



Meeting Packet

Regular Meeting Agenda

April 10, 2013

7:00 PM



Regular Meeting Agenda

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

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

4/10/2013 7:00 PM

I. CALL TO ORDER

(Vote)

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

II. COMMENTS FROM THE AUDIENCE

(Information)

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

III. PRESENTATION - Saltar's Point Science Fair Participants

(Presentation)

Presenter: Principal Joel Lang

IV. PROCLAMATION - Month of the Military Child

(Vote)

Presenter: Tami Johnson

Month of Military Child Proclamation.pdf (p. 4)

V. LEGISLATIVE UPDATE

(Information)

Presenter: Don Denning

VI. APPROVAL OF MINUTES

(Vote)

3.28.13 Minutes.pdf (p. 5)

VII. 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 April 2013 Accounts Payable.pdf (p. 9)
Approval of Administrative Personnel Report.pdf (p. 61)
Approval of Classified Personnel Report.pdf (p. 63)
Approval of Resolution 793-04-10-13, American Fidelity Section 125 Benefits Plan.pdf (p. 65)
Approval of SHS Track Team Field Trip.pdf (p. 67)

VIII. OLD BUSINESS

1. Second Reading of Policy 3122, Excused/Unexcused Absences

(Vote)

Presenter: Susanne Beauchaine
Policy 3122.pdf (p. 70)

2. Second Reading of Policy 5006, Certification Revocation

(Vote)

Presenter: Kathi Weight
Policy 5006.pdf (p. 74)

3. Second Reading of Policy 5201, Drug Free Schools, Community and Workplac

(Vote)

Presenter: Kathi Weight
Policy 5201.pdf (p. 77)

4. Second Reading of Policy 5240, Evaluation of Staff

(Vote)

Presenter: Kathi Weight
Policy 5240.pdf (p. 80)

5. Second Reading of Policy 5280, Termination of Employment

(Vote)

Presenter: Kathi Weight
Policy 5280.pdf (p. 84)

IX. COMMENTS FROM THE AUDIENCE

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

XI. ANNOUNCEMENTS

XII. ADJOURNMENT

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

Steilacoom Historical School District No. 1



PROCLAMATION

WHEREAS, Steilacoom Historical School District recognizes the selfless acts of service performed by its brave members of the military and their devoted families; and

WHEREAS, military families continue to face that unique burden of multiple deployments, often causing uncertainty and constant upending of their daily lives and routines; and

WHEREAS, military families themselves know of the sacrifices borne by military children but their important contributions can often go unnoticed by the general public; and

WHEREAS, Washington State is home to more than fifty-two thousand military children who have at least one parent serving in the military; and

WHEREAS, military children are a source of pride and honor, and that we recognize the often unsung sacrifices made by them and commend them for their support and dedication to their families, in service to the protection and advancement of citizens' rights and freedoms; and

WHEREAS, the month of April has been celebrated as the Month of the Military Child since 1986, recognizing the importance of military children and expressing gratitude for their sacrifice; and

WHEREAS, a month long salute to military children will encourage local communities to provide direct support to military children and families;

NOW THEREFORE, we, William Fritz, Superintendent of the Steilacoom Historical School District, and the Board of Directors of Steilacoom Historical School District, do hereby proclaim April 2013 as

MONTH OF THE MILITARY CHILD and April 12, 2013 as PURPLE UP FOR MILITARY KIDS DAY

in recognition of our military children. We urge all citizens to join in this special observance by wearing purple on this day and urge all to observe Month of the Military Child by connecting with military youth, military families and communities to provide support to all military children.

Signed this 10th day of April, 2013

William Fritz, Superintendent

Samuel Scott, Board Chair

Kevin Callanan, Board Vice Chair

Yoshie Wong, Board Director

Michael Winkler, Board Director

Don Denning, Board Director



Regular Meeting Agenda - Meeting Minutes

3/28/2013, 7:00 pm

Steilacoom High School

54 Sentinel Drive

Steilacoom, WA

I. CALL TO ORDER

Meeting called to order at 7:00 pm by Chair Scott.

Pledge of Allegiance led by student, Hayden Carnell - Schmidt.

All Board Directors and Superintendent Fritz were present.

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

II. COMMENTS FROM THE AUDIENCE

- SEA Co-President, Tanya Rontos, announced the Pierce County School Funding Alliance being started this year. She invited the Superintendent, Executive Directors and Board of Directors to the April 11 event.
- Jaden Alexander, Pioneer Middle School Soccer Team thanked the Board for the funding of a C Team.

III. MUSICAL PRESENTATION

Pioneer Middle School 7th grade students Hayden Carnell-Schmidt and Kai Sorem performed music by Bach.

IV. PRESENTATION

Dr. Lemmon gave an update on the military student health clinics that have been in Pioneer Middle and Steilacoom High since last spring.

V. PRESENTATION - Technology in the Classroom

Chloe Clark teacher Kevin Schmidt presented on technology in the classroom.

VI. REPORTS

a. Financial Report

Superintendent Fritz updated the Board on the current cash flow, capital projects fund and budget status and 2013 – 14 projected enrollment numbers.

b. Capital Projects Update

- Transportation Facility - conducted architect interviews this week; recommendation at next Board meeting and traffic study is underway
- SPT Modular - conditional use and preservation review in process; timeline is on target
- 1918 Building - Project Manager Calvin Gassaway updated the Board on the variety of activities surrounding the remodel. Finalizing HAZMAT survey and base plan. Met with Town of Steilacoom regarding Sequash road upgrades, utilities, final property plan. A study session will be planned for the Board to review the plans in early May.

c. Legislative Update

Director Denning discussed the impact on full day kindergarten/impact fees; Governor's budget; April 3 deadline.

VII. APPROVAL OF MINUTES

Director Wong made a motion to approve the 3.13.13 minutes; Director Callanan seconded the motion and the motion passed (5/0).

VIII. CONSENT AGENDA

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

IX. OLD BUSINESS

a. Second Reading of Policy 1620, Board Supt. Relationship

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

b. Second Reading of Policy 1731, Board Member Expenses

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

X. NEW BUSINESS

a. First Reading of Policy 3122, Excused & Unexcused Absences

Executive Director Beauchaine presented recommended policy changes. Board Directors made suggestions to additional policy changes. Director Callanan made a motion to move the policy to a second reading; Director Wong seconded the motion and the motion passed (5/0).

b. First Reading of Policy 5006, Certification Revocation

Executive Director Weight presented policy changes for several 5000 series policies. Director Denning made a motion to move the policy to a second reading; Director Callanan seconded the motion and the motion passed (5/0).

c. First Reading of Policy 5201, Drug Free Workplace

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

d. First Reading of Policy 5240, Evaluation of Staff

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

e. First Reading of Policy 5280, Termination of Employment

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

XI. COMMENTS FROM THE AUDIENCE

No comments.

XII. BOARD COMMUNICATION

No communications.

XIII. ANNOUNCEMENTS

- Director Callanan thanked the students in attendance.
- Superintendent Fritz announced the Math Team competed regionally and are sending two students to state competition.
- Superintendent Fritz announced that Saltar's Point, Pioneer and Chloe Clark sent students to the Science Fair competition.

XIV. EXECUTIVE SESSION

Chair Scott called for a 5 minute recess at 8:45 pm. The Board will then go into Executive Session to review the performance of a public employee.

XV. RETURN TO PUBLIC SESSION

The Board returned to public session at 9:48 pm.

XVI. ADJOURNMENT

Director Denning made a motion to adjourn the meeting at 9:48 pm; Director Callanan seconded the motion and the motion passed (5/0).

(Secretary/Superintendent)

(Chair)

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

As of March 28, 2013, the board, by a _____ vote, approves payments, totaling \$3,440.40. The payments are further identified in this document.

Total by Payment Type for Cash Account, CPF WARRANTS OUTSTANDING:
Warrant Numbers 200040 through 200040, totaling \$3,440.40

Secretary _____

Board Member _____

Board Member _____

Board Member _____

Board Member _____

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
200040	ESD 112	03/19/2013	0000106812	CONSTRUCTION	2000000005	760.00	3,440.40
				SERVICES W/ ESD			
				112			
			0000106813	CONSTRUCTION	2000000005	2,680.40	
				SERVICES W/ ESD			
				112			
				1	Computer	Check(s) For a Total of	3,440.40

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	1	Computer	Checks For a Total of	3,440.40
Total For	1	Manual, Wire Tran, ACH & Computer	Checks	3,440.40
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	3,440.40

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

As of March 28, 2013, the board, by a _____ vote, approves payments, totaling \$299.73. The payments are further identified in this document.

Total by Payment Type for Cash Account, PPT WARRANTS OUTSTANDING:
Warrant Numbers 700053 through 700053, totaling \$299.73

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

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
700053	RIDGE, CHRISTINE M	03/19/2013	SCHATZ FUND REIMB	NEW LITERATURE BOOKS	0	299.73	299.73
			1	Computer	Check(s) For a Total of		299.73

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	1	Computer	Checks For a Total of	299.73
Total For	1	Manual, Wire Tran, ACH & Computer	Checks	299.73
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	299.73

Check Summary for 04/04/2013

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 April 10, 2013, the board, by a _____ vote, approves payments, totaling \$5,463.69. The payments are further identified in this document.

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
401096	AATF	03/29/2013	2013-20	FRENCH EXAMS	4311213115	462.00	462.00
401097	BIG JOHNS TROPHIES	03/29/2013	120161	TROPHIES FOR WRESTLERS - DO NOT FAX INVOICE ATTACHED	4061213261	319.25	319.25
401098	BLACK, ROBERTA J	03/29/2013	CAKES AND FLOWERS	NATIONAL HONOR SOCIETY PURCHASE	0	70.37	70.37
401099	CASCADE BAGEL & DELI, INC	03/29/2013	122144	OPEN PO FOR 2013 SCHOOL YEAR NOT TO EXCEED \$3,000.00	4061213183	31.02	62.04
			122223	OPEN PO FOR 2013 SCHOOL YEAR NOT TO EXCEED \$3,000.00	4061213183	31.02	
401100	CORRECTIONAL INDUSTRIES	03/29/2013	T017011	CREW NECK SWEATSHIRT RED WITH WHITE	4061213201	260.18	260.18
401101	COSTCO	03/29/2013	255723968	OPEN PO FOR THE STUDENT STORE SCHOOL YEAR 2012-2013	4061213007	257.60	257.60
401102	DRAMATISTS PLAY SERVICE, INC	03/29/2013	WEB130581	LICENCE FOR PERFORMANCE THREE SHOWS - ROYALTY "YOU CAN'T TAKE IT WITH YOU"	4061213264	225.00	225.00
401103	HALFON CANDY COMPANY	03/29/2013	495743	OPEN PO FOR 2013 SCHOOL YEAR NOT TO EXCEED \$3,000 FOR STUDENT STORE	4061213178	310.09	310.09
401104	JUNIOR DAFFODIL PARADE	03/29/2013	REGISTRATION	Jr. Daffodil Parade Registration Fee	4051213054	25.00	25.00
401105	MASTERCARD CORP. CLIENTS PAYME	03/29/2013	5634-1	TARGET PURCHASE FOR ANIME CLUB	0	26.21	442.05
			5642-2	DOLLAR TREE NHS SUPPLIES	0	56.89	
			5695-1	JONES SCHOOL SUPPLY	0	94.75	
			5703-2	TARGET, SCHOLASTIC BOOK FAIRS, AMAZON.COM	0	264.20	
401106	NANCY J ANDERSON	03/29/2013	ART SUPPLIES	SAFEWAY PURCHASE FOR ART SUPPLIE	0	6.44	6.44
401107	PACIFIC WELDING	03/29/2013	01120320	OPEN PO FOR STUDENT STORE-HELIUM TANK NOT TO EXCEED \$500.00	4061213034	10.67	10.67

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
401108	STEILACOOM SCHOOL DISTRICT	03/29/2013	261928-CATERING	pizza for school social 2/15/13	4051213053	126.00	126.00
401109	SUNRISE DISTRIBUTION, INC.	03/29/2013	STHS006	OPEN PO FOR THE 2012-2013 SCHOOL YEAR STUDENT STORE	4061213006	428.00	428.00
401110	THAT STICKER STORE	03/29/2013	030613SHSW1	4 PLAQUARDS FOR WRESTLING TEAM	4061213262	123.40	123.40
401111	WASHINGTON DECA	03/29/2013	01137178	DECA REGISTRATION AND HOUSING IN ANAHEIM FOR INTERNATIONAL COMPETITION	4061213265	2,335.60	2,335.60
16	Computer	Check(s) For a Total of					5,463.69

	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
	16	Computer	Checks For a Total of	5,463.69
Total For	16	Manual, Wire Tran, ACH & Computer Checks		5,463.69
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	5,463.69

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 April 10, 2013, the board, by a _____ vote, approves payments, totaling \$139,275.79. The payments are further identified in this document.

Total by Payment Type for Cash Account, GF WARRANTS OUTSTANDING:
Warrant Numbers 111709 through 111745, totaling \$139,275.79

Secretary _____ Board Member _____

Board Member _____ Board Member _____

Board Member _____ Board Member _____

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
111709	ELLISON, TABITHA MARIE	03/29/2013	MUTUAL BENEFITS MUTUAL BENFT	NCCE CONFERENCE COLLEGE CLASS ST MARTINS UNIVERSITY	0 0	65.37 1,723.11	1,788.48
111710	LAKEWOOD IRONWORKS	03/29/2013	DOOR PLATES	OPEN PURCHASE ORDER 2012-2013 FOR WELDING	101213024	1,848.86	1,848.86
111711	LOVE & LOGIC INSTITUTE	03/29/2013	SMR000000133442	Registration for S. Alcorn for 'Love and Logic Institute' program in Shoreline.	91213060	99.00	99.00
111712	MAILFINANCE	03/29/2013	H3844708	OPEN PO FOR POSTAGE LEASE. DO NOT FAX.	81213126	607.18	607.18
111713	MARK'S PLUMBING PARTS	03/29/2013	1201455	OPEN PURCHASE ORDER 2012-2013 FOR PLUMBING SUPPLIES	101213030	91.22	91.22
111714	MCCONKEY CO	03/29/2013	1175581	SHS MCCONKEY FOR E. MILLER IN HORTICULTURE. PLEASE SEE ATTACHED QUOTE #117421	141213044	16.39	16.39
111715	MICRO COMPUTER SYSTEMS	03/29/2013	0445033-IN 0445063-IN	TECHNOLOGY FOR SALTARS LAPTOP PROJECT	81213159	7,221.49	7,971.76
111716	MILLER PAINT COMPANY	03/29/2013	26878963	Document Cameras OPEN PURCHASE ORDER 2012-2013 FOR PAINT &	111213012 101213031	750.27 125.07	333.22

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
			27119038	SUPPLIES OPEN PURCHASE ORDER 2012-2013 FOR PAINT & SUPPLIES	101213031	208.15	
111717	MITCHELL, WALTER S	03/29/2013	MIL REIMB	WA STATE COUNSELORS ASSN CONF, MILEAGE AND PARKING	0	75.99	75.99
111718	MOUNTAIN ALARM	03/29/2013	752560	OPEN PURCHASE ORDER 2012-2013 FOR SECURITY & FIRE MONITORING	101213032	1,446.00	1,446.00
111719	OFFICE DEPOT	03/29/2013	647825313001	Office Supplies for the District	81213177	136.20	136.20
111720	ORIENTAL TRADING CO	03/29/2013	656302058-01	KATHY JOHANSEN'S 2nd grade ORIENTAL TRADING	1461213052	41.49	41.49
111721	PACIFIC NORTHWEST DISPATCH, INC	03/29/2013	54	Taxi Service for Out of District Student, to and from Northwest School of Innovative Learning, Tacoma. For October, November, December 2012.	91213027	1,152.00	1,152.00
111722	PIERCE COLLEGE	03/29/2013	74687	RUNNING START FOR 12/13 SY. DO NOT FAX	81213136	75,581.50	75,581.50
111723	PIERCE CO BUDGET AND FINANCE	03/29/2013	0219052047	SPECIAL ASSESSMENT FEES	0	5.75	27.44
			0219052048	SPECIAL ASSESSMENT FEES	0	7.35	
			7260000072	SPECIAL ASSESSMENT FEES	0	7.40	
			7615000022	SPECIAL ASSESSMENT FEES	0	6.94	
111724	PRINT SHOP OF LAKEWOOD, INC	03/29/2013	2206	SHS OPEN PO TO PRINT SHOP OF LAKEWOOD FOR PETER JOHNSON DO NOT EXCEED \$100.00	141213034	64.98	64.98
111725	PSAT/NMSQT	03/29/2013	382009444	PSAT TESTS	4311213001	182.00	182.00
111726	PUGET SOUND ENERGY	03/29/2013	0638535005	OPEN PO FOR GAS AND ELECTRICITY CHARGES. DO NOT FAX PO.	81213053	316.27	3,719.18

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
			3451386001	OPEN PO FOR GAS AND ELECTRICITY CHARGES. DO NOT FAX PO.	81213053	242.86	
			4447447006	OPEN PO FOR GAS AND ELECTRICITY CHARGES. DO NOT FAX PO.	81213053	676.88	
			4706647007	OPEN PO FOR GAS AND ELECTRICITY CHARGES. DO NOT FAX PO.	81213053	2,483.17	
111727	RIVIERA COMMUNITY CLUB	03/29/2013	SC/100	WATER USAGE FOR ANDERSON ISLAND. OPEN PO DO NOT FAX	81213080	36.78	55.92
			SC/101	WATER USAGE FOR ANDERSON ISLAND. OPEN PO DO NOT FAX	81213080	19.14	
111728	SCHOOL SPECIALTY	03/29/2013	204500301263		0	72.20	1,089.87
			208109869698	CART# 7773934726 BETTINA EVANS, 2ND GRADE: SCHOOL SPECIALITIES	1461213054	42.68	
			208109872874	CART# 7773934726 BETTINA EVANS, 2ND GRADE: SCHOOL SPECIALITIES	1461213054	3.31	
			208109981934	SHS SAX ARTS FOR BADER PLEASE SEE CART# 7773926826	141213054	962.79	
			208109987486	SHS SAX ARTS FOR BADER PLEASE SEE CART# 7773926826	141213054	8.89	
111729	SIMPLIT PARTNERS	03/29/2013	212012857	OPEN PURCHASE ORDER 2012-2013 FOR GROUNDS SUPPLIES	101213043	1,180.43	1,180.43
111730	SOUND PEST MANAGEMENT	03/29/2013	0000092	OPEN PURCHASE ORDER FOR 2012-2013 FOR PESTICIDE SERVICES	101213097	82.05	207.86
			0000093	OPEN PURCHASE ORDER FOR 2012-2013 FOR PESTICIDE SERVICES	101213097	125.81	
111731	STEILACOOM HIST MUSEUM ASSN	03/29/2013	4TH GRADE TRIP	S.P. 4th graders	1271213044	502.00	502.00

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				Field trip to the Steilacoom Historical Museum			
111732	STEPHANIE LEIGH BREWER	03/29/2013	MUTUAL BENEFITS	COLLEGE COURSE	0	246.68	246.68
				PIERCE COLLEGE			
111733	TACOMA PIERCE CTY HEALTH DEPT	03/29/2013	136392/96/97		0	1,425.00	1,425.00
111734	TERI YOSHIKAWA	03/29/2013	205	Open P.O. for Teri Yoshikawa for the 2012-2013 School Year.	91213030	2,311.50	2,311.50
111735	TOTAL RECLAIM	03/29/2013	109571	REFRIGERATION EQUIPMENT DISPOSAL	101213109	665.00	665.00
111736	TOWN OF STEILACOOM	03/29/2013	0100727.0	OPEN PO FOR ELECTRICITY FOR STEILACOOM. DO NOT FAX PO.	81213054	2,650.62	14,178.80
			0400360.0	OPEN PO FOR ELECTRICITY FOR STEILACOOM. DO NOT FAX PO.	81213054	626.75	
			0400361.0	OPEN PO FOR ELECTRICITY FOR STEILACOOM. DO NOT FAX PO.	81213054	1,360.79	
			0401692.0	OPEN PO FOR ELECTRICITY FOR STEILACOOM. DO NOT FAX PO.	81213054	132.47	
			041690.1	OPEN PO FOR ELECTRICITY FOR STEILACOOM. DO NOT FAX PO.	81213054	237.53	
			0500010.0	OPEN PO FOR ELECTRICITY FOR STEILACOOM. DO NOT FAX PO.	81213054	380.70	
			0500020.0	OPEN PO FOR ELECTRICITY FOR STEILACOOM. DO NOT FAX PO.	81213054	926.01	
			0500025.0	OPEN PO FOR ELECTRICITY FOR STEILACOOM. DO NOT FAX PO.	81213054	346.44	
			0500030.0	OPEN PO FOR ELECTRICITY FOR STEILACOOM. DO NOT FAX PO.	81213054	560.43	
			0500040.0	OPEN PO FOR	81213054	93.54	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				ELECTRICITY FOR STEILACOOM. DO NOT FAX PO.			
			0801800.0	OPEN PO FOR	81213054	138.37	
				ELECTRICITY FOR STEILACOOM. DO NOT FAX PO.			
			0801805.0	OPEN PO FOR	81213054	33.76	
				ELECTRICITY FOR STEILACOOM. DO NOT FAX PO.			
			0801810.0	OPEN PO FOR	81213054	6,691.39	
				ELECTRICITY FOR STEILACOOM. DO NOT FAX PO.			
111737	TRUSTEED PLANS SERVICE CORP	03/29/2013	0069662-IN	OPEN PO TRUSTEED	81213037	6,674.34	12,472.17
				PLANS SERVICE			
			0069771-IN	OPEN PO TRUSTEED	81213037	5,797.83	
				PLANS SERVICE			
				CORPS			
111738	US BANCORP	03/29/2013	224212076	OPEN PO FOR	81213058	1,058.94	1,058.94
				COPIER LEASES FOR			
				SALTAR'S POINT,			
				STEILACOOM H.S.,			
				AND CHLOE CLARK.			
				DO NOT FAX PO.			
111739	UW AUTISM CENTER	03/29/2013	1809	Workshop	91213089	900.00	900.00
				Registration for			
				Helen Cushman and			
				Dani Hylton.			
				August 20. -			
				August 22., 2013			
111740	WAEOP	03/29/2013	2013-116	Registration for	2371213070	175.00	350.00
				WAEOP Conference			
				- Kathy Iech			
			2013-119	JAMICKA JONES:	1461213056	175.00	
				ATTENDING			
				CONFERENCE IN			
				RICHLAND, WA FROM			
				4/25-4/27.			
111741	WASBO	03/29/2013	18233	WASBO MEMBERSHIP	81213149	265.00	265.00
				AND PAYROLL			
				CLASSES- KATHY			
				LITTRELL			
111742	WASWUG CONFERENCE REG	03/29/2013	A MALKAMES 2555081	Registration for	2371213057	225.00	225.00
				WASWUG Conference			
				for Amy Malkamas			
111743	WITEA, SPRING CONFERENCE	03/29/2013	9244	SHS WITEA SPRING	141213046	765.00	765.00
				CONFERENCE &			

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				MEMBERSHIP FOR E. MILLER, KARI KISSEL AND KELLY MCCLELLAN DO NOT FAX. i WILL FAX TO WITEA.			
111744	WITT COMPANY	03/29/2013	284528	SHS WITT CO. FOR SNYDER. COLOR PRINTER CARTRIDGES FOR ROOM 107. DO NOT FAX! I WILL ORDER FROM WITT!!	141213049	309.07	5,608.73
			285280	District Wide purchase order - Witt Company -	81213066	572.16	
			285696	District Wide purchase order - Witt Company -	81213066	114.12	
			288123	District Wide purchase order - Witt Company -	81213066	198.02	
			290378	District Wide purchase order - Witt Company -	81213066	398.22	
			291311	Staples Cartridge for the Kyocera 7550ci copy machine in the District Office - Item number SH 12	81213178	145.81	
			291966	OPEN PO FOR COPIER LEASES.	81213067	3,730.98	
			292842	District Wide purchase order - Witt Company -	81213066	140.35	
111745	WSSDA	03/29/2013	45459	Legislative Conference registration	281213016	585.00	585.00
				37 Computer	Check(s) For a Total of		139,275.79

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	37	Computer	Checks For a Total of	139,275.79
Total For	37	Manual, Wire Tran, ACH & Computer Checks		139,275.79
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	139,275.79

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

As of April 13, 2011, the board, by a _____ vote, approves payments, totaling \$5,463.69. The payments are further identified in this document.

Total by Payment Type for Cash Account, ASB WARRANTS OUTSTANDING:
Warrant Numbers 401096 through 401111, totaling \$5,463.69

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
401096	AATF	03/29/2013	2013-20	FRENCH EXAMS	4311213115	462.00	462.00
401097	BIG JOHNS TROPHIES	03/29/2013	120161	TROPHIES FOR WRESTLERS - DO NOT FAX INVOICE ATTACHED	4061213261	319.25	319.25
401098	BLACK, ROBERTA J	03/29/2013	CAKES AND FLOWERS	NATIONAL HONOR SOCIETY PURCHASE	0	70.37	70.37
401099	CASCADE BAGEL & DELI, INC	03/29/2013	122144	OPEN PO FOR 2013 SCHOOL YEAR NOT TO EXCEED \$3,000.00	4061213183	31.02	62.04
			122223	OPEN PO FOR 2013 SCHOOL YEAR NOT TO EXCEED \$3,000.00	4061213183	31.02	
401100	CORRECTIONAL INDUSTRIES	03/29/2013	T017011	CREW NECK SWEATSHIRT RED WITH WHITE	4061213201	260.18	260.18
401101	COSTCO	03/29/2013	255723968	OPEN PO FOR THE STUDENT STORE SCHOOL YEAR 2012-2013	4061213007	257.60	257.60
401102	DRAMATISTS PLAY SERVICE, INC	03/29/2013	WEB130581	LICENCE FOR PERFORMANCE THREE SHOWS - ROYALTY "YOU CAN'T TAKE IT WITH YOU"	4061213264	225.00	225.00
401103	HALFON CANDY COMPANY	03/29/2013	495743	OPEN PO FOR 2013 SCHOOL YEAR NOT TO EXCEED \$3,000 FOR STUDENT STORE	4061213178	310.09	310.09
401104	JUNIOR DAFFODIL PARADE	03/29/2013	REGISTRATION	Jr. Daffodil Parade	4051213054	25.00	25.00

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
401105	MASTERCARD CORP. CLIENTS PAYME	03/29/2013	5634-1	Registration Fee TARGET PURCHASE FOR ANIME CLUB	0	26.21	442.05
			5642-2	DOLLAR TREE NHS SUPPLIES	0	56.89	
			5695-1	JONES SCHOOL SUPPLY	0	94.75	
			5703-2	TARGET, SCHOLASTIC BOOK FAIRS, AMAZON.COM	0	264.20	
401106	NANCY J ANDERSON	03/29/2013	ART SUPPLIES	SAFEGWAY PURCHASE FOR ART SUPPLIE	0	6.44	6.44
401107	PACIFIC WELDING	03/29/2013	01120320	OPEN PO FOR STUDENT STORE-HELIUM TANK NOT TO EXCEED \$500.00	4061213034	10.67	10.67
401108	STEILACOOM SCHOOL DISTRICT	03/29/2013	261928-CATERING	pizza for school social 2/15/13	4051213053	126.00	126.00
401109	SUNRISE DISTRIBUTION, INC.	03/29/2013	STHS006	OPEN PO FOR THE 2012-2013 SCHOOL YEAR STUDENT STORE	4061213006	428.00	428.00
401110	THAT STICKER STORE	03/29/2013	030613SHSW1	4 PLAQUARDS FOR WRESTLING TEAM	4061213262	123.40	123.40
401111	WASHINGTON DECA	03/29/2013	01137178	DECA REGISTRATION AND HOUSING IN ANAHEIM FOR INTERNATIONAL COMPETITION	4061213265	2,335.60	2,335.60
16	Computer	Check(s) For a Total of				5,463.69	

	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
	16	Computer	Checks For a Total of	5,463.69
Total For	16	Manual, Wire Tran, ACH & Computer	Checks	5,463.69
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	5,463.69

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 April 10, 2013, the board, by a _____ vote, approves payments, totaling \$246.85. The payments are further identified in this document.

Total by Payment Type for Cash Account, GF WARRANTS OUTSTANDING:
Warrant Numbers 111788 through 111797, totaling \$246.85

Secretary _____

Board Member _____

Board Member _____

Board Member _____

Board Member _____

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
111788	BISHOP, ERIC	04/02/2013	REFUND FOOD SERVICE	REFUND LUNCH	0	36.65	36.65
				FEES- C. BISHOP			
111789	CRAIN-ELLIS, LEONORA	04/02/2013	REFUND LOST BOOK	THINGS FALL	0	12.00	12.00
				APART- M. CRAIN			
111790	FERNANDEZ, FERNANDO	04/02/2013	REFUND FOOD SERVICE	REFUND LUNCH	0	3.30	3.30
				FEES-V. FERNANDEZ			
111791	HENDRIX, W JANAE	04/02/2013	REFUND FOOD SERVICE	REFUND LUNCH	0	23.70	23.70
				SERVICES A.R.			
				HENDRIX.A.D.			
				HENDRIX			
111792	JONES, CRYSTAL	04/02/2013	REFUND FOOD SERVICES	REFUND LUNCH	0	68.20	68.20
				FEES-T.			
				GARCIA/M.GRIFFIN			
111793	LILLIE, JAYME	04/02/2013	REFUND FOOD SERVICE	REFUND LUNCH	0	3.00	3.00
				FEES-R. LILLIE			
111794	OLSON, STEPHANIE	04/02/2013	REFUND FOOD SERVICE	REFUND LUNCH	0	9.60	9.60
				FEES-K.			
				OLSON/K.W. OLSON			
111795	WILLIAMS, JACQUELL	04/02/2013	REFUND LOST BOOK	ALGEBRA 1-S.	0	75.00	75.00
				UPSHUR			
111796	YESCAS, JACOB	04/02/2013	REFUND FOOD SERVICE	REFUND LUNCH	0	9.40	9.40
				FEES-J. YESCAS			
111797	ZYALIK, LYUBOV	04/02/2013	REFUND LOST BOOK	ANNE FRANK: DIARY	0	6.00	6.00
				OF A LOST GIRL-2.			
				ZYALIK			

10

Computer

Check(s) For a Total of

246.85

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	10	Computer	Checks For a Total of	246.85
Total For	10	Manual, Wire Tran, ACH & Computer	Checks	246.85
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	246.85

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 April 10, 2013, the board, by a _____ vote, approves payments, totaling \$173.50. The payments are further identified in this document.

Total by Payment Type for Cash Account, ASB WARRANTS OUTSTANDING:
Warrant Numbers 401112 through 401116, totaling \$173.50

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

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
401112	CONNOR, AMANDA	04/02/2013	REFUND FOR T-SHIRT	REFUND FOR T-SHIRTS NOT RECEIVED-O. CONNOR/K. CONNOR	0	20.00	20.00
401113	HUTCHINSON, JASMINE	04/02/2013	REFUND T-SHIRT	REFUND OF GAME T-SHIRT NOT RECEIVED-J. HUTCHISON	0	10.00	10.00
401114	SHIRD, TERESA	04/02/2013	REIMBURSEMENT CHAPER	REIMBURSEMENT FOR 6TH GRADE CAMP CHAPERONE FEES (UNABLE TO GO NOW)- S. SHIRD	0	60.00	60.00
401115	TOP HAT FORMAL WEAR	04/02/2013	REFUND T-SHIRT	REFUND OF LONG SLEEVE T-SHIRT SPIRIT WARE	0	15.00	15.00
401116	ZEIDERS, KAREN	04/02/2013	REIMBURSEMENT F.P.	REIMBURSEMENT FOR FINGER PRINTING FEES/CHAPARONE FOR 6TH GRADE CAMP-I. RAY	0	68.50	68.50
				5 Computer	Check(s) For a Total of		173.50

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	5	Computer	Checks For a Total of	173.50
Total For	5	Manual, Wire Tran, ACH & Computer	Checks	173.50
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	173.50

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

As of April 10, 2013, the board, by a _____ vote, approves payments, totaling \$19,244.88. The payments are further identified in this document.

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

Warrant Numbers 111786 through 111787, totaling \$19,244.88

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
111786	LOWES	04/02/2013	910479	OPEN PURCHASE ORDER 2012-2013 FOR SUPPLIES	101213028	239.49	890.70
			910931	OPEN PURCHASE ORDER 2012-2013 FOR SUPPLIES	101213028	631.00	
			912760	OPEN PURCHASE ORDER 2012-2013 FOR SUPPLIES	101213028	176.46	
			917316	OPEN PURCHASE ORDER 2012-2013 FOR SUPPLIES	101213028	-66.47	
			917714	OPEN PURCHASE ORDER 2012-2013 FOR SUPPLIES	101213028	-94.71	
			926559	SHS LOWES ORDER FOR E. MILLER OPEN PO DO NOT EXCEED \$1200.00	141213028	4.93	
111787	MASTERCARD CORP. CLIENTS PAYME	04/02/2013	0011	WSPA Spring Conference accommodations for Sam Deaton and sue saylor - The Coast Wenatchee Center Hotel for 3 nights.	181213043	261.72	18,354.18
			0011-1	MEALS FOR TRAVEL	0	37.24	
			0029	WSPA Spring Conference accommodations for Sam Deaton and sue saylor - The	181213043	198.97	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				Coast Wenatchee Center Hotel for 3 nights.			
		0029-1		MEAL PURCHASES FOR TRAVEL	0	48.61	
		0678		USPS, OFFICE DEPOT, FERRY TICKETS, AND PANERA BREAD	0	1,447.12	
		2210			81213187	3,297.50	
		2210-1		FERRY TICKETS, MEALS FOR TRAVEL, UPS	0	566.96	
		4970		Special Education Conference, March 6th, 7th, 8th in Seattle. Hotel reservation for 3 Staff members.	91213082	2,225.94	
		5604		Hotel Reservations for the WSPA Workshop	81213152	277.19	
		5604-1		Hotel Stay for Breakthrough Coach	81213155	369.08	
		5604-2		P CARD PURCHASE FOR MEALS FOR TRAVEL AND BEST BUY	0	650.95	
		5618		INTEREST	0	0.49	
		5634		OFFICE DEPOT, MICHAEL'S, KCDA, AND CLAY ART CENTER SUPPLIES	0	283.79	
		5638		Amazon Read Well Book Order	1401213016	134.90	
		5638-1		COMP TAX PURCHASES	0	99.54	
		5638-2		Mastercard DVDs ordered through Amazon	181213050	132.07	
		5638-3		Mastercard - FriendsofKSPS.org	181213049	105.00	
		5638-4			0	274.40	
		5642		SHS MASTERCARD ORDER FOR THE COAST WENATCHEE HOTEL 1 ROOM FOR 2 NIGHTS FOR KISSELL &	141213045	393.76	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				MCCLELLAN AND 1 ROOM FOR 2 NIGHTS FOR E. MILLER			
		5642-1			0	147.42	
		5653		SHS MASTERCARD ORDER TO B&H VIDEO FOR PIO MS MR. BEAULIEU. PLEASE SEE ATTACHED REQUISITION. DO NOT ORDER. BEAULIEU WILL USE THE P-CARD.	141213055	2,410.74	
		5653-1		INTEREST	0	23.40	
		5679		FERRY TICKETS, OFFICE DEPOT, ALBERTSONS, BED BATH AND BEYOND	0	189.93	
		5687		FERRY TICKETS, CLAY ART CENTER	0	1,703.15	
		5687-1		Registration for Josephine Patterson to attend Social Thinking Conference, March 12-13, Tacoma	2371213071	340.00	
		5687-2		Leadership Resources for TAP program at Pioneer	2371213072	396.00	
		5687-3		Geometry, Teacher Classroom Resources	2371213054	233.75	
		5695		S.P. MasterCard Corp. / Action Business Furniture	1271213060	654.81	
		5703		AMAZON ORDERS THAT NEED COMP TAX ADDED-PHONIX LIBRARY	0	86.44	
		5703-1		BATTERIES PLUS, AMAZON, ALBERTSONS, AND WALGREENS	0	111.80	
		5711		COMP TAX BUNCH FOR REALLY GOOD STUFF,	0	122.91	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				AMAZON.COM, AND ONLINE STORES.COM			
			5711-1	RELIABLE.COM	0	28.93	
			6722	GILMORE GLOBAL	0	68.34	
			6722-1		0	39.19	
			6748	SPEED E MART- GAS	0	84.36	
			7359	Open PO for Student Services Ferry Tickets. 2012-2013 School year 2 Para's 2 Special Education Students 1 Vehicle commuter	91213046	238.95	
			7359-1	Conference Registration for Heather Dodd	91213085	340.00	
			7359-2	AMAZON, WALMART, ALBERTSONS	0	144.90	
			7367	Open PO for Student Services Ferry Tickets. 2012-2013 School year 2 Para's 2 Special Education Students 1 Vehicle commuter	91213046	162.77	
			9971-1	POSTAGE	0	21.16	
			2	Computer	Check(s) For a Total of	19,244.88	

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	2	Computer	Checks For a Total of	19,244.88
Total For	2	Manual, Wire Tran, ACH & Computer	Checks	19,244.88
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	19,244.88

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 April 10, 2013, the board, by a _____ vote, approves payments, totaling \$269.69. The payments are further identified in this document.

Total by Payment Type for Cash Account, GF WARRANTS OUTSTANDING:
Warrant Numbers 111798 through 111798, totaling \$269.69

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
111798	MASTERCARD CORP. CLIENTS PAYME	04/04/2013	5646-4	ASCA MEMBERSHIP FOR ANNELIESE NOBLES	4311213106	119.00	269.69
			5646-5	2 OTHELLO BOOKS FOR THE ENGLISH DEPT - DO NOT FAX ORDING FROM AMAZON AFTER APPROVAL	4311213111	72.95	
			5646-6	AMAZON, LAKEWOOD HARDWARE	0	77.74	
1	Computer			Check(s) For a Total of			269.69

	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	269.69
Total For	1	Manual, Wire Tran, ACH & Computer	Checks	269.69
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	269.69

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 April 10, 2013, the board, by a _____ vote, approves payments, totaling \$3,000.03. The payments are further identified in this document.

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

Warrant Numbers 401117 through 401117, totaling \$3,000.03

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
401117	MASTERCARD CORP. CLIENTS PAYME	04/03/2013	5646	BOYS SOCCER MERCHANDISE - BACKPACKS, JACKETS. PANTS, SOCCER BALLS, BAGS, TRAINING CONES	4061213244	1,222.21	3,000.03
			5646-1	ALBERTSONS, MRS BALLONS, DANDE, LITTLE CAESARS, CHEVRON	0	398.62	
			5646-2	AWARD CERTIFICATES, SWISS EMBLEMS, RED HATS FOR THE ATHLETIC DEPT	4061213272	426.66	
			5646-3	BOYS SOCCER MERCHANDISE - BACKPACKS, JACKETS. PANTS, SOCCER BALLS, BAGS, TRAINING CONES	4061213244	952.54	
1	Computer			Check(s) For a Total of			3,000.03

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	1	Computer	Checks For a Total of	3,000.03
Total For	1	Manual, Wire Tran, ACH & Computer Checks		3,000.03
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	3,000.03

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 April 10, 2013, the board, by a _____ vote, approves payments, totaling \$42,378.70. The payments are further identified in this document.

Total by Payment Type for Cash Account, GF WARRANTS OUTSTANDING:
Warrant Numbers 111799 through 111817, totaling \$42,378.70

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
111799	ALBERTSONS	04/05/2013	6030 3751 0016 1345	SHS ALBERTSONS FOR FACSE. OPEN PO DO NOT EXCEED \$10,000.00	141213012	1,318.15	1,318.15
111800	BOSTON HARBOR MARINA	04/05/2013	18530	KAYAKING EXPERIENCE FOR MARINE BIOLOGY STUDENTS DO NOT FAX-INVOICE ATTACHED	4311213116	447.37	447.37
111801	BUILDERS HARDWARE & SUPPLY	04/05/2013	S3226978.001	OPEN PURCHASE ORDER 2012-2013 FOR SUPPLIES	101213011	23.65	270.52
			S3227340.002	OPEN PURCHASE ORDER 2012-2013 FOR SUPPLIES	101213011	23.31	
			S3227505.001	OPEN PURCHASE ORDER 2012-2013 FOR SUPPLIES	101213011	205.98	
			S3231858.001	OPEN PURCHASE ORDER 2012-2013 FOR SUPPLIES	101213011	17.58	
111802	CDW-G, INC.	04/05/2013	BB86945	District Server Data Backup System	111213023	1,051.10	1,051.10
111803	CENTURYLINK	04/05/2013	206-225-0055 467B	OPEN PO FOR POHNE SERVICES	81213078	2,541.07	2,541.07
111804	CODEWORK INC	04/05/2013	1310293	Vision Pro Site License (Upgrade from Vision Std and Maint. Support for 2 years) I deleted	111213021	2,117.00	2,117.00

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				the last PO for Vision before the final approval. Netop made a very good proposal if we upgrade to vision pro. It will provide 1-Ability to block specific sites 2-Remote Login 3-Faster interaction with intense graphic and video programs that require hardware acceleration. We need this in the computer labs			
111805	GRAINGER	04/05/2013	9068106385	OPEN PURCHASE ORDER 2012-2013 FOR SUPPLIES	101213015	1,117.72	2,661.43
			9073532187	OPEN PURCHASE ORDER 2012-2013 FOR SUPPLIES	101213015	864.49	
			9077194653	OPEN PURCHASE ORDER 2012-2013 FOR SUPPLIES	101213015	165.25	
			9080440267	OPEN PURCHASE ORDER 2012-2013 FOR SUPPLIES	101213015	144.95	
			9089289616	OPEN PURCHASE ORDER 2012-2013 FOR SUPPLIES	101213015	66.78	
			9089884804	OPEN PURCHASE ORDER 2012-2013 FOR SUPPLIES	101213015	144.41	
			9095227006	OPEN PURCHASE ORDER FOR 2012-2013 FOR SUPPLIES	101213110	7.85	
			9097187885	OPEN PURCHASE ORDER 2012-2013 FOR SUPPLIES	101213015	149.98	
111806	HP - ORDER ENTRY	04/05/2013	52560462	Laptop for multipurpose room/activities STATE CONTRACT PRICING	1401213012	748.30	748.30

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
111807	K-LOG	04/05/2013	13-242620-1	Portable PA system	281213019	1,082.54	1,082.54
111808	KING COUNTY DIRECTORS ASSN	04/05/2013	3664667	Classroom supplies	1401213014	55.24	13,393.51
			3668268	DISTRICT WIDE COPY PAPER	81213184	13,279.36	
			3669007	KCDA: toner for conference room/envelopes/stapler	1461213063	58.91	
111809	MARK'S PLUMBING PARTS	04/05/2013	1194936	OPEN PURCHASE ORDER 2012-2013 FOR PLUMBING SUPPLIES	101213030	123.85	123.85
111810	SAXTON BRADLEY	04/05/2013	34907	SMART RESPONSE PE SYSTEM 32 REMOTES QTY 2 ORDER FOR: NANCY MCCLURE ATTN: SAM BAKER	1461213057	4,155.01	4,155.01
111811	SCHOOL NURSE SUPPLY	04/05/2013	0426020-IN	S.P. School Nurse Supplies	1271213050	94.15	94.15
111812	SILVER CLOUD INN BELLEVUE	04/05/2013	266117	room for Amy Malkamas - WASWUG Conference. confirmation #266117, arr Mar 10, lv Mar 12	2371213064	340.92	340.92
111813	TOWN OF STEILACOOM	04/05/2013	01*00720.0	OPEN PO FOR ELECTRICITY FOR STEILACOOM. DO NOT FAX PO.	81213054	605.67	605.67
111814	TROXELL COMMUNICATIONS	04/05/2013	718423	Lamps for Projectors	111213018	5,753.13	5,753.13
111815	WITT COMPANY	04/05/2013	295150	OPEN PO FOR COPIER LEASES.	81213067	3,730.98	3,730.98
111816	WORLD BOOK INC	04/05/2013	0001463129	WORLD BOOK ONLINE SUBSCRIPTION RENEWAL: MARCH 21, 2013 TO MARCH 21, 2014 TERTIARY WILL ORDER ONLINE WHEN APPROVED	4311213112	1,084.00	1,084.00
111817	WSPA	04/05/2013	5532990	WSPA H.E.L.P. REGISTRATION SUE SAYLOR	181213048	860.00	860.00

19 Computer Check(s) For a Total of 42,378.70

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	19	Computer	Checks For a Total of	42,378.70
Total For	19	Manual, Wire Tran, ACH & Computer Checks		42,378.70
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	42,378.70

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 April 10, 2013, the board, by a _____ vote, approves payments, totaling \$42,378.70. The payments are further identified in this document.

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

Warrant Numbers 111799 through 111817, totaling \$42,378.70

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
111799	ALBERTSONS	04/05/2013	6030 3751 0016 1345	SHS ALBERTSONS FOR FACSE. OPEN PO DO NOT EXCEED \$10,000.00	141213012	1,318.15	1,318.15
111800	BOSTON HARBOR MARINA	04/05/2013	18530	KAYAKING EXPERIENCE FOR MARINE BIOLOGY STUDENTS DO NOT FAX-INVOICE ATTACHED	4311213116	447.37	447.37
111801	BUILDERS HARDWARE & SUPPLY	04/05/2013	S3226978.001	OPEN PURCHASE ORDER 2012-2013 FOR SUPPLIES	101213011	23.65	270.52
			S3227340.002	OPEN PURCHASE ORDER 2012-2013 FOR SUPPLIES	101213011	23.31	
			S3227505.001	OPEN PURCHASE ORDER 2012-2013 FOR SUPPLIES	101213011	205.98	
			S3231858.001	OPEN PURCHASE ORDER 2012-2013 FOR SUPPLIES	101213011	17.58	
111802	CDW-G, INC.	04/05/2013	BB86945	District Server Data Backup System	111213023	1,051.10	1,051.10
111803	CENTURYLINK	04/05/2013	206-225-0055 467B	OPEN PO FOR POHNE SERVICES	81213078	2,541.07	2,541.07
111804	CODEWORK INC	04/05/2013	1310293	Vision Pro Site License (Upgrade from Vision Std and Maint. Support for 2 years) I deleted	111213021	2,117.00	2,117.00

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				the last PO for Vision before the final approval. Netop made a very good proposal if we upgrade to vision pro. It will provide 1-Ability to block specific sites 2-Remote Login 3-Faster interaction with intense graphic and video programs that require hardware acceleration. We need this in the computer labs			
111805	GRAINGER	04/05/2013	9068106385	OPEN PURCHASE ORDER 2012-2013 FOR SUPPLIES	101213015	1,117.72	2,661.43
			9073532187	OPEN PURCHASE ORDER 2012-2013 FOR SUPPLIES	101213015	864.49	
			9077194653	OPEN PURCHASE ORDER 2012-2013 FOR SUPPLIES	101213015	165.25	
			9080440267	OPEN PURCHASE ORDER 2012-2013 FOR SUPPLIES	101213015	144.95	
			9089289616	OPEN PURCHASE ORDER 2012-2013 FOR SUPPLIES	101213015	66.78	
			9089884804	OPEN PURCHASE ORDER 2012-2013 FOR SUPPLIES	101213015	144.41	
			9095227006	OPEN PURCHASE ORDER FOR 2012-2013 FOR SUPPLIES	101213110	7.85	
			9097187885	OPEN PURCHASE ORDER 2012-2013 FOR SUPPLIES	101213015	149.98	
111806	HP - ORDER ENTRY	04/05/2013	52560462	Laptop for multipurpose room/activities STATE CONTRACT PRICING	1401213012	748.30	748.30

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
111807	K-LOG	04/05/2013	13-242620-1	Portable PA system	281213019	1,082.54	1,082.54
111808	KING COUNTY DIRECTORS ASSN	04/05/2013	3664667	Classroom supplies	1401213014	55.24	13,393.51
			3668268	DISTRICT WIDE COPY PAPER	81213184	13,279.36	
			3669007	KCDA: toner for conference room/envelopes/stapler	1461213063	58.91	
111809	MARK'S PLUMBING PARTS	04/05/2013	1194936	OPEN PURCHASE ORDER 2012-2013 FOR PLUMBING SUPPLIES	101213030	123.85	123.85
111810	SAXTON BRADLEY	04/05/2013	34907	SMART RESPONSE PE SYSTEM 32 REMOTES QTY 2 ORDER FOR: NANCY MCCLURE	1461213057	4,155.01	4,155.01
111811	SCHOOL NURSE SUPPLY	04/05/2013	0426020-IN	ATTN: SAM BAKER S.P. School Nurse Supplies	1271213050	94.15	94.15
111812	SILVER CLOUD INN BELLEVUE	04/05/2013	266117	room for Amy Malkamas - WASWUG Conference. confirmation #266117, arr Mar 10, lv Mar 12	2371213064	340.92	340.92
111813	TOWN OF STEILACOOM	04/05/2013	01*00720.0	OPEN PO FOR ELECTRICITY FOR STEILACOOM. DO NOT FAX PO.	81213054	605.67	605.67
111814	TROXELL COMMUNICATIONS	04/05/2013	718423	Lamps for Projectors	111213018	5,753.13	5,753.13
111815	WITT COMPANY	04/05/2013	295150	OPEN PO FOR COPIER LEASES.	81213067	3,730.98	3,730.98
111816	WORLD BOOK INC	04/05/2013	0001463129	WORLD BOOK ONLINE SUBSCRIPTION RENEWAL: MARCH 21, 2013 TO MARCH 21, 2014 TERTIARY WILL ORDER ONLINE WHEN APPROVED	4311213112	1,084.00	1,084.00
111817	WSPA	04/05/2013	5532990	WSPA H.E.L.P. REGISTRATION SUE SAYLOR	181213048	860.00	860.00

19 Computer Check(s) For a Total of 42,378.70

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	19	Computer	Checks For a Total of	42,378.70
Total For	19	Manual, Wire Tran, ACH & Computer	Checks	42,378.70
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	42,378.70

Check Summary for 03/29/2013

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 April 10, 2013, the board, by a _____ vote, approves payments, totaling \$148,154.09. The payments are further identified in this document.

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
111746	ACM/ACL LLC DBA ALLIANCE CONST	03/29/2013	259	CONSTRUCTION	81213092	4,463.00	4,463.00
				MANAGMENT			
111747	ANDERSON ISLAND GENERAL STORE	03/29/2013	283918	FUEL FOR BUS AND	81213111	979.74	1,782.37
				CAR ON ANDERSON			
				ISLAND 12/13 SY.			
				DO NOT FAX PO			
			290399	FUEL FOR BUS AND	81213111	802.63	
				CAR ON ANDERSON			
				ISLAND 12/13 SY.			
				DO NOT FAX PO			
111748	AUTOLUBE TIRE & AUTOMOTIVE	03/29/2013	000006113	OPEN PURCHASE	101213114	95.79	95.79
				ORDER 2012-2013			
				FOR VEHICLE			
				REPAIRS FOR			
				GROUNDS &			
				DISTRICT VEHICLES			
111749	AWSP	03/29/2013	95,337	INV 35,337	0	150.00	150.00
111750	BOUND TO STAY BOUND	03/29/2013	813907	Library book	1401213010	58.36	58.36
				order 75009			
111751	BUDGET OFFICE PRODUCTS LLC	03/29/2013	9232	OFFICE CHAIR FOR	4311213114	404.51	404.51
				BRIAN HANSON -			
				INVOICE ATTACHED			
111752	CABANIT, MARIA	03/29/2013	MILAGE MARCH2013	Open P.O. for	91213054	366.12	366.12
				Maria C. for the			
				2012-2013 school			
				year			
				(transporting			
				L.C. to Birney			
				Elementary in			
				Tacoma);			
				reimbursement for			
				miles traveled.			
111753	CAROLINA BIOG SERVICE	03/29/2013	48309076 RI	Carolina	2371213061	33.78	33.78

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
111754	CDW-G, INC.	03/29/2013	W461513	Biological - 8th grade KVMs for equipment consolidation in district data room.	111213008	35.01	2,771.65
			W582530	KVMs for equipment consolidation in district data room.	111213008	231.93	
			W753700	KVMs for equipment consolidation in district data room.	111213008	2,056.72	
			X300807	208 Circuit Power Splitter for new UPS	111213011	178.08	
			X471734	Cherry2 Server Hard Drive	111213013	269.91	
111755	CDWG	03/29/2013	X468930	PLATRONICS C5530 HEADSET W/LIFER RECOMMENDATION FROM L & I LOSS PREVENTION	4311213100	959.00	959.00
111756	CENTURYLINK QCC	03/29/2013	1252781065	OPEN PO FOR POHNE SERVICES	81213078	339.87	339.87
111757	CITY TREASURER	03/29/2013	100683154	OPEN PO FOR READER BOARD POWER CHARGES, DO NOT FAX.	81213044	54.84	54.84

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
111758	CLARK SECURITY PRODUCTS	03/29/2013	SE83612401	OPEN PURCHASE ORDER FOR 2012-2013 FOR DOOR PARTS	101213107	15.60	15.60
111759	CLOVER PARK SCHOOL DISTRICT- P	03/29/2013	5897	PAPER AND COPYING REGISTRATION/CHECK LIST	0	79.59	79.59
111760	COMMUNICATION WORKS	03/29/2013	6625	Registration for Linda Taggart- Ross. Executive Function Skills in Children and Adolescents workshop	91213076	172.00	172.00
111761	DELL COMPUTER CORPORATION	03/29/2013	XJ3T85MJ7	SHS DELL K-12 EDUCATION FOR BEAULIEU AT PIO. SHIP TO DISTRICT OFFICE ATTN: ROGER MEYER PLEASE E-MAIL LICENSES TO RMEYER@STEILACOOM. K12.WA.US	141213057	116.88	116.88
111762	DEPARTMENT OF LICENSING	03/29/2013	ABSTRACT M. MILLER	OPEN PURCHASE ORDER FOR 2012-2013 FOR TYPE 2 DRIVING LICENSE RECORDS	101213072	13.00	13.00
111763	DICK BLICK ART MATERIALS	03/29/2013	1524574	S.P. Blick Art Supplies	1271213052	205.08	205.08
111764	EDNETICS INC	03/29/2013	55539	SP Wireless. SHS, CC, CD Admin	81213146	60,836.38	60,836.38

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
111765	FARONICS TECHNOLOGIES USA INC	03/29/2013	INUS0123257	areas Maintenance Renewal for Deep Freeze software	111213015	3,216.36	3,216.36
111766	GENERAL ELECTRIC CAPITAL CORP	03/29/2013	58574434/58582988	OPEN PO FOR COPIER AT CHLOE CLARK, ANDERSON ISLAND AND MAINTENANCE. DO NOT FAX	81213049	454.55	670.13
			58582991	OPEN PO FOR COPIER AT CHLOE CLARK, ANDERSON ISLAND AND MAINTENANCE. DO NOT FAX	81213049	215.58	
111767	HEWLETT PACKARD	03/29/2013	52344798	PURCHASE SMART BUY-HP PROBOOK 4440s NOTEBOOK PC PER HP QUOTE #8230115-2	101213099	86.64	48,622.60
			52374054	HP DISPLAYPORT TO VGA ADAPTER AS PER HP QUOTE #8249160-2	4311213096	21.88	
			52378118	PURCHASE SMART BUY-HP PROBOOK 4440s NOTEBOOK PC PER HP QUOTE #8230115-2	101213099	644.37	
			52390625	TECHNOLOGY FOR SALTARS LAPTOP PROJECT	81213158	45,322.67	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
			52445118	Laptop for multipurpose room/activities STATE CONTRACT PRICING	1401213012	118.37	
			52524655	OFFICE EQUIPMENT -- MONITOR FOR THYSENS	1621213067	21.88	
			52547946	SHS HEWLWETT-PACKARD FOR BEAULIEU AT PIO. SHIP TO: STEILACOOM SCHOOL DISTRICT, 511 CHAMBERS ST., STEILACOOM WA 98388 ATTN: ROGER MEYER--EMAIL QUOTE WITH PO TO HP.	141213056	2,231.75	
			52569089	OFFICE EQUIPMENT -- MONITOR FOR THYSENS	1621213067	175.04	
111768	HORTICULTURE SERVICE INC	03/29/2013	10016373	SHS HORTICULTURAL SERVICES INC FOR E. MILLER. PLEASE SEE ATTACHED QUOTES.	141213027	294.10	1,875.45
			10016374	SHS HORTICULTURAL SERVICES INC FOR E. MILLER. PLEASE SEE ATTACHED QUOTES.	141213027	1,093.32	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
			10016375	SHS HORTICULTURAL SERVICES INC FOR E. MILLER. PLEASE SEE ATTACHED QUOTES.	141213027	488.03	
111769	INGRAM LIBRARY SERVICES	03/29/2013	70976892	BOOKS FOR LIBRARY - DO NOT FAX TERI LITT WILL ORDER ONLINE WHEN APPROVED	4311213107	30.08	30.08
111770	ISLAND PROPANE INC	03/29/2013	12455	OPEN PO FOR PROPANE DELIVERY AT ANDERSON ISLAND. DO NOT FAX	81213122	449.52	449.52
111771	J W PEPPER	03/29/2013	14498871	OPEN PO FOR SHEET MUSIC	4311213073	75.00	75.00
111772	JOHNSON, NANNETTE R	03/29/2013	MILAGE 2/26-3/19	INTER-DISTRICT MILAGE	0	68.92	68.92
111773	JONES, JAMICKA	03/29/2013	MILAGE FOOD 3/10/13	CONFERENCE/TRAINING BELLEVUE LUNCH/DINNER	0	81.44	81.44
111774	K & L GATES	03/29/2013	2736904	PROFESSIONAL LAWYER SERVICES FOR THE 12/13 SY. DO NOT FAX	81213094	7,330.30	7,330.30
111775	KAPLAN EARLY LEARNING CO	03/29/2013	03112013	Supplies for Helen Cushman, Cherrydale Preschool.	91213079	32.77	32.77
111776	KARI ANN KISSEL	03/29/2013	MILAGE 2/28/13	FLASH TRAINING 2/28/13	0	49.72	264.42
			MILAGE 3/16/13	PLTW WORKSHOP	0	214.70	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
111777	KING COUNTY DIRECTORS ASSN	03/29/2013	3663708	3/16/13 Cherrydale Office Supplies	1461213048	13.10	1,425.77
			3664672	S.P. KCDA order	1271213054	246.69	
			3665164	SHS KCDA FOR BADER	141213052	86.04	
			3666330	OFFICE SUPPLIES -- MCGANN (KCDA Cart #585072)	1621213070	161.79	
			3666331	HEALTH ROOM -- ROSS (KCDA Cart #590214)	1621213069	104.92	
			3666332	KCDA CART # 590807	1461213060	456.81	
			3666333	WORKROOM SUPPLIES -- HINTON (KCDA cart #589104)	1621213068	350.51	
			3669006	KCDA CART # 590807	1461213060	5.91	
111778	LABORATORIES, COASTWIDE	03/29/2013	T2510273-2	OPEN PURCHASE ORDER 2012-2013 FOR CUSTODIAL SUPPLIES	101213008	54.55	730.56
			T2515933-4	OPEN PURCHASE ORDER 2012-2013 FOR CUSTODIAL SUPPLIES	101213008	9.73	
			T2526238	OPEN PURCHASE ORDER 2012-2013 FOR CUSTODIAL SUPPLIES	101213008	666.28	
111779	LABORATORIES, COASTWIDE	03/29/2013	T2506900	OPEN PURCHASE ORDER 2012-2013	101213008	777.10	9,810.06

Packet page 56 of 88

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				SUPPLIES			
			T2516086	OPEN PURCHASE	101213008	842.90	
				ORDER 2012-2013			
				FOR CUSTODIAL			
				SUPPLIES			
			T2518148	OPEN PURCHASE	101213008	628.00	
				ORDER 2012-2013			
				FOR CUSTODIAL			
				SUPPLIES			
			T2518148-1	OPEN PURCHASE	101213008	251.27	
				ORDER 2012-2013			
				FOR CUSTODIAL			
				SUPPLIES			
			T2518148-2	OPEN PURCHASE	101213008	16.36	
				ORDER 2012-2013			
				FOR CUSTODIAL			
				SUPPLIES			
			T2518166	OPEN PURCHASE	101213008	410.55	
				ORDER 2012-2013			
				FOR CUSTODIAL			
				SUPPLIES			
			T2518178	OPEN PURCHASE	101213008	133.30	
				ORDER 2012-2013			
				FOR CUSTODIAL			
				SUPPLIES			
			T2518178-1	OPEN PURCHASE	101213008	403.87	
				ORDER 2012-2013			
				FOR CUSTODIAL			
				SUPPLIES			
			T2521511	OPEN PURCHASE	101213008	556.69	
				ORDER 2012-2013			
				FOR CUSTODIAL			
				SUPPLIES			

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
			T2524237	OPEN PURCHASE ORDER 2012-2013 FOR CUSTODIAL SUPPLIES	101213008	100.53	
			T2524239	OPEN PURCHASE ORDER 2012-2013 FOR CUSTODIAL SUPPLIES	101213008	84.27	
			T2524544	OPEN PURCHASE ORDER 2012-2013 FOR CUSTODIAL SUPPLIES	101213008	345.19	
			T2525035	OPEN PURCHASE ORDER 2012-2013 FOR CUSTODIAL SUPPLIES	101213008	649.69	
			T2525285	OPEN PURCHASE ORDER 2012-2013 FOR CUSTODIAL SUPPLIES	101213008	26.61	
			T2526083	OPEN PURCHASE ORDER 2012-2013 FOR CUSTODIAL SUPPLIES	101213008	2,191.07	
			T2526083-1	OPEN PURCHASE ORDER 2012-2013 FOR CUSTODIAL SUPPLIES	101213008	8.57	
111780	LAKEWOOD HARDWARE & PAINT	03/29/2013	345149	OPEN PURCHASE ORDER 2012-2013 FOR SUPPLIES	101213025	112.69	112.69
111781	LEE, JENNY	03/29/2013	MILAGE 2/18-2/27/13	Open PO for Parent	91213077	107.26	107.26

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				transporting McKinney Vento Student to and from school. For the remainder of 2012-2013 school year.			
111782	NANCY J ANDERSON	03/29/2013	COSTCO/B&N3/13	COSTCO PENCIL SHARPENER/BARNES & NOBLE ART WALK	0	53.60	53.60
111783	VERONICA D MOORE	03/29/2013	MILAGE 3/1-19/2013	ACCOUNTING UPSD/ESD 113 TUESDAY SCHOOL	0	60.92	60.92
111784	WANDA A BETANCOURT	03/29/2013	MILAGE 3/10-12/13	WASWUG CONFERENCE BELLEVUE	0	153.91	153.91
111785	ZELMA RAY KALLEY	03/29/2013	SAFEWAY CLAY ART FEB	CLAY ART CENTER ENGRAVERS FOR CLAY PROJECTS SAFEWAY ZIPLOC BAGS	0	64.51	64.51
40	Computer			Check(s) For a Total of		148,154.09	

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	40	Computer	Checks For a Total of	148,154.09
Total For	40	Manual, Wire Tran, ACH & Computer Checks		148,154.09
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	148,154.09

Steilacoom Historical School District Board of Directors

REGULAR BOARD MEETING

Date: April 10, 2013

TO: Members, Steilacoom Historical School District Board of Directors

ISSUE: x ACTION Approval of Administrative Personnel Action

 INFORMATION

BACKGROUND INFORMATION:

The attached report includes the resignation of one elementary administrator at the end of the 2012-13 school year.

RECOMMENDED DECISION:

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

Report prepared by:
Superintendent, Bill Fritz

|

Steilacoom Historical School District No.1
Administrative Personnel Report

Personnel Report 4-10-13							
Name	Position	Hours	Location	Effective Date	Action	Stipend Amount	Comment
Lang Joel	Principal		Salter's Point	6/30/2013	Resignation		

Steilacoom Historical School District No. 1
Classified Personnel Report

Personnel Report 4-10-13							
Name	Position	Hours	Location	Effective Date	Action	Stipend Amount	Comment
Jones Jamicka	Accounting Clerk	6	High School	4/15/2013	New Hire		
Jones Jamicka	Secretary	8	Cherrydale	4/12/2013	Resignation		
Lech Kathy	Secretary	8	Pioneer	7/1/2013	Retirement		

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

Resolution 793-04-10-13

American Fidelity Section 125 Flexible Fringe Benefits Plan

WHEREAS the **Board of Directors** (Board) of Steilacoom Historical School District No. 1 (SHSD) recognizes that providing opportunity to employees of SHSD to participate in a flexible fringe benefits plan would be beneficial to such employees,

THEREFORE BE IT RESOLVED that the **Board of Directors** adopts the American Fidelity Section 125 Flexible Fringe Benefits Plan for the employees of Steilacoom Historical School District No. 1 that has been in effect since October 1, 2012.

APPROVED by the Board of Directors of Steilacoom Historical School District, Pierce County, Washington, in a meeting thereof held on April 10, 2013.

ADOPTED THIS 10th DAY OF APRIL 2013.

(Chair)

Attest:

(Secretary/Superintendent)

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

School Steilacoom High School Destination Pasco, Wa
(Track & Field Team)
Applicant Colby Davies Depart Date 4/12 Time: 12:00
Date of Application 3/28/13 Return Date 4/14 Time: 3:00

PURPOSE OF TRIP: (Learning Objective) Athletic Competition

Itinerary: Leave the High School Friday the 12th at noon in school vans. Arrive at our hotel in Pasco at 5:00 p.m. Check in to the hotel, eat dinner, do a team bonding activity that night compete Saturday at the Pasco Invite from 8:00 a.m. until 3:00 p.m. Get dinner and go back to the Hotel Saturday Night. Depart Sunday after breakfast back to Steilacoom High School

Person in Charge Colby Davies

Type of Event (parade, contest, etc.)

Number of Teacher chaperones 3

Athletic Competition

Number of Chaperones

Number of Participating Students 12-15

Groups participating (orchestra, debate team, etc.)

Track & Field Team

TRANSPORTATION: Type School Vans Cost \$
(School bus, chartered bus, ferry, etc.)

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

FOOD: Group Meals 5 Cost \$
(Number)

OTHER COSTS:
(Sightseeing, entrance fee, extra insurance coverage, etc.)

Total Trip Cost: \$

SOURCE OF FUNDS:

Building Budget	Account #	Cost \$
Student Body	Account #	Cost \$
Individual Students		Cost \$
Other		Cost \$

Signature of Person in Charge Colby Davies Cost \$

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

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

Administrator's Signature of Approval: Michael Schiller Date: 3/28/2013
Return this signed form to Mrs. Schiller Immediately

Steilacoom Track & Field Trip to the Pasco Invitational

- The purpose of the track and field team's trip to attend the Pasco Invitational is to take our top athletes who have qualified for the meet to one of the best and most storied track meets in Washington for a great competitive experience. The Pasco Invitational is a very well run track meet that features the best track and field athletes of over 100 different schools from Washington, Oregon, and Idaho. The competitive experience that our athletes will get from the Pasco Invite will be better than any they will see all year and will really prepare them for their post season run all the way through the State Championships. With the 2a State Championship track meet being moved from Cheney to Mt. Tahoma it changes the dynamics of our track and field season at Steilacoom High School. When I competed at Steilacoom High School the State Championships was at Cheney and those that qualified would go together and stay on a 3 night trip. I was blessed enough to go all 4 years in track and field and from my competitive experiences in high school it's what I cherished the most. In High School being on an overnight trip with your team mates is a big deal and something our athletes will cherish if given the opportunity. It was a great motivational tool throughout the season because everyone wanted to make it to the state championships not only for the great competitive experience, but to be able to go on an overnight trip with their teammates and make everlasting memories. We have lost that dynamic with the State Championship being moved to Mt. Tahoma but adding the Pasco Invite to our schedule this year has really gotten our athletes excited and motivated to achieve the qualifying standards because they're so excited to go on an overnight trip with their teammates to compete.
- Our mode of transportation will be to reserve School Vans through School Dude.
- Our trip is related to the team because this is a Track and Field competition.
- The list of our participating students is as follows. The students in bold and italics have not yet qualified for the track meet but are very close and have one more opportunity to achieve the qualifying standards on 3/28/13 at our home track meet.

Boys

Daniel Zmuda

Patrick Thomas

Brian Thomas

Ryan Flynn

Hezekiah Allen

Jordan Walker

Darian Williams

Jose Garcia

Girls

Miranda Osadchey

Adele Tietgen

Amanda Jaynes

Morgan Boyd

Noelle Russell

Maggie Kittlitz

Jernell Bugay

Kurene Ma'o

John Santos

Jack Osadchey

- Our Adult Chaperones will be Colby Davies, Jennie Lange, Brian Koch, Mike Henderson
- We will be staying at the Quality Inn at Kennewick
- Lodging, meals, and transportation will be paid for out of the Track & Field Budget

Steilacoom Historical School District Board of Directors

REGULAR BOARD MEETING

Date: April 10, 2013

TO: Members, Steilacoom Historical School District Board of Directors

ISSUE: X **ACTION** Second reading of Policy 3122 Excused and Unexcused Absences
INFORMATION

BACKGROUND INFORMATION:

Two changes from first reading:

- Under Unexcused Absences section B, "A student's grade ~~will~~ **may** be affected..."
- Addition of newly adopted WAC under Legal References - WAC 392-400-532 – Statewide definition of excused and unexcused daily absences.

FISCAL IMPLICATIONS: None

RECOMMENDED DECISION:

It is the recommendation of the Superintendent to adopt Policy 3122 as written.

Report prepared by:

Susanne Beauchaine-Executive Director Student Services

EXCUSED AND UNEXCUSED ABSENCES

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

Excused Absences

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

A. The following are valid excuses for absences:

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

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

B. Generally, families are discouraged from removing students from school for extended periods of time. However, parents of children of military families may request a block leave due to a deployment of a parent and/or guardian. In such cases, schools will prepare upon prior request as much homework as practical for the student to complete while they are away. When homework cannot be produced for students, they will be allowed a reasonable period of time when they return to complete necessary class and homework assignments. Families should be aware that extended absences can have a negative impact on student grades and assessments.

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

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

Unexcused Absences

- A. Any absence from school for the majority of hours or periods in an average school day is unexcused unless it meets one of the criteria above for an excused absence.
- B. As a means of instilling values of responsibility and personal accountability, a student whose absence is not excused will experience the consequences of his/her absence. A student's grade may be affected if a graded activity or assignment occurs during the period of time when the student is absent.
- C. The school will notify a student's parent or guardian in writing or by telephone whenever the student has failed to attend school after one unexcused absence within any month during the current school year. The notification will include the potential consequences of additional unexcused absence.
- D. A conference with the parent or guardian will be held after two unexcused absences within any month during the current school year. A student may be suspended or expelled for habitual truancy. Prior to suspension or expulsion, the parent will be notified in writing in his/her primary language that the student has unexcused absences. A conference will be scheduled to determine what corrective measures should be taken to ameliorate the cause for the student's absences from school. If the parent does not attend the conference, the parent will be notified of the steps the district has decided to take to reduce the student's absences.
- E. Not later than the student's fifth unexcused absence in a month, the district will enter into an agreement with the student and parents that establishes school attendance requirements, refer the student to a community truancy board, or file a petition and affidavit with the juvenile court alleging a violation of RCW 28A.225.010.
- F. If such action is not successful, and if not already done, the district will file a petition and affidavit with the juvenile court alleging a violation of RCW 28A.225.010 by the parent, student, or both, no later than the seventh unexcused absence within any month during the current school year or upon the tenth unexcused absence during the current school year.
- G. All suspensions and/or expulsions will be reported in writing to the superintendent within 24 hours after imposition.

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

Cross References:	Board Policy 3230 Board Policy 3241	Student Privacy Classroom Management, Corrective Actions or Punishment
Legal References:	RCW 13.34.300 RCW 28A.225 RCW 28A.705.010 WAC 392-400-532 WAC 392-400-235 WAC 392-400-260 WAC 392-400-275	Relevance of failure to cause juvenile to attend school to neglect petition Compulsory school attendance and admission Interstate Compact on Educational Opportunity for Military Children Statewide definition of excused and unexcused daily absences. Discipline — Conditions and limitations Long-term suspension — Conditions and limitations Expulsion – Conditions and limitations
Management Resources:	<i>Policy News</i> , December 2011 <i>Policy News</i> , June 2001 OSPI Memorandum No. 052-11M Unexcused Absence Definition	Revision of Excused/Unexcused Definitions More Tweaking of Becca Petitions

Adoption Date: 2.27.08

School District Name: Steilacoom Historical School District

Revised: 7.15.10, 1.25.12, 4.10.13

Steilacoom Historical School District Board of Directors

REGULAR BOARD MEETING

Date: April 10, 2013

TO: Members, Steilacoom Historical School District Board of Directors

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

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

This clarification matches WSSDA Model Policy 5006.

FISCAL IMPLICATIONS: None

RECOMMENDED DECISION:

It is the recommendation of the Superintendent to approve Policy 5006 with changes.

Report prepared by:

Kathi Weight-Executive Director Student Achievement/Human Resources

CERTIFICATION REVOCATION

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

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

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

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

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

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

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

Cross References:	Board Policy 5005 5281	Employment Disclosures, Certification, Assurances and Approval Disciplinary Action and Discharge
Legal References:	RCW 28A.400.320 28A.405.470 28A.410.090 28A.410.100 28A.410.110 WAC 181-79A 181-86 181-87 181-79A-155	Mandatory termination of classified employees Mandatory termination of certificated employees Revocation of Authority teach — Method — Grounds Revocation of authority to teach — Hearings and appeals Reinstatement prohibited for crimes Standards for teacher, administrator, and educational staff associate certification Professional certification — Policies and procedures for administration of certification proceedings Professional certification — Acts of unprofessional conduct Good Moral Character and Personal Fitness — Necessary supporting evidence applicants
Management Resources:	<i>Policy & Legal News</i> , February 2013 Policy Revisions	

Adoption Date: 2.27.08
School District Name: Steilacoom Historical School District
Revised: 04.10.13

Steilacoom Historical School District Board of Directors

REGULAR BOARD MEETING

Date: April 10, 2013

TO: Members, Steilacoom Historical School District Board of Directors

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

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

This clarification matches WSSDA Model Policy 5006.

FISCAL IMPLICATIONS: None

RECOMMENDED DECISION:

It is the recommendation of the Superintendent to approve Policy 5201 with changes.

Report prepared by:

Kathi Weight-Executive Director Student Achievement/Human Resources

DRUG-FREE SCHOOLS, COMMUNITY AND WORKPLACE

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

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

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

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

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

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

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

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

Cross References:	Board Policy 4215 Board Policy 5203 Board Policy 5280	Use of Tobacco on School Property Staff Assistance Program Termination of Employment
Legal References:	41 U.S.C. § 8104 21 U.S.C. § 812 20 U.S.C §§ 7101-7118 RCW 69.50.435	Drug Free Workplace Requirements for Federal Grant Recipients Controlled Substance Act Safe and Drug-Free Schools and Communities Act Violations committed on school bus or in or near school grounds or school bus route stop
Management Resources:	<i>Policy & Legal News</i> , February 2013 Policy Revisions <i>Policy News</i> , December 2011 Changes in WSSDA's <i>Policy Reference Manual</i> <i>Policy News</i> , February 1999 Bus drivers still tested for marijuana	

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

Steilacoom Historical School District Board of Directors

REGULAR BOARD MEETING

Date: April 10, 2013

TO: Members, Steilacoom Historical School District Board of Directors

ISSUE: X **ACTION** Policy 5240– Evaluation of Staff
 INFORMATION

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

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

Staff are continuing to consider modifications to this policy and do not recommend approval at this time.

FISCAL IMPLICATIONS: None

RECOMMENDED DECISION:

It is the recommendation of the Superintendent to move Policy 5240 to a third reading.

Report prepared by:

Kathi Weight-Executive Director Student Achievement/Human Resources

EVALUATION OF STAFF

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

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

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

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

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

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

Certificated Classroom Teachers

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

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

All certificated classroom teachers will receive a comprehensive summative evaluation at least once every four years. A comprehensive summative evaluation assesses all eight evaluation criteria and all criteria contribute to the comprehensive summative evaluation performance rating. A certificated classroom teacher with four years of satisfactory evaluations in the district

will be transitioned into the revised evaluation system using a focused evaluation, and will then be evaluated on the four year cycle for comprehensive evaluation.

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

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

Certificated Principals and Assistant Principals

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

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

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

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

Certificated Support Personnel

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

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

Classified Staff

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

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

Management Resources:

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

Adoption Date: 2.27.08

School District Name: Steilacoom Historical School District

Revised: 04.10.13

Steilacoom Historical School District Board of Directors

REGULAR BOARD MEETING

Date: April 10, 2013

TO: Members, Steilacoom Historical School District Board of Directors

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

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

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

FISCAL IMPLICATIONS: None

RECOMMENDED DECISION:

It is the recommendation of the Superintendent to approve Policy 5280 with changes.

Report prepared by:

Kathi Weight-Executive Director Student Achievement/Human Resources

TERMINATION OF EMPLOYMENT

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

A. Release from Contract

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

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

B. Resignation

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

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

C. Retirement

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

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

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

D. Probation, Non-renewal or Termination

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

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

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

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

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

E. Program and Staff Reductions

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

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

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

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

Cross References:	Board Policy 5006 Board Policy 5240	Certification Revocation Evaluation of Classified, Certificated and Administrative Staff
Legal References:	RCW 28A.400.300	Hiring and Discharging Employees — Leaves for employees — Seniority and leave benefits, retention upon transfers between schools
	28A.400.320	Mandatory termination of classified employees
	28A.400.340	Discharge Notices Include Appeal Rights
	28A.405.100	Minimum criteria for the evaluation of certificated employees – Revised four-level evaluation systems for classroom teachers and principals- Procedures-Steering committee— Models—Implementation--Reports
	28A.405.140	Assistance for teacher may be required after evaluation
	28A.405.210	Conditions and contracts of employment — Determination of probable cause for non-renewal of contracts — Notice — Opportunity for hearing
	28A.405.220	Conditions and contracts of employment — Non-renewal of provisional employees — Procedure
	28A.405.300	Adverse change in contract status of certificated employee — Determination of probable cause — Notice — Opportunity for hearing
	28A.405.310	Adverse change in contract status of certificated employee, including non- renewal of contract — Hearings — Procedure
	28A.405.470	Mandatory termination of certified employees
	28A.410.090	Revocation of authority to teach
	41.32.240	Membership in system — Procedure when exempted person desires membership — Continuation of exemption — Persons formerly exempt, minimum period to qualify for retirement allowance
	41.33.020(6)	Terms and provisions of plan
	41.40.023	Membership

41.41	State Employees' Retirement — Federal Social Security
WAC 181-86	Policies and procedures for administration of certification proceedings
181-87	Acts of Unprofessional Conduct
180-44-060	Drugs and alcohol — Use of as cause for dismissal
Chapter 392-191WAC	Professional Growth and Evaluation of School Personnel

Management Resources:

Policy & Legal News, February 2013 Policy Revisions

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