



Meeting Packet

Steilacoom Historical School District #1 Regular Meeting Board of Directors

January 25, 2012

7:00 p.m.



Steilacoom Historical School District #1 Regular Meeting Board of Directors

Steilacoom High School 54 Sentinel Drive Steilacoom, WA

1/25/2012 7:00 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.

II. CALL TO ORDER

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

III. 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.

IV. SCHOOL BOARD APPRECIATION

(Presentation)

V. Approval of 1.11.12 Regular Board Meeting Minutes

(Vote)

- 1.11.12 Regular Board Meeting Minutes.docx

(p. 5)

VI. REPORTS

(Information)

- A. December 2011 Presentation.pdf
- B. Legislative Update

(p. 8)

(p. 23)

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.

- A. Approval of January 2012 Accounts Payable (p. 25)
- B. Approval of January 31, 2012 Payroll (p. 35)
- C. Approval of Certificated Personnel Report (p. 36)
- D. Approval of Classified Personnel Report (p. 38)
- E. Approval of Pioneer Middle School Outdoor Camp Trip (p. 40)
- F. Approval of SHS Cheer Field Trip (p. 41)

VIII. OLD BUSINESS

1. Second Reading of Policy 3122, Excused and Unexcused Absences (Vote)

- Background for 2nd reading of Policy 3122 (p. 45)
- Second Reading of Policy 3122, Excused Unexcused Absences (p. 47)

2. Second Reading of Policy 3142, International Exchange Students (Vote)

- Background for Policy 3142 (p. 50)
- Second Reading of Policy 3142, International Exchange Students (p. 51)

IX. NEW BUSINESS

1. Resoution 761-01-25-12, Energy Operational Cost Savings Improvement Grant (Vote)

- Board Background Energy Efficiency Grant January 2012.docx (p. 53)
- Energy Grant Resolution 761 January 2012.doc (p. 54)
- Letter of Intent January 2012.doc (p. 55)

2. Resolution 762-01-25-12, Procurement Cards (Vote)

- Board Background Procurement Cards Resolution Jan 2012.docx (p. 56)
- P-card Individual_Agreement.pdf (p. 57)
- P-card Resolution for individual cards.docx (p. 58)

3. Resolution 763-01-25-12, Bond Refunding (Vote)

- 763-01-25-12Guarantee Resolution UTGO Refunding Bonds 2012.doc (p. 61)

4. Approval of Steilacoom High School Financial Algebra Course (Vote)

- SHS Financial Algebra Course Approval.pdf (p. 64)

X. COMMENTS FROM THE AUDIENCE

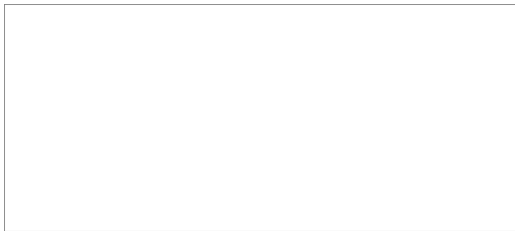
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XI. BOARD COMMUNICATION

XII. ANNOUNCEMENTS

XIII. 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
Wednesday, January 11, 2012 Steilacoom High School, 54 Sentinel Drive, Steilacoom, WA**

CALL TO ORDER

Pledge of Allegiance – led by teacher Samantha Foyil.

Roll Call - Director Scott moved and Director Wong seconded the motion to excuse Director Denning from the meeting. Motion passed (4/0).

Approval of Agenda - Director Scott moved to approve the agenda Callanan seconded the motion and the motion passed (4/0).

COMMENTS FROM THE AUDIENCE

- No comments

NATIONAL BOARD CERTIFIED TEACHER RECOGNITION

Executive Director Weight introduced Pioneer Middle School teacher Samantha Foyil and Chloe Clark Elementary teacher Kevin Schmidt. They have recently become certificated with an advanced teaching credential. Chair Winkler presented each with a certificate of recognition of their accomplishments.

APPROVAL OF MINUTES

12.14.11 Regular Board Meeting Minutes - Motion approved by Director Callanan, Director Scott seconded the motion and the motion passed (4/0).

12.21.11 Special Board Meeting Minutes Motion approved by Director Callanan, Director Wong seconded the motion and the motion passed (4/0).

LEGISLATIVE UPDATE

Superintendent Fritz announced a recent history making decision in the state of Washington where a suit filed in 2007 against Washington State declared that the state was not fully and amply funding public education. The Supreme Court of the State of Washington made the determination on 1/5/12 that the state had not complied. In a rare move, the Supreme Court retained jurisdiction of the case and gave the Legislature a six-year deadline to implement necessary reforms. Superintendent Fritz stated that it is too early to tell the implications to our school district. Two Board members and Bill will attend the Legislative Conference in late January to meet with legislators.

Director Callanan informed the Board that nontribal casino owners are requesting authorization to have slot machines in their casinos, which are currently only authorized in tribal casinos. He expressed a belief that it may be beneficial for schools to receive priority funding from tax revenues generated by slot machines in nontribal casinos, if this request is approved by the Legislature. Other Board members supported the idea in the event that the Legislature authorizes the expanded placement of slot machines into nontribal casinos.

CONSENT AGENDA

Director Scott moved to approve the Consent Agenda; Director Callanan seconded the motion and the motion passed (4/0).

CLASSIFIED NEW HIRES

NAME	POSITION	BUILDING	FTE
DeFLITCH, Jutta	Sub Coordinator (Classified and Certificated)	District Wide	3 Hrs/Day
KINNEY, Rebecca	Student Services Secretary (Part-Time)	Student Services	2 Days Per Week (Leave Replacement)
WORKMAN, Cindy	Title I/ELL Para	SPT	5.75 Hrs/Day

CERTIFICATED NEW HIRES/RE-HIRES

NAME	POSITION	BUILDING	FTE
OLSEN, Ari	SPED Teacher (K-8)	WAVA	.583 (105 Days)

CERTIFICATED STIPENDS

NAME	ACTIVITY/POSITION	BL DG.	STIPEND AMOUNT	TIMELINE/ DATES
BADER, Terry	Art Club (Skills)	SHS	\$1,620.00	2011/2012 SY
BADER, Terry	CTE (5 Days @ Per Diem)	SHS	\$1,748.75	2011/2012 SY
HALLER, Kyle	Head Coach (Girls' Soccer)	PIO	\$3,143.00	2011/2012 SY
OLSON, David	Asst. Coach (Boys' Swim Team)	SHS	\$2,616.92	2022-2012 SY

**APPROVAL OF DECEMBER 2011 PAYROLL AND JANUARY 2012 ACCOUNTS PAYABLE
APPROVAL OF JANUARY 2012 X-CYCLE PAYROLL**

OLD BUSINESS

Second Reading of Policy 3143, District Notification of Juvenile Offenders – Executive Director Mills explained revisions in the policy. Director Scott moved to adopt the policy as changed; Director Wong seconded the motion and the motion passed (4/0).

NEW BUSINESS

Approval of Steilacoom High AP Chemistry – Steilacoom High teacher Aaron McDonald presented materials for course approval. Director Wong moved to approve the course; Director Callanan seconded the motion and the motion passed (4/0).

First Reading of Policy 3122, Excused and Unexcused Absences – Executive Director (ED) Mills explained the language updates the policy to include electronic attendance taking which is the District's current practice and truancy language. Director Scott made the motion to move the policy to a second reading. Director Callanan seconded the motion and the motion passed (4/0).

First Reading of Policy 3142, International Exchange Students – ED Mills explained that the revisions align with uniform national standards and to match procedure. Director Callanan made a motion to move the policy to a second reading; Director Scott seconded the motion and the motion passed (4/0).

Approval of Resolution 760-01-11-12, Approval of Compensated Absences Liability Pool – Executive Director Ball explained that this program, in conjunction with Puget Sound Education Services District, helps participating school districts fund the liability for employees' accrued sick leave and/or vacation leave buy-back & cash outs. Chair Winkler read the resolution. Director Scott moved to approve the resolution; Director Wong seconded the motion and the motion passed (4/0).

Special School Board Meeting 1.28.12 – The Board will hold a semi-annual retreat meeting. The draft agenda for the meeting is attached to the agenda for this meeting and will be published the week of the meeting, adding a Legislative Update item.

COMMENTS FROM THE AUDIENCE

- No comments

BOARD COMMUNICATION

- Superintendent Fritz met with Lieutenant Colonel Lemmon, JBLM Madigan, working in partnership with JBLM to offer a Military School Health Clinic. In the future an agreement will be brought to the Board to provide school based health clinics at Pioneer Middle and Steilacoom High for military students.
- Principal McCrimmon announced her retirement at the end of this school year. The position will be posted soon, a community survey will be conducted, and community forum will be held prior to hiring a new principal.
- Director Callanan thanked the students in attendance.

- Chair Winkler thanked Ms. McCrimmon for serving as principal this school year.
- Chair Winkler received an update from Ms. Franklin and family regarding her son Milan, injured overseas.

ANNOUNCEMENTS

- Andre Stout, principal of Pioneer Middle School, is on University of Washington, Tacoma posters advertising their School of Education.
- Pioneer Middle School 7th graders took a trip to Olympia to tour the Capital building. The tour guide said that the group was the best behaved she had ever had touring, rewarding the students by showing them parts of the Capital not usually shown to the public.
- Reminder of a play at the high school January 18, 19, 20, 2012, *Hurricane Smith and the Garden of the Golden Monkey*.

7:58 - 8:05 Recess prior to the Board going into Executive Session.

EXECUTIVE SESSION

The Board went into Executive Session to review the performance of a public employee per RCW 42.30.110(1g). No decisions will be made.

RETURN TO PUBLIC SESSION

The Board returned to public session at 9:45 pm.

ADJOURNMENT

Director Wong moved to adjourn the meeting at 9:46; Director Callanan seconded the motion and the motion passed (4/0).

(Chair)

(Secretary/Superintendent)

**STEILACOOM HISTORICAL
SCHOOL DISTRICT #1
ENROLLMENT &
FINANCIAL REPORT**

**JANUARY 25, 2012
BOARD MEETING**

Prepared & Presented by:
LeeRae Ball, Executive Director of Finance & Operations

1

DECEMBER 2011 COUNT

Total District Enrollment

4240.97 FTE 4,540 Head Count

Brick & Mortar Only

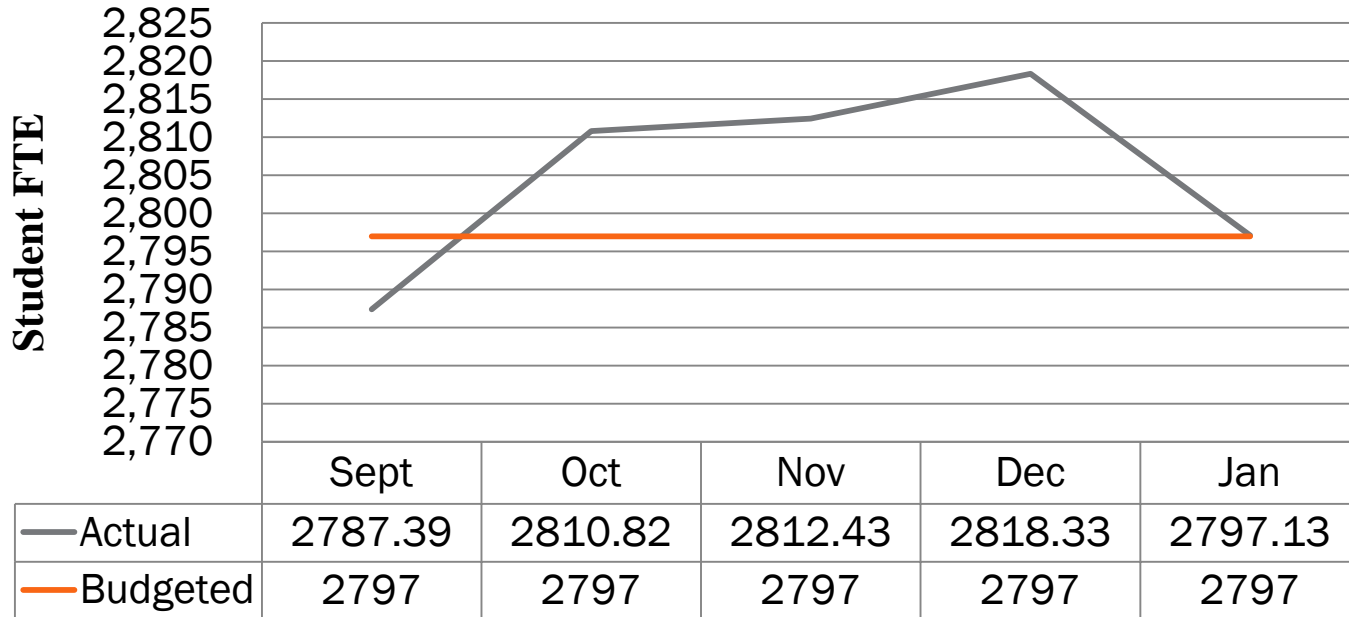
2797.13 FTE 2,938 Head Count

WAVA Only

1443.84 FTE 1,602 Head Count

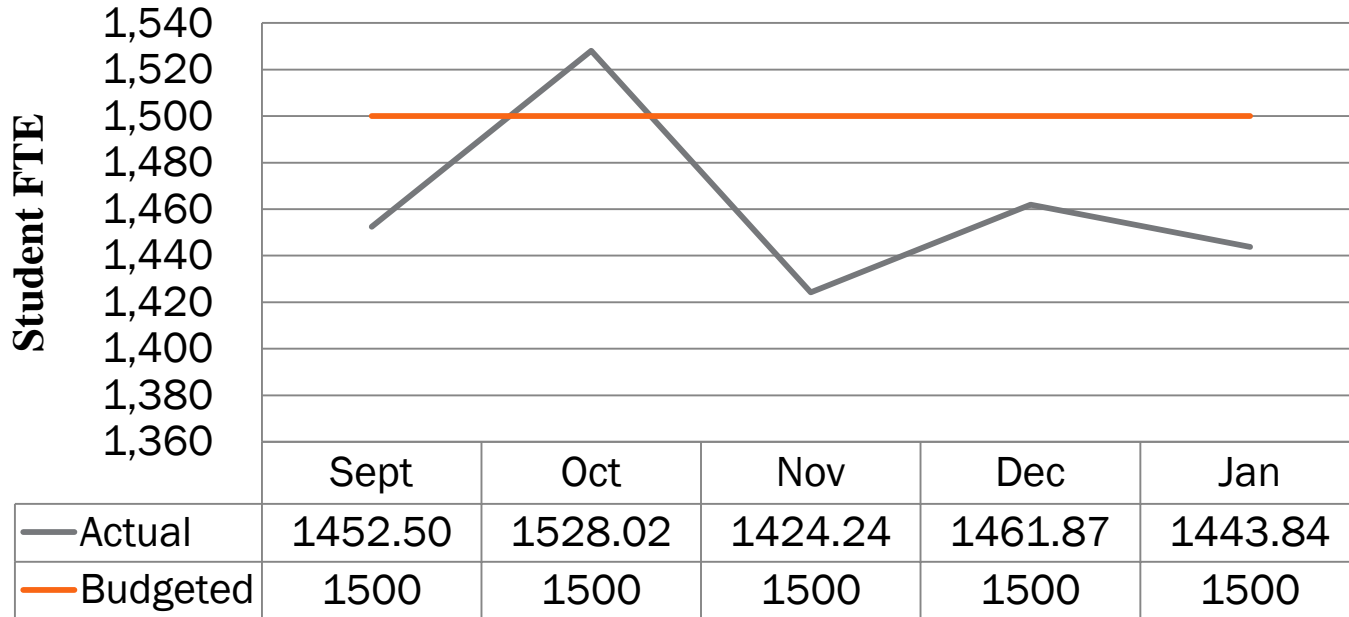
ENROLLMENT HISTORY 11-12

Brick & Mortar FTE Actual vs. Budgeted




ENROLLMENT HISTORY 11-12

WAVA FTE Actual vs. Budgeted



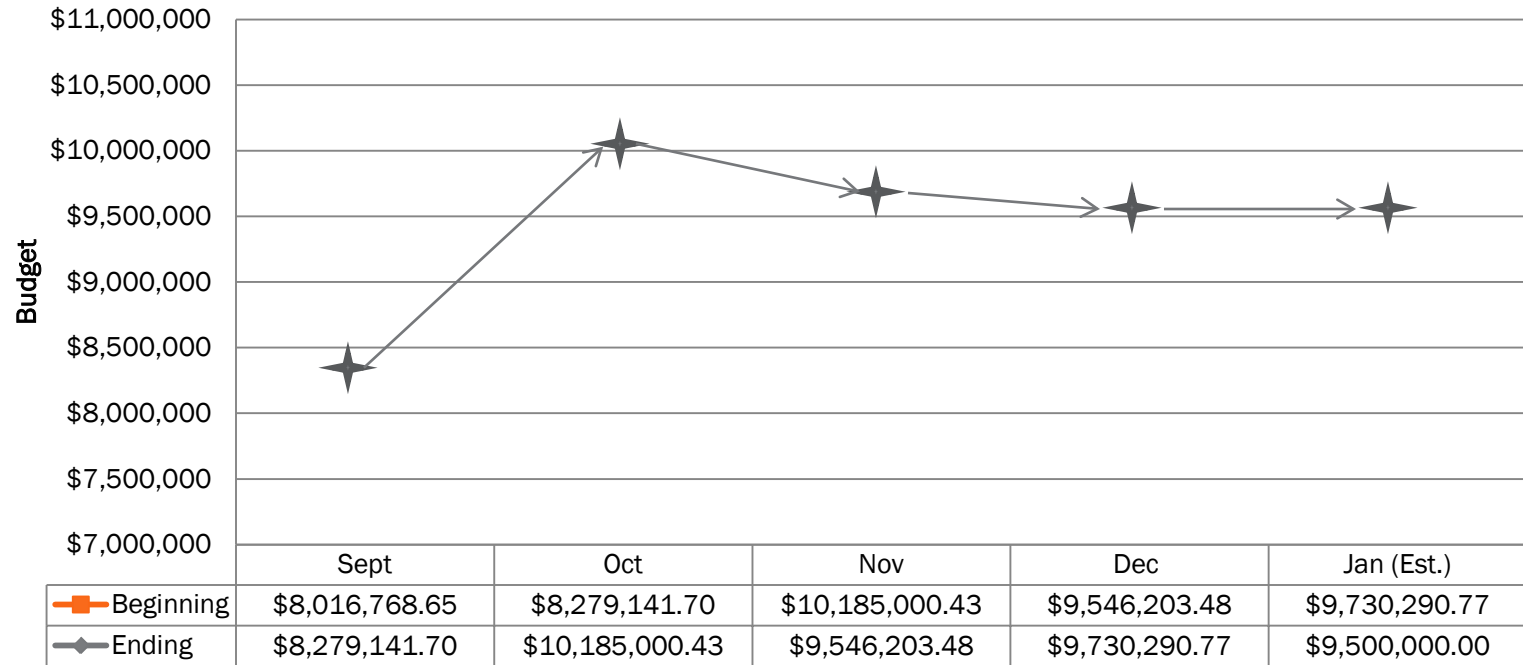
Building FTE Comparison

School	Oct (Base)	Prev. Month Dec. 2011	Current Month Jan. 2012	Prev. to Curr. Diff. Dec. to Jan.	Difference Between October & Current Month
Cherrydale	274.50	270.00	269.50	-0.50	-5.00
Chloe Clark	532.00	541.00	546.50	+5.50	+14.50
Saltar's Point	462.00	463.00	464.00	+1.00	+2.00
Pioneer MS	707.72	710.83	700.73	-10.10	-6.99
Steilacoom High	804.10	796.30	785.10	-11.20	-19.00
Anderson Island	20.50	21.50	21.50	0	+1.00
WAVA	1528.02	1424.24	1443.84	+19.60	

Overall
Brick &
Mortar
Difference
- 13.49
(.995%)

GENERAL FUND

Cash Flow



GENERAL
FUND

Beginning Fund Balance for Dec 2011:

\$9,546,203.48

Total gained:
\$184,087.29



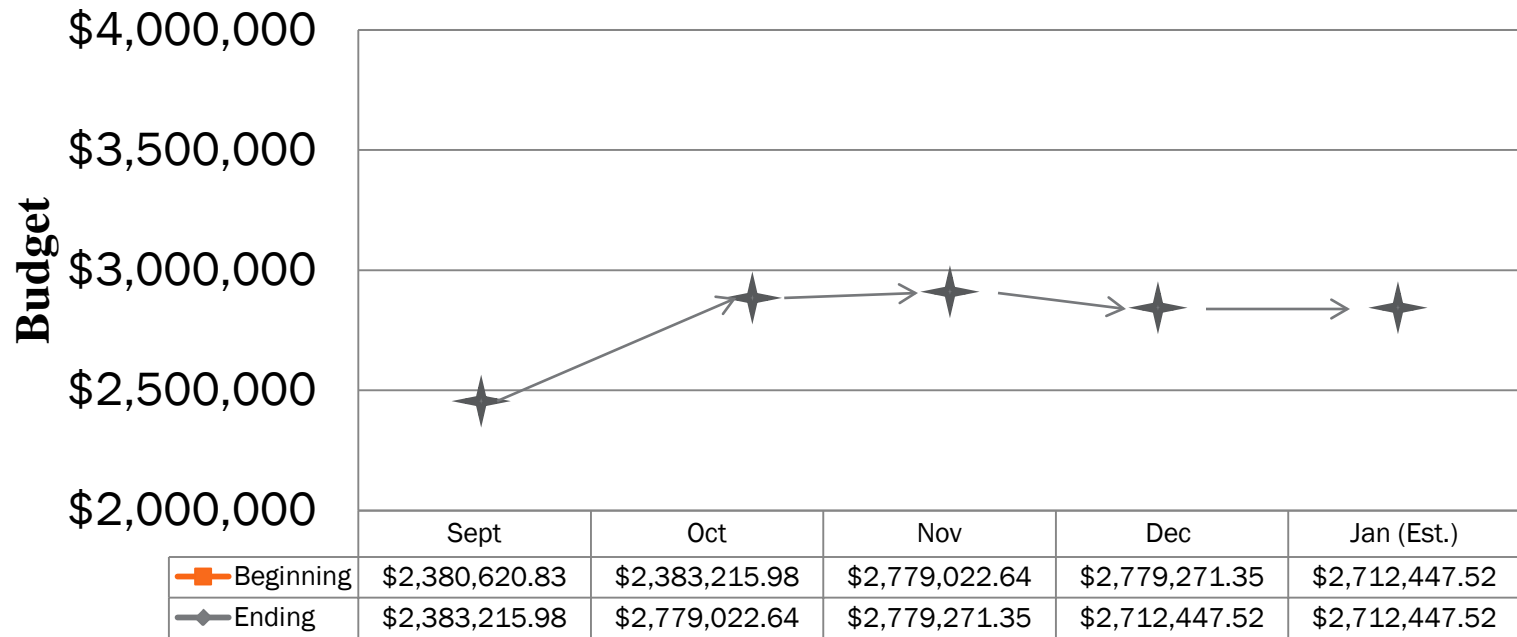
Higher
Apportionment
Month (9%)

Ending Fund Balance for Dec 2011:

\$9,730,290.77

CAPITAL PROJECTS FUND

Cash Flow



**CAPITAL
PROJECTS
FUND**

Beginning Fund Balance for Dec 2011:

\$2,779,271.35

Total Spent
\$66,823.83

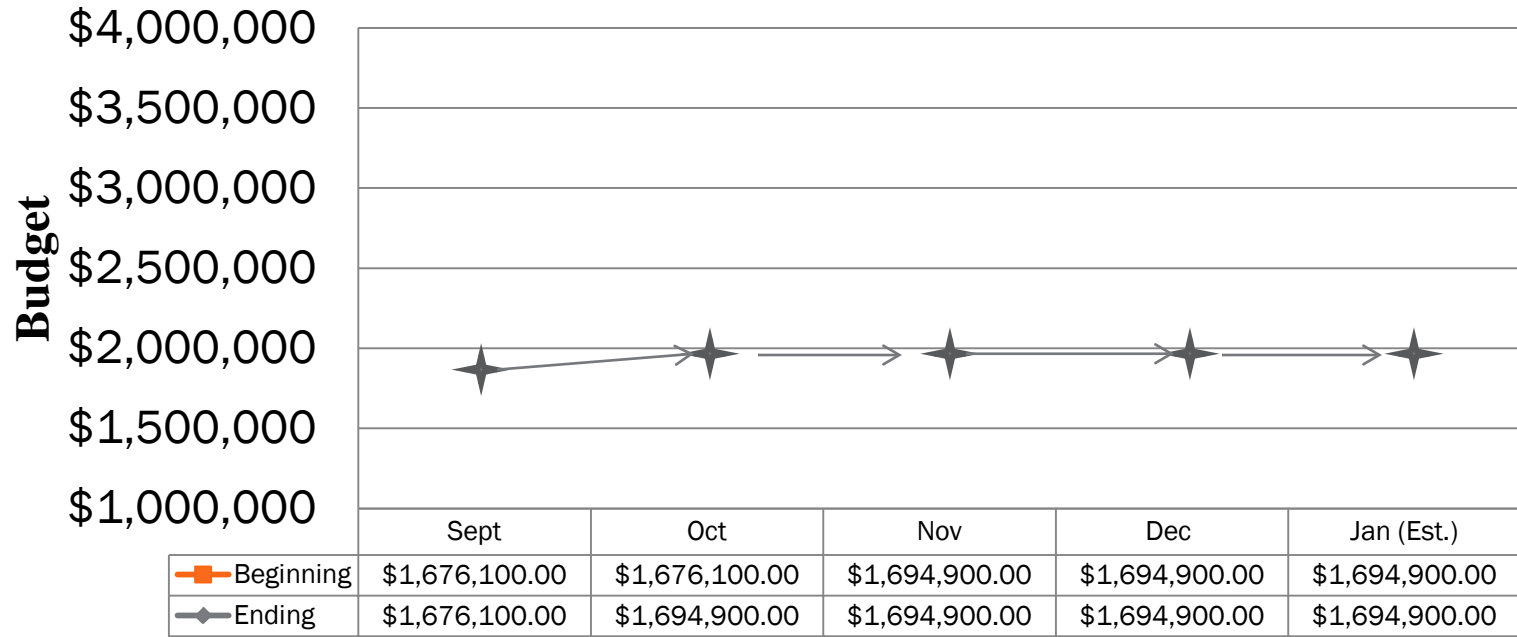


Ending Fund Balance for Dec 2011:

\$2,712,447.52

DEBT SERVICE FUND

Cash Flow



**DEBT
SERVICE
FUND**

Beginning Fund Balance for Dec 2011:

\$1,694,900.00

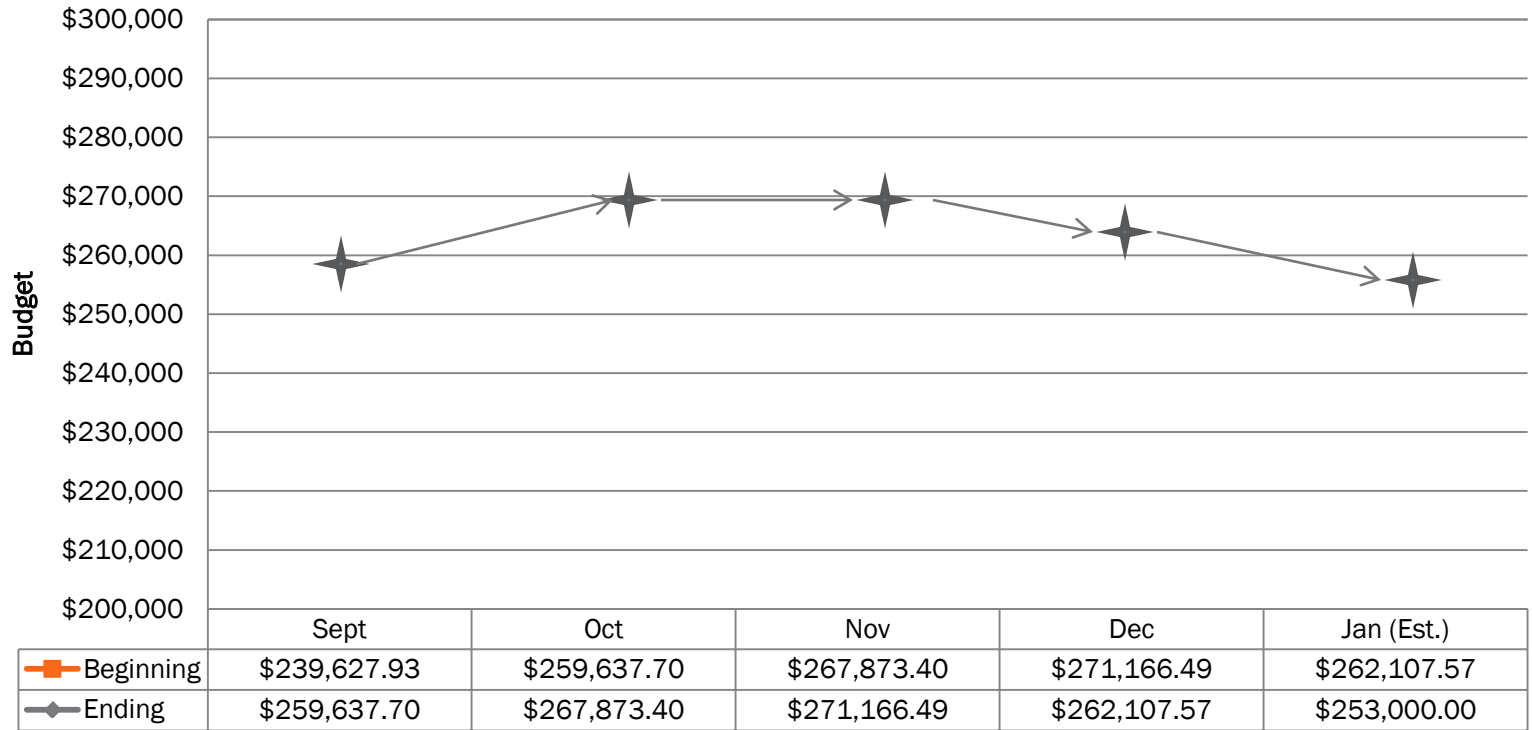
No Activity This Month

Ending Fund Balance for Dec 2011:

\$1,694,900.00

ASB FUND

Cash Flow



ASB FUND

Beginning Fund Balance Dec 2011:

\$271,466.49

Total
Spent
\$9,358.92

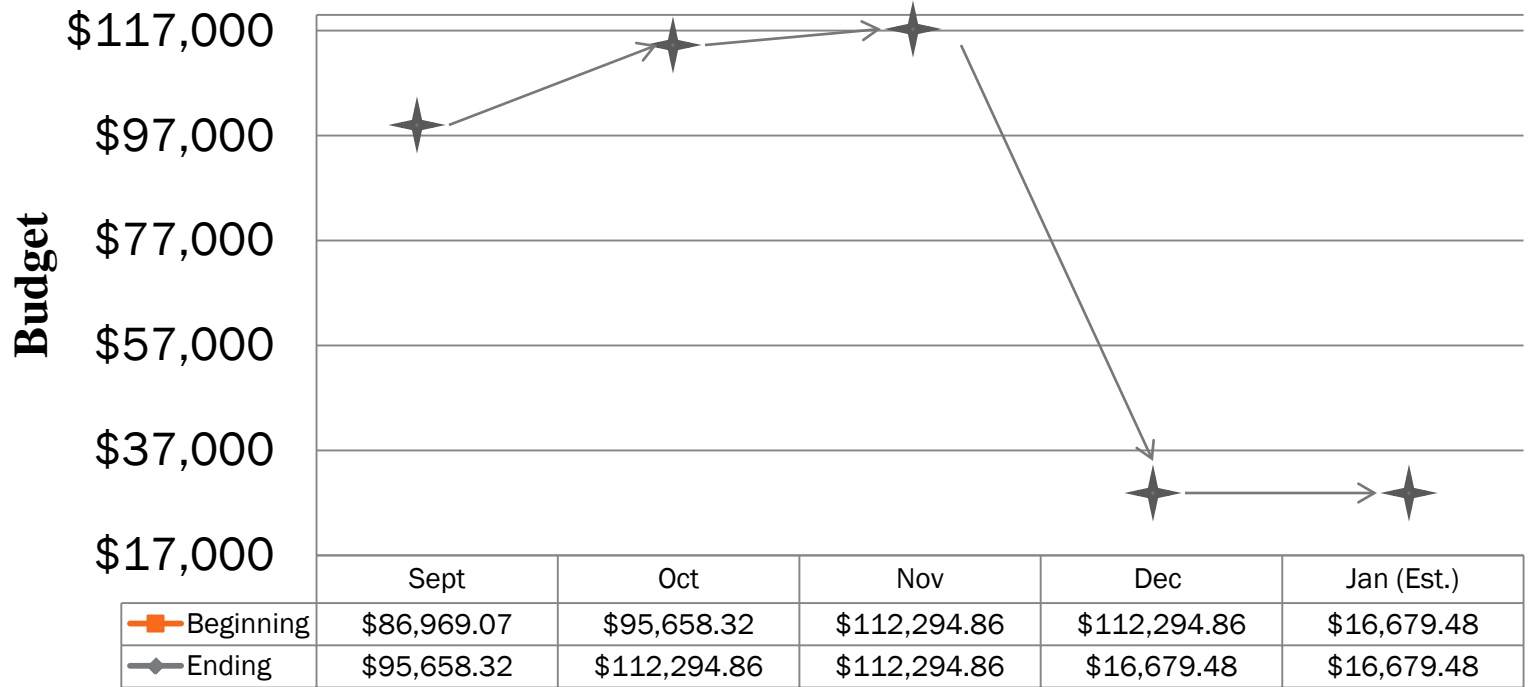


Ending Fund Balance Dec 2011:

\$262,107.57

TRANSPORTATION VEHICLE

Cash Flow



Beginning Fund Balance Dec 2011:

\$112,294.86

Total Spent
\$95,615.38



Ending Fund Balance Dec 2011:

\$16,679.48

TRANSPORTATION
VEHICLE
FUND

List of Current Legislative Bills (1.25.12)

HB 1139 Public record disputes H SGTribalAff Armstrong

HB 1168 Career & technical education H Rules 3C Liias

SHB 1251 Budget reductions/education H Ways & Means Hunter

E2SHB 1443 Education reforms H Education Maxwell

SHB 1470 Access to K-12 campuses/info H 2nd Reading Bailey

HB 1491 Early learning adv. council H Erly Lrn/H Svc Goodman

E2SHB 1593 Principal certification H Education Carlyle

HB 1669 Educational opportunity gap H Rules 3C Santos

SHB 1814 School district levy base H Ways & Means Sullivan Bills guarantee that levy base is not diminished due to apportionment reductions.

SHB 1815 School district levy base H Ways & Means Sullivan

ESHB 1849 State education council H Rules 3C Haigh

HB 2044 Scratch ticket machines H SGTribalAff Taylor Allows machines and placement of revenue into a fund from which ~50% would go toward education.

HB 2059 Savings in education T.O. H Ways & Means Hunter

HB 2072 Revenues/general fund H Ways & Means Hunter

SHB 2078 K-3 class size reduction H Rules 3C Jinkins

HB 2084 Evaluating budget decisions H Ways & Means Hasegawa

HB 2095 Student and faculty meals H Ways & Means Probst

HB 2110 Certificated school employees H Education Lytton

HB 2111 Quality education council H Ways & Means Maxwell

HB 2184 School construction assistance H Cap Budget Dunshee

HB 2189 Vacation leave accrual rate H SGTADP Hunt

HB 2199 School attendance requirement H Education Kelley

HB 2209 Alt. learning experiences H Education Haigh Maintains 15% reduction for ALE students but exempts "contract learning"

HB 2215 School year waivers H Education Klippert

HB 2231 State assessment requirements H Education McCoy

HB 2247 School employees/medications H HC/Wellness Green

HB 2265 Washington works payments H Labor/Work Dev Probst Rewards schools for education programs in areas of critical shortage

HB 2268 Financial literacy H Education Angel

HB 2294 Cardiopulmonary resuscitation H Education Van De Wege

HB 2309 Provisional school employees H Education Pettigrew

HB 2333 Local school districts H Education Lytton

HB 2334 Teacher and principal evaluations H Education Lytton

HB 2336 Taxpayer-funded education materials H Education Apps Carlyle

HB 2337 Open K-12 education resources H Education Apps Carlyle

HB 2377 History & heritage education H Education McCune

HB 2380 Goals of a basic education H Education McCune

HB 2381 Instructional materials H Education McCune **January 13, 2012**

HB 2406 Closed executive session meetings H SGTribal Aff Takko

HB 2411 High school graduation requirements H Education Haigh

HB 2427 Educator evaluation systems H Education Pettigrew

HB 2428 School governing/alternative H Education Pettigrew

HB 2447 High school credit H Education Dahlquist

HB 2448 High-quality early learning H Erly Lrn/H Svc Goodman

HB 2451 School workforce reductions H Education Ahern

HB 2533 Prioritizing expenditures for K-12 education within the state appropriations process Requires passage of educational appropriations before consideration/voting on entire state budget.

SSB 5093 Budget reductions/education S Ways & Means McAuliffe

SB 5094 Operating budget 2011-2013 S Ways & Means Murray

SB 5095 Operating sup budget 2011 S Ways & Means Murray

SSB 5189 Access to K-12 campuses/info S Rules X Hobbs

SB 5467 Capital budget 2011-2013 S Ways & Means Kilmer

SB 5470 Educational employees S Ways & Means Murray

SB 5471 Student achievement fund S Ways & Means Murray

SB 5472 School & educational service districts S Ways & Means Murray

SSB 5475 Education funding S EL/K-12 Murray

SB 5476 School bus depreciation S Ways & Means Murray Delays depreciation payment

SSB 5572 Running start program S Rules X Kilmer Allows colleges to limit enrollment

SSB 5639 Education governance system S Ways & Means McAuliffe

SB 5651 School district levy base S Ways & Means McAuliffe
 SB 5652 School district levy base S Ways & Means McAuliffe
 SB 5829 School district compensation S Ways & Means McAuliffe
 SB 5872 Evaluating budget decisions S Ways & Means Harper
 SB 5881 Additional cigarette tax S Ways & Means Kilmer
 SSB 5883 Operating sup budget 2011-13 S Rules 2 Murray
 SB 5884 Fiscal matters T.O. S Ways & Means Murray
 SB 5895 Education T.O. S Ways & Means Murray
 SB 5896 Education T.O. S Ways & Means Murray
 SB 5901 Revenue and taxation T.O. S Ways & Means Murray
 SB 5902 Revenue and taxation T.O. S Ways & Means Murray
 SB 5904 Revenue T.O. S Ways & Means Murray
 SB 5905 Prof. certificated teachers S EL/K-12 Baxter
 SB 5906 Certif. classroom teachers S EL/K-12 Baxter
 SB 5914 Teacher performance S Ways & Means Tom
 SB 5918 Scratch ticket machines S Lab/Comm/CP Delvin
 ESSB 5924 Running start program S Rules X Zarelli
 SB 5930 S Ways & Means Zarelli
 SB 5932 Initiation fees & dues/tax S Ways & Means Kohl-Welles
 SB 5940 School employee benefits S Ways & Means Hobbs
 SB 5949 Property tax exemption/intangible S Ways & Means Chase
 SB 5959 K-12 educator employment S Ways & Means Tom
 SB 6002 School construction assistance S Ways & Means Kilmer
 SB 6017 Financial audits/local governments S GovtOp & Elect Ranker **O Week 1 | January 13, 2012**
 SB 6020 180-day school year waivers S EL/K-12 Rolfes
 SB 6038 School building space/STEM S EL/K-12 Delvin
 SB 6040 School construction assistance S EL/K-12 McAuliffe
 SB 6041 Lighthouse school programs S EL/K-12 McAuliffe
 SB 6042 Art work appropriations S Ways & Means Schoesler
 SB 6050 180-day school year waivers S EL/K-12 Becker
 SB 6058 Single-sex classes S EL/K-12 Regala
 SB 6074 Capital sup budget 2011-13 S Ways & Means Kilmer
 SB 6084 Non-high school districts S Ways & Means Swecker
 SB 6086 Single-sex classes S EL/K-12 Swecker
 SB 6099 School district levy elections S EL/K-12 Rolfes
 SB 6109 Closed executive session meetings S GovtOp & Elect Pridemore
 SB 6117 Academic performance audits S EL/K-12 McAuliffe
 SB 6118 Highly capable students S EL/K-12 McAuliffe
SB 6119 Career pathways act S EL/K-12 McAuliffe Requires creation of online career exploration opportunities for students
 SB 6153 School attendance S HumServ/Corr McAuliffe
 SB 6174 School employees/medications S EL/K-12 Conway
 SB 6177 Certificated employee evaluations S EL/K-12 McAuliffe
 SB 6183 Bids/schools purchasing food S Ag/Water/RurEcD Morton
SB 6202 School governance/alternative S EL/K-12 Tom Charter Schools 10/year not to exceed 50
 SB 6203 Educator evaluation systems S EL/K-12 Tom
 SJR 8212 Superintendent of public instruction S EL/K-12 Tom
 SSJR 8213 Community redevelopment financing S Ways & Means Kilmer
 SSJR 8215 Debt reduction act of 2011 S Rules X Kilmer

S-3668.2 (in draft form) Places school districts under Health Care Authority

Thus far, no budget bills have been introduced aside from the governor's proposed budget.

Payments have been 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. Those payments have been recorded on a listing which has been made available to the board.

As of January 25, 2012, the board, by a _____ vote, does approve for payment those checks (warrants) included in the following list and further described as follows: GF WARRANTS OUTSTANDING
 Check Number 108689 through 108754
 in the total amount of \$446,595.61.

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
108689	ALBERTSONS	01/31/2012	6030375100161345		0	2,284.00	2,284.00
108690	AUTOLUBE TIRE & AUTOMOTIVE	01/31/2012	0000000490	OPEN PO 2011-2012 FOR VEHICLE REPAIRS - GROUNDS & DISTRICT VEHICLES	101112013	45.91	196.56
			0000000501	OPEN PO 2011-2012 FOR VEHICLE REPAIRS - GROUNDS & DISTRICT VEHICLES	101112013	45.91	
			0000000647	OPEN PO 2011-2012 FOR VEHICLE REPAIRS - GROUNDS & DISTRICT VEHICLES	101112013	104.74	
108691	BALL, LEEBRAE K	01/31/2012	mileage 1/5-1/11/12	mileage reimbursement and meal reimbursement	0	84.42	84.42
108692	BANK OF AMERICA	01/31/2012	11120069365		0	113.62	113.62
108693	BATTERIES PLUS	01/31/2012	101062-01	OPEN PO 2011-2012 FOR SUPPLIES	101112010	78.70	78.70
108694	BUILDERS HARDWARE & SUPPLY	01/31/2012	S3131346.001	OPEN PO 2011-2012 FOR SUPPLIES	101112011	17.14	17.14
108695	CABANIT, MARIA	01/31/2012	DECEMBER MIL REIMB		0	298.23	298.23
108696	CARD SERVICES	01/31/2012	0306 8904/0306		0 0	51.50 9,000.00	9,051.50
108697	CAROLINA BIOG SERVICE	01/31/2012	47890160ri 47892787 RI	BIOLOGY MATERIALS BIOLOGY MATERIALS	4311112045 4311112045	172.07 67.77	239.84
108698	CENTRAL WASH UNIVERSITY	01/31/2012	EDU FAIR	Central Washington University Career Fair Registration	91112091	85.00	85.00

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
108699	CENTURYLINK	01/31/2012	300493944		0	281.32	281.32
108700	CENTURYLINK QCC	01/31/2012	1195832857		0	137.54	137.54
108701	CENTURYLINK	01/31/2012	253-d08-1073-073-120		0	1,548.33	1,548.33
108702	CHEVRON & TEXACO CARD SERVICES	01/31/2012	560987		0	12,299.26	12,299.26
108703	CRYSTAL PRODUCTIONS	01/31/2012	SI-354134	art Supplies	2371112055	69.85	129.75
			si-354162	Exploring Art Media	2371112063	59.90	
108704	CTS	01/31/2012	2011120321		0	59.66	59.66
108705	CULLIGAN	01/31/2012	201201380587	OPEN PO 2011-2012 FOR WATER	101112012	23.84	57.26
			201201400885		0	33.42	
108706	EDEN ADVANCED PEST TECH	01/31/2012	854569		0	109.30	109.30
108707	ELECTROCOM	01/31/2012	24666-1		0	363.42	2,343.07
			24755-1		0	1,979.65	
108708	ESD 113	01/31/2012	0000017257		0	17,340.93	17,340.93
108709	FAIRFAX HOSPITAL	01/31/2012	8500243-63	Open PO for Fairfax Hospital, Northwest School of Innovative Learning. Tuition for 4 Students, 2011-2012 school year.	91112075	4,600.00	13,800.00
			8500269-55	Open PO for Fairfax Hospital, Northwest School of Innovative Learning. Tuition for 4 Students, 2011-2012 school year.	91112075	4,600.00	
			8500348-32	Open PO for Fairfax Hospital, Northwest School of Innovative Learning. Tuition for 4 Students, 2011-2012 school year.	91112075	4,600.00	
108710	FERRELL GAS	01/31/2012	1060379328	SHS FERRELL GAS PROPANE FOR GREENHOUSE E. MILLER	141112028	466.09	466.09
108711	FLEX-PLAN SERVICES INC	01/31/2012	187625		0	856.30	856.30
108712	GARRETT, ERIC J	01/31/2012	mileage reimb dec-13		0	7.14	7.14
108713	GBC	01/31/2012	171408		0	814.35	814.35
108714	GENERAL ELECTRIC CAPITAL CORP	01/31/2012	56681218	DISTRICT COPIER	81112048	821.52	2,730.17

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
			56681219	LEASE- G.E. CORP DISTRICT COPIER	81112048	770.16	
			56699013	LEASE- G.E. CORP	0	609.48	
			56699866		0	529.01	
108715	HAROLD LEMAY ENTERPRISES	01/31/2012	2265108		0	1,225.36	1,225.36
108716	HORIZON	01/31/2012	3no18015	OPEN PO 2011-2012 FOR SUPPLIES	101112018	57.59	57.59
108717	HOUGHTON MIFFLIN	01/31/2012	947994979	Curriculum Order (Houghton Mifflin Harcourt-Great Source)	181112046	4,662.95	4,662.95
108718	J W PEPPER	01/31/2012	14453386	Choir Music	2371112046	183.35	395.75
			14455135	Choir Music	2371112046	70.16	
			14458335	Choir Music	2371112046	53.38	
			14458487	Open Po for sheet Music	4311112018	88.86	
108719	JODY CHRISTINE SNYDER	01/31/2012	asvab refreshments		0	14.77	14.77
108720	JUNIOR ACHIEVEMENT OF WASH	01/31/2012	63928412/2/2011	Junior Achievement of Washington	2371112064	3,600.00	3,600.00
108721	K12 WASHINGTON LLC WAVA	01/31/2012	dec 2011 payment		0	258,732.00	258,732.00
108722	KING COUNTY DIRECTORS ASSN	01/31/2012	3543500	CART # 49906	4311112057	99.78	533.74
			3543841	Teaching supplies for Wyatt, Maus and Foyil	2371112066	433.96	
108723	KONE, INC	01/31/2012	220771394	2011-2012 ANNUAL ELEVATOR MAINTENANCE CONTRACT FOR SHS & PMS-D	101112053	439.60	439.60
108724	LAB/COR INC	01/31/2012	111404-8370		0	139.71	139.71
108725	LABORATORIES, COASTWIDE	01/31/2012	t2378583	OPEN PURCHASE 2011-2012 FOR CUSTODIAL SUPPLIES	101112047	62.74	62.74
108726	LABORATORIES, COASTWIDE	01/31/2012	T2378583-1	OPEN PURCHASE 2011-2012 FOR CUSTODIAL SUPPLIES	101112047	18.08	5,571.08
			T2378884	OPEN PURCHASE 2011-2012 FOR CUSTODIAL SUPPLIES	101112047	779.06	
			T2379696	OPEN PURCHASE 2011-2012 FOR CUSTODIAL SUPPLIES	101112047	901.88	
			T2379696-1	OPEN PURCHASE 2011-2012 FOR	101112047	56.03	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				CUSTODIAL SUPPLIES			
			T2379696-2	OPEN PURCHASE	101112047	65.48	
				2011-2012 FOR CUSTODIAL SUPPLIES			
			T2382543	OPEN PURCHASE	101112047	100.68	
				2011-2012 FOR CUSTODIAL SUPPLIES			
			T2382550	OPEN PURCHASE	101112047	18.35	
				2011-2012 FOR CUSTODIAL SUPPLIES			
			T2386301	OPEN PURCHASE	101112047	200.27	
				2011-2012 FOR CUSTODIAL SUPPLIES			
			T2386855	OPEN PURCHASE	101112047	836.65	
				2011-2012 FOR CUSTODIAL SUPPLIES			
			T2386856	OPEN PURCHASE	101112047	838.70	
				2011-2012 FOR CUSTODIAL SUPPLIES			
			T2387033	OPEN PURCHASE	101112047	1,734.94	
				2011-2012 FOR CUSTODIAL SUPPLIES			
			T2387033-1	OPEN PURCHASE	101112047	20.96	
				2011-2012 FOR CUSTODIAL SUPPLIES			
108727	LAKEWOOD HARDWARE & PAINT	01/31/2012	294862	OPEN PO 2011-2012	101112021	78.53	165.29
			295492	FOR SUPPLIES			
				OPEN PO 2011-2012	101112021	86.76	
				FOR SUPPLIES			
108728	LEGO EDUCATION	01/31/2012	371977-1	Education	2371112062	210.74	210.74
				Resource Kit - spare parts kits for robot assembly			
108729	MCCLELLAN, KELLY JEANNE	01/31/2012	mileage reimb	tutoring travel	0	56.71	56.71
108730	MCCONKEY CO	01/31/2012	1164696	SHS MCCONKEY	141112027	3,325.01	3,325.01
				ORDER FOR E.MILLER HORTICULTURE SEE ATTACHED QUOTE FROM MCCONKEY			

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
108731	MICRO COMPUTER SYSTEMS	01/31/2012	0438029-in	S.P. Micro K12connected.com	1271112035	337.61	675.22
			0438030-in	Projector Lamps	111112012	337.61	
108732	MILLER, MICHAEL J	01/31/2012	testing supply reimb	pencils for testing	0	25.31	25.31
108733	MOUNTAIN ALARM	01/31/2012	662218	OPEN PO 2011-2012 FOR SECURITY & FIRE MONITORING	101112026	140.72	670.83
			662227	OPEN PO 2011-2012 FOR SECURITY & FIRE MONITORING	101112026	530.11	
108734	NORTHWEST CASCADE INC	01/31/2012	10018383	ANNUAL PUMP & INSPECTION OF SEPTIC TANK SYSTEM AT ANDERSON ISLAND	101112080	1,172.04	1,172.04
108735	NORTHWEST DOOR, INC	01/31/2012	0290280	Repairs to Transportation Garage Doors	81112055	404.41	404.41
108736	OFFICE FURNITURE SOURCE	01/31/2012	231		0	449.22	2,721.57
			235	OFFICE FURNITURE FOR OFFICE	1621112062	1,501.78	
			241	Conference table and 4 chairs for Gary Yoho's office	1621112065	770.57	
108737	OFFICE OF THE STATE TREASURER	01/31/2012	BOND REFINANCING		0	100.00	100.00
108738	PERIPOLE BERGERAULT	01/31/2012	118192	MUSIC ROOM ORDER	1621112066	611.25	611.25
108739	SHOW WHAT YOU KNOW PUBLISHING	01/31/2012	rv1367728	MSP practice books	1401112008	143.83	143.83
108740	SODEXO INC & AFFILIATES	01/31/2012	1000561583		0	51,773.99	51,773.99
108741	SOLIANI HEALTH	01/31/2012	4821168	Psychologist (2) and Speech Pathologist (1)	91112056	1,687.50	12,768.76
			4821172	Psychologist (2) and Speech Pathologist (1)	91112056	1,125.00	
			4846147	Psychologist (2) and Speech Pathologist (1)	91112056	1,125.00	
			4846148	Psychologist (2) and Speech Pathologist (1)	91112056	1,687.50	
			4846232	Psychologist (2) and Speech Pathologist (1)	91112056	2,578.13	
			4852759	Psychologist (2) and Speech Pathologist (1)	91112056	1,753.13	
			4852788	Psychologist (2)	91112056	1,687.50	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				and Speech Pathologist (1)			
			4852843	Psychologist (2)	91112056	1,125.00	
				and Speech Pathologist (1)			
108742	STATE AUDITOR'S OFFICE	01/31/2012	191710		0	1,061.72	1,061.72
108743	SUNBELT STAFFING	01/31/2012	4847634	Speech Patholgist (1)	91112057	2,812.50	10,875.00
			4847638	Speech Patholgist (1)	91112057	2,625.00	
			4855743	Speech Patholgist (1)	91112057	2,812.50	
			4855744	Speech Patholgist (1)	91112057	2,625.00	
108744	TACOMA COMMUNITY COLLEGE	01/31/2012	477		0	710.66	710.66
108745	TACOMA PIERCE CTY HEALTH DEPT	01/31/2012	AR0000002		0	320.00	3,570.00
			AR0000026		0	470.00	
			AR0000166		0	470.00	
			AR0000183		0	705.00	
			AR0008874		0	470.00	
			AR0044936		0	755.00	
			IN0127557		0	380.00	
108746	TED BROWN MUSIC CO	01/31/2012	421627	Open Purchase Order for Band Instrument Repair	2371112051	34.98	1,220.17
			423603	OPEN PO FOR SUPPLIES AND REPAIRS	4311112048	24.05	
			430241	Community Room mics.	1621112061	1,090.81	
			430351	OPEN PO FOR SUPPLIES AND REPAIRS	4311112048	33.22	
			455115	Open Purchase Order for Band Instrument Repair	2371112051	37.11	
108747	THE NEWS TRIBUNE	01/31/2012	101271937	ad	281112020	652.75	652.75
108748	US BANCORP	01/31/2012	194675997		0	1,059.88	1,059.88
108749	USA MOBILITY WIRELESS INC	01/31/2012	V3661889A		0	96.18	96.18
108750	WELLS FARGO FINAN LEASING INC	01/31/2012	6765681882		0	269.48	1,941.43
			6765681888		0	714.87	
			6765681950		0	189.78	
			6765683636		0	767.30	
108751	WHITE'S INC.	01/31/2012	9375	OPEN PURCHASE ORDER FOR 2011-2012 FOR GRAVEL	101112072	619.85	619.85
108752	WILSON ATHLETIC CONSULTING	01/31/2012	1021	athletic consulting - 3 qtrs	281112028	250.00	250.00

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
108753	WITT COMPANY	01/31/2012	235797		0	341.02	341.02
108754	WSSDA	01/31/2012	43636		0	8,507.22	8,507.22
				66 Computer	Check(s) For a Total of		446,595.61

	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
	66	Computer	Checks For a Total of	446,595.61
Total For	66	Manual, Wire Tran, ACH & Computer	Checks	446,595.61
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	446,595.61

Payments have been 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. Those payments have been recorded on a listing which has been made available to the board.

As of January 25, 2012, the board, by a _____ vote, does approve for payment those checks (warrants) included in the following list and further described as follows: ASB WARRANTS OUTSTANDING

Check Number 400373 through 400376 in the total amount of \$2,639.59.

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
400373	BOUND TO STAY BOUND	01/31/2012	53904		5011	59.72	59.72
400374	NOAH, TIM	01/31/2012	0821090		1800	600.00	600.00
400375	SALTARS POINT ELEMENTARY	01/31/2012	IMPREST REIMB	1447/1449	0	105.37	105.37
400376	SEATTLE CHILDRENS THEATRE	01/31/2012	3033640		1417	1,874.50	1,874.50

4 Computer Check(s) For a Total of 2,639.59

	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
	4	Computer	Checks For a Total of	2,639.59
Total For	4	Manual, Wire Tran, ACH & Computer	Checks	2,639.59
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	2,639.59

PAYROLL HEADER PAGE

Steilacoom Historical School District No. 1

GENERAL FUND

ESTIMATE for January 31, 2012 paydate

WE, THE UNDERSIGNED BOARD OF DIRECTORS OF THE STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1, PIERCE COUNTY, WASHINGTON, DO HEREBY CERTIFY THAT SERVICES HAVE BEEN RECEIVED AND PERFORMED AND HAVE BEEN APPROVED FOR PAYMENT IN THE ESTIMATED AMOUNT OF \$1,860,900.00.

PAYROLL

Gross Pay	\$ 1,380,800.00
Benefits	\$ 480,100.00
Total Payroll Adjustment	\$ -

PAYROLL TOTAL \$ 1,860,900.00

DATED: January 25, 2012

Secretary to the Board

Board Chairperson

Board Member

Board Member

Board Member

Board Member

Steilacoom Historical School District Board of Directors

REGULAR BOARD MEETING

January 25, 2012

TO: Members, Steilacoom Historical School District Board of Directors

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

BACKGROUND INFORMATION:

Approval authorizes the hiring of a .5 FTE Preschool SPED Teacher, adding hours to an existing .5 contract. In addition, approval authorizes a Preschool SPED teacher at Chloe Clark Elementary replacing a recent resignation.
A list of those covered by this action is attached.

RECOMMENDED DECISION:

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

Report prepared by: Bill Fritz, Superintendent, Kathi Weight, Beth Mills, LeeRae Ball,
Executive Directors

STEILACOOM HISTORICAL SCHOOL DISTRICT NO.1

CERTIFICATED PERSONNEL REPORT

January 25, 2012

NEW HIRES/RE-HIRES

NAME	POSITION	BUILDING	FTE
ZANCANELLA, Cassandra	SPED Preschool Teacher	Cherrydale	.5 FTE (additional)

HEYING, TARA	SPED Preschool Teacher, Chloe Clark Elementary	89 days (.48 FTE)
--------------	--	-------------------

Initiated by:

HR: _____

FINANCE: _____

SUPERINTENDENT: _____

BOARD APPROVAL DATE: 1/25/2012

**Steilacoom Historical School District Board of
Directors**

**REGULAR BOARD
MEETING**

January 25, 2012

TO: Members, Steilacoom Historical School District Board of Directors

ISSUE: ___ X_ **ACTION** Adoption of Personnel Action-
Classified

INFORMATION _____

**BACKGROUND
INFORMATION:**

Approval of the attached personnel action provides for issuance of classified non supervisory employment. Consistent with the Fair Labor Standards Act, employees are classified and complete a timesheet.

The report includes the hire of a Special Ed Paraeducator and Preschool Paraeducator, both at Chloe Clark Elementary School.

The report also includes the resignation of a Pioneer Middle School Paraeducator.

A list of those covered by this action is attached.

**RECOMMENDED
DECISION:**

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

Report prepared by: Bill Fritz, Superintendent, Kathi Weight, Beth Mills, LeeRae Ball,
Executive Directors

STEILACOOM HISTORICAL SCHOOL DISTRICT NO.1

CLASSIFIED PERSONNEL REPORT

January 25, 2011

NEW HIRES			
NAME	POSITION	BUILDING	FTE
CAREY, Rebecca	SPED Para (SLC Program)	Chloe Clark	6.5 Hrs/Day
McCAIN, Michelle	Preschool Para	Chloe Clark	3.25 Hrs/Day
RESIGNATION			
NAME	POSITION	BUILDING/FTE	
RIVERA-BEAUCHAMP, Nywka	LAP Para	Pioneer MS/6.0 hrs/day	Effective 1/31/12

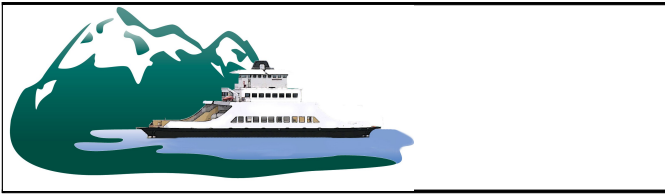
Initiated by:

HR: -----

FINANCE:-----

SUPERINTENDENT: -----

BOARD APPROVAL DATE: 1/25/2012



Memo

To: Bill Fritz, Superintendent
From: Andre Stout, Principal
CC: Celeste Johnston
Date: January 23, 2012
Re: 6th Grade Camp

Board approval is requested for our annual 6th grade outdoor education program. Details of the program are provided below:

Event: 6th grade Outdoor Education 2012

Destination: Camp Colman; Longbranch, WA

Dates: Two Sessions: April 16-18th and April 18-20th

Cost: \$45,000

Funding: Outdoor Education Budget, Student fundraisers through ASB, students pay (135.00/student).

Chaperones and counselors pay \$60 each.

Students: All 6th grade students, 32 high school counselors

Chaperones: 6th grade teachers, 32 parents who have WSP clearance

Travel: Buses

Lodging: Cabins at Camp Colman

Classes taught by Camp Coleman instructors. Classes include plant identification and forest ecology, beach investigation, and challenge courses.

Thank You,

Andre Stout

Field Trip Checklist

This checklist MUST be completed three (3) weeks PRIOR to field trip.

Teacher: GORTORE Destination: State Cheerleading Championship Everett, WA
 Field Trip Date: 2/3 - 2/4/12

- | | | | | | |
|----|---|-------------------------------------|-----------|--------------------------|----------|
| 1. | Field Trip Request | <input checked="" type="checkbox"/> | Completed | <input type="checkbox"/> | Approved |
| 2. | Transportation | <input checked="" type="checkbox"/> | Completed | <input type="checkbox"/> | Approved |
| 3. | Proper Attendance Procedures Followed | <input checked="" type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| 4. | Parent Permission Form | <input checked="" type="checkbox"/> | Completed | <input type="checkbox"/> | Approved |
| 5. | List of Students Participating to Main Office | <input checked="" type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| 6. | Copies of each Student's Emergency Information (Teacher to take these on field trip.) | <input checked="" type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| 7. | Doctor's Orders and Parent Permission Forms Returned for Administering Medications and/or Medical Procedures for the field trip | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| 8. | Remote Site has been approved by Building Administrator and School Nurse (<u>Tomcosborena</u>) | <input checked="" type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| 9. | Building Administrator will review safety procedures with the supervisor(s). | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |

TEACHER: Return this completed Field Trip Checklist for to Building Administrator for FINAL approval signature THREE WEEKS PRIOR to field trip.

[Signature] Administrator Signature 1/5/12 Date Signed

(Administrator: Return this signed and dated checklist form to Ms. Schiller.)

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

School Stellawoom HS. Destination Everett, WA
 Applicant Patricia Sortore Depart Date 2/3/12 Time: 2 pm
 Date of Application 1/5 Return Date 2/4/12 Time: 10 pm

PURPOSE OF TRIP: (Learning Objective) leadership and Team bonding -
 Itinerary: Traveling to Everett - Staying at holiday Inn where they will participate in group leadership building and focus of personal goals and fi

Person in Charge Patricia Sortore Type of Event (parade, contest, etc.)
 Number of Teacher chaperones 1
 Number of Chaperones 1
 Number of Participating Students 18 Groups participating (orchestra, debate team, etc.)
Cheer

TRANSPORTATION: Type School Bus Cost \$ ~~90.04~~ 90.04
 (School bus, chartered bus, ferry, etc.)

HOUSING Type Hotel 89/room x 6 Cost \$ 534
 (Motel, hotel, dorm, private home, etc.)

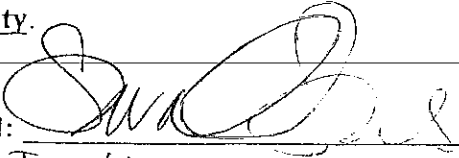
FOOD: Group Meals Dinner Friday Cost \$ 50 (Pizza)
 (Number)

OTHER COSTS: _____
 (Sightseeing, entrance fee, extra insurance coverage, etc.)
 Total Trip Cost: \$ ~~174.04~~ 644.04

SOURCE OF FUNDS:
 Building Budget Account # Transportation Cost \$ ~~90.04~~
 Student Body Account # Cheer Cost \$ 534
 Individual Students Lunch Dinner Cost \$ 20
 Other _____ Cost \$ _____
 Signature of Person in Charge Pat Sortore

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:  Date: 1/5/12
 Return this signed form to Mrs. Schiller Immediately

Field Trip Itinerary

- 2/3, 2 pm: Leave school and travel to Everett Holiday Inn Express. The cheerleading team will spend the evening reflecting on goals set earlier in the season, team bonding activities, and what it means to be a leader in their school community and cheer community. (Bus)
- 2/4 Time TBA: Leave Holiday ^{Inn} and travel to Comcast area to compete in the state cheerleading championships via. Free hotel shuttle (no bus needed)
- 2/4 around 9pm: Travel by bus back to Steilacoom High school

Roster

- Savannah Bowdish
- Amy Verbous
- Kasey Newhouse
- Morgan Mabus
- Jaimy Waterhouse
- Kyra Colmbs
- Miranda Osedachy
- Tori Powers
- Cheyenne Vangrimbergen
- Francesca Dasaro
- Grace Nuygen
- Andrea Enfield
- Charissa Mclean
- Sara Cantu
- Kim Terpening
- Kelcie Shorter
- Andrea Lasham
- Spenser Mercurio

Chaperones: Patricia Sortore and Brittany Walker

Steilacoom Historical School District Board of Directors

REGULAR BOARD MEETING

Date January 25, 2012

TO: Members, Steilacoom Historical School District Board of Directors

ISSUE: x **ACTION** Second Reading and Approval of Policy 3122 Excused and Unexcused Absences

 INFORMATION _____

BACKGROUND INFORMATION:

This is a revised policy based on WSSDA model policy recommendations, including language regarding electronic taking of attendance. Based on much deliberation amongst members of the administrative team, and Board comments during the first reading, staff recommends retaining language in the policy that allows for suspension or expulsion for truancy. The principals recognize the irony in excluding students from school due to poor attendance, yet also want to retain this as an option for certain rare situations.

RECOMMEDED DECISION:

It is the recommendation of the Superintendent that the Board of Directors approve modifications to Policy 3122 as proposed.

Report prepared by:

Superintendent Bill Fritz & Executive Director of Student Services, Beth Mills

EXCUSED AND UNEXCUSED ABSENCES

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

Excused Absences

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

- A. Absences due to: illness or a health condition; a religious observance, when requested by a student's parent(s); school-approved activities; family emergencies; and, as required by law, disciplinary actions or short-term suspensions, shall be excused. The principal may, upon request by a parent, grant permission in advance for a student's absence provided such absence does not adversely affect the student's educational progress. A student, upon the request of a parent, may be excused for a portion of a school day to participate in religious instruction provided such is not conducted on school property and does not involve the school to any degree.
- B. Generally, families are discouraged from removing students from school for extended periods of time. However, parents of children of military families may request a block leave due to a deployment of a parent and/or guardian. In such cases, schools will prepare upon prior request as much homework as practical for the student to complete while they are away. When homework cannot be produced for students, they will be allowed a reasonable period of time when they return to complete necessary class and homework assignments. Families should be aware that extended absences can have a negative impact on student grades and assessments.

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

- C. If an absence is excused, the student shall be permitted to make up all missed assignments outside of class under reasonable conditions and time limits established by the appropriate teacher, except that in participation-type classes a student's grade may be affected because of the student's inability to make up the activities conducted during a class period.
- D. An excused absence shall 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.
- E. As a means of instilling values of responsibility and personal accountability, a student whose absence is not excused shall experience the consequences of his/her absence. A student's grade shall be affected if a graded activity or assignment occurs during the period of time when the student is absent.

- F. The school shall notify a student's parent or guardian in writing or by telephone whenever the student has failed to attend school after one unexcused absence within any month during the current school year. The notification shall include the potential consequences of additional unexcused absences. A conference with the parent or guardian shall be held after two unexcused absences within any month during the current school year.

The conference shall be scheduled to determine what corrective measures should be taken to ameliorate the cause for the student's absences from school. If the parent does not attend the conference, the parent shall be notified of the steps the district has decided to take to reduce the student's absences.

Not later than the student's fifth unexcused absence in a month, the district shall 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.

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

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

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

Cross References:	Board Policy 3230 3241	Student Privacy Classroom Management, Corrective Actions or Punishment
Legal References:	RCW 13.34.300 28A.225 28A.705.010 WAC 180-16-215(4) 180-121-108 392-400-235 392-400-260 392-400-275	Failure to cause juvenile to attend school as evidence under neglect petition Compulsory School Attendance Interstate Compact on Educational Opportunity for Military Children Minimum 180 school day year — Five day flexibility — Students graduating from high school Definition – Enrollment exclusions Discipline — Conditions and limitations Long-term suspension — Conditions and limitations Expulsion – Conditions and limitations
Management Resources:	<i>Policy News</i> , June 2001	More Tweaking of Becca Petitions

Adoption Date: 2.27.08
School District Name: Steilacoom Historical School District
Revised: 7.15.10

Steilacoom Historical School District Board of Directors

REGULAR BOARD MEETING

Date January 25, 2012

TO: Members, Steilacoom Historical School District Board of Directors

ISSUE: x **ACTION** Second Reading and Approval of Policy 3142 International Exchange Students

 INFORMATION _____

BACKGROUND INFORMATION:

This is a revised policy based on WSSDA model policy recommendations, to align with uniform national standards, to provide more specificity, and to match the current procedure which was modified last spring. The significant changes involve registration requirements and references language in the current procedure that clearly describes expectations. No changes have been made since the first reading on January 11, 2012.

RECOMMEDED DECISION:

Superintendent Bill Fritz recommends the approval of policy 3142, as proposed

Report prepared by:
Superintendent Bill Fritz & Executive Director Beth Mills

INTERNATIONAL EXCHANGE STUDENTS

The board recognizes the value of cultural and academic exchanges. Such experiences provide international exchange students with a balanced understanding of our country and provide U.S. students with a broad world perspective.

Students visiting our state for a short stay (B-2 visa), such as vacation or visit with friends or family, may not enroll in school in the district. However, with prior written permission from the school, these students may visit classrooms and attend school-sponsored events.

International exchange students who come to the U.S. for a long-term visit (J-1 or F-1 visas) with the intention of attending school may register to attend school in the district through a recognized international exchange program or through the sponsorship of a school.

~~The district will admit such international exchange students student international exchange programs and/or the hosting of qualified foreign students. Such programs may be approved when admission of an international exchange student does not adversely impact the instructional program of the district. The superintendent is authorized to review and approve organizations which propose to offer a foreign/domestic travel-study program.~~

The superintendent is directed to develop procedures, including but not limited to: number of international exchange students, selection of international exchange organizations, timing of placement process, district expectations of international exchange organizations, school expectations for international exchange students, school responsibilities and provisions for international exchange students with F-1 visas, criteria for program sponsors, responsibilities of sponsors, enrollment standards including traffic safety courses, co-curricular participation, and graduation requirements.

Legal Reference: RCW 28A.300.240 International Student Exchange
 RCW 19.166 International Student Exchange

Management Resources: Policy News, June 2009 International Student Exchange Program Requirements

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

Steilacoom Historical School District Board of Directors

REGULAR BOARD MEETING

Date January 25, 2012

TO: Members, Steilacoom Historical School District Board of Directors

ISSUE: x **ACTION** Resolution #761-01-25-12
 INFORMATION _____

BACKGROUND INFORMATION:

OSPI has available \$20 million in grant funds for energy operational savings projects.

It is the intent of the Steilacoom School District to apply for a portion of these funds for various energy efficient projects throughout the district. Such projects could include (but not limited to): Retro commissioning; Control upgrades; parking lot lighting improvements; Gym lighting; Thin client/server virtualization replacements & upgrades; gas or HVAC installation/upgrades.

The grant requires no matching funds by districts for applications up to \$1 million each. Grant approvals are based on weighted factors for highest energy savings, project types and whether the district previously accepted similar grant funding from prior year.

Steilacoom School District stands a very good chance of receiving these funds. The Investment Grade Audit (IGA) portion of the grant requirements will begin very soon (determines feasibility of desired projects & amount of energy savings to be achieved). After the IGA is completed the project costs can be determined which will then drive which of the projects we can/want to do.

Steilacoom Historical School District believes in saving resources to continue to provide for its students and community.

FISCAL IMPLICATIONS:

If project exceeds grant funding, then CPF funds would be used. If grant is applied for but not accepted, the District would be responsible for paying for the Investment Grade Audit (cost undetermined at this point).

RECOMMENDED DECISION:

Superintendent Bill Fritz recommends the passing of resolution 761-01-25-12 to allow for District staff to pursue submission of Energy Efficiency Grant.

Report prepared by:

Superintendent Bill Fritz & Executive Director of Finance & Operations LeeRae Ball

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

Resolution No. 761-01-25-12

2011 - 2013 Energy Operational Savings Project Grants

WHEREAS, the Office of Superintendent of Public Instruction (OSPI) has announced the availability of \$20 million in grant funds for energy operational savings projects;

WHEREAS, a condition of the grant award is to complete an Investment Grade Audit before applying for the grant;

WHEREAS, OSPI requires districts who are interested in applying for an energy grant to declare their intention to proceed with a project if awarded a grant;

WHEREAS, OSPI requests districts to submit the "predetermined cost effectiveness" criteria to OSPI along with a letter of intent;

THEREFORE BE IT RESOLVED that the **Board of Directors** (Board) of the Steilacoom Historical School District #1 intends to comply with all OSPI requirements, conditions, and requests as set forth above.

APPROVED by the Board of Directors of the Steilacoom Historical School District #1, Pierce County, Washington, in a meeting thereof held on January 25, 2012.

(Chair)

Attest:

(Secretary/Superintendent)



Steilacoom Historical School District No. 1

510 Chambers Street

Steilacoom, WA 98388-3311

Telephone: (253) 983-2200

Fax: (253) 584-7198

January 5, 2012

OSPI

Old Capitol Building

PO Box 47200

Olympia WA 98504-7200

RE: Energy Efficiency Grant Opportunity

Dear Mr. Beck:

Please accept this letter of intent, and enclosures, as proof of Steilacoom Historical School District #1's intent to apply for a competitive 2011-2013 Energy Operational Savings Project grant.

Enclosed is the Board action indicating their intent to proceed with the project if awarded the grant, as well the Board's "predetermined cost effectiveness criteria" for the proposed project.

The Board acknowledges these grants are based on using the performance contracting method of delivering energy savings, and an Investment Grade Audit must be completed prior to applying.

Sincerely,

LeeRae Ball, CSBS

Executive Director of Finance and Operations

Steilacoom Historical School District #1

253-983-2209

Steilacoom Historical School District Board of Directors

REGULAR BOARD MEETING

Date January 25, 2012

TO: Members, Steilacoom Historical School District Board of Directors

ISSUE: x **ACTION** Approval of Resolution 762-01-25-2012, Procurement Card Program

 INFORMATION _____

BACKGROUND INFORMATION:

The Washington Association of School Business Officials (WASBO) has a Procurement Card program that has been in place for several years. Currently 35 Washington State School Districts participate in this program.

Benefits to our school district include: management of small purchases or emergent purchases are easier; it is becoming more frequent that vendors/hotels/training agencies do not accept purchase orders – the procurement card would provide us with a second option; travel arrangements become easier; managing the cards (limits, who issued to, where purchases can be made etc.) are managed at the district from a computer.

There is no annual fee or interest rate.

Another benefit includes the procurement card credit limit is issued to the district as a whole, not to an individual (such as occurring now with our regular credit cards) and will not affect an individuals' credit rating (such as currently occurring).

The list of positions to initially issue a procurement card to include: Maintenance Supervisor; All Principals; Student Services Director; Student Achievement Director; CTE Director; Business Office. Total credit limit for district will be set at: \$42,000. Future limits, purchasing limitations and controls will be responsibility of Director of Finance & Operations and/or Superintendent.

FISCAL IMPLICATIONS:

None. In fact, we earn annual rebates on expenditures!

RECOMMEDED DECISION:

Superintendent Bill Fritz recommends the passage of Resolution 762-01-25-12 to authorize the issuance of individual procurement cards.

Report prepared by:

Superintendent Bill Fritz & Executive Director of Finance & Operations LeeRae Ball

Individual Procurement Card Use Agreement

AGREEMENT made this _____ day of _____, 200_, between the **Board of Directors** of _____ School District/ESD/Organization (hereinafter the "Board"), and _____, residing at _____ (hereinafter the "Staff Member").

WITNESSETH:

WHEREAS, by this Agreement the Staff Member has been entrusted with a procurement credit card (P-card) for use in the purchase of goods and services solely and exclusively for the authorized business purposes of the Board; and

WHEREAS, the Staff Member agrees to abide by the terms and conditions of the P-card as set forth herein.

NOW, THEREFORE, consideration of the mutual covenants and conditions set forth herein, it is agreed by the Board and the Staff Member as follows:

1. The Staff Member hereby agrees to immediately return the P-card upon request.
2. The Staff Member shall not use the P-card for the purchase of any goods or service that is not authorized by the terms of this Agreement or by the direct written approval of the Business Office.
3. The Staff Member shall periodically submit receipts and such other reasonable documentation of goods or services purchased as requested by the Business Office.
4. The Staff member shall promptly review monthly P-card transaction statements for accuracy and shall within ten (10) days of receipt of the statement; notify the Business Office of any errors, omissions or discrepancies in the statement.
5. The Staff Member shall immediately notify the bank in the event of a possible loss, theft, or unauthorized use of the Card by notifying the Bank by phone at (800) 361-3361 or by fax notice to the Bank at (888) 224-5394. Staff Member shall also immediately notify the Business Office of possible loss, theft, or unauthorized use of the Card.
6. Utilization of the procurement card must be within annual budget parameters.
7. The procurement card may not be utilized to circumvent District/ESD/Organization bid requirements.
8. This Agreement may not be modified in anyway without the approval of the Board.

IN WITNESS WHEREOF, the parties hereto have made and executed this Agreement the day and year first above written.

**BOARD OF DIRECTORS OF _____
SCHOOL DISTRICT/ESD/ORGANIZATION**

By: _____
Business Manager

Attest: _____
Assistant Business Manager

Staff Member

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

Resolution No. 762-01-25-12

RESOLUTION AUTHORIZING ISSUANCE OF
INDIVIDUAL PROCUREMENT CARDS

WHEREAS, the Board of Directors of Steilacoom Historical School District has authority to purchase goods and services in amounts not to exceed statutory limits without competitive bids; and

WHEREAS, the costs to individually issue purchase orders and administrate the procurement of individualized purchases for each staff member constitute a significant economic burden on the resources of the school district/ESD/Organization; and

WHEREAS, it is the desire of the Board of Directors to enable each authorized individual staff member to procure authorized supplies for school district/ESD/Organization purposes; and

WHEREAS, it is the desire of the Board of Directors to reduce the economic burden on the resources of the school district/ESD/Organization by increasing efficiency and reducing administrative costs; and

WHEREAS, the Board of Directors recognize that the Procurement Card is neither a substitute for public bidding nor the existing procurement program, and that the Procurement Card program is not being implemented for the purpose of bid splitting and avoidance of the statutorily mandated public bidding process; and

WHEREAS, the Washington Association of School Business Officials (WASBO), through the Illinois Association of School Business Officials has negotiated with the Bank of Montreal, a Canadian- chartered bank with a branch at 115 South LaSalle Street, Chicago, IL 60603, to administer, on behalf of participating school districts, ESDs, and Organizations in the State of Washington, a Procurement Card system issued to individual authorized employees with established limits and purposes; and

WHEREAS, WASBO recognizes the economic and financial savings and benefits to be gained by establishing an electronic Procurement Card system and sponsor and endorse the Corporate MasterCard Program for its members; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of Steilacoom Historical_School District as follows:

ONE: The president and secretary of the Board of Directors are authorized to enter into an Agreement with the Bank of Montreal to secure Procurement Cards for each authorized employee of the school district/ESD/Organization under such terms and conditions as approved by its legal counsel and this Board.

TWO: As a condition precedent to receiving the Procurement Card, each authorized employee shall execute a Procurement Card Use Agreement.

THREE: As a condition precedent to receiving the Procurement Card, the business manager shall establish a monetary limit of authority for each employee's use of the Procurement Card.

- FOUR: As a condition precedent to issuance of a Procurement Card, the business manager may/shall establish in writing purchasing parameters in accordance with law including but not limited to: (a) a listing of goods and services which may be procured with the Procurement Card; (b) authorized vendors; (c) daily/weekly/monthly/annual monetary procurement card limits for each individual recipient of the Procurement Card. Individuals shall submit a list of school goods and services to be annually purchased with the card, which shall be approved in writing by the Business Manager or designee.
- FIVE: As a condition precedent to receiving the Procurement Card, each individual shall sign an agreement.
- SIX: The Board of Directors hereby expressly authorizes the Superintendent/Business Manager/Director to execute the Procurement Card Use Agreement on its behalf.
- SIX: Upon receipt and use of a Procurement Card, the cardholder shall submit receipts and such information as periodically requested by the Business Manager.

Approved this 25th day of January, 2012.

Chair

Vice Chair

Director

Director

Director

Attested to by:

Secretary, Board of Director

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

RESOLUTION NO. 763-01-25-12

A RESOLUTION of the Board of Directors of Steilacoom Historical School District No. 1, Pierce County, Washington, authorizing the Superintendent and/or Executive Director for Finance and Operations of the District to submit a request for eligibility for the Washington State School District Credit Enhancement Program.

WHEREAS, Chap. 39.98 RCW establishes a credit enhancement program (the "Program") for voter-approved school district general obligation bonds; and

WHEREAS, the Board of Directors of Steilacoom Historical School District No. 1, Pierce County, Washington (the "District"), has decided that it is economically beneficial to refund certain outstanding voted general obligation bonds of the District issued under date of July 1, 2005 (the "2005 Bonds") and under date of May 30, 2006 (the "2006 Bonds") by the issuance of its Unlimited Tax General Obligation Refunding Bonds, 2012 (the "Refunding Bonds") in an amount not to exceed \$70,000,000; and

WHEREAS, the 2005 Bonds and 2006 Bonds were guaranteed through the State of Washington credit enhancement program; and

WHEREAS, RCW 39.98.040 authorizes the State Treasurer to make a determination that a school district is eligible for participation in the Program if the State Treasurer determines that the district is eligible under rules adopted by the state finance committee; and

WHEREAS, to the extent that the Program demonstrates savings to the taxpayers of the District, the District wishes to participate in the Program;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1, PIERCE COUNTY, WASHINGTON, as follows:

Section 1. This Board of Directors hereby requests that the State Treasurer issue a certificate of eligibility for the Refunding Bonds to the District to permit the District to participate in the Program with respect to the Refunding Bonds. The Superintendent and/or Executive Director for Finance and Operations of the District are hereby authorized and directed to submit such applications, resolutions and certifications as may be required by the State Treasurer in reviewing the District's request for participation.

Section 2. This resolution shall be in full force and effect from and after its adoption and approval.

ADOPTED by the Board of Directors of Steilacoom Historical School District No. 1, Pierce County, Washington, at a regular meeting thereof held on January 25, 2012.

STEILACOOM HISTORICAL SCHOOL
DISTRICT NO. 1, PIERCE COUNTY,
WASHINGTON

Chair and Director

Director

Director

Director

Director

ATTEST:

Secretary of the Board

CERTIFICATE

I, the undersigned, Secretary of the Board of Directors of Steilacoom Historical School District No. 1, Pierce County, Washington (the "District"), and keeper of the records of the District's Board of Directors (the "Board"), DO HEREBY CERTIFY:

1. That the attached resolution is a true and correct copy of Resolution No. 763-01-25-12 of the Board (the "Resolution"), duly adopted at a regular meeting of the Board held on January 25, 2012.

2. That said meeting was duly convened and held in all respects in accordance with law, and to the extent required by law, due and proper notice of such meeting was given; that a legal quorum was present throughout the meeting and a legally sufficient number of members of the Board voted in the proper manner for the adoption of the Resolution; that all other requirements and proceedings incident to the proper adoption of the Resolution have been duly fulfilled, carried out and otherwise observed; and that I am authorized to execute this certificate.

IN WITNESS WHEREOF, I have hereunto set my hand this 25th day of January, 2012.

Secretary, Board of Directors

NEW COURSE OR MAJOR REVISION FORM

Teacher: Kathleen Eastman Date: 12/6/11

Building: Steilacoom High Grade: 11-12 Level:

New Course: Financial Algebra Major Revision:

1. Course Title

Financial Algebra

2. Course Description (Describe the course, content, and how the course will be graded.)

A 3rd or 4th year math credit

Financial Algebra is an algebra-based, applications-oriented, technology dependent course that requires Algebra 1 and Geometry as a prerequisite. The course addresses college preparatory mathematics topics from Advanced Algebra, Statistics, Probability, Precalculus, and Calculus under seven financial umbrellas: Banking, Investing and Modeling a Business, Employment and Income Taxes, Automobile Ownership, Independent Living, and Retirement Planning and Household Budgeting. Students use a variety of problem solving skills and strategies in real-world contexts. The mathematics topics contained in this course are introduced, developed, and applied in an as-needed format in the financial settings covered.

3. List course Essential Learnings

- Student will be able to write, solve and understand problems involving quadratic, linear, logarithmic and exponential functions and equations.
- Student will be able to write, solve and understand systems of equations and solve optimization problems.
- Student will be able to evaluate and simplify numeric and algebraic expressions.
- Student will be able to gather and analyze statistical data including describing center and spread of data.

- Student will use a variety of graphical models to describe and analyze data which could include scatter plots, histograms and circle graphs.
- Student will be able to solve measurement problems including conversions within and between systems.
- Student will be able to analyze a problem situation and represent it mathematically.
- Student will be able to select and apply strategies to solve problems and evaluate a solution for reasonableness and accuracy and interpret the solution in context to the original problem.

4. How and when will these Essential Learnings be assessed?

Chapter/unit tests, projects, and/or quizzes may be used.

5. How is the course curriculum aligned with the adopted curriculum to show continuum?

This course would fit well into our current mathematic sequence in many scenarios

- A) Algebra 1, Geometry, Financial Algebra, Algebra 2
- B) Algebra 1, Geometry, Algebra 2, Financial Algebra
- C) (8th gd) Algebra 1, Geometry, Algebra 2, Financial Algebra, PreCalculus
- D) (8th gd) Algebra 1, Geometry, Algebra 2, PreCalculus, Financial Algebra

6. List Instructional Materials. Note: ALL NEW INSTRUCTIONAL MATERIALS MUST BE APPROVED BY THE DISTRICT'S INSTRUCTIONAL MATERIALS COMMITTEE AND RECOMMENDED TO THE BOARD OF DIRECTOS BY THE IMC.

Financial Algebra

Authors: Gerver, Robert & Sgroi, Richard

Publisher: South-Western Cengage Learning, 2011

7. What are the total short and long term financial implications of the new course or revision?

Short term; Purchase of student and teacher textbooks and supplemental materials
Possible addition of one or two more sections of math
Long term: Maintain material

8. What are the personnel or staffing implications of the new course or revision?

With the 3rd year math requirement of Algebra 2, this course could replace a new or existing Algebra 2 section(s). It will also be an option instead of PreCalculus or Calculus. For the first year it is projected to have a need for two sections of the course.

Principal Signature: _____

OR

Program Director Signature: _____

Date: _____

Teacher Signature: _____

Date: _____

James M. Erum 1/6/2012

Lawrence

1/9/12