424	9,597,424	9,597,424	9,597,424	9,597,424	9,597,424	9,597,424	9,597,424	8,580,674	
Revenue:															
1000 Local Property Tax		80,478	2,390,271											2,470,749	6,424,246
2000 Local Non-Tax		116,460	70,162											186,623	2,533,850
3000 State		1,228,834	1,298,378											2,527,212	14,246,929
4000 State Special		261,522	330,397											591,919	4,401,752
5000 Federal		-	-											0	235,000
6000 Federal Special		144,135	80,408											224,543	3,618,868
8000 Other Resources		-	65,474											65,474	-
Total		1,831,429	4,235,090	-	-	-	-	-	-	-	-	-	-	6,066,519	31,460,645
OBJ Expenditures:															
2000 Certificated Salaries		1,041,445	923,241											1,964,686	4,240,072
3000 Classified Salaries		261,598	313,167											574,765	3,375,816
4000 Benefits		442,440	438,377											880,817	3,130,695
5-9'S Supplies/Services/Travel		734,229	895,272											1,629,501	22,082,934
Total		2,479,712	2,570,057	-	-	-	-	-	-	-	-	-	-	5,049,770	32,829,517
Monthly Ending Balance		7,932,391	9,597,424	9,597,424	9,597,424	9,597,424	9,597,424	9,597,424	9,597,424	9,597,424	9,597,424	9,597,424	9,597,424	9,597,424	(1,368,872)

*Projections are based on current knowledge.

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

	Due from other Governmental Entities	\$	157,675	
	Fund Balance Prior to reserves	\$	9,439,749	
less	Restricted Fund Balance	\$	474,132	At Beginning 12-13
less	Committed Fund Balance*	\$	4,952,301	At Beginning 12-13
equals	Unassigned Fund Balance	\$	4,013,316	At Beginning 12-13

*Committed Fund Balance:	
Inventory GL 840	\$ 18,000
Self Funded Insurance	\$ 470,872
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	\$ (258,000)
Restricted F. B.	\$ 4,952,301

**Committed By Board Resolution	
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
***Assigned to Other Purposes	
GL 875	N/A

20--CAPITAL PROJECT 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 September, 2012

<u>A. REVENUES/OTHER FIN. SOURCES</u>	<u>ANNUAL BUDGET</u>	<u>ACTUAL FOR MONTH</u>	<u>ACTUAL FOR YEAR</u>	<u>ENCUMBRANCES</u>	<u>BALANCE</u>	<u>PERCENT</u>
1000 Local Taxes	0	.00	.00		.00	0.00
2000 Local Support Nontax	2,000	.00	.00		2,000.00	0.00
3000 State, General Purpose	0	.00	.00		.00	0.00
4000 State, Special Purpose	0	.00	.00		.00	0.00
5000 Federal, General Purpose	0	.00	.00		.00	0.00
6000 Federal, Special Purpose	0	.00	.00		.00	0.00
7000 Revenues Fr Oth Sch Dist	0	.00	.00		.00	0.00
8000 Other Agencies & Assoc.	0	.00	.00		.00	0.00
9000 Other Financing Sources	0	1,299,089.38	1,299,089.38		1,299,089.38-	0.00
<u>Total REVENUES/OTHER FIN. SOURCES</u>	2,000	1,299,089.38	1,299,089.38		1,297,089.38-	> 1000
<u>B. EXPENDITURES</u>						
10 Sites	1,500,000	.00	.00	0.00	1,500,000.00	0.00
20 Buildings	750,000	.00	.00	22,000.00	728,000.00	2.93
30 Equipment	0	.00	.00	0.00	.00	0.00
40 Energy	0	.00	.00	0.00	.00	0.00
50 Sales & Lease Expenditure	0	.00	.00	3,000.00	3,000.00-	0.00
60 Bond Issuance Expenditure	0	.00	.00	0.00	.00	0.00
90 Debt	0	.00	.00	0.00	.00	0.00
<u>Total EXPENDITURES</u>	2,250,000	.00	.00	25,000.00	2,225,000.00	1.11
<u>C. OTHER FIN. USES TRANS. OUT (GL 536)</u>	0	.00	.00			
<u>D. OTHER FINANCING USES (GL 535)</u>	0	.00	.00			
<u>E. EXCESS OF REVENUES/OTHER FIN.SOURCES OVER (UNDER) EXP/OTH FIN USES (A-B-C-D)</u>	2,248,000-	1,299,089.38	1,299,089.38		3,547,089.38	157.79-
<u>F. TOTAL BEGINNING FUND BALANCE</u>	2,833,587		2,691,527.39			
<u>G. G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)</u>	XXXXXXXXXX		.00			
<u>H. TOTAL ENDING FUND BALANCE (E+F + OR - G)</u>	585,587		3,990,616.77			

I. ENDING FUND BALANCE ACCOUNTS:		
G/L 810 Restricted For Other Item	0	.00
G/L 825 Restricted for Skills Center	0	.00
G/L 830 Restricted for Debt Service	0	.00
G/L 835 Restricted Arb Rebate	0	.00
G/L 850 Restrict Uninsured Risks	0	.00
G/L 861 Reserve Of Bond Proceeds	44,548	24,043.92
G/L 862 Restrict fr Levy Proceed	0	.00
G/L 863 RES FROM STATE PROCEEDS	0	.00
G/L 864 Restrict from Fed Proceed	0	.00
G/L 865 Reserve Of Other Proceeds	750,000-	108.75
G/L 866 Restricted Impact Fees	70,565	44,491.39
G/L 867 Restrictd Mitigation Fees	0	.00
G/L 869 Restrict UnDistib Proceed	0	.00
G/L 870 Restrict to Oth Purposes	0	.00
G/L 889 Assigned to Fund Purposes	1,220,474	3,921,972.71
G/L 890 UNRESERVED FUND BALANCE	0	.00
<u>TOTAL</u>	585,587	3,990,616.77

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 September, 2012

<u>A. REVENUES/OTHER FIN. SOURCES</u>	<u>ANNUAL BUDGET</u>	<u>ACTUAL FOR MONTH</u>	<u>ACTUAL FOR YEAR</u>	<u>ENCUMBRANCES</u>	<u>BALANCE</u>	<u>PERCENT</u>
1000 Local Taxes	5,699,552	71,547.14	71,547.14		5,628,004.86	1.26
2000 Local Support Nontax	1,000	.00	.00		1,000.00	0.00
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
<u>Total REVENUES/OTHER FIN. SOURCES</u>	<u>5,700,552</u>	<u>71,547.14</u>	<u>71,547.14</u>		<u>5,629,004.86</u>	<u>1.26</u>
<u>B. EXPENDITURES</u>						
Matured Bond Expenditures	2,416,763	.00	.00	0.00	2,416,762.50	0.00
Interest On Bonds	1,646,663	.00	.00	0.00	1,646,662.50	0.00
Interfund Loan Interest	0	.00	.00	0.00	.00	0.00
Bond Transfer Fees	20,500	.00	.00	0.00	20,500.00	0.00
Arbitrage Rebate	0	.00	.00	0.00	.00	0.00
Underwriter's Fees	0	.00	.00	0.00	.00	0.00
<u>Total EXPENDITURES</u>	<u>4,083,925</u>	<u>.00</u>	<u>.00</u>	<u>0.00</u>	<u>4,083,925.00</u>	<u>0.00</u>
<u>C. OTHER FIN. USES TRANS. OUT (GL 536)</u>	<u>0</u>	<u>.00</u>	<u>.00</u>			
<u>D. OTHER FINANCING USES (GL 535)</u>	<u>0</u>	<u>.00</u>	<u>.00</u>			
<u>E. EXCESS OF REVENUES/OTHER FIN.SOURCES OVER(UNDER)EXPENDITURES (A-B-C-D)</u>	<u>1,616,627</u>	<u>71,547.14</u>	<u>71,547.14</u>		<u>1,545,079.86-</u>	<u>95.57-</u>
<u>F. TOTAL BEGINNING FUND BALANCE</u>	<u>5,078,643</u>		<u>2,739,693.28</u>			
<u>G. G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)</u>	<u>XXXXXXXXXX</u>		<u>.00</u>			
<u>H. TOTAL ENDING FUND BALANCE (E+F + OR - G)</u>	<u>6,695,270</u>		<u>2,811,240.42</u>			
<u>I. ENDING FUND BALANCE ACCOUNTS:</u>						
G/L 810 Restricted for Other Items	0		.00			
G/L 830 Restricted for Debt Service	3,284,318		71,547.14			
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			
<u>TOTAL</u>	<u>6,695,270</u>		<u>2,811,240.42</u>			

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 September, 2012

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
A. REVENUES						
1000 General Student Body	72,950	35,512.17	35,512.17		37,437.83	48.68
2000 Athletics	114,600	12,958.10	12,958.10		101,641.90	11.31
3000 Classes	44,574	10,154.07	10,154.07		34,419.93	22.78
4000 Clubs	253,917	23,555.93	23,555.93		230,361.07	9.28
6000 Private Moneys	16,450	.00	.00		16,450.00	0.00
<u>Total REVENUES</u>	502,491	82,180.27	82,180.27		420,310.73	16.35
B. EXPENDITURES						
1000 General Student Body	98,827	.00	.00	4,086.00	94,741.46	4.13
2000 Athletics	160,264	2,206.72	2,206.72	7,662.16	150,395.12	6.16
3000 Classes	52,941	100.00	100.00	3,559.21	49,281.79	6.91
4000 Clubs	370,185	8,308.02	8,308.02	22,079.88	339,797.10	8.21
6000 Private Moneys	10,800	.00	.00	0.00	10,800.00	0.00
<u>Total EXPENDITURES</u>	693,017	10,614.74	10,614.74	37,387.25	645,015.47	6.93
C. EXCESS OF REVENUES OVER(UNDER) EXPENDITURES (A-B)						
	190,526-	71,565.53	71,565.53		262,091.99	137.56-
D. TOTAL BEGINNING FUND BALANCE						
	221,435		219,169.49			
E. G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-) XXXXXXXXX						
			.00			
F. TOTAL ENDING FUND BALANCE (C+D + OR - E)						
	30,909		290,735.02			
G. ENDING FUND BALANCE ACCOUNTS:						
G/L 810 Restricted for Other Items	0		.00			
G/L 819 Restricted for Fund Purposes	30,909		290,155.29			
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		579.73			
G/L 890 UNRESERVED FUND BALANCE	0		.00			
<u>TOTAL</u>	30,909		290,735.02			

90--TRANSPORTATION VEHICLE 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 September, 2012

<u>A. REVENUES/OTHER FIN. SOURCES</u>	<u>ANNUAL BUDGET</u>	<u>ACTUAL FOR MONTH</u>	<u>ACTUAL FOR YEAR</u>	<u>ENCUMBRANCES</u>	<u>BALANCE</u>	<u>PERCENT</u>
1000 Local Taxes	0	.00	.00		.00	0.00
2000 Local Nontax	100	.00	.00		100.00	0.00
3000 State, General Purpose	0	.00	.00		.00	0.00
4000 State, Special Purpose	11,600	.00	.00		11,600.00	0.00
5000 Federal, General Purpose	0	.00	.00		.00	0.00
8000 Other Agencies & Assoc	0	.00	.00		.00	0.00
9000 Other Financing Sources	0	.00	.00		.00	0.00
<u>A. TOTAL REV/OTHER FIN.SRCS (LESS TRANS)</u>	11,700	.00	.00		11,700.00	0.00
<u>B. 9900 TRANSFERS IN FROM GF</u>	0	.00	.00	0.00	.00	0.00
<u>C. Total REV./OTHER FIN. SOURCES</u>	11,700	.00	.00	0.00	11,700.00	0.00
<u>D. EXPENDITURES</u>						
Type 30 Equipment	0	.00	.00	0.00	.00	0.00
Type 60 Bond Levy Issuance	0	.00	.00	0.00	.00	0.00
Type 90 Debt	0	.00	.00	0.00	.00	0.00
<u>Total EXPENDITURES</u>	0	.00	.00	0.00	.00	0.00
<u>E. OTHER FIN. USES TRANS. OUT (GL 536)</u>	0	.00	.00			
<u>F. OTHER FINANCING USES (GL 535)</u>	0	.00	.00			
<u>G. EXCESS OF REVENUES/OTHER FIN SOURCES OVER (UNDER) EXP/OTH FIN USES (C-D-E-F)</u>	11,700	.00	.00		11,700.00-	100.00-
<u>H. TOTAL BEGINNING FUND BALANCE</u>	7,021		7,646.52			
<u>I. G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)</u>	XXXXXXXXXX		.00			
<u>J. TOTAL ENDING FUND BALANCE (G+H + OR - I)</u>	18,721		7,646.52			
<u>K. ENDING FUND BALANCE ACCOUNTS:</u>						
G/L 810 Restricted for Oth Items	0		.00			
G/L 830 RES FOR DEBT SERVICE	0		.00			
G/L 835 Restricted Arb Rebate	0		.00			
G/L 850 Restrict Uninsured Risks	0		.00			
G/L 870 Committed to Oth Purposes	0		.00			
G/L 889 Assigned to Fund Purposes	13,721		7,646.52			
G/L 890 UNRESERVED FUND BALANCE	0		.00			
<u>TOTAL</u>	13,721		7,646.52			
Differences	5,000		.00			

Note: A difference in the annual budget column represents an error between Revenue, Expenditure, Residual Equity Transfer accounts and Fund Balance ledger accounts. In the Actual For Year column the arithmetically displayed Fund Balance is different than the posted Fund Balance. An activity for GL 898 will indicate an expected difference.

20--CAPITAL PROJECT 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 October, 2012

<u>A. REVENUES/OTHER FIN. SOURCES</u>	<u>ANNUAL BUDGET</u>	<u>ACTUAL FOR MONTH</u>	<u>ACTUAL FOR YEAR</u>	<u>ENCUMBRANCES</u>	<u>BALANCE</u>	<u>PERCENT</u>
1000 Local Taxes	0	.00	.00		.00	0.00
2000 Local Support Nontax	2,000	6,201.00	6,201.00		4,201.00-	310.05
3000 State, General Purpose	0	.00	.00		.00	0.00
4000 State, Special Purpose	0	.00	.00		.00	0.00
5000 Federal, General Purpose	0	.00	.00		.00	0.00
6000 Federal, Special Purpose	0	.00	.00		.00	0.00
7000 Revenues Fr Oth Sch Dist	0	.00	.00		.00	0.00
8000 Other Agencies & Assoc.	0	.00	.00		.00	0.00
9000 Other Financing Sources	0	143,148.86	1,442,238.24		1,442,238.24-	0.00
<u>Total REVENUES/OTHER FIN. SOURCES</u>	<u>2,000</u>	<u>149,349.86</u>	<u>1,448,439.24</u>		<u>1,446,439.24-</u>	<u>> 1000</u>
<u>B. EXPENDITURES</u>						
10 Sites	1,500,000	1,508.75-	1,508.75-	0.00	1,501,508.75	0.10-
20 Buildings	750,000	1,044.00	1,044.00	22,000.00	726,956.00	3.07
30 Equipment	0	.00	.00	0.00	.00	0.00
40 Energy	0	.00	.00	0.00	.00	0.00
50 Sales & Lease Expenditure	0	87.00	87.00	3,116.82	3,203.82-	0.00
60 Bond Issuance Expenditure	0	.00	.00	0.00	.00	0.00
90 Debt	0	.00	.00	0.00	.00	0.00
<u>Total EXPENDITURES</u>	<u>2,250,000</u>	<u>377.75-</u>	<u>377.75-</u>	<u>25,116.82</u>	<u>2,225,260.93</u>	<u>1.10</u>
<u>C. OTHER FIN. USES TRANS. OUT (GL 536)</u>	<u>0</u>	<u>.00</u>	<u>.00</u>			
<u>D. OTHER FINANCING USES (GL 535)</u>	<u>0</u>	<u>.00</u>	<u>.00</u>			
<u>E. EXCESS OF REVENUES/OTHER FIN.SOURCES OVER (UNDER) EXP/OTH FIN USES (A-B-C-D)</u>	<u>2,248,000-</u>	<u>149,727.61</u>	<u>1,448,816.99</u>		<u>3,696,816.99</u>	<u>164.45-</u>
<u>F. TOTAL BEGINNING FUND BALANCE</u>	<u>2,833,587</u>		<u>2,691,527.39</u>			
<u>G. G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)</u>	<u>XXXXXXXXXX</u>		<u>.00</u>			
<u>H. TOTAL ENDING FUND BALANCE (E+F + OR - G)</u>	<u>585,587</u>		<u>4,140,344.38</u>			

<u>I. ENDING FUND BALANCE ACCOUNTS:</u>		
G/L 810 Restricted For Other Item	0	.00
G/L 825 Restricted for Skills Center	0	.00
G/L 830 Restricted for Debt Service	0	.00
G/L 835 Restricted Arb Rebate	0	.00
G/L 850 Restrict Uninsured Risks	0	.00
G/L 861 Reserve Of Bond Proceeds	44,548	24,043.92
G/L 862 Restrict fr Levy Proceed	0	.00
G/L 863 RES FROM STATE PROCEEDS	0	.00
G/L 864 Restrict from Fed Proceed	0	.00
G/L 865 Reserve Of Other Proceeds	750,000-	21.75
G/L 866 Restricted Impact Fees	70,565	43,447.39
G/L 867 Restrictd Mitigation Fees	0	.00
G/L 869 Restrict UnDistib Proceed	0	.00
G/L 870 Restrict to Oth Purposes	0	.00
G/L 889 Assigned to Fund Purposes	1,220,474	4,072,831.32
G/L 890 UNRESERVED FUND BALANCE	0	.00
<u>TOTAL</u>	585,587	4,140,344.38

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 October, 2012

<u>A. REVENUES/OTHER FIN. SOURCES</u>	<u>ANNUAL BUDGET</u>	<u>ACTUAL FOR MONTH</u>	<u>ACTUAL FOR YEAR</u>	<u>ENCUMBRANCES</u>	<u>BALANCE</u>	<u>PERCENT</u>
1000 Local Taxes	5,699,552	.00	71,547.14		5,628,004.86	1.26
2000 Local Support Nontax	1,000	.00	.00		1,000.00	0.00
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
<u>Total REVENUES/OTHER FIN. SOURCES</u>	<u>5,700,552</u>	<u>.00</u>	<u>71,547.14</u>		<u>5,629,004.86</u>	<u>1.26</u>
<u>B. EXPENDITURES</u>						
Matured Bond Expenditures	2,416,763	.00	.00	0.00	2,416,762.50	0.00
Interest On Bonds	1,646,663	.00	.00	0.00	1,646,662.50	0.00
Interfund Loan Interest	0	.00	.00	0.00	.00	0.00
Bond Transfer Fees	20,500	.00	.00	0.00	20,500.00	0.00
Arbitrage Rebate	0	.00	.00	0.00	.00	0.00
Underwriter's Fees	0	.00	.00	0.00	.00	0.00
<u>Total EXPENDITURES</u>	<u>4,083,925</u>	<u>.00</u>	<u>.00</u>	<u>0.00</u>	<u>4,083,925.00</u>	<u>0.00</u>
<u>C. OTHER FIN. USES TRANS. OUT (GL 536)</u>	<u>0</u>	<u>.00</u>	<u>.00</u>			
<u>D. OTHER FINANCING USES (GL 535)</u>	<u>0</u>	<u>.00</u>	<u>.00</u>			
<u>E. EXCESS OF REVENUES/OTHER FIN.SOURCES OVER(UNDER)EXPENDITURES (A-B-C-D)</u>	<u>1,616,627</u>	<u>.00</u>	<u>71,547.14</u>		<u>1,545,079.86-</u>	<u>95.57-</u>
<u>F. TOTAL BEGINNING FUND BALANCE</u>	<u>5,078,643</u>		<u>2,739,693.28</u>			
<u>G. G/L 898 PRIOR YEAR ADJUSTMENTS(+OR-)</u>	<u>XXXXXXXXXX</u>		<u>.00</u>			
<u>H. TOTAL ENDING FUND BALANCE (E+F + OR - G)</u>	<u>6,695,270</u>		<u>2,811,240.42</u>			
<u>I. ENDING FUND BALANCE ACCOUNTS:</u>						
G/L 810 Restricted for Other Items	0		.00			
G/L 830 Restricted for Debt Service	3,284,318		71,547.14			
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			
<u>TOTAL</u>	<u>6,695,270</u>		<u>2,811,240.42</u>			

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 October, 2012

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
A. REVENUES						
1000 General Student Body	72,950	16,369.15	51,881.32		21,068.68	71.12
2000 Athletics	114,600	6,449.25	19,407.35		95,192.65	16.93
3000 Classes	44,574	1,541.00	11,695.07		32,878.93	26.24
4000 Clubs	253,917	33,925.61	57,481.54		196,435.46	22.64
6000 Private Moneys	16,450	.00	.00		16,450.00	0.00
<u>Total REVENUES</u>	502,491	58,285.01	140,465.28		362,025.72	27.95
B. EXPENDITURES						
1000 General Student Body	98,827	12,830.87	12,830.87	1,242.02	84,754.57	14.24
2000 Athletics	160,264	14,029.51	16,236.23	17,297.97	126,729.80	20.92
3000 Classes	52,941	4,227.27	4,327.27	6,647.76	41,965.97	20.73
4000 Clubs	370,185	26,930.99	35,239.01	24,949.06	309,996.93	16.26
6000 Private Moneys	10,800	.00	.00	50.00	10,750.00	0.46
<u>Total EXPENDITURES</u>	693,017	58,018.64	68,633.38	50,186.81	574,197.27	17.15
C. EXCESS OF REVENUES OVER(UNDER)EXPENDITURES (A-B)						
	190,526-	266.37	71,831.90		262,358.36	137.70-
D. TOTAL BEGINNING FUND BALANCE						
	221,435		219,169.49			
E. G/L 898 PRIOR YEAR ADJUSTMENTS(+OR-)						
	XXXXXXXXXX		.00			
F. TOTAL ENDING FUND BALANCE (C+D + OR - E)						
	30,909		291,001.39			
G. ENDING FUND BALANCE ACCOUNTS:						
G/L 810 Restricted for Other Items	0		.00			
G/L 819 Restricted for Fund Purposes	30,909		290,421.66			
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		579.73			
G/L 890 UNRESERVED FUND BALANCE	0		.00			
<u>TOTAL</u>	30,909		291,001.39			

90--TRANSPORTATION VEHICLE 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 October, 2012

<u>A. REVENUES/OTHER FIN. SOURCES</u>	<u>ANNUAL BUDGET</u>	<u>ACTUAL FOR MONTH</u>	<u>ACTUAL FOR YEAR</u>	<u>ENCUMBRANCES</u>	<u>BALANCE</u>	<u>PERCENT</u>
1000 Local Taxes	0	.00	.00		.00	0.00
2000 Local Nontax	100	.00	.00		100.00	0.00
3000 State, General Purpose	0	.00	.00		.00	0.00
4000 State, Special Purpose	11,600	.00	.00		11,600.00	0.00
5000 Federal, General Purpose	0	.00	.00		.00	0.00
8000 Other Agencies & Assoc	0	.00	.00		.00	0.00
9000 Other Financing Sources	0	.00	.00		.00	0.00
<u>A. TOTAL REV/OTHER FIN.SRCS (LESS TRANS)</u>	<u>11,700</u>	<u>.00</u>	<u>.00</u>		<u>11,700.00</u>	<u>0.00</u>
<u>B. 9900 TRANSFERS IN FROM GF</u>	<u>0</u>	<u>.00</u>	<u>.00</u>	<u>0.00</u>	<u>.00</u>	<u>0.00</u>
<u>C. Total REV./OTHER FIN. SOURCES</u>	<u>11,700</u>	<u>.00</u>	<u>.00</u>	<u>0.00</u>	<u>11,700.00</u>	<u>0.00</u>
<u>D. EXPENDITURES</u>						
Type 30 Equipment	0	.00	.00	0.00	.00	0.00
Type 60 Bond Levy Issuance	0	.00	.00	0.00	.00	0.00
Type 90 Debt	0	.00	.00	0.00	.00	0.00
<u>Total EXPENDITURES</u>	<u>0</u>	<u>.00</u>	<u>.00</u>	<u>0.00</u>	<u>.00</u>	<u>0.00</u>
<u>E. OTHER FIN. USES TRANS. OUT (GL 536)</u>	<u>0</u>	<u>.00</u>	<u>.00</u>			
<u>F. OTHER FINANCING USES (GL 535)</u>	<u>0</u>	<u>.00</u>	<u>.00</u>			
<u>G. EXCESS OF REVENUES/OTHER FIN SOURCES OVER (UNDER) EXP/OTH FIN USES (C-D-E-F)</u>	<u>11,700</u>	<u>.00</u>	<u>.00</u>		<u>11,700.00-</u>	<u>100.00-</u>
<u>H. TOTAL BEGINNING FUND BALANCE</u>	<u>7,021</u>		<u>7,646.52</u>			
<u>I. G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)</u>	<u>XXXXXXXXXX</u>		<u>.00</u>			
<u>J. TOTAL ENDING FUND BALANCE (G+H + OR - I)</u>	<u>18,721</u>		<u>7,646.52</u>			
<u>K. ENDING FUND BALANCE ACCOUNTS:</u>						
G/L 810 Restricted for Oth Items	0		.00			
G/L 830 RES FOR DEBT SERVICE	0		.00			
G/L 835 Restricted Arb Rebate	0		.00			
G/L 850 Restrict Uninsured Risks	0		.00			
G/L 870 Committed to Oth Purposes	0		.00			
G/L 889 Assigned to Fund Purposes	13,721		7,646.52			
G/L 890 UNRESERVED FUND BALANCE	0		.00			
<u>TOTAL</u>	<u>13,721</u>		<u>7,646.52</u>			
Differences	5,000		.00			

Note: A difference in the annual budget column represents an error between Revenue, Expenditure, Residual Equity Transfer accounts and Fund Balance ledger accounts. In the Actual For Year column the arithmetically displayed Fund Balance is different than the posted Fund Balance. An activity for GL 898 will indicate an expected difference.



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

11/14/2012

I. CALL TO ORDER

Pledge of Allegiance - led by Steilacoom Councilman Marion Smith.

Roll Call - all Directors and Superintendent Fritz present.

Approval of Agenda - Director Denning made a motion to approve the agenda with two modifications; one change in the 11.1.12 minutes and additional coach stipends added to Consent Agenda. Director Scott seconded the motion and the motion passed (5/0). Chair Winkler acknowledged Steilacoom Councilman Smith in the audience.

II. COMMENTS FROM THE AUDIENCE

- SHS XC Coach Henderson thanked the staff at the high school and the Board for support of the boys and girls cross country teams as they finished their year competing at the state meet.
- SHS XC Coach Lange thanked the administration from the high school and the girls team parents for supporting the girls team. The Town of Steilacoom and City of DuPont issued a proclamation citing academic and athletic achievements concluding with a trip to the WIAA State Meet. Coach Lange read the proclamation and presented the Board with their team picture and a cake.
- Nancy Covert, Lakewood, is pleased the school board is moving forward with the Old Pioneer Middle School renovation project.
- Joanne Harrington, 1311 Nisqually, Steilacoom, happy to see work happening on the Old Pioneer building.
- Jack Brake, Steilacoom, spoke to lend support for the Old Pioneer Middle School project.
- Marion Smith, Steilacoom, was on the committee designated to review and make recommendations regarding the 511 Chambers (Old Pioneer project) and is in support of renovation of the old building.

III. APPROVAL OF MINUTES

Director Wong made a motion to approve the 10.24.12 regular board meeting minutes;

Director Denning seconded the motion and the motion passed (5/0).

Director Callanan made a motion to approve the 11.1.12 special board meeting minutes with one correction; Director Scott seconded the motion and the motion passed (3/2/0).

IV. REPORTS

1. Financial Report

Executive Director Ball presented a report explaining the year end (end of school year 2011-12) financial report F196.

V. CONSENT AGENDA

Director Scott moved to approve the amended Consent Agenda; Director Denning seconded the motion and the motion passed (5/0). Approval of:

- November 2012 Accounts Payable
- November 2012 Estimated Payroll
- Certification of Levy Rate
- SIP Plans 2012-13 SY
- Personnel Reports - attached

VI. OLD BUSINESS

1. Board Authority to Proceed with Old Pioneer Project

Director Scott read Resolution 788-11-14-12, Old Pioneer Building Project - Phase I. Supt. Fritz recommends the approval of the resolution. Director Callanan moved to approve the resolution; Director Denning seconded the motion and the motion passed (5/0).

VII. NEW BUSINESS

1. First Reading of Policy 6803 District Flag Lowering

Superintendent Fritz introduced a new policy for the purpose of flag lowering guidelines following federal and state law. Director Scott made a motion to move the policy to a 2nd reading; Director Denning seconded the motion and the motion passed (5/0).

VIII. COMMENTS FROM THE AUDIENCE

- Councilman Smith commented favorably on being a part of Focus on Education today. Invited elected officials visited the high school, Saltar's Point Elementary and Cherrydale Primary classrooms and asked and answered questions of students' at all three schools.

IX. BOARD COMMUNICATION

- Chair Winkler and Supt. Fritz received a communication regarding transportation which Supt. Fritz is resolving.
- Supt. Fritz received a communication regarding the high school athletic field loudspeakers

X. ANNOUNCEMENTS

- Director Callanan thanked students in attendance and the XC student athletes
- Director Wong congratulated XC team
- Director Denning participated in Focus on Education visit in the schools
- Supt. Fritz announced that Steilacoom High is on the College Board AP Honor Roll
- Supt. Fritz attended Veterans Day Assemblies in the schools
- Supt. Fritz congratulated to the XC, Girls Swimming, Volleyball and Football student athletes
- Supt. Fritz attended the Beyond High School event at SHS last night. It was well attended.
- Supt. Fritz and Director Callanan visited CTE classes at SHS last week
- Supt Fritz facilitated the Focus on Ed visits today
- Chair Winkler introduced Larry Wilcox, Councilmember City of Dupont

XI. EXECUTIVE SESSION

Chair Winkler recessed the public meeting at 7:41 pm. The Board will go into Executive Session at 7:50 pm to review the performance of a public employee.

XII. RETURN TO PUBLIC MEETING

The Board returned to the public meeting at 9:30 pm.

XIII. ADJOURNMENT

Director Wong made a motion to adjourn the meeting at 9:30 pm; Director Callanan seconded the motion and the motion passed (5/0).

(Chair)

(Secretary/Superintendent)

Steilacoom Historical School District Board of Directors

REGULAR BOARD MEETING

Date: November 28, 2012

TO: Members, Steilacoom Historical School District Board of Directors

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

BACKGROUND INFORMATION:

Approval authorizes various certificated staff stipends for the 2012-13 school year.

A list of those covered by this action is attached.

RECOMMENDED DECISION:

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

Report prepared by: Bill Fritz, Superintendent, Kathi Weight, LeeRae Ball, Susanne Beauchaine, Executive Directors

Steilacoom Historical School District No. 1
Certificated Personnel Report

	A	B	C	D	E	F	G	H
1	Personnel Report 11-28-12							
2								
3	Name	Position	FTE	Location	Effective Date	Actions	Stipend Amount	Comment
4	Cunningham Abby	MSP Coordinator		Chloe Clark	4/15/2013	Stipend	251.62	
5	Engquist Sheree	Academic Improvement Team Committee Chair		Chloe Clark	11/19/2012	Stipend	524.63	
6	Lee Sandy	Academic Improvement Team Committee Chair		Chloe Clark	11/19/2012	Stipend	356.04	
7	Peddy Karen	School Choir		Chloe Clark	11/19/2012	Stipend	842.45	
8	Salgado Michelle	Science Fair		Chloe Clark	2/1/2013	Stipend	254.11	
9	Wyatt Casey	SIP Committee Chair		Chloe Clark	11/19/2012	Stipend	444.63	

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 November 28, 2012, the board, by a _____ vote, approves payments, totaling \$5,506.44. The payments are further identified in this document.

Total by Payment Type for Cash Account, ASB WARRANTS OUTSTANDING:
Warrant Numbers 400838 through 400846, totaling \$5,506.44

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
400838	CASCADE BAGEL & DELI, INC	11/16/2012	119012	OPEN PO FOR 2012-2013 SCHOOL YEAR FOR THE STUDENT STORE	4061213005	35.94	169.86
			119067	OPEN PO FOR 2012-2013 SCHOOL YEAR FOR THE STUDENT STORE	4061213005	35.94	
			119089	OPEN PO FOR 2012-2013 SCHOOL YEAR FOR THE STUDENT STORE	4061213005	35.94	
			119113	OPEN PO FOR 2012-2013 SCHOOL YEAR FOR THE STUDENT STORE	4061213005	31.02	
			119141	OPEN PO FOR 2012-2013 SCHOOL YEAR FOR THE STUDENT STORE	4061213005	31.02	
400839	COSTCO	11/16/2012	254953787	OPEN PO FOR THE STUDENT STORE SCHOOLD YEAR 2012-2013	4061213007	256.67	256.67
400840	DECA	11/16/2012	00017398	DECA MEMBERSHIP DUES	4061213039	594.00	612.00
			00017638	DECA STUDENT MEMBERSHIP	4061213045	18.00	
400841	KATHLEEN M LECH	11/16/2012	food purchase	" TURKEY TROT" DANCE PURCHASE	0	30.28	30.28
400842	PACIFIC WELDING	11/16/2012	01096152	OPEN PO FOR STUDENT STORE-HELIUM TANK	4061213034	10.12	10.12

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				NOT TO EXCEED \$500.00			
400843	PACIFIC LUTHERAN UNIVERSITY	11/16/2012	12243	men's chorus	4051213011	70.00	180.00
				symposium registration fee			
			12244	MEN'S CHOIR	4061213063	110.00	
				SYMPOSIUM REGISTRATION FEE			
400844	RIDDELL	11/16/2012	60187650	FOOTBALL SHOULDER PADS, LACES, MOTHGUARDS, GIRDLES, THIGH AND KNEE PADS	4061213080	2,718.81	2,718.81
400845	SCHOLASTIC BOOK FAIRS	11/16/2012	w3028032bf	SCHOLASTIC BOOK FAIRS -- SCHENCK	4021213015	1,309.90	1,309.90
400846	THE LINEUP	11/16/2012	1054	T- SHIRTS FOR SOPHMORE CLASS DO NOT FAX FOR INVOICE ONLY	4061213065	218.80	218.80
				9 Computer	Check(s) For a Total of		5,506.44

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	9	Computer	Checks For a Total of	5,506.44
Total For	9	Manual, Wire Tran, ACH & Computer	Checks	5,506.44
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	5,506.44

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 November 28, 2012, the board, by a _____ vote, approves payments, totaling \$1,000.00. The payments are further identified in this document.

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

Warrant Numbers 400837 through 400837, totaling \$1,000.00

Secretary _____ Board Member _____

Board Member _____ Board Member _____

Board Member _____ Board Member _____

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
400837	THALER, MIKE	11/15/2012	Presentation	MIKE THALER AUTHOR VISIT -- SCHENCK	4021213016	1,000.00	1,000.00
			1	Computer	Check(s) For a Total of		1,000.00

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	1	Computer	Checks For a Total of	1,000.00
Total For	1	Manual, Wire Tran, ACH & Computer	Checks	1,000.00
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	1,000.00

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

As of November 28, 2012, the board, by a _____ vote, approves payments, totaling \$166,858.01. The payments are further identified in this document.

Total by Payment Type for Cash Account, GF WARRANTS OUTSTANDING:
Warrant Numbers 110816 through 110871, totaling \$166,858.01

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

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
110816	3 WIRE GROUP INC	11/20/2012	INV2308942	OPEN PURCHASE ORDER 2012-2013 FOR KITCHEN EQUIPMENT REPAIRS	101213047	72.09	72.09
110817	ANDERSON ISLAND GENERAL STORE	11/20/2012	263636	FUEL FOR BUS AND CAR ON ANDERSON ISLAND 12/13 SY. DO NOT FAX PO	81213111	1,160.91	1,160.91
110818	ARTHUR J GALLAGHER	11/20/2012	312973/312930	surety bond renewal	281213013	350.00	350.00
110819	AWSP	11/20/2012	101910/101911	S.P. Registration for Joel Lang and Eva Smith to attend Conference on Nov. 6 & 7, 2012 in Seattle, WA	1271213032	565.00	1,695.00
			101953/101951/101952	Breakthrough Coach Training	81213096	940.00	
			101983	Breakthrough Coach Training	81213096	190.00	
110820	BIO RAD LABORATORIES	11/20/2012	SLI12001779	DNA NECKLACE MODULE	4311213049	87.66	87.66
110821	CAMBIUM LEARNING INC	11/20/2012	RI1033457	2 - MathPad Plus for Mimi Shuckhart	91213011	231.82	231.82
110822	CAMPBELL, ROBERT EDWIN	11/20/2012	SCIENCE PROJ SUPP		0	44.38	44.38
110823	CARTRIDGE WORLD	11/20/2012	26569	S.P. CARTRIDGE WORLD - OPEN P.O.	1271213019	145.66	145.66
110824	CENTURYLINK	11/20/2012	300493944		81213078	279.93	279.93
110825	CENTURYLINK	11/20/2012	1235782081	OPEN PO FOR POHNE SERVICES	81213078	188.09	188.09
110826	CHEVRON & TEXACO CARD SERVICES	11/20/2012	36349625	OPEN PO FOR FUEL.	81213050	22,404.46	22,404.46

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
110827	CONSOLIDATED ELECTRICAL DIST	11/20/2012	8541731495	DO NOT FAX OPEN PURCHASE ORDER 2012-2013 FOR ELECTRICAL SUPPLIES & PARTS	101213007	59.75	2,182.76
			8541731508	OPEN PURCHASE ORDER 2012-2013 FOR ELECTRICAL SUPPLIES & PARTS	101213007	2,123.01	
110828	CULLIGAN	11/20/2012	0015974	OPEN PO FOR WATER AT 511 CHAMBERS ST. DO NOT FAX TO VENDOR	81213039	18.65	109.00
			201211380587	OPEN PURCHASE ORDER 2012-2013 FOR WATER	101213009	51.93	
			201211400885	OPEN PO FOR WATER AT 510 CHAMBERS ST. DO NOT FAX TO VENDOR	81213040	38.42	
110829	DEMCO INC	11/20/2012	4795049	Library supplies	2371213035	391.54	391.54
110830	DPE SYSTEMS	11/20/2012	i0042149	GFI MailArchiver for Exchange SMA Renewal GFI MailEssentials-Ema ilSecurity Edition SMA renewal	111213003	3,126.93	3,126.93
110831	EDGEWORKS CLIMBING	11/20/2012	NOV 6		0	459.90	459.90
110832	ELECTROCOM	11/20/2012	25477-1	OPEN PURCHASE ORDER FOR 2012/2013 FOR REPAIRS	101213065	239.31	239.31
110833	FLEX-PLAN SERVICES INC	11/20/2012	205161	PARTICIPANT FEE FOR 12/13SY. DO NOT FAX.	81213107	123.30	123.30
110834	FLINN SCIENTIFIC	11/20/2012	1599642	SCIENCE MATERIALS	4311213047	831.90	831.90
110835	GENERAL ELECTRIC CAPITAL CORP	11/20/2012	57909590	OPEN PO FOR COPIER AT SHS. DO NOT FAX	81213046	695.78	2,503.35
			57909591	OPEN PO FOR COPIER AT PIONEER. DO NOT FAX	81213047	743.10	
			57934382	OPEN PO FOR COPIER AT SALTAR'S POINT. DO NOT FAX	81213048	534.97	
			57937069	OPEN PO FOR COPIER AT	81213045	529.50	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
110836	HARRIS, MARCIA E	11/20/2012	9/5-10/31/12	DISTRICT OFFICE. DO NOT FAX OPEN PO FOR MARCIA HARRIS	81213029	7,504.14	7,504.14
110837	HENNESSEY, JENNIPHER SUE	11/20/2012	LUNCH BOX BASKET OFFICE MAX REIMB	MINUTE MATH TIMINGS MANAGEMENT SYSTEM	0 0	9.77 64.27	74.04
110838	HP - ORDER ENTRY	11/20/2012	51960110 51963324 51972946	Laptop Computer Laptop Computer HP ORDER AS PART OF ENERGY EFFICIENCY GRANT	1461213026 1461213026 81213084	86.64 748.30 4,884.21	5,719.15
110839	INDIRA U SOUTHALL	11/20/2012	MUTUAL BENF		0	10.00	10.00
110840	INGRAM LIBRARY SERVICES	11/20/2012	07586590	SHS INGRAM LIBRARY SERVICES FOR ERIC MILLER. PLANTS OF THE PACIFIC NORTHWEST COAST TEXTBOOKS. DO NOT FAX! PLEASE E-MAIL TERRY LITT WHEN PO# IS AVAILABLE FOR ONLINE ORDERING.	141213029	745.07	745.07
110841	JOHNSON, NANNETTE R	11/20/2012	MIL/CONF REIMB	10/10-10/12 WSASP CONF FEE AND MILEAGE REIMB	0	436.94	436.94
110842	JOSTEN'S	11/20/2012	15440067		0	9.68	9.68
110843	LEMAY MOBILE SHREDDING	11/20/2012	3236749 3236750	DISTRICT WIDE SHREDDING OPEN PO. DO NOT FAX DISTRICT WIDE SHREDDING OPEN PO. DO NOT FAX	81213079 81213079	150.00 100.00	250.00
110844	LOWE, LAURA G	11/20/2012	SUPPLY REIMB	COSTCO AND TRUEVALUE FOR SCIENCE FIELD TRIP	0	53.21	53.21
110845	MEYER, ROGER FRANCIS	11/20/2012	REIMB	LIFFICK'S ELECTRONICS TO REPAIR DVD PLAYERS	0	76.65	76.65
110846	MICRO COMPUTER SYSTEMS	11/20/2012	0443454-in	RE: 20 AMP 120 VOLT DUPLEX RECEPTACLE CEILING MOUNT FOR WEIGHT ROOM PROJECTOR	4311213039	1,423.91	3,032.35

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
			0443597-in	RE: 20 AMP 120 VOLT DUPLEX RECEPTACLE CEILING MOUNT FOR WEIGHT ROOM PROJECTOR	4311213039	1,608.44	
110847	MOUNTAIN ALARM	11/20/2012	728210	OPEN PURCHASE ORDER 2012-2013 FOR SECURITY & FIRE MONITORING	101213032	1,401.00	1,504.84
			729720	OPEN PURCHASE ORDER 2012-2013 FOR SECURITY & FIRE MONITORING	101213032	103.84	
110848	MVP PHYSICAL THERAPY, INC	11/20/2012	826	SHS MVP FOR ATHLETIC TRAINING SERVICES	141213018	2,375.02	2,375.02
110849	NCS PEARSON, INC.	11/20/2012	3805493	Protocols for Linda Ross	91213021	371.08	371.08
110850	NEXXPOST	11/20/2012	197221		0	244.15	244.15
110851	OFFICE DEPOT	11/20/2012	38100603	Office Supplies and Volunteer Badge holders	81213085	6.24	389.73
			628136712001	Supplies for Student Services Office. Ordered online 10/08/2012. Order# 628136712-001. See Notes.	91213026	153.14	
			628756799001	Wall Calendar for Susanne Beauchaine	91213028	14.68	
			629136293001	Office Supplies and Volunteer Badge holders	81213085	101.44	
			629278237001	Desk and Wall organizers for Susanne Beauchaine's office. Order #: 629278237-001	91213033	35.07	
			629283879001	Desk and Wall organizers for Susanne Beauchaine's office. Order #: 629278237-001	91213033	15.05	
			629326316001	Supplies for	91213042	64.11	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
110852	PACIFIC NORTHWEST DISPATCH, IN	11/20/2012	3581	Transition Program. Taxi Service for Out of District Student, to and from Northwest School of Innovative Learning, Tacoma. For October, November, December 2012.	91213027	864.00	864.00
110853	PERIPOLE BERGERAULT	11/20/2012	124755	RECORDERS -- JEFFREYS	1621213057	769.50	769.50
110854	PRINT SHOP OF LAKEWOOD, INC	11/20/2012	1678	SHS OPEN PO TO PRINT SHOP OF LAKEWOOD FOR PETER JOHNSON DO NOT EXCEED \$100.00	141213034	65.64	65.64
110855	PUGET SOUND ENERGY	11/20/2012	9301099744		81213053	10,819.35	10,819.35
110856	SCHOOL HEALTH ALERT	11/20/2012	X34197	School Health Alert subscription for 2012-2013	91213022	44.00	44.00
110857	SCHOOL SPECIALTY	11/20/2012	208109443674	Supplies for Cherrydale Preschool	91213039	64.98	308.44
			208109484970	SHS SCHOOL SPECIALTY FOR T. HAYDEN IN MARKETING	141213030	1.54	
			208109487903	CLASSROOM SUPPLIES -- LANDES (School Specialty cart #773234155 & #7773235021)	1621213058	91.93	
			208109487906	SHS SCHOOL SPECIALTY FOR T. HAYDEN IN MARKETING	141213030	48.28	
			208109487911	CLASSROOM SUPPLIES -- LANDES (School Specialty cart #773234155 & #7773235021)	1621213058	101.71	
110858	SCHOOLWIRES INC.	11/20/2012	INV0007818	WEBSITE FEATURE	81213104	600.00	600.00
110859	SODEXO INC & AFFILIATES	11/20/2012	1000626210		0	-12,645.95	82,123.03

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
			1000631713		0	94,768.98	
110860	TED BROWN MUSIC CO	11/20/2012	692976	PAYMENT TOWARDS THE SOUND SYSTEM IN THE GYM	4311213031	512.64	2,068.64
			697498	PAYMENT TOWARDS SOUND SYSTEM FOR THE GYM	4311213030	1,556.00	
110861	TERI YOSHIKAWA	11/20/2012	201	Open P.O. for Teri Yoshikawa for the 2012-2013 School Year.	91213030	1,656.00	1,656.00
110862	TOTALFUNDS BY HASLER	11/20/2012	7900010002028325	POSTAGE FOR POSTAGE MACHINE 12/13 SY. DO NOT FAX.	81213110	1,939.48	1,939.48
110863	TRUSTEED PLANS SERVICE CORP	11/20/2012	0067501-IN	OPEN PO TRUSTEED PLANS SERVICE CORPS	81213037	3,630.49	3,630.49
110864	UPS	11/20/2012	0000777Y2F342		0	175.93	175.93
110865	WASA	11/20/2012	52890		281213011	259.83	259.83
110866	WASHINGTON DEPT OF CORRECTIONS	11/20/2012	t015113	STEILACOOM SCHOOL DISTRICT IMPRINTED LOGO APPAREL ITEMS	101213071	473.71	473.71
110867	WEIGHT, KATHLEEN J	11/20/2012	MIL REIM 10/30-10/23		0	103.02	103.02
110868	WELLS FARGO FINAN LEASING INC	11/20/2012	6765784229	OPEN PO FOR COPIER AT CHERRYDALE. DO NOT FAX	81213081	612.01	1,376.74
			6765787859	OPEN PO FOR WELLS FARGO COPIERS/ PRINTERS FOR SALTAR'S POINT, CHLOE CLARK, AND MAINTENANCE NOT TO EXCEED 9300.00 DO NOT FAX TO VENDOR	81213038	764.73	
110869	WILSON, LORI JO	11/20/2012	SUPPLY REIMB	REIMB FOR WINDOW BLINDS FOR INSTRUCTIONAL ROOM	0	17.22	17.22
110870	WRIGHT, ERIN ELIZABETH	11/20/2012	MIL REIMB 11/2-11/13		0	22.13	22.13
110871	THE NEWS TRIBUNE	11/20/2012	I01342454-10142012	LEGAL AD	281213010	116.82	116.82
			56	Computer	Check(s) For a Total of		166,858.01

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	56	Computer	Checks For a Total of	166,858.01
Total For	56	Manual, Wire Tran, ACH & Computer	Checks	166,858.01
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	166,858.01

Pay Summary For Payroll Run Number MTHLY/MONTHLY PAYROLL

Check Date 11/30/2012

E545	GRAD COORDINATO	1	63.64	0.00	63.64
E565	DECA ADVISOR	1	318.18	0.00	318.18
E575	DRAMA	1	157.09	0.00	157.09
E615	CHOIR	1	147.65	0.00	147.65
E615a	CHOIR	1	264.00	0.00	264.00
E645	STUDENT REC CO	1	226.88	0.00	226.88
E685	CLASS/LAB SETUP	14	2,166.69	0.00	2,166.69
EWM3	WEBMASTER	1	45.45	0.00	45.45
EWM5	WEBMASTER	4	195.45	0.00	195.45
LWOP3	Leave w/o Pay	1	0.00	-64.67	-64.67
LWPB3	LWOP - Base	2	0.00	-819.64	-819.64
LWPT3	LWOP - TRI	2	0.00	-81.96	-81.96
PA51	PAY ADJ	12	0.00	-2,255.00	-2,255.00
PA52	PAY ADJ	12	2,255.00	0.00	2,255.00
R013	Retro BASIC	4	621.53	0.00	621.53
R043	Retro TRI	4	62.11	0.00	62.11
R355	Retro - CHEER	1	2,272.77	0.00	2,272.77
R803	RETRO-SpEd Asst	1	148.99	0.00	148.99
T093	ADDT'L DAYS	11	10,019.43	0.00	10,019.43
T803	SPEC ED ASST	1	0.00	-310.50	-310.50
TCC5X	CLASS CVG	7	382.50	0.00	382.50
TEX3	EXTRA HOURS	9	3,569.98	0.00	3,569.98
TGTS3	GAME TICKET SAL	1	30.00	0.00	30.00
TMB3	MUTUAL BENEFIT	4	387.07	0.00	387.07
TO153	OVERTIME 1.5	2	611.36	0.00	611.36
TO154	OVERTIME 1.5	4	816.96	0.00	816.96
TO254	OVERTIME 2.5	6	1,161.87	0.00	1,161.87
TOB5X	BLENDED OT	2	35.44	0.00	35.44
TPD5X	PROF DAY	4	31.23	-32.16	-0.93
TRE3X	RETRO	1	902.49	0.00	902.49
TSP3	SUB CLASSIFIED	24	8,193.55	0.00	8,193.55
TSP4	SUB CLASSIFIED	5	5,784.43	0.00	5,784.43
TST3	SUB TEACHER	40	24,564.00	0.00	24,564.00
TTP3	TRAINING PAY	3	44.75	0.00	44.75
Total Pay Codes 102		766	1,274,628.71	-3,563.93	1,271,064.78

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

4pacpv07.p

STEILACOOM SCHOOL DISTRICT #1

05.12.06.00.00-10.2-010009

Benefit Summary For Payroll Run Number MTHLY/MONTHLY PAYROLL

Check Date 11/30/2012

<u>CODE</u>	<u>DESCRIPTION</u>	<u>CODE</u>	<u>COUNT</u>	<u>ADDED</u>	<u>SUBTRACTED</u>	<u>NET AMT</u>	<u>BASE AMT</u>
TaxB- Tax Ben -		4		0.00	-475.40	-475.40	-15,488.92
X0300 NO INSURANCE		54		0.00	0.00	0.00	0.00
Total Benefits	35	4357		442,473.64	-475.40	441,998.24	

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

Steilacoom Historical School District Board of Directors

REGULAR BOARD MEETING

Date: November 28, 2012

TO: Members, Steilacoom Historical School District Board of Directors

ISSUE: x **ACTION** **Second Reading – Policy 6803**

BACKGROUND INFORMATION:

The proposed policy is related to authority to lower the United States and Washington flags to half-staff. The policy, as drafted, clarifies that only the United States President and Washington State Governor have authority to order lowering of the flags at our schools, in accordance with Federal Law.

The District has systems in place to ensure that flag-lowering orders from the President and Governor are implemented at each site.

RECOMMENDED DECISION:

It is the recommendation of the Superintendent that the Board of Directors adopt the proposed Policy as written.

FISCAL IMPLICATIONS:

None

Report prepared by:

Superintendent, Bill Fritz

District Flag Lowering

Steilacoom Historical School District flags are lowered to half-staff at the direction of the President of the United States and the Governor of the State of Washington. Such instances typically are in response to deaths or tragedies of statewide or national significance.

Flags at all district buildings should be flown in the same fashion.

Reference: Presidential Proclamation No. 3044,³⁴ entitled "Display of Flag at Half-Staff Upon Death of Certain Officials and Former Officials."

Adoption Date:

School District Name: Steilacoom Historical School District

Revised:

Steilacoom Historical School District Board of Directors

REGULAR BOARD MEETING

Date: November 28, 2012

TO: Members, Steilacoom Historical School District Board of Directors

ISSUE: X **ACTION** Approval of Pierce County Skills Center Agreement
 INFORMATION

BACKGROUND INFORMATION:

Pierce County Skills Center (PCSC) is a multi-district school serving high school students in Career and Technical Education. The Skills Center allows our high school students to receive training in specialty areas beyond those SHSD is able to offer in-house, because PCSC draws students from seven districts. Classes offered include Fire Safety, DigiPen Game Design, Construction Trades, Aerospace Composites, Criminal Justice, Metal Fabrication, Pre-Veterinary Technician, Pre-Physical Therapy and Sports Medicine, Hospitality and Tourism, Robotics, Cosmetology, Welding, and Environmental Science.

State FTE apportionment for students attending PCSC goes directly to the Skills Center. Under current law, the PCSC FTE and Home-district FTE can be combined for a total of 1.6 FTE of apportionment.

Approval of Interdistrict Agreement with Pierce County Skills Center (Bethel School District) authorized continuance of the District's current agreement with Pierce County Skills Center. This agreement is a ten-year agreement, and early withdrawal is permitted, but only with concurrence of the State Board of Education and a majority vote of the governing committee. Since most fees are based on actual students enrolled, there is minimal fiscal risk to the district (assuming enrollment is limited).

The high school CTE team and School District Leadership Team recommend authorization of the agreement as proposed.

FISCAL IMPLICATIONS:

PCSC receives apportionment payments and some per pupil fees that are provided SHSD Career and Technical Education funds.

RECOMMENDED DECISION:

It is the recommendation of the Superintendent and Steilacoom High School CTE Leadership that the Board of Directors Authorize the Superintendent to enter into the Attached Inter-District Agreement with Pierce County Skills Center.

Report prepared by:

Bill Fritz, Superintendent and Sara Graves, CTE Director/Assistant Principal, SHS

INTERDISTRICT COOPERATIVE AGREEMENT
FOR THE FINANCING AND OPERATION OF
THE PIERCE COUNTY SKILLS CENTER

This Agreement by and between the Bethel School District No. 403 (hereinafter referred to as "Host District") and the following school districts (each hereinafter referred to as "Member District") provides for the establishment and implementation of the Pierce County Skills Center (hereinafter referred to as "PCSC"):

Eatonville School District

Franklin Pierce School District

Orting School District

Steilacoom Historical School District

Sumner School District

Tacoma School District

White River School District

It is agreed by and among the several parties hereto as follows:

I. Needs and Purpose of Operation

The PCSC is established to provide education in career & technical areas through a wider curriculum offering than presently exists. PCSC and the comprehensive high schools in the cooperative should avoid unnecessary duplication of courses and expensive training equipment. It is further desired to provide flexibility in operation which will facilitate rapid program adjustments and most emergency educational needs as they arise.

II. Terms of Agreement

- A. The term of this agreement commenced on July 1, 2008, to be renewed from year to year for a period of not less than ten (10) years, and to be renewed from year to year thereafter subject to the provisions for withdrawal herein contained. The term of this Agreement is subject to the provisions of withdrawal and dissolution herein contained (paragraphs VIII and IX).

III. Location of Serving Facility

The PCSC core facility shall be located 16117 Canyon Road, Puyallup, WA 98375. Because of the potential length of the travel time for students in this area, the Governing Board shall consider satellite or branch campus sites when appropriate.

IV. Administrative Structure

- A. A Governing Board is hereby created, which is to be known as the Pierce County Skills Center Governing Board (herein referred to as "Governing Board"). The Governing Board shall consist of the superintendent or his/her designee from each member district. The superintendent or his/her designee shall have an equal vote. The PCSC director will serve as secretary and ex-officio member of the Governing Board.
- B. The host district, shall manage the PCSC under the direction of and policies formulated by the Governing Board. General operating rules and regulations shall follow host district policy and procedures unless the Governing Board specifically addresses the issue in a policy or procedure of the Cooperative.
- C. The Governing Board will be responsive to the director of the PCSC to assist with operational decisions and emergencies.
- D. The Governing Board will govern the PCSC under the direction and policies formulated and shall have the following responsibilities:
 - 1. Ensure that the cooperative is operating in a manner consistent with this Agreement and in accordance with the laws and regulations of Washington State.
 - 2. Formulate and establish policy relating to the operations of the PCSC.
 - 3. Receive and act on recommendations from the member districts, the PCSC director, and such advisory committees as might subsequently be established.
 - 4. Review and/or approve rules and regulations concerning operations of the PCSC.
 - 5. Determine organization and staffing levels of the PCSC.
 - 6. Review and approve course offerings.
 - 7. Determine the slot assignments of students from the respective districts.
 - 8. Establish and amend by-laws to govern Governing Board organization, composition and conduct.
- E. The host district will have the following responsibilities:
 - 1. Select, supervise, evaluate, and employ the PCSC Director on terms and conditions approved by the Governing Board.
 - 2. Hire, evaluate, and, if necessary, terminate the employment of employees consistent with the budget and the policies and procedures of the Governing Board.
 - 3. Provide support in the areas of personnel, finance, and special education.
- F. An Operations Committee shall be created to serve as an advisory and coordinating link between participating high schools and the PCSC. It shall consist of the districts' career and technical education directors, high school principals, and counselors of member districts. The director of the PCSC shall chair the Operations Committee.

G. A General Advisory Council shall be created to serve as an advisory and coordinating link between the PCSC and the business communities within the member districts. Members shall represent employers, employees and Pierce County Careers Connection (PC3). Selection and appointment to the GAC shall be made by the Governing Board. The GAC shall be responsible for making recommendations to the Governing Board concerning budgets, rules and regulations, and operational procedures as related to the PCSC. The GAC will receive information and will provide advice on recommendations from staff and patrons of the districts in the cooperative as well as from other advisory committees as outlined in their bylaws. The director of the PCSC shall chair the General Advisory Committee.

V. Description of Joint Financing Arrangement

A. Capital Investment

1. It is hereby mutually agreed that the host district and other member districts shall provide the necessary building facilities and equipment in accordance with program needs as approved by the Governing Board.
2. Future capital improvements and major equipment purchases shall be financed according to a separate plan to be adopted by the Governing Board and submitted to the Boards of Directors of the member districts in this Agreement for approval, at a time when future capital improvements or equipment purchases are needed or required. Capital investment funding shall be prorated among all member districts party hereto on current data as described in Section V.D.2.

B. Following the original investments, the host district will maintain and operate the facilities, as state funds are available. As per State Board of Education directive, effective September 1, 1998, participating districts are required to contribute to the "Capital Maintenance Fund" reserved by the host district for major maintenance and remodeling of the facility up to a maximum of 40% of the value of the facility as determined by the Governing Board. The amount to be contributed to the fund will be a fee of \$50 per student for each program a student attends at the PCSC core facility located at 16117 Canyon Road East, Puyallup, Washington 98375, based on the member district's averaged student counts from the October and February P223 report. This fee is payable on or before August 31 of the current school year beginning with the 2011-12 school year. On June 3, 2009, the Governing Board approved an additional initial assessment of \$30,000.00 payable by percentage shares as established in Section V.D.2. over the fiscal year, 2010-11, with the total amount contributed on or before August 31, 2011.

C. PCSC Funding for Special Education Liaison/Support Staff:

1. PCSC will employ a SPED Liaison/Support staff position that will coordinate all special education students at the PCSC. The base salary of the SPED Liaison shall be reimbursed to PCSC by the member districts payable based on each

member district's actual percentage of special education students as determined by the averaged counts from the October and February P223 report. This assessment shall be payable on or before August 31 of each school year, beginning with the 2010-11 school year. The remainder of the SPED Liaison's salary will be paid out of the PCSC operating budget.

2. A school district that is not a member of the PCSC cooperative that has a student(s) enrolled and attending PCSC Skills Center on a space available basis will:
 - a. Pay their share of the Special Education Liaison/Support Staff Fee as defined in Section V.C.1.
 - b. Pay a fee of \$150 per student per year to the PCSC Capital Maintenance Fund as described in Section V.B. payable on or before August 31 of the current school year.

D. Student Participation at PCSC

1. Students from member districts. Member districts with PCSC are those districts that have contributed to the capital investment of PCSC and were members prior to September 1, 2010.
2. Share value and Slots for PCSC districts are as follows:

District	2007-2011 Average Grades 9-12	% of Base
Bethel	5668	25%
Eatonville	673	3%
Franklin Pierce	2418	11%
Orting	656	3%
Steilacoom	752	3%
Sumner	2678	12%
Tacoma	8420	36%
White River	1522	7%
Total	22786	100%

This chart will be updated annually to maintain a 5-year rolling slot allotment. 2012-13 School Year. ~~Steilacoom Historical School District included as a result of Memorandum of Understanding approved by PCSC Governing Board on April 30, 2012.~~

E. Student Information

1. The PCSC shall have access to student information of enrolled students from the data resource center of the member districts, including, but not limited to, health records, discipline records, Special Education/504 records or any information pertinent to the student enrollment at the PCSC.

2. Upon request, the PCSC may be provided directory information related to students to the extent allowable under the Family Education Records Privacy Act (FERPA)

F. Operational Costs

1. The cost of operating the Skills Center shall be met in the following manner:
 - a. State apportionment funds from state support for secondary students enrolled in the PCSC.
 - b. All Classified Staffing Units (CLS) and associated benefits generated by or on behalf of the PCSC by the host district shall be allocated to the PCSC.
 - c. Any federal, state, local or private allotments, grants, or contract training agreements received expressly for the PCSC. (Examples would be summer school funds, barrier reduction funds.)
 - d. Any inter-local FTE agreements between PCSC and community or technical colleges.
 - e. In the case where the approved budget revenue is short by reason of allocated and accepted slots being unused, then that portion of the deficiency which is required to be met shall be the responsibility of the member district or districts failing to fill their allocated and accepted slots and such responsibility shall be distributed in proportion to the deficiency or deficiencies.
 - f. Any additional costs beyond the approved budget amount shall be prorated among all districts in the Agreement according to their percentage of allocated student slots in the Skills Center. Excess costs shall be defined as costs beyond the State Apportionment funds excluding special capital improvements. Any additional/excess costs must be made known to participating districts no later than three (3) months prior to the beginning of the fiscal year in which the additional costs must be paid. Provided, the Governing Board may approve additional expenses in the event of an unforeseen circumstance or an emergency.
 - g. Any situations not covered in the foregoing provisions shall be resolved by decision of the Governing Board.

2. Definition of Terms

- a. Cost of Operation: Cost of operation is defined to mean the total cost of operating and supporting the PCSC program, but specifically excludes capital investments and major items of equipment.
- b. Student Enrollment Hours: Student enrollment hours are hereby defined to mean the hours for which each student is enrolled and carried on the PCSC register without regard to the actual attendance of students at the PCSC.
- c. State Apportionment Funds: State apportionment funds are those funds paid by the state in support of approved program offerings of the PCSC.

For this Agreement funds shall follow the student to the host district at a .6 FTE or greater for every slot. This applies to students from both member and non-member districts.

- d. Slot: A slot is a measure of participation and consists of the equivalent of three (3) consecutive fifty (50) minute periods of enrollment per 180-day calendar year.
- e. Participating District: Participating districts are those districts who have been approved by the Governing Board for admittance and paid their entry fee as defined in Section X.C.

3. Procedures

- a. An annual program budget shall be developed by the PCSC director and submitted to the Governing Board for approval. When approved, the budget shall be transmitted to the Board of Directors of the host district for action. A program budget account and format shall be maintained for auditing, accounting and reporting purposes.
- b. The host district shall report enrollment and claim state apportionment up to 1.0 FTE for each student enrolled in the PCSC in accordance with state guidelines with the PCSC first claiming its share of FTE, followed by the sending district. Beginning with the 2007-2008 school year, students enrolled in both a high school and a skills center may be claimed up to a total 1.6 FTE based on their enrolled hours. Each student from a member district (those identified in Section V. D.) enrolled at PCSC for a 3-period session will be counted for apportionment purposes by the host district for a minimum of .6 FTE per student. A student may qualify for additional classes from PCSC, i.e., academic courses through online, a second skills course, etc. Remaining FTE will be allocated based on attendance.
 - 1. Exceptions to minimum enrollment requirements may be made by a vote of the Governing Board.
 - 2. Minimum enrollment exceptions will be reviewed for re-approval by the governing board on an annual basis.
- c. Each district's entitlement to a percentage of allocation of student slots shall be based on Section V.D.2. Exceptions to this distribution may be allowed with the consent of the Governing Board.
- d. Unused slots by one member district may be used by another district with approval of the Governing Board.
- e. If there are remaining slots, they may be used by non-member districts or by non-public schools with approval of the Governing Board. Non-public students must enroll in their district of residence or complete an inter-district transfer and enroll in the host district high school for the time they are attending the PCSC.

- f. The host district shall claim any other federal, state, local or private grants or allotments available to the PCSC, including intellectual property and miscellaneous revenue.
- g. The host district shall control, monitor and audit all financial transactions at the PCSC by following procedures of the State Accounting Manual. The host district shall identify any additional costs and present the matter to the Governing Board prior to preparation of the budgets by the member districts.
- h. The host district shall charge no more than five percent (5%) of the apportionment dollars received by the PCSC for its operation. This indirect cost will be collected at a time determined by mutual agreement between the host district and the Governing Board. The host district will provide the Board with documentation of indirect costs and this amount may be adjusted depending upon the actual experiences of the Cooperative and the host district on an annualized basis. Extraordinary expenses for things such as attorneys' fees and litigation costs approved by the Governing Board will be paid by the host district and amortized over a *time* agreed to between the Governing Board and the host district.
- i. Transportation costs to and from the PCSC for transporting students in district buses shall be borne by the district of student residence.

4. Students with Disabilities

- a. The resident district understands, acknowledges, and agrees that it is ultimately the entity responsible for ensuring that the substantive and procedural rights of its students with disabilities are being afforded in a way that complies with all applicable federal and state laws and regulations, including its obligation to provide disabled students with free appropriate public educations. The resident district also understands, acknowledges, and agrees that it remains solely responsible for the provision of related services to disabled students; including providing or funding the cost of transportation, paraeducator, interpreter, or assistive technology support if the disabled student's IEP or Section 504 plan calls for such services.
- b. In order ensure that the resident district can meet its obligations for students with disabilities who attend the PCSC, PCSC agrees that it will:
- c. Follow any disabled student's Individualized Education Plan or Section 504 Plan when the student is receiving educational services from PCSC, including providing any required accommodations and modifications;
- d. Make a staff member available to participate in any IEP or Section 504 Team Meetings for a disabled student who is attending the PCSC or who may attend the PCSC when such participation is requested by either the

- resident district or the parent/adult student (telephonic participation is an acceptable method of participation);
- e. Alert this resident district if the a disabled student violates a rule or regulation of the PCSC that will result in the disabled student being excluded from the PCSC for ten or more school days or has engaged in a pattern of similar behavior that has resulted in prior shorter exclusions during the same school year so that the resident district may conduct timely manifestation determination reviews; and
 - f. Provide information regarding the Student's progress to the IEP or Section 504 Team upon request, including providing information as part of an eligibility evaluation or reevaluation.
 - g. The Parties jointly agree that in the event if a claim, complaint, or due process hearing is brought in relation to a disabled student who is attending PCSC that involves the provision of services or actions attributable to one or both parties, the Parties will confer to discuss the matter and to resolve the responsibility for the defense of the allegations.

VI. Program Scope, Eligibility and Retention

A. Program:

1. The program or course offerings of PCSC shall be determined by the Governing Board. Areas in which tentative courses will be offered have been identified through a feasibility study and will be finalized from the recommendations therein, as well as from those of advisory committees, staff, PC3, post-secondary partners and related organizations and agencies. Changes will be made giving adequate time to notify staff as required by law.
2. The PCSC facility can be made available for purposes other than secondary career and technical education only after the demands of secondary career and technical education have been met and when the other uses do not interfere with Skills Center prime-time operation.

B. Approval:

Only career and technical education courses approved by OSPI will be offered by the PCSC. Academic courses may be offered upon approval from the Governing Board. All PCSC personnel and programs shall meet the requirements for career and technical education as identified by the Office of the Superintendent of Public Instruction and the State Board of Education.

C. Services:

PCSC, in cooperation with the administration and counseling staffs in the member high schools, shall make adequate provision for the availability of ancillary services. The PCSC shall maintain student employment, placement and follow-up records on all graduates.

D. Eligibility:

Any student enrolled in a high school of any member district is eligible to attend the PCSC subject to the following:

- a. General admission requirements as established by the Governing Board.
- b. Requirements set by the Board of Directors of the district of student residence.
- c. Availability of space according to the number of slots allotted the district of residence of the student.
- d. A determination of the appropriateness of the placement in the program, including such things as attendance, disciplinary records, grades, progress towards graduation, ability to accommodate special needs, etc.

E. Retention:

Continued enrollment of students in the PCSC shall be governed by policies established by the Governing Board and by policies of the district of residence of the student.

F. Skills center branch campuses and skills center satellite programs:

1. A branch campus of PCSC is a facility or site which provides three or more skills center programs at a location other than the core skills center campus and is in compliance with OSPI rules and regulations that govern skills center and career and technical education programs. A skills center branch campus will offer skills center programs that are either provided directly by PCSC or through a contractual service at a location other than the core skills center
2. A branch campus shall:
 - a. Develop a cooperative agreement with the participating school districts.
 - b. The superintendent or designee of the branch campus host district shall sit on the PCSC Governing Board as a non-voting member, unless the host district is an existing participating member
 - c. Develop a governing board consisting of the superintendents of each of the branch campus cooperative school districts
 - d. Develop an interlocal agreement between the host district of PCSC (Bethel School District) and the host district of the branch campus
 - e. Pay a fee to PCSC for consulting for operations and monitoring for compliance with skills center rules and regulations and with accountability compliance to the interlocal agreement
 - f. Comply with all accountability measures, including OSPI accounting and operational rules, OSPI skills center rules, OSPI career and technical education standards, approval of new CTE programs and financial stability monitoring
3. PCSC shall:
 - a. Provide advice on the operation of the branch campus

- b. Assure compliance with skills center rules and Career and Technical Education rules
- c. Report and collect the state FTE apportionment and be fiscally responsible for the operation of the branch campus
- d. The Director of PCSC shall sit on the Governing Board of the branch campus as a non-voting member

G. Skills Center Satellite Programs

- 1. A skills center satellite is a skills center program that is either provided directly by PCSC or through a contractual service at a location other than the core skills center
- 2. A skills center satellite program may be operated by a third party through a contractual agreement between PCSC
- 3. PCSC satellite programs must comply with skills center rules and regulations and Career and Technical Education standards
- 4. A required annual contractual agreement will define the fiscal and liability responsibility of PCSC and of the contractor.

H. Outside Assistance

PCSC may receive assistance from other sources provided no conflict of interest or residual obligations exist.

VII. Resolution of Conflict

A. Mediation

A majority vote of the Governing Board shall govern in all matters. In the event a majority vote cannot be reached by the Governing Board on an issue requiring resolution, the matter shall be referred to a mutually acceptable third party mediator for final resolution. If the matter cannot be resolved there, it will be referred to the Superintendent of Public Instruction.

B. Due Process Procedures

Due process procedures shall be established by the Governing Board; and shall be covered in the Governing Board Cooperative Agreement by-laws.

VIII. Withdrawal

It is hereby agreed that any party (district) to this Agreement may withdraw at any time after the initial ten-year period provided it shall be done on an orderly basis and pursuant to the following:

- A. In the event that a district desires to withdraw from the program, such a district desiring withdrawal shall give notice in writing to all participating districts no later than October 1 of the fiscal year preceding withdrawal, said withdrawal to be effective on September 1 of the next succeeding fiscal year.

- B. The other member districts and the State Board of Education must approve the application for withdrawal.
- C. If a participating district withdraws from PCSC, no reimbursements will be due to the withdrawing district. Land, improvements, equipment purchased and all other financial interests of the PCSC shall be the property of and remain with the district of jurisdiction.

IX. Dissolution Provisions

The cooperative operation of the facility under this Agreement can be dissolved only under the following procedures:

- A. WAC 180-31-040 provides that (1) Procedures for the dissolution of the operation of the school plant facilities under an inter-district cooperative plan shall not be instituted prior to the expiration of ten years after the date of State Board of Education approval of the financial plan for the construction of such facilities: PROVIDED, that a request for dissolution prior to the expiration of ten years may be approved when in the judgment of the State Board of Education there is substantiation of sufficient cause.
- B. Any plan for dissolution, as described in A above, shall be submitted to the State Board of Education for review and approval prior to proceeding with dissolution action.
- C. Upon dissolution of the Cooperative, the real property and attachments thereto will be the property of the host district. Personal property and fixtures not attached to the land will be the property of the Cooperative and divided in accordance with the student participation schedule set forth in paragraph V.D. of this Agreement.

X. Admission of New District

- A. Whenever a new school district wishes to become a PCSC participating district and have students attend PCSC, it shall submit a formal request to the Governing Board.
- B. Upon acceptance, the Governing Board shall prepare a proposal for inclusion of the district and submit it to the Boards of Directors of the participating districts for ratification and approval.
- C. New participating districts will be charged an entry fee based on the district's ~~K~~9-12 annualized enrollment for the previous five (5) years. The fee will be assessed based on the following:

District Size	AAFTE (Previous Five Years)	Entry Fee
Small	Under 4000	\$2000.00
Medium	4501-9999	\$4000.00
Large	10,000 & Above	\$8000.00

- D. New participating districts shall be subject to all of the terms and conditions contained within this Agreement as they pertain to member districts.

XI. Gifts

The PCSC program may receive gifts, cash, equipment or services contingent upon acceptance by the Governing Board.

XII. PCSC shall at all times during the term of this Contract, at its cost and expense, carry and maintain general public liability insurance, including contractual liability and professional liability and/or malpractice liability coverage when appropriate, against claims for bodily injury, personal injury, death, or property damage occurring or arising out of services provided under this Contract. This insurance shall cover such claims as may be caused by any act, omission, or negligence of the Contractor or its officers, agents, representatives, assigns or servants. The limits of liability insurance shall cover such claims as may be caused by any act, omission, or negligence of the Contractor or its officers, agents, representatives, assigns or servants. The limits of liability insurance, which may be increased from time to time as deemed necessary by the District, with the approval of the Contractor (which shall not be unreasonably withheld), shall not be less than as follows:

Each Occurrence	\$1,000,000
Aggregate	\$2,000,000

Each participating district shall provide PCSC and the host district a certificate of insurance naming the host district as an additional insured. The limits of liability insurance shall not be less than follows:

Each Occurrence	\$10,000,000.00
Aggregate	\$20,000,000.00

The \$10,000,000.00 minimum will apply to the following: General Liability, Directors and Officers, Educators Legal/Professional Liability, and Sexual Misconduct.

XIII. Non-Discrimination.

All parties shall comply with all the federal, state, and local non-discrimination laws, ordinances, regulations and policies, which are otherwise applicable to them District. Accordingly, no person shall, on the ground of race, creed, color, religion, national origin, age, sex, marital status, sexual orientation, sexual identity, pregnancy, or the presence of any sensory, mental, or physical disability, be unlawfully excluded from participation in, be denied the benefits of, or be otherwise subjected to illegal discrimination under any activity performed by the parties and their agents under this Agreement. Harassment on the basis of any of the foregoing conditions is strictly prohibited. Each party shall notify the other party's chief executive officer or designee immediately of any decision by a local, state or federal agency, court or jury that it violated a law, regulation or ordinance prohibiting discrimination.

In the event of a party's noncompliance or refusal to comply with this nondiscrimination provision, this Agreement may be rescinded, cancelled or terminated in whole or part, and the party may be declared ineligible for further contracts with the other party.

XIV. Severability

If any provision of this Agreement or its application is held invalid, the remainder of the Agreement or the application of the remainder of the Agreement shall not be affected.

XV. Waiver

Failure by either party to enforce any provision of this Agreement or to declare a breach shall not constitute a waiver thereof, nor shall it impair any parties right to demand strict performance of that or any other provision of this Agreement any time thereafter.

XVI. Amendment

This Agreement may be amended by approval of 60% of all member districts in the cooperative.

XIII. Joint Resolutions

Resolutions by the applicant district and member districts have been duly consummated, and by this reference and attachment are made a part of this Agreement.

RESOLUTION APPROVAL BY BOARD OF DIRECTORS

NOW, THEREFORE, BE IT RESOLVED that the following school districts hereby approve the *INTERDISTRICT COOPERATIVE AGREEMENT FOR THE FINANCING AND OPERATION OF THE PIERCE COUNTY SKILLS CENTER*

Superintendent Date
Bethel School District

Superintendent Date
Steilacoom Historical School District

Superintendent Date
Eatonville School District

Superintendent Date
Sumner School District

Superintendent Date
Franklin Pierce School District

Superintendent Date
Tacoma School District

Superintendent Date
Orting School District

Superintendent Date
White River School District

Washington Virtual Academy – Steilacoom Historical School District SY 2011-2012 ALE Report



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Washington Virtual Academies Annual Report to Board of Directors

Washington Virtual Academies
2011-2012 School Year

This annual report is required by the Steilacoom Historical School District #1 (SHSD) policy P4430 and per the ALE WAC 392-121-182.



Information Contained in this Report

- Ratio of Certificated Staff to Student FTE
- Washington Student Learning Plan (WSLP)
- WAVA's support of the SHSD's goals
- Washington State Assessment Information
- OSPI Digital Learning Department
- Self Evaluations



Ratio of Certificated Staff to Students

- Certificated Staff (teachers and counselors): 42.5 FTE
- Student Enrollment as of May 1, 2012: 1,560 Head Count
1339.35 FTE
- Negotiated CBA Ratio: 1:55



Description of Washington Student Learning Plan

- Developed and monitored by a Washington State Certificated HQ Teacher for each WAVA student
- Beginning and ending dates, hours per week, subject
- Specific learning goals and performance objectives
- Grade Level Expectations (GLE)
- Essential Academic Learning Requirements (EALR)
- Weekly reciprocal teacher to student contact
- Timeline and methods of evaluation
- Calculation components embedded to monitor attendance and progress goals for each month



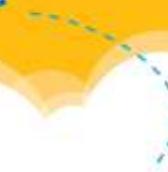
Supporting the District's Goals

K12 Curriculum: OLS Virtual Campus

Headsprout: A K-2 supplemental phonetic reading program. The program takes a non-reader or beginning reader up to mid-2nd Grade reading skills in an individualized online instruction. Eighty printed stories and automated performance reports accompany the program.

Study Island: This program is designed and built specifically to prepare students for the state assessments. Additionally, it provides teachers with valuable diagnostic tools and information which enable the teacher to better prepare the students.

Hotmath.com: Web based site that supports K12 curriculum. Gives help, hints and step by step directions for problems in middle school math.



Support Continued

Scantron: An online standards-based adaptive measurement. Scantron Corporation has developed Performance Series to be a placement and gains assessment that works with state and national standards.

Class Outings

Live Illuminate classes

Neighborhood Face to Face Meetings

Counselors, Social Skills Group

7th and 8th grade students may take HS courses

Assemblies: School wide



Support Continued

Elluminates: Academic, tutoring and supplemental

Newsletter

Art Show

8th Grade Graduation

Parent Orientation

Writing Groups

WAVA Winter Wonderland

Science Fair



WA State Assessments and End of Course Exams

WAVA-Steilacoom AMO Summary: Met Participation Did Not Meet Proficiency

Student Group	Reading			Math			Reading	Math
	Proficiency	Target	Met Target	Proficiency	Target	Met Target		
All	61.5	66.8	Below	47.7	52.0	Below	On/Above	On/Above
American Indian			N-Required			N-Required	N-Required	N-Required
Asian	75.6	74.1	On/Above	70.7	64.7	On/Above	On/Above	On/Above
Pacific Islander			No Students			No Students	N-Required	N-Required
Black			N-Required			N-Required	On/Above	On/Above
Hispanic	56.5	68.1	Below	34.8	52.2	Below	On/Above	On/Above
White	61.9	66.6	Below	46.7	51.4	Below	On/Above	On/Above
Two or More Races			N-Required			N-Required	N-Required	N-Required
Limited English			No Students			No Students	No Students	No Students
Special Education	32.4	28.7	On/Above	6.5	18.5	Below	On/Above	On/Above
Low Income	53.5	61.5	Below	41.9	41.5	On/Above	On/Above	On/Above

Summary of Improvements
3rd Grade Math Improved 14.5%
8th Grade Math Improved 7.6%
7th Grade Reading Improved 13%
5th Grade Science Improved 10.7%

Algebra 1 EOC

WAVA-Steilacoom	Algebra 1 EOC
Number of Middle School Participants	35
Number of Students Meeting Standard	21
Level 4	12
Level 3	9
Level 2	7
Level 1	7
Percentage Meeting Standard	60%

MSP Results

2011-12 MSP/HSPE Results (Administration Info)				
Grade Level	Reading	Math	Writing	Science
3rd Grade	63.5%	61.2%		
4th Grade	56.9%	40.8%	33.6%	
5th Grade	66.9%	48.8%		60.3%
6th Grade	56.0%	45.6%		
7th Grade	63.3%	38.0%	47.5%	
8th Grade	50.6%	35.6%		47.8%



OSPI Department of Digital Learning (DLD)

SB 5410 requires that all school districts who serve more than 10% of non-resident students in an Alternative Learning Experience (ALE) obtain approval from the DLD as a requirement to receive state basic education apportionment.

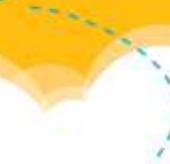
Steilacoom's Washington Virtual Academy received approval from OSPI's Department of Digital Learning as a Multidistrict Online School Program.

Approval is valid thru the 2014-2015 school year.

Accredited by the Northwest Accreditation Commission (NAAS)



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OSPI DLD Parent Student Survey – Spring 2012

WAVA-SHSD Parent Student Satisfaction Survey was administered and results made available in the spring of 2012. A total of 138 responses were received. The complete results are available at

<https://digitallearning.k12.wa.us/approval/providers/survey/13>



Self Evaluations Conducted

School Climate

- There were two primary reasons given by parents of students who had withdrawn. One, the workload is not manageable and two, a return to the brick and mortar would be the preference.

•Teacher Improvement

- Teachers continue to indicate that professional development is a high priority and necessary in order to effectively deliver curriculum and services in a distance environment.
- Teachers feel that the distance educational trends and management systems are changing rapidly and distance learning is a specialty. High level of training is necessary to maintain teacher quality.
- Teachers believe that the constant requirements of state compliance is a challenge.

Academics:

- Writing, Reading, Math and Science are the focus.

ALTERNATIVE LEARNING EXPERIENCE

INSTRUCTION

A. Alternative Learning Experience Programs—General

The Board of Directors recognizes that students with unique needs may experience enhanced academic success in a non-traditional school setting. The district supports an alternative learning experience-based program that offers a student-centered curriculum, varied instructional methods, delivery of curriculum materials and a flexible environment that responds to student needs. The student’s parent(s) or guardian, under appropriate district instruction and supervision, may provide this alternative experience, in part.

The district shall provide alternative learning experience programs in accordance with state law and regulations, district policies and procedures, and available staff and program support.

In order to provide students with alternative learning experience programs that meet these minimum requirements, the Board directs that students and/or their parent(s) or guardian may not participate in any alternative learning experience program, as defined under WAC 392-121-182, without the prior written approval of the Superintendent or his/her designee.

B. Online School Programs—Washington Virtual Academy

1. Introduction

One form of alternative educational program that the district currently provides is an online school program, which is provided in whole or part outside the regular classroom setting, primarily via the internet and/or other electronic means. As of the date that this policy is being adopted, that program is offered through an agreement (as later amended, the “**K12 Agreement**”) that the district entered into on April 24, 2006 with K12 Washington L.L.C. and K12 Inc. (collectively, “**K12**”). This Section B of this policy governs that program (the “**Academy**”).

2. Programmatic Requirements

(a) There shall be a written student learning plan for each student enrolled in the Academy, and each learning plan shall meet the minimum criteria set forth in WAC 392-121-182(4).

(b) The overall ratio of certificated instructional Academy staff to full-time equivalent students enrolled in the Academy shall be identified and approved by the Board of Directors in a public meeting at least once each year.

(c) Student performance shall be supervised, monitored, assessed, evaluated, and recorded by Academy staff as follows:

[i] Student performance is supervised and monitored through formal parent-teacher progress conferences at least once per 20 school days and weekly direct student-teacher contact, as provided in Section B.2.d. below;

[ii] Student performance is assessed and evaluated based upon a mastery-based instructional model that requires the passage of lesson, unit, and semester assessments at a minimum of 80% before moving onto more difficult concepts, achievement of monthly progress goals, and participation in district and State-mandated academic assessments; and

[iii] Student performance data is recorded through the Academy's Online School web-based tool and students and parents have access to real time progress reports. A formal annual progress report is maintained in each student file.

(d) Each student enrolled in the Academy shall have direct personal contact with Academy staff at least weekly, until the student completes the course objectives or the requirements of the learning plan. Direct personal contact shall be for the purposes of instruction, review of assignments, testing, reporting of student progress, or other learning activities. Direct personal contact may be accomplished through face-to-face meetings with the student and, where appropriate, the student's parent or guardian, including meetings at out-of-District locations identified by Academy staff, as further provided under Section C of this policy. In addition, the Board of Directors hereby determines that direct personal contact with a student may also be accomplished through the use of telephone, e-mail, instant messaging, interactive video communication, or other means of digital communication, instead of a face-to-face meeting, because in the Board's judgment such contact methods do not compromise educational quality, student health and safety, or the fiscal integrity of the district. Direct personal contact between a parent and district staff may supplement, but shall not substitute for, the direct weekly student-staff contact required for ALE programs by law.

(e) Each student's educational progress shall be reviewed at least monthly, and the results of each review shall be communicated to the student and if the student is in grades K-8, the student's parent or guardian.

(f) Each student's parent(s) or guardian shall have responsibilities with respect to the student's participation in the Academy, as set forth in the Academy's annual Parent-Student Handbook.

(g) The District's Superintendent is hereby designated to be the "**Academy Supervisor**" and shall be responsible for approving specific curriculum for the Academy pursuant to the K12 Agreement, monitoring the Academy's and K12's compliance with WAC 392-121-182, and reporting at least annually to the Board of Directors on the Academy. This annual report shall include at least the following:

(i) Documentation of Academy student headcount and full-time equivalent enrollment claimed for basic education funding;

(ii) A description of how certificated and classified staff are assigned Academy management and instructional responsibilities that maximize student learning, including the ratio of certificated instructional staff to full-time equivalent students;

(iii) A description of how a written student learning plan pursuant to WAC 392-121-182(4) is developed, and student performance is supervised and evaluated, by certificated staff;

(iv) A description of how the Academy supports the district's overall goals and objectives for student academic achievement; and

(v) Results of any self-evaluations conducted pursuant to Section B.6 of this Policy.

(h) The Academy Supervisor is hereby directed to take such other steps with respect to the Academy as are required to satisfy the state board of education's requirements for courses of study and equivalencies (chapter 180-50 WAC).

(i) No expenditures which are directly related to the written student learning plan and are paid by participants of the Academy shall be subject to reimbursement by the district.

3. Implementation Standards for the Academy

The Academy Supervisor shall implement the standards set forth in WAC 392-121-182(3) with respect to the Academy, and K12 shall be required to comply with such standards with respect to the Academy. Without limiting the generality of the preceding sentence, this includes implementation of the requirements of WAC 392-121-188, as required by WAC 392-121-182(3)(d).

4. Enrollment Reporting.

The district shall comply with WAC 392-121-182(5) with respect to enrollment reporting. This includes a requirement that the district document the district of each Academy student's physical residence, and shall establish procedures that address, at a minimum, the coordination of student counting for state funding so that no student is counted for more than one

full-time equivalent in the aggregate. As part of these procedures, District staff will maintain a checklist within the file for each student who participates in an ALE program, signed by an authorized representative from both the Academy and the District, for purposes of reviewing and verifying that the student's file contains all the necessary documentation to substantiate that student's enrollment reported to the state.

5. Additional Implementation Standards for the Academy

Evaluation and assessment of Academy students shall comply with WAC 392-121-182(6).

6. Program Evaluation

The district shall engage in periodic self-evaluation of the Academy in a manner designed to objectively measure its effectiveness, including the impact of the Academy on student learning and achievement. Such self-evaluation shall follow a continuous improvement model, and may be implemented as part of the district's school improvement planning efforts.

7. Annual Reporting

The district shall report annually to the superintendent of public instruction on the types of programs and course offerings subject to WAC 392-121-182 (including the Academy), including student headcount and full-time equivalent enrollment claimed for basic education funding. The report shall identify the ratio of certificated instructional staff to full-time equivalent students enrolled in alternative learning experience courses or programs. The report shall separately identify the Academy and any other alternative learning experience program's enrollment of students provided under contract pursuant to RCW 28A.150.305 and WAC 392-121-188.

8. Documentation

The district shall maintain documentation for the Academy as required under WAC 392-121-182(9) and as set forth in the procedures implementing this policy.

9. Annual Staff Report & Policy Review

The Academy Supervisor shall annually prepare a report to the Board of Directors on the Academy, pursuant to Section B.2.g. above. The Board of Directors shall review this Policy at least annually.

10. Annual Review

The Board of Directors hereby directs the Academy Supervisor to provide a copy of this Policy to K12 promptly after its adoption.

C. Authority for Academy Staff to Engage in Out-of-District Direct Personal Contact

To preserve and to establish District programs and educational opportunities, the Board of Directors hereby authorizes Academy staff to meet with Academy students and their parents, if appropriate, at locations identified by Academy staff outside the territorial boundaries of the District, where such meetings: (1) promote K-8 education through digital alternative learning programs; (2) provide such learning experiences for students who do not reside within the District; and/or (3) are determined by the Academy Supervisor as necessary to meet the requirements under RCW 28A.150.262(11) of face-to-face contact for the purposes of instruction, review of assignments, testing, evaluation of student progress, or other learning activities. The Board of Directors finds that providing Academy staff the authority to have out-of-District direct personal contact with Academy students where and when the Academy Supervisor deem it necessary will support the educational mission of the District and/or promote the effective, efficient, or safe management and operation of the District. Such out-of-District meetings shall be in the best interests of the District and shall not interfere with the operation of the District's programs and functions. Out-of-District meetings shall not be deemed to be in conflict with any applicable law and/or state or federal constitutional provisions.

D. Other Alternative Learning Experience Programs

Any other alternative learning experience program approved by the District must comply with the applicable provisions of WAC 392-121-182, section B of this policy, and any other program-specific policies developed for such programs.

Legal References: RCW 28A.150.262
 RCW 28A.250.010
 RCW 28A.320.015
 WAC 392-121-182

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