



# **Meeting Packet**

**Steilacoom Historical School District #1 Regular Meeting Board of Directors**

**August 9, 2012**

**6:45 p.m.**



## Steilacoom Historical School District #1 Regular Meeting Board of Directors

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

**8/9/2012 6:45 p.m.**

### **I. Public Information**

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. Topic of discussion will be Washington State School Directors Association (WSSDA) Legislative Conference and WSSDA Legislative Priorities.

### **II. CALL TO ORDER**

**(Vote)**

1. Pledge of Allegiance
2. Roll Call
3. Approval of Agenda

### **III. EXECUTIVE SESSION**

**(Executive Session)**

per RCW 42.30.110(1)(b)(c) to discuss Real Estate

(b) To consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price;

(c) To consider the minimum price at which real estate will be offered for sale or lease when public knowledge regarding such

consideration would cause a likelihood of decreased price. However, final action selling or leasing public property shall be taken

in a meeting open to the public;

### **IV. RETURN TO PUBLIC SESSION**

### **V. 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.

## **VI. APPROVAL OF MINUTES** **(Vote)**

### **1. Approval of 7.26.12 Regular Board Meeting Minutes** **(Vote)**

- Minutes 7.26.12.pdf (p. 5)

### **2. Approval of 8.2.12 Special Board Meeting Minutes** **(Vote)**

- Minutes8 2 12.pdf (p. 9)

## **VII. INTRODUCTIONS** **(Information)**

Presenter: Bill Fritz

## **VIII. CONSENT AGENDA** **(Vote)**

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

- Approval of Classified Personnel Report.pdf (p. 11)
- Approval of Certificated Personnel Report.pdf (p. 13)
- Approval of August 2012 Accounts Payable.pdf (p. 15)

## **IX. OLD BUSINESS**

### **1. Approval of Resolution 783-08-09-12, 2012-13 School Year Budget** **(Vote)**

Presenter: Bill Fritz

- Resolution 783-0-09-12.pdf (p. 47)

## **X. NEW BUSINESS**

### **1. First Reading of Policy 2410, High School Graduation Requirements** **(Vote)**

Presenter: Brian Hanson

- Policy 2410.pdf (p. 49)

### **2. First Reading of Policy 4040, Public Access to District Records** **(Vote)**

Presenter: Bill Fritz

- Policy 4040.pdf (p. 56)

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

## **XII. BOARD COMMUNICATION**

## **XIII. ANNOUNCEMENTS**

## **XIV. ADJOURNMENT**

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



## **Steilacoom Historical School District #1 Regular Meeting Board of Directors - Meeting Minutes**

7/26/2012

### **I. Public Information**

### **II. CALL TO ORDER**

Chair Winkler called the meeting to order at 6:45 pm.

Pledge of Allegiance - led by LeeRae Ball.

Roll Call - Director Denning moved to excuse Director Scott; seconded by Director Callanan.

The motion passed (3/0). Director Denning moved to excuse Director Wong; seconded by Director Callanan. The motion passed (3/0). All other Directors and Superintendent Fritz present.

Approval of Agenda - Director Denning moved to approve the agenda with one modification; Consent Agenda item Personnel Action - Classified Exempt - change the title Business Office Manager to Fiscal Coordinator. Director Callanan seconded the motion and the motion passed (3/0).

### **III. EXECUTIVE SESSION**

The Board recessed to executive session at 6:47 pm.

### **IV. RETURN TO REGULAR BOARD MEETING**

The Board returned to the regular meeting at 7:00 pm.

Eric Garrett led the Pledge of Allegiance.

### **V. PUBLIC HEARING - SURPLUS CHAMBERS FIELD PROPERTY**

Chair Winkler opened the public hearing for surplus of property at 7:03 pm. Executive Director Ball stated the property consists of 1.6069 acres and is located on Chambers Street, behind the District's existing bus garage at Sequalish Street and Chambers Street, in Steilacoom, Pierce County, Washington (Tax Parcel Identification No. 665520-031-0). No public comment.

## **VI. RETURN TO REGULAR MEETING**

The regular meeting resumed at 7:04 pm.

## **VII. PRESENTATION OF 2012-13 SCHOOL YEAR BUDGET**

Executive Director Ball presented the proposed 2012-13 school year budget. Director Wong arrived at 7:16 pm at the conclusion of the presentation.

## **VIII. PUBLIC HEARING - 2012-13 SCHOOL YEAR BUDGET**

- Jaimie Garrett, Steilacoom - questions
- Linda Ross, Steilacoom - question

## **IX. RETURN TO REGULAR MEETING**

Chair Winkler closed public hearing and returned to regular meeting at 7:28 pm

## **X. COMMENTS FROM THE AUDIENCE**

- Eric Garrett, Steilacoom - AP Calculus participation and score report

## **XI. APPROVAL OF MINUTES**

Director Callanan made the motion to approve the 7.12.12 minutes; Director Wong seconded the motion and the motion passed (4/1 abstain).

## **XII. REPORTS**

### **1. Financial Report**

Executive Director Ball reported on the fund balances through July 2012.

## **XIII. CONSENT AGENDA**

Director Callanan made a motion to approve the Consent Agenda as modified; Director Denning seconded the motion and the motion passed (4/0).

## **XIV. OLD BUSINESS**

### **1. Start and End Times 2012-13 School Year**

Superintendent Fritz recommended start and release time changes for several schools for the 2012-13 school year. He noted that he had received communication regarding this issue from Anderson Island residents. Director Denning made a motion to approve the presented start and release times; Director Wong seconded the motion and the motion passed (4/0).

## **XV. NEW BUSINESS**

### **1. Adoption of Elementary Science Curriculum**

Teachers Susan Greer and Christine Firth presented on the elementary (grades 2-5) science curriculum. The Superintendent recommends adopting this curriculum. Director Wong made a motion to adopt the curriculum, Director Denning seconded the motion and the motion passed (4/0).

### **2. Approval of Administrative Personnel Action**

Superintendent Fritz recommended the hiring of Susanne Beauchaine for the Executive Director Student Services position. Director Denning made a motion to approve the recommendation; Director Wong seconded the motion and the motion passed (4/0).

## **XVI. COMMENTS FROM THE AUDIENCE**

No comments.

## **XVII. BOARD COMMUNICATION**

No Board communication.

## **XVIII. ANNOUNCEMENTS**

Superintendent Fritz attended the Steilacoom Historical Education car show. He announced that Pioneer Middle School was nominated and is the recipient of a Robotics Kit. Both Superintendent Fritz and Director Callanan congratulated Mr. Garrett and students on the AP test scores.

## **XIX. EXECUTIVE SESSION**

8:18 pm - 10 minute recess and the Board went into Executive Session to discuss real estate. No decisions were made.

## **XX. RETURN TO PUBLIC SESSION**

The Board returned to public session at 8:55 pm.

## **XXI. ADJOURNMENT**

Director Callanan moved to adjourn at 8:55 pm; Director Wong seconded the motion and the motion passed (4/0).

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

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_





## **Steilacoom Historical School District #1 Special Meeting Board of Directors - Meeting Minutes**

8/2/2012

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

Chair Winkler called the meeting to order at 3:04 pm.

Pledge of Allegiance - led by Jean Marc LeRoy.

Roll Call - all Board members and Supt. Fritz in attendance. Mike Boring, facilitator, also in attendance.

Approval of Agenda - Director Scott moved to approve the agenda; Director Wong seconded the agenda and the motion passed (5/0).

### **II. UPDATE ON PROPOSED TRANSPORTATION/MAINTENANCE FACILITY**

Jean Marc LeRoy presented a conceptual design of a new transportation facility and will update the Board again in September.

### **III. UPDATE ON SALTAR'S POINT CAPACITY AND OPTIONS**

Superintendent Fritz reported on Saltar's Point and Chloe Clark Elementary enrollment projections. Jean Marc LeRoy presented a conceptual design for a two classroom modular as a potential option to meet space requirements at Saltar's Point. The modular would be designed to match the design and colors of the rest of the school.

### **IV. TOUR OF 1918 BUILDING - OLD PIONEER**

### **V. UPDATE ON OLD PIONEER BUILDING**

Jean Marc LeRoy and Executive Director Ball shared plans after the tour of the building and asked questions about cost estimates to convert the building into a district office.

### **VI. COMMENTS FROM THE AUDIENCE**

No comments.

## **VII. REVIEW OF 2011-12 SUPERINTENDENT/BOARD/DISTRICT GOALS**

Mr. Boring facilitated a review of 2011-12 goals.

## **VIII. PROPOSED 2012-13 SUPERINTENDENT ANNUAL GOALS**

Superintendent Fritz presented a draft of his goals for 2012-13 school year.

## **IX. PROPOSED BOARD/DISTRICT ANNUAL GOALS**

Mr. Boring facilitated the creation of draft 2012-13 goals.

## **X. BOARD OF DIRECTORS SELF-ASSESSMENT**

Mr. Boring facilitated the Board of Directors Self-Assessment for the past school year.

## **XI. NEXT STEPS**

Directors Scott and Director Denning will work on minor editing of the board self-assessment for the board to review at its winter retreat.

Director Winkler will present the draft 2012-2013 Board and District goals at an upcoming regularly scheduled meeting for approval.

Superintendent Fritz will present the draft 2012-2013 Superintendent goals at an upcoming regularly scheduled meeting for approval.

## **XII. ADJOURNMENT**

Director Denning moved to adjourn the meeting at 9:11 pm; Director Wong seconded the motion and the motion passed (5/0).

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(Chair)

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(Secretary/Superintendent)

## REGULAR BOARD MEETING

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

**BACKGROUND INFORMATION:**

The report includes the hiring classified coach and classified employee stipend. The report also includes the resignation of an elementary paraeducator.

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

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Steilacoom Historical School District No. 1  
Classified Personnel Report

	A	B	C	D	E	F	G	H	I
1	Personnel Report 8-9-12								
2									
3	Name	Position	Location	Effective Date	New Hire	Resignation	Resignation Date	Stipend	Stipend Amount
4	Anthony Crawford	Girls Head Basketball Coach	High School		X				
5	Isaac Cronk	Train the Trainers Facilitator	District	7/9/12 - 8/31/12				X	1,182.64
6	Mary Ann Roberts	Paraeducator	Chloe Clark	8/20/2012		X			



Stellacoom Historical School District No. 1  
Certificated Personnel Report

	A	B	C	D	E	F	G	H	I	J
1	Personnel Report 8-9-12									
2										
3	Name	Position	FTE	Location	Effective Date	New Hire	Resignation	Resignation Date	Stipend	Stipend Amount
4	Rebekah Cargill	LAP Teacher	1.00	Pioneer	8/30/2012	X				
5	Anneliese Nobles	Counselor		High School					Extra Days	2,391.70
6	Walter Mitchel	Counselor		High School					Extra Days	2,465.30

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

As of August 9, 2012, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$486.32. The payments are further identified in this document.

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

Warrant Numbers 400703 through 400703, totaling \$486.32

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
400703	WINNING SEASON	08/15/2012	m2012131		6186	486.32	486.32
			1	Computer	Check(s) For a Total of		486.32

	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	486.32
Total For	1	Manual, Wire Tran, ACH & Computer Checks		486.32
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	486.32



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As of August 9, 2012, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$300.00. The payments are further identified in this document.

Total by Payment Type for Cash Account, PPT WARRANTS OUTSTANDING:  
Warrant Numbers 700038 through 700038, totaling \$300.00

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
700038	KAREN LOUISE PARR	08/15/2012	schatz fund		0	300.00	300.00
				1 Computer	Check(s) For a Total of		300.00

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	1	Computer	Checks For a Total of	300.00
Total For	1	Manual, Wire Tran, ACH & Computer Checks		300.00
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	300.00

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As of August 9, 2012, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$192.79. The payments are further identified in this document.

Total by Payment Type for Cash Account, GF WARRANTS OUTSTANDING:  
Warrant Numbers 110029 through 110029, totaling \$192.79

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
110029	MASTERCARD CORP. CLIENTS PAYME	08/06/2012	5642		0	192.79	192.79
			1	Computer	Check(s) For a Total of		192.79

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	1	Computer	Checks For a Total of	192.79
Total For	1	Manual, Wire Tran, ACH & Computer Checks		192.79
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	192.79

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As of August 9, 2012, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$63,422.71. The payments are further identified in this document.

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

Warrant Numbers 109979 through 110028, totaling \$63,422.71

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
109979	ACE FIRE & SECURITY	08/15/2012	817733	ANNUAL TESTING & INSPECTION OF FIRE SYSTEMS	101112123	246.15	492.30
			817734	ANNUAL TESTING & INSPECTION OF FIRE SYSTEMS	101112123	246.15	
109980	ACM/ACL LLC DBA ALLIANCE CONST	08/15/2012	250		0	3,825.00	7,203.75
			251		0	3,378.75	
109981	ALBERS & COMPANY INC	08/15/2012	766		0	2,975.00	2,975.00
109982	B & H PHOTO	08/15/2012	62167524	B&H Video	2371112092	279.90	279.90
109983	BARCLAY DEAN ARCHT PROD LLC	08/15/2012	17141	ANNUAL MAINTENANCE ON PARTITION WALL IN CHLOE CLARK ELEM MULTI-PURPOSE ROOM	101112141	820.50	820.50
109984	BERESFORD COMPANY	08/15/2012	15923	FURNISH & INSTALL VCT FLOORING IN CHLOE CLARK ELEM MAIN ENTRY	101112094	-1,354.78	1.25
			15924	FURNISH & INSTALL VCT FLOORING IN CHLOE CLARK ELEM MAIN ENTRY	101112094	1,356.03	
109985	BEST WESTERN	08/15/2012	158963	Lodging - attendance at H.E.L.P. Training Session (July 8 - July 13, 2012)	181112071	547.95	547.95
109986	CAPITAL ELECTRIC INCORP	08/15/2012	22841	REPLACEMENT OF E-MON D-MON ELECTRICAL MAIN SERVICE, PANEL HB	101112117	5,809.14	6,378.02

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				& PANEL HC AT PIO PER PROPOSAL DATED 4/11/2012			
			23028	FURNISH & INSTALL ONE - 20 AMP 120 VOLT DUPLEX RECEPTACLE FOR ICE MACHINE IN SHS WOMEN'S LOCKER ROOM	101112128	568.88	
109987	CAROLINA BIOG SERVICE	08/15/2012	48091504ri	Science Kit supplies - have a coupon for \$100.00 off if order exceeds \$500.00.	2371112091	839.01	839.01
109988	CENTURYLINK QCC	08/15/2012	1221845627		0	35.21	35.21
109989	CENTURYLINK	08/15/2012	206-z25-0055-467b		0	4,230.84	4,230.84
109990	CLOVER PARK SCHOOL DISTRICT	08/15/2012	5774	DISTRICT NEWSLETTER	81112103	45.02	65.64
			5794	Business Cards for Delta Dayton	81112114	20.62	
109991	DANDE CO	08/15/2012	ma-072712-1	OPEN PO FOR SIGNAGE	81112064	2,280.94	2,280.94
109992	ETS-ASR	08/15/2012	03964461		0	60.00	60.00
109993	FIELD TURF	08/15/2012	622614	INSPECTION & CLEANING OF SHS ARTIFICIAL TURF FIELD	101112142	3,380.00	3,380.00
109994	FIRST STUDENT INC	08/15/2012	10705234		0	3,056.67	3,056.67
109995	FLEX-PLAN SERVICES INC	08/15/2012	200520		0	115.00	115.00
109996	GENERAL ELECTRIC CAPITAL CORP	08/15/2012	july invoices		0	717.70	717.70
109997	GK INDUSTRIAL REFUSE SYSTEM	08/15/2012	0080368-in	REPAIRS AS NEEDED TO STELLAR COMPACTOR AT PIONEER MS	101112151	266.26	266.26
109998	GRAYBAR ELECTRIC	08/15/2012	961389485	Network Supplies, Patch Panels, and Cable	111112033	1,293.72	1,293.72
109999	HANSON, BRIAN TODD	08/15/2012	travel reimb	6/19/12	0	402.40	402.40
110000	HAROLD LEMAY ENTERPRISES	08/15/2012	july invoices		0	438.47	438.47
110001	HORIZON	08/15/2012	3no23721	OPEN PO 2011-2012 FOR SUPPLIES	101112018	368.61	368.61
110002	HOWARD JOHNSON PLAZA	08/15/2012	0000077548	RESERVATIONS FOR LEERAEE AND PAULA	81112075	87.62	87.62
110003	HUNTERS TREE SERVICE	08/15/2012	3103	REMOVAL OF TREES AT STEILACOOM HIGH	101112150	54.70	2,516.20
			3106	REMOVAL OF TREES AT STEILACOOM	101112150	2,461.50	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
110004	KING COUNTY DIRECTORS ASSN	08/15/2012	3591468	HIGH SHS KCDA FOR JODY SNYDER CAREER CENTER SEE CART # 543682	141112091	365.62	442.05
			3593141	OPEN PURCHASE ORDER 2011-2012 FOR CUSTODIAL/GROUNDS SUPPLIES	101112064	76.43	
110005	KONE, INC	08/15/2012	150695625	PROVIDE BARREL KEY FOR CAR OPERATING PANEL ACCESS PANEL & MOVE PIT STOP SWITCH OR ADD ANOTHER TO MEET 36-48 INCH HEIGHT ABOVE ACCESS FLOOR OF THE ELEVATOR AT STEILACOOM HIGH	101112139	887.23	887.23
110006	LARSON'S GLASS COMPANY INC	08/15/2012	58403	FURNISH EFCO EXTERIOR SUNSHADE BRACKETS	101112131	573.26	573.26
110007	LIBRARY VIDEO COMPANY	08/15/2012	y00634610001	6th Grade Social Studies video	2371112096	40.37	40.37
110008	MEDCO	08/15/2012	41539658	SHS MEDCO FOR SPORTS MED SEE ATTACHED QUOTE#100325719	141112092	213.33	213.33
110009	OFFICE DEPOT	08/15/2012	614355703001		0	58.66	1,563.97
			615942842001		0	258.96	
			616736461001		0	104.51	
			617535291001		0	16.66	
			617694594001		0	42.13	
			618411375001		0	1,083.05	
110010	PAR INC.	08/15/2012	539080-1	Test Protocols for Nannette Johnson	91112126	123.20	123.20
110011	PARKER PAINT	08/15/2012	059015199	OPEN PO 2011-2012 FOR PAINT SUPPLIES	101112030	217.19	237.37
			059015297	OPEN PO 2011-2012 FOR PAINT SUPPLIES	101112030	36.63	
			059015300	OPEN PO 2011-2012 FOR PAINT SUPPLIES	101112030	-16.45	
110012	PERMA BOUND	08/15/2012	1490689-00	6th grade reading	2371112094	767.33	767.33

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				materials			
110013	PUGET SOUND ENERGY	08/15/2012	july invoices		0	1,566.75	1,566.75
110014	QUICK N BRITE INC	08/15/2012	5743	PURCHASE	101112148	76.40	76.40
				QUICKnBRITE			
110015	RIVIERA COMMUNITY CLUB	08/15/2012	sc/100		0	58.04	58.04
110016	TACOMA SCREW PRODUCTS	08/15/2012	10931833	OPEN PURCHASE	101112037	355.06	355.06
				2011-2012 FOR			
				SUPPLIES			
110017	TOWN OF STEILACOOM	08/15/2012	july invoices		0	10,012.98	10,012.98
110018	TRANE PARTS	08/15/2012	3702810	OPEN PURCHASE	101112045	1,059.29	1,059.29
				ORDER 2011-2012			
				FOR HVAC SUPPLIES			
110019	TYLER TECHNOLOGIES	08/15/2012	045-70253	VERSA TRANS E	81112104	1,914.50	1,914.50
				LINK AGREEMENT			
110020	VERIZON WIRELESS	08/15/2012	1102851823		0	1,132.22	1,132.22
110021	WA-ACTE	08/15/2012	8681	SHS WA-ACTE AND	141112084	85.00	465.00
				FACSE DUES FOR			
				JODY SNYDER.			
			8718	SHS WA-ACTE	141112090	380.00	
				REGISTRATION FOR			
				RICHARD WHEELER			
110022	WAETAG	08/15/2012	0181112089	HIGHLY CAPABLE	181112089	650.00	650.00
				WAETAG CONFERENCE			
110023	WANDA A BETANCOURT	08/15/2012	mileage reimb	May 23rd-July	0	40.00	40.00
110024	WASA	08/15/2012	353031478		0	375.00	375.00
110025	WASBO	08/15/2012	17836	A/P WORKSHOP AT	81112111	175.00	175.00
				ESD113 aug 8th			
110026	WEIGHT, KATHLEEN J	08/15/2012	june mil reimb		0	71.40	71.40
110027	WSPA	08/15/2012	5084	Licensing Renewal	181112094	525.00	1,375.00
				- "What Every			
				Employee Must Be			
				Told"			
			5103	REGISTRATION FOR	81112108	175.00	
				WSPA WORKSHOP-			
				LEERAE			
			5104	20120 S-275	181112097	175.00	
				UPDATED SALARY			
				COMPLIANCE			
				WORKSHOP			
			5107	WSPA LAW	181112098	500.00	
				CONFERENCE			
110028	WSSDA	08/15/2012	44172	WSSDA workshop	281112034	395.00	395.00
				50 Computer	Check(s) For a Total of		63,422.71



	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
	50	Computer	Checks For a Total of	63,422.71
Total For	50	Manual, Wire Tran, ACH & Computer Checks		63,422.71
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	63,422.71

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

As of August 9, 2012, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$7,628.75. The payments are further identified in this document.

Total by Payment Type for Cash Account, CPF WARRANTS OUTSTANDING:  
Warrant Numbers 200020 through 200020, totaling \$7,628.75

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
200020	ACM/ACL LLC DBA ALLIANCE CONST	08/15/2012	249-cp		0	1,870.00	7,628.75
			250-cp		0	850.00	
			251-cp		0	4,908.75	
				1 Computer	Check(s) For a Total of		7,628.75

	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	7,628.75
Total For	1	Manual, Wire Tran, ACH & Computer	Checks	7,628.75
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	7,628.75

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

As of August 9, 2012, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$427.26. The payments are further identified in this document.

Total by Payment Type for Cash Account, ASB WARRANTS OUTSTANDING:  
Warrant Numbers 400700 through 400701, totaling \$427.26

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
400700	MASTERCARD CORP. CLIENTS PAYME	07/31/2012	5661-1		0	364.52	364.52
400701	SHIPWRECK BEADS	07/31/2012	1153546		1827	62.74	62.74
			2	Computer	Check(s) For a Total of		427.26

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

As of August 9, 2012, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$2,454.85. The payments are further identified in this document.

Total by Payment Type for Cash Account, GF WARRANTS OUTSTANDING:  
Warrant Numbers 109978 through 109978, totaling \$2,454.85

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
109978	MASTERCARD CORP. CLIENTS PAYME	08/03/2012	5612		81112101	216.16	2,454.85
			5612-1		0	42.67	
			5646-gf		0	19.86	
			5653		0	1,308.55	
			5679	OFFICE DEPOT	101112149	163.14	
				MOVING BOXES & SUPPLIES			
			5679-1		101112155	380.19	
			5679-2		0	324.28	
				1 Computer	Check(s) For a Total of		2,454.85

	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
	1	Computer	Checks For a Total of	2,454.85
Total For	1	Manual, Wire Tran, ACH & Computer Checks		2,454.85
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	2,454.85

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 August 9, 2012, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$2,526.89. The payments are further identified in this document.

Total by Payment Type for Cash Account, ASB WARRANTS OUTSTANDING:  
Warrant Numbers 400702 through 400702, totaling \$2,526.89

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
400702	MASTERCARD CORP. CLIENTS PAYME	08/15/2012	5646		0	2,526.89	2,526.89
			1	Computer	Check(s) For a Total of		2,526.89

	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	2,526.89
Total For	1	Manual, Wire Tran, ACH & Computer Checks		2,526.89
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	2,526.89



	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	427.26
Total For	2	Manual, Wire Tran, ACH & Computer Checks		427.26
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	427.26

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

As of August 9, 2012, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$27,637.26. The payments are further identified in this document.

Total by Payment Type for Cash Account, GF WARRANTS OUTSTANDING:  
Warrant Numbers 109972 through 109977, totaling \$27,637.26

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
109972	AP EXAMS AP PROGRAM	07/31/2012	481325		0	15,603.00	15,603.00
109973	DEPARTMENT OF LICENSING	07/31/2012	abstract seling, t	DRIVING RECORD ABSTRACT REQUEST - TERESA SELING, SHS	101112152	10.00	10.00
109974	MASTERCARD CORP. CLIENTS PAYME	07/31/2012	5634		0	68.64	1,160.26
			5638	SCIENCE ADOPTION HIGH SCHOOL AP CHEMISTRY BOOKS THROUGH AMAZON - AARON MCDONALD	0	257.09	
			5661		0	66.70	
			5695		0	12.47	
			5711		1621112083	380.36	
			5711-1	AWSP/WASA Summer Conference	1621112084	375.00	
109975	SOUTH SOUND DISPATCH	07/31/2012	0576-003	Taxi Service for McKinney Vento Student. To and from school, for remainder of 2011/2012 school year.	91112096	5,714.97	5,714.97
109976	TRUSTEED PLANS SERVICE CORP	07/31/2012	0065960-IN		0	4,269.03	4,269.03
109977	WARREN, GAYNA	07/31/2012	reimb for hotel paym	Hotel for Kathy Lech to attend National Ed. Office Professionals Conference, Costa Mesa, CA July 6-14- HOTEL DOES NOT EXCEPT PO'S.	2371112093	880.00	880.00

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				KATHI WEIGHT'S FRIEND, GAYNA WARREN PUT CHARGE ON HER CREDIT CARD.			
			6	Computer	Check(s) For a Total of		27,637.26

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	6	Computer	Checks For a Total of	27,637.26
Total For	6	Manual, Wire Tran, ACH & Computer Checks		27,637.26
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	27,637.26

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

As of August 9, 2012, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$333.05. The payments are further identified in this document.

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

Warrant Numbers 109957 through 109971, totaling \$333.05

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

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

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

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
109957	AYERS, CHARLENE	07/31/2012	LUNCH REFUND		0	16.15	16.15
109958	COOK, ANN	07/31/2012	lunch refund		0	3.25	3.25
109959	FRANKS, CHRISTOPHER	07/31/2012	LUNCH REFUND		0	6.25	6.25
109960	KELLY, SABRINA	07/31/2012	lunch refund		0	4.60	4.60
109961	KERCHER, KEVEN	07/31/2012	LUNCH REFUND		0	10.00	10.00
109962	LUCE, AMANDA	07/31/2012	LUNCH REFUND		0	6.95	6.95
109963	MACKENZIE, MATTHEW	07/31/2012	LUNCH REFUND		0	4.65	4.65
109964	NYIRI, ELISA	07/31/2012	LUNCH REIMB		0	7.85	7.85
109965	OLIVER, ERIN	07/31/2012	LUNCH REFUND		0	112.95	112.95
109966	PATTERSON, RICHARD	07/31/2012	LUNCH REFUND		0	14.30	14.30
109967	PORTER, KRISTIN	07/31/2012	LUNCH REFUND		0	18.40	18.40
109968	SANCHEZ, CELINE	07/31/2012	lunch reimb		0	47.80	47.80
109969	SPRAGUE, MAILE	07/31/2012	LUNCH REFUND		0	44.00	44.00
109970	THOMAS, STEVEN	07/31/2012	LUNCH REFUND		0	4.65	4.65
109971	ZIMMERMAN, SHERRI L	07/31/2012	lunch refund		0	31.25	31.25

15 Computer Check(s) For a Total of 333.05

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	15	Computer	Checks For a Total of	333.05
Total For	15	Manual, Wire Tran, ACH & Computer Checks		333.05
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	333.05

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

As of August 9, 2012, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$329.73. The payments are further identified in this document.

Total by Payment Type for Cash Account, ASB WARRANTS OUTSTANDING:  
Warrant Numbers 400699 through 400699, totaling \$329.73

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
400699	STEILACOOM SCHOOL DISTRICT	07/27/2012	DOR PAYMENT		0	329.73	329.73
			1	Computer	Check(s) For a Total of		329.73

	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	329.73
Total For	1	Manual, Wire Tran, ACH & Computer	Checks	329.73
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	329.73

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

As of August 9, 2012, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$6,611.95. The payments are further identified in this document.

Total by Payment Type for Cash Account, GF WARRANTS OUTSTANDING:  
Warrant Numbers 109955 through 109956, totaling \$6,611.95

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
109955	STEILACOOM SCHOOL DISTRICT	07/27/2012	DOR PAYMENT		0	1,172.85	1,172.85
109956	TRUSTEED PLANS SERVICE CORP	07/27/2012	0065861-in		0	2,315.20	5,439.10
			june and july 45900		0	3,123.90	
				2 Computer	Check(s) For a Total of		6,611.95

	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	6,611.95
Total For	2	Manual, Wire Tran, ACH & Computer Checks		6,611.95
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	6,611.95

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

As of July 26, 2012, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$1,172.85. The payments are further identified in this document.

Total by Payment Type for Cash Account, CT WIRE TRANSFERS:  
Wire Transfer Payments 201100049 through 201100049, totaling \$1,172.85

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
201100049	DEPARTMENT OF REVENUE	07/25/2012	CTAX11 20120725AAA	Comp Tax owed for Cash Account 11 through 07/25/2012	0	1,172.85	1,172.85
1 Wire Transfer Check(s) For a Total of							1,172.85

	0	Manual	Checks For a Total of	0.00
	1	Wire Transfer	Checks For a Total of	1,172.85
	0	ACH	Checks For a Total of	0.00
	0	Computer	Checks For a Total of	0.00
Total For	1	Manual, Wire Tran, ACH & Computer Checks		1,172.85
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	1,172.85

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 July 26, 2012, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$329.73. The payments are further identified in this document.

Total by Payment Type for Cash Account, CT WIRE TRANSFERS:  
Wire Transfer Payments 201100050 through 201100050, totaling \$329.73

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
201100050	DEPARTMENT OF REVENUE	07/25/2012	CTAX41 20120725AAA	Comp Tax owed for Cash Account 41 through 07/25/2012	0	329.73	329.73
1 Wire Transfer Check(s) For a Total of							329.73

	0	Manual	Checks For a Total of	0.00
	1	Wire Transfer	Checks For a Total of	329.73
	0	ACH	Checks For a Total of	0.00
	0	Computer	Checks For a Total of	0.00
Total For	1	Manual, Wire Tran, ACH & Computer Checks		329.73
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	329.73



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

**Resolution 783-08-09-12**  
**BUDGET ADOPTION 2012-2013**

**WHEREAS**, the Board of Directors of Steilacoom Historical School District No. 1 is adopting the operating budget for September 1, 2012 thru August 31, 2013 as follows:

GENERAL FUND	\$34,144,683.00
CAPITAL PROJECTS FUND	\$ 2,070,000.00
DEBT SERVICE FUND	\$ 6,200,675.00
ASSOCIATED STUDENT BODY FUND	\$ 693,017.00
TRANSPORTATION VEHICLE FUND	\$ 5,000.00

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

ADOPTED THIS 9th DAY OF AUGUST, 2012.

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Vice Chairman

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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



**Steilacoom Historical School District Board of Directors**

**REGULAR BOARD MEETING**

Date: August 9, 2012

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

**ISSUE:**   X   **ACTION**            **Policy 2410 – High School Graduation Requirements**  
           **INFORMATION**

**BACKGROUND INFORMATION:**

The State Board of Education (SBE) recently amended its rules to change the definition of *credit* from an exclusively *seat-time* standard to one which also allows for the demonstration of proficiency or competency. The rule, which was effective on February 11, 2012, provides that *high school credit* means:

- a) Successful completion, as defined by written district policy, of courses taught to the state's essential academic learning requirements (learning standards). If there are no state-adopted learning standards for a subject, the local governing board, or its designee, shall determine learning standards for the successful completion of that subject; or
- b) Satisfactory demonstration by a student of proficiency/competency, as defined by written district policy, of the state's essential academic learning requirements (learning standards).

Working in conjunction with the SBE, WSSDA has revised Policy 2410 and the related procedure to address the new credit definition.

The SBE also changed the composition of the 20 mandatory credits required for graduation for the class of 2016 and beyond. The English requirement was raised from 3 credits to 4 and the social studies requirement was raised from 2.5 credits to 3.

**FISCAL IMPLICATIONS: None**

**RECOMMENDED DECISION:**

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

**Report prepared by:** Kathi Weight, Executive Director of Student Achievement/Human Resources and Brian Hanson, SHS Principal

- The board shall establish graduation requirements which, as a minimum, satisfy those established by the State Board of Education:

**Deleted:** Class of 2011 . . . 27 credits required¶  
Class of 2012 . . . 25 credits required¶

**Deleted:** Course

**Deleted:** Credits

**Deleted:** English

Deleted: 4

**Deleted:** Fine Arts¶  
All classes from the art, music and drama departments.

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**Deleted:** Health

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**Deleted:** Independent Living

Deleted: .5

**Deleted:** Math<sup>¶</sup>  
Pre-Algebra does not count toward a math requirement. Students who do not pass the math HSPE are required to earn additional math credits.

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**Deleted:** Occupational Education¶  
Courses include Agriculture, Trades and Industrial Technology, Business and Marketing, Family and Consumer Sciences and courses from Vocation-Technical Institutes.

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**Deleted:** Physical Education (9<sup>th</sup> Grade)

Deleted: .5

**Deleted:** Physical Education

Deleted: 1

**Deleted:** Science

Deleted: 2

**Deleted:** Social Studies¶  
Washington State History (Required by state), Economics, geography and Contemporary World Affairs for .5 credit each. U.S. History and World History for 1 credit each.

Deleted: 3

**Deleted:** Electives

**Deleted:** Varies by graduation year

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Policy No. 2410  
Instruction

		it Requirements	district has filed an extension with the State Board of Education for Class of 2018)
English	<u>3</u>	3	4
Mathematics	<u>3</u>	3	3
Science (including 1 lab credit)	<u>2</u>	2	2
Social Studies	<u>2.5</u>	2.5	3
Health and Fitness	<u>2</u>	2	.5 credit health; 1.5 credit fitness
Arts	<u>1</u>	1	1
Occupational Education	<u>1</u>	1	1
Electives	<u>5.5</u>	5.5	4
Total State Credit Requirements	<u>20</u>	20	20
District Requirement:	1 more credit: English	1 more credit: English	1 more credit: Electives
District Requirement:	1 more credit: Social Studies	1 more credit: Social Studies	5 more credit: Social Studies
District Requirement:	5 credit: Independent Living (counts toward 5.5 state requirement for electives)  1 more credit: Electives	5 credit: Independent Living (counts toward 5.5 state requirement for electives)	5 credit: Independent Living
Total State and District Credit Requirements	<u>23.5</u>	<u>22</u>	<u>22</u>

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The board shall approve additional graduation requirements as recommended by the superintendent.

**Deleted:** A credit is defined as 150 hours of planned instructional activities excluding passing time.

In addition to the minimum credit requirements, to earn a diploma each student must:

**Deleted:** High School Proficiency Exam (HSPE);

1. Pass the reading and writing portions of the statewide assessment; or a state-approved alternative;
2. Complete a High School and Beyond Plan: Within the first year of high school enrollment, each student shall begin a plan for satisfying the state and district's high school graduation requirements and for their first year after high school completion. The plan should be developed in collaboration with the student, parent and district staff. The plan should include how the student will satisfy the district's academic credit requirements, . Each student plan should be reviewed annually at the beginning of the school year to assess student progress, to adjust the plan, and to advise the student on steps necessary for successful completion of the plan;
3. Complete a Culminating Project: The project shall demonstrate the student's ability to think analytically, logically and creatively and to integrate experience and knowledge to form reasoned judgments and solve problems. The project will also have a connection to the world of work in that it



will demonstrate that the student understands the importance of work and how performance, effort, and decisions directly affect future career and educational opportunities;

4. Complete math requirements: Students in the Classes of 2013 and 2014 must pass one end of course assessment (either Algebra I or Geometry or their integrated math equivalents) or state-approved alternative. Students in the classes of 2015 and beyond must pass two end of course assessments (Algebra I and Geometry or their integrated math equivalents) or state-approved alternative. 5. Complete science requirements: Students in the class of 2015 and beyond must pass the biology end of course Exam or a state-approved alternative.

B. Students, in the Class of 2013 and beyond, must complete mathematics courses in one of the following progressive sequences.

- Algebra I, Geometry, and Algebra II; or
- Integrated Mathematics I, Integrated Mathematics II, and Integrated Mathematics III; or
- Any combination of (a) and (b) in progressive sequence.

In lieu of a third credit of mathematics students may choose an alternative mathematics course, if the parent/guardian agrees that the third credit mathematics elective is supportive of the student's education and career goals. Before approval of the elective third mathematics credit a meeting will be held with the student, the parent/guardian and the school staff to discuss the student's High School and Beyond Plan and the mathematics requirements for post-secondary and career choices.

The district will obtain a signed consent from the parent for the student to enroll in the alternative third credit of mathematics. The consent form will confirm the meeting, that the parent understands the impact of the selection on the student's educational and employment options, and that the alternative is most appropriate for the needs of the student.

Students may also satisfy the mathematics requirements by earning equivalency based credit in career and technical education mathematics courses. Those credits must be recorded using the equivalent academic high school department designation.

C. A student will receive a certificate of academic achievement only if they earn the appropriate number of credits required by the district, complete a culminating project, complete the high school and beyond plan; and meet the reading, writing and math standards on the high school High School Proficiency Exam (HSPE) or an appropriate alternative assessment.

Students qualifying for special education services will earn a certificate of individual achievement as determined by their individual education plan.

D. High school credit will be awarded for successful completion of a specified unit of study. In this district, successful completion of a specified unit of study means:

- Earning a passing grade according to the district's grading policy; and/or
- Demonstrating proficiency/mastery of content standards as determined by the district; and/or
- Successfully completing an established number of hours of planned instructional activities to be determined by the district.

The district will establish a process for determining proficiency/mastery for credit-bearing courses of study.

E. The superintendent shall develop procedures for implementing this policy which include:

- Establishment of the process and assessment criteria for the high school culminating project requirements; and determination of the education plan process for identifying competencies.

**Deleted:** Students in the class of 2011-2012 who fail to successfully pass the mathematics portion of the HSPE or an appropriate alternative, must earn two mathematics credits or career and technical education equivalent mathematics credits after 10th grade. Credits earned must meet high school standards.

**Deleted:** and beyond must pass the mathematics End of Course exam or an alternative assessment, and

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**Deleted:** Course

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2. Establishing the process for completion of the High School and Beyond Plan.
3. Recommending course and credit requirements which satisfy the State Board of Education requirements and recognize the expectations of the citizens of the district.
4. Determining which courses satisfy particular subject area requirements and whether a particular course may satisfy more than one subject area requirement including a process for determining the credits the district will recognize for courses taken through another program recognized by the state (another public school district, an approved private school) or those courses taken by students moving into the state from another state or country. Decisions regarding the recognition of credits earned before enrolling in the district will be based on the professional judgment of the high school principal or designee based on an evaluation of the student's former program and demonstrated knowledge and skills in the discipline for which credit is sought. The decision of the principal may be appealed to the superintendent within fifteen school days.
5. Making graduation requirements available in writing to students, parents and members of the public.
6. Providing for a waiver of graduation requirements for an individual student when permitted. All state graduation requirements must be satisfied unless a waiver is permitted by law;
7. Granting credit for learning experiences conducted away from school.<sup>8</sup> Granting credit for correspondence, vocational-technical institutes and/or college courses for college or university course work the district has agreed to accept for high school credit, state law requires that the district award one high school credit for every five quarter hour credit or three semester hour credit successfully earned through a college or university, except for community college high school completion programs where the district awards the diploma; tenth and eleventh grade students and their parents shall be notified annually of the Running Start Program.
9. Granting credit for work experience.
10. Granting credit based upon competence testing, in lieu of enrollment.
11. Granting credit for high school courses completed before a student attended high school, to the extent that the course work exceeded the requirements for seventh or eighth grade upon parent request  

The academic level of the course exceeds the requirements for seventh and eighth grade classes and the course would qualify for high school credit, because the course is similar or equivalent to a course offered at the high school in the District.
12. Counseling of students to know what is expected of them for completion of their schooling.
13. Preparing a list of all graduating students for the information of the board and release to the public.
14. Preparing suitable diplomas and final transcripts for graduating seniors.
15. Planning and executing graduation ceremonies.
16. Developing student learning plans for students who are not successful on one or more components of the statewide assessment.

Deleted: HSPE/End of Course exam

In the event minimum test requirements are adopted by the board, a student who possesses a disability shall satisfy those competency requirements which are incorporated into the Individualized Education Program (IEP). Satisfactory completion of the objectives incorporated into the IEP shall serve as the basis for determining completion of a course.

A student shall be issued a diploma after completing the district's requirements for graduation. In lieu of the certificate of academic achievement, special education students may earn a certificate of individual achievement. A student shall also be advised that he/she may receive a final transcript.



However, a student's diploma or official transcript may be withheld until the student pays for any school property that has been lost or willfully damaged. Upon payment for damages, or the equivalency through voluntary work, the diploma or transcript will be released. When the damages or fines do not exceed \$100, the student or his/her parents shall have the right to an appeal using the same process as used for short-term suspension as defined in Policy 3241, Classroom Management, Corrective Actions or Punishments. When damages are in excess of \$100, the appeal process for long term suspension as defined in Policy 3241, Classroom Management, Corrective Actions or Punishments shall apply.

Graduation requirements in effect when a student first enrolls in high school shall be in effect until that student graduates unless such period is in excess of ten years.

In the event that other forms of corrective actions are imposed for violations of school rules, the student may be denied participation in graduation ceremonies. Such exclusion shall be regarded as a school suspension. In such instances, the diploma will be granted.

Cross References:	Board Policy 3110	Qualifications of Attendance and Placement
	Board Policy 3241	Classroom Management, Corrective Actions or Punishment
	Board Policy 3520	Student Fees, Fines and Charges
Legal References	RCW 28A.230.090	High school graduation requirements or equivalencies — Reevaluation and report by State Board of Education — Credit for courses taken before attending high school — Post-secondary credit equivalencies
	RCW 28A.230.120	High school diplomas — Issuance — Option to receive final transcripts — Notice
	RCW 28A.600.300-400	High school students' options
	RCW 28A.635.060	Defacing or injuring school property — Liability of pupil, parent or guardian — Withholding grades, diploma, or transcripts — Suspension and restitution — Voluntary work program as alternative — Rights protected
	WAC 392-410	Courses of studies and equivalencies
	WAC 180-51	High school graduation requirements
	WAC 392-348	Secondary Education
	WAC 392-121-182	Alternative Learning Experience Requirements
	WAC 392-169	Special service programs running start program

Management Resources:	
<b><u>Policy News, April 2012</u></b>	<b><u>State Board of Education revises credit requirements for graduation</u></b>
<i>Policy News</i> , April 2009	High School Graduation Requirements (Class of 2009)
<i>Policy News</i> , February 2009	High School Graduation Requirements
<i>Policy News</i> , August 2007	Graduation Requirements Modified by Legislature
<i>Policy News</i> , October 2004	Graduation Requirements: High School and Beyond Plans
<i>Policy News</i> , February 2004	High School Graduation Requirements
<i>Policy News</i> , December 2000	2004 High School Graduation Requirements Adopted
<i>Policy News</i> , April 1999	Variations Complicate College Credit Equivalencies

Policy No. 2410  
Instruction

Adoption Date: 2.27.08  
School District Name: Steilacoom Historical School District  
Revised: 1.26.11; 8.12

**Steilacoom Historical School District Board of Directors**

**REGULAR BOARD MEETING**

Date: August 9, 2012

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

**ISSUE:**   X   **ACTION**            **Policy 4040– Public Access to District Records**  
           **INFORMATION**

**BACKGROUND INFORMATION:**

This policy has been revised to include Electronic Records as public records and for purposes of RCW 40.14 included in the preservation and destruction of public records. Also included is the addition and definition of “cut-off” retention period.

Additional policy revisions have been made to clarify the definition of *school district records* and the policy made easier to understand by eliminating non-critical details defining what is *writing*.

**FISCAL IMPLICATIONS:**

None

**RECOMMENDED DECISION:**

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

**Report prepared by:** Superintendent Fritz



## PUBLIC ACCESS TO DISTRICT RECORDS

Full access to information concerning the administration and operations of the district will be afforded to the public as provided by the Public Disclosure Law. At the same time, the district recognizes the right of individuals to privacy and of the desirability of efficient administration of the district. Public access to district records will be afforded according to the procedures developed by the superintendent and periodically reviewed by the board.

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“School district records” include any writing, printing, photocopying, photographing, etc., containing information relating to the conduct of operations and functions of the district which is prepared, owned, used, or retained by the district. “School district records” do not include the personal notes and memoranda of staff which remain in the sole possession of the maker and which are not generally accessible or revealed to the other persons. A “writing” as defined by the Public Records Act means any handwriting, typewriting, printing, photocopying, photographing, or other means of recording any form of communication on representation.

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Deleted: , including letters, words, pictures, sounds, or symbols, or combination thereof, and all papers, maps, magnetic or paper tapes, photographic films and prints, motion picture, film and video recordings, magnetic or punched cards, discs, drums, diskettes, sound recordings and other documents including existing data compilations from which information may be obtained or translated. “School district records” do not include the personal notes and memoranda of staff which remain in the sole possession of the maker and which are not generally accessible or revealed to other persons.

The superintendent or designee will serve as “public records coordinator” with responsibility and authority for ensuring compliance with the display, indexing, availability, inspection, and copying requirements of state law and this policy. As coordinator he/she will authorize the inspection and copying of the district's records only in accordance with the criteria set forth in this policy.

In accordance with RCW Chapter 42.56, the district will make available for public inspection and copying all district records, or portions, except those which contain the following information:

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A. Personal information from any file maintained for students (RCW 42.56.230(1). Information from student records shall be disclosed only in accordance with the requirements of the Family Educational Rights and Privacy Act of 1974, 20 U.S.C. § 1232g and adopted district policy;

B. Personal information in files maintained for staff to the extent that disclosure would violate their right to privacy. Requests for verification of employment are not public records and are not subject to the Public Records Act. Performance evaluations that do not discuss specific instances of misconduct are private and not of legitimate public concern. They will not be disclosed) (RCW 42. 56.230(2);

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C. Test questions, scoring keys, or other examination data used to administer academic tests (RCW 42.56.250(1);

D. The contents of real estate appraisals, made for or by the district relative to the acquisition of property, until the project is abandoned or until such time as all of the property has been acquired, but in no event will disclosure be denied for more than three years after the appraisal (RCW 42.56.260);

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E. Preliminary drafts, notes, recommendations, and intra-district memoranda in which opinions are expressed or policies formulated or recommended, except that a specific record will not be exempt when publicly cited by the district in connection with any district action (RCW 42. 56.280);

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F. Records which are relevant to a controversy in which the district is a party but which records would not be available to another party under the rules of pretrial discovery for cases pending in the superior courts – RCW 42.56.290;

- G. Records or portions of records the disclosure of which would violate personal rights of privacy – RCW 42.56.210 and RCW 42.56.070;
- H. Records or portions of records the disclosure of which would violate governmental interests – RCW 42.56.210;
- I. The residence addresses, telephone numbers, personal wireless telephone numbers, personal electronic mail addresses, social security numbers and emergency contact information of employees or volunteers at a public agency held in personnel records, rosters, and mailing lists — RCW 42.56.250(3).
- J. The names, dates of birth, residential addresses and telephone numbers, personal wireless telephone numbers, personal electronic mail addresses, social security numbers and emergency contact information of dependents of employees and volunteers of a public agency.

K. Personally identifiable information for special education students — WAC 392-172A; and

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L. The annual declaration of intent filed by parents for a child to receive home-based instruction – RCW 42.56.320,

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If the district denies any request, in whole or in part, for inspection and copying of records, the district will provide the requesting party with a written statement of the reason for the denial setting forth the specific exemption (and statutory section) which applies. No request will be denied solely on the basis that the request is overbroad.

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If the record which is requested for inspection and/or copying contains both information exempted from disclosure and nonexempt information, the district will, to the extent practicable, produce the record with the exempt portion deleted and will provide a written explanation for the deletion.

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The district may inquire into the purpose for which a record is requested and may use the answer to aid in determining whether the public has a legitimate interest in obtaining the information, but the district may not decline to furnish the records for public inspection and copying solely because the requester refuses to furnish a reason for the request.

The district may condition access to a public record containing a list of individuals on the requester's promise that the record will not be used for a commercial purpose, but may not require the requester to enter into a hold harmless agreement to that effect.

The public records coordinator is authorized to seek an injunction to prevent the disclosure of records otherwise disclosable when he/she determines that there is reasonable cause to believe that the disclosure would clearly not be in the public interest and would substantially and irreparably damage any person or would substantially or irreparably damage vital governmental functions.

The coordinator will inform any employee and appropriate collective bargaining unit representative when a record naming the employee has been requested. The employee and representative will be informed of the district's intended response to the request.

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### Electronic Records

Electronic records (including e-mail and web content) created and received by the district in the transaction of public business are public records for the purposes of RCW 40.14 and will be managed consistent with all of the laws and regulations governing the retention disclosure, destruction and archiving of public records. The district will manage electronic records according to the same provisions as paper documents as set forth in the records retention schedules. Electronic records will be retained in electronic format and remain usable, searchable, retrievable and authentic for the length of the designated retention period. The district will retain electronic records designated as archival in the original format along with the hardware and software required to read the data, unless the data has been successfully migrated to a new system. The district will retain records in compliance with the General Records Retention Schedule For School Districts And Educational Service Districts in Washington State found at: [www.sos.wa.gov/archives/recordsretentionschedules.aspx](http://www.sos.wa.gov/archives/recordsretentionschedules.aspx).

### Cut-Off

Whenever applicable, the retention period starts with the "cut-off." "Cut-off" is a term used to indicate files or records may be terminated on a predetermined date. "Cut-off" prevents current records from attaining unmanageable size and facilitates the filing of new records. Calendar year records may be "cut-off" on December 31, and a new file established on January 1; all fiscal year records can be "cut-off" only upon the completion of an action or event, such as termination of a contract, final payment of a contract, or termination of employment. ~~etc~~ Regardless of the duration of the retention period, records series should be kept in the office files after "cut-off" only as long as is necessary to satisfy: (1) active reference; (2) audit, when required; and (3) other operational requirements. Once these three factors have been satisfied, the records should be transferred to a records center or to an appropriate alternative format, including electronically for the remainder of the retention period.

Cross Reference: Board Policy 3231 Student Privacy

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Legal Reference: Chapter 40.14 RCW Preservation and destruction of public records

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Chapter 42.17 RCW Disclosure — Campaign — Finances —  
Lobbying — Records

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Chapter 42.56 RCW Public Records Act

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WAC 392-172A Rules for the provision of special education

20 U.S.C. § 1232g Federal Education Rights Privacy Act (FERPA)

Policy No. 4040  
Community Relations

Management Resources:

<u><i>Policy News, April 2012</i></u>	<u>Public Records</u>
<u><i>Policy News, February 2010</i></u>	<u>Federal Education Rights and Privacy</u>
	<u>Act revisions</u>
<u><i>Policy News, June 2006</i></u>	<u>Public Records Act</u>
<u><i>Policy News, October 2005</i></u>	<u>Public Disclosure</u>

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Adoption Date: 2.27.08

School District Name: Steilacoom Historical School District

Revised: 1.14.09

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