



# **Meeting Packet**

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

**February 22, 2012**

**7:00 p.m.**



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

**Pioneer Middle School 1750 Bobs Hollow Lane DuPont, WA**

**2/22/2012 7:00 p.m.**

## I. Public Information

**STUDY SESSION:** The School Board will convene at 6:30 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

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. REPORTS

### 1. Financial Report

**(Information)**

- January 2012 Financial Report.pptx
- 2011-12 Budget Status Report

(p. 6)  
(p. 25)

### 2. Legislative Update

**(Information)**

- B. Legislative Update 02222012.docx

(p. 35)

## V. APPROVAL OF MINUTES

### 1. 2.8.12 Regular Board Meeting Minutes

**(Vote)**

- Approval of 2.8.12 Regular Board Meeting Minutes.docx

(p. 37)

## VI. CONSENT AGENDA

### 1. 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.*

- B. Approval of Certificated Personnel Report.pdf (p. 41)
- C. Approval of Classified Personnel Report.pdf (p. 43)
- A. Approval of February 2012 Accounts Payable.pdf (p. 45)
- D. Approval of February 2012 Payroll.pdf (p. 59)
- E. Approval of SHS Key Club Trip to State Conference.pdf (p. 65)

## VII. OLD BUSINESS

### 1. Resolution 764-02-22-12 Bond Refunding

(Vote)

### 2. Energy Efficiency Grant

(Information)

### 3. Second Reading of Policy 2030, Service Animals

(Vote)

- Second Reading of Policy 2030, Service Animals (p. 67)

### 4. Second Reading of Policy 3210, Nondiscrimination

(Vote)

- Policy 3210, Nondiscrimination (p. 69)

## VIII. NEW BUSINESS

### 1. Approval of SHS Curriculum Adoption

(Vote)

- Steilacoom High Course Adoption - SpringBoard.doc (p. 72)

### 2. Approval of 2012-2015 SCE Collective Bargaining Agreement

(Vote)

- Board Background for SCEA contract 2012-15.docx (p. 73)
- SCEA-SHSD 2 15 12 Ratification(clean copy).pdf (p. 74)

### 3. First Reading of Policy 3231, Student Records

(Vote)

- First Reading of Policy 3231, Student Records.pdf (p. 110)

### 4. First Reading of Policy 5315, Garnishment

(Vote)

- First Reading of Policy 5315, Garnishment.pdf (p. 114)

### 5. First Reading of Policy 6212, Charge Cards

(Vote)

- First Reading of Policy 6212, Charge Cards.pdf (p. 116)

**6. Board Operating Protocol Summary****(Vote)**

- Operating Protocol Summary 2.22.12.doc
- Board Operating Protocol 1.28.12.doc
- Board Background for Operating Protocol

(p. 118)

(p. 119)

(p. 123)

**7. Amendment 9 to Agreement with K12 LLC****(Vote)****IX. COMMENTS FROM THE AUDIENCE**

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

**X. BOARD COMMUNICATION****XI. ANNOUNCEMENTS****XII. EXECUTIVE SESSION****(Executive Session)****per RCW 42.30.110(1)(g) to review the performance of a public employee**

(g) To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. However, subject to

RCW 42.30.140(4), discussion by a governing body of salaries, wages, and other conditions of employment to be generally applied within the

agency shall occur in a meeting open to the public, and when a governing body elects to take final action hiring, setting the salary of an

individual employee or class of employees, or discharging or disciplining an employee, that action shall be taken in a meeting open to the public

**XIII. RETURN TO PUBLIC SESSION****XIV. ADJOURNMENT**

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

**Steilacoom Historical  
School District #1  
Enrollment &  
Financial Report**

**February 22, 2012  
Board Meeting**

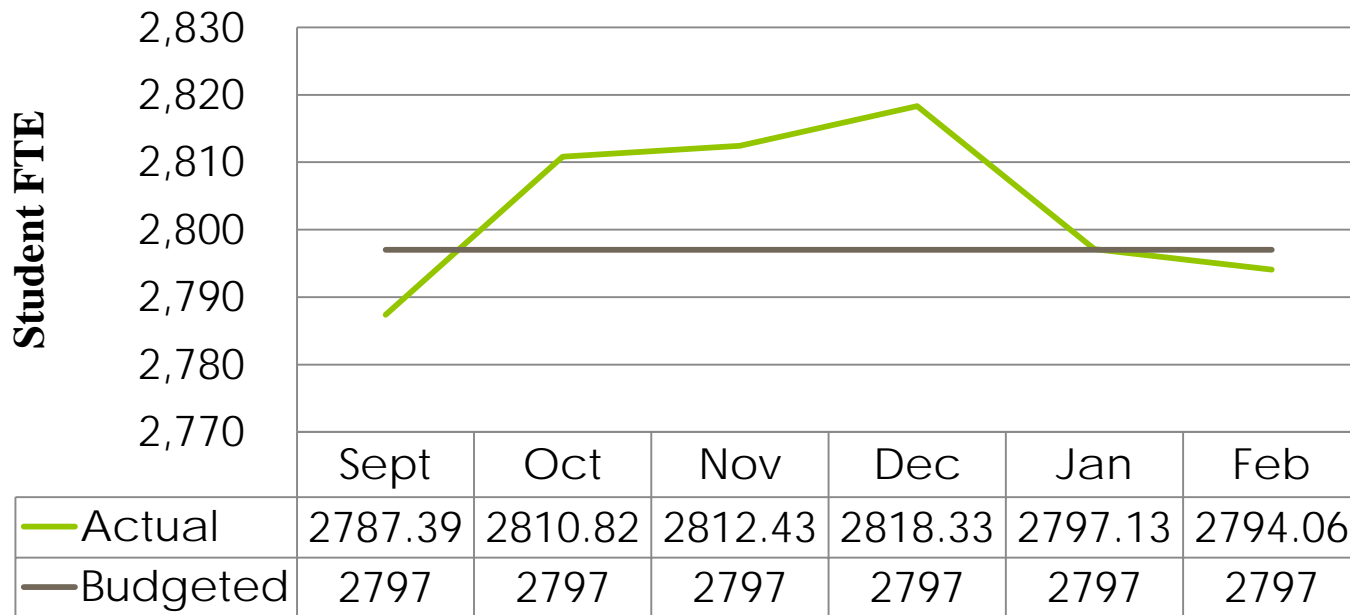
Prepared & Presented by:  
LeeRae Ball, Executive Director of Finance & Operations

# FEBRUARY 2012 Count

- Total District Enrollment  
4196.29 FTE      4,496 Head Count
- Brick & Mortar Only  
2794.06 FTE      2,934 Head Count
- WAVA Only  
1402.23 FTE      1,562 Head Count

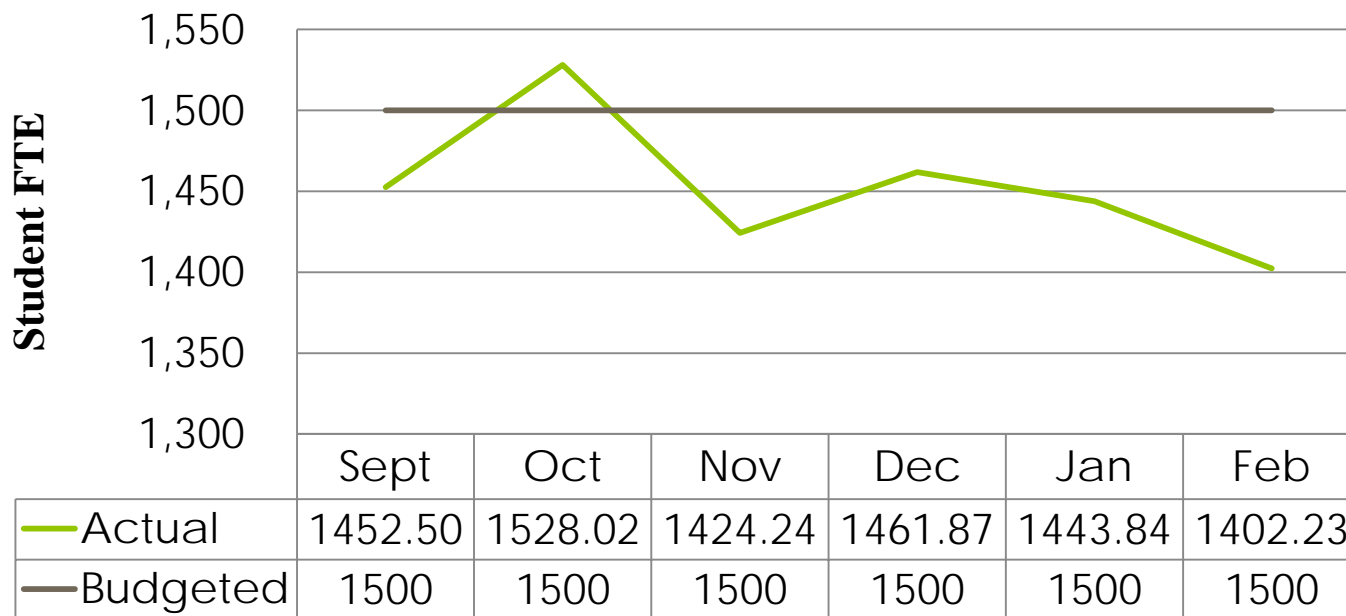
# Enrollment History 11-12

**Brick & Mortar FTE Actual vs. Budgeted**



# Enrollment History 11-12

WAVA FTE Actual vs. Budgeted





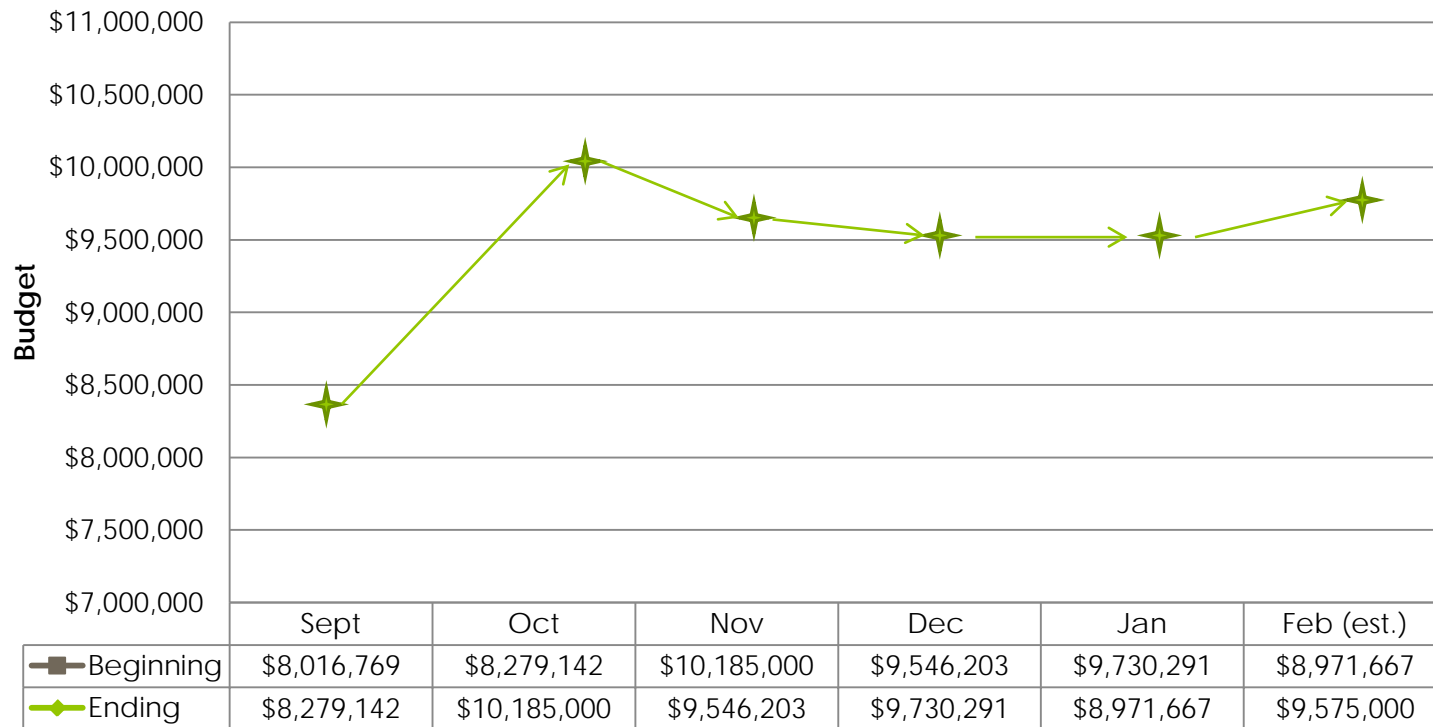
# Building FTE Comparison

School	Oct (Base)	Prev. Month Jan. 2012	Current Month Feb. 2012	Prev. to Curr. Diff. Jan. to Feb.	Difference Between October & Current Month
Cherrydale	274.50	269.50	269.50	0	-5.00
Chloe Clark	532.00	546.50	544.00	-2.50	+ 12.00
Saltar's Point	462.00	464.00	466.00	+2.00	+ 4.00
Pioneer MS	707.72	700.73	707.36	+6.63	-.36
Steilacoom High	804.10	785.10	775.90	-9.20	-28.20
Anderson Island	20.50	21.50	21.50	0	+1.00
WAVA	1528.02	1443.84	1402.23	-41.61	-125.79 (down by .9176%)

**Overall  
Brick &  
Mortar  
Difference  
- 16.56  
Down by  
(.994%)**

# General Fund

Cash Flow



GENERAL  
FUND

Beginning Fund Balance for Jan 2012:

\$9,730,290

Lower by:  
\$758,623

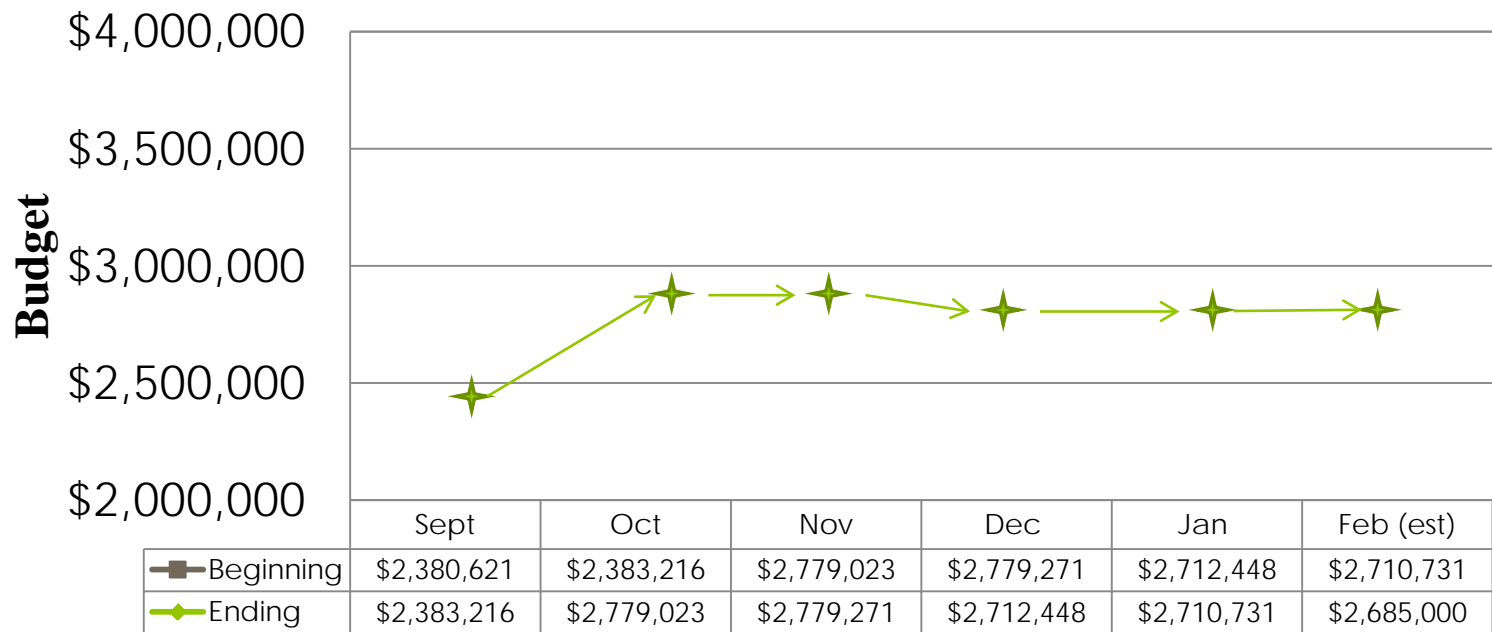


Ending Fund Balance for Jan 2012:

\$8,971,667

# Capital Projects Fund

## Cash Flow



**CAPITAL  
PROJECTS  
FUND**

Beginning Fund Balance for Jan 2012:

**\$2,712,448**

No Activity  
This Month

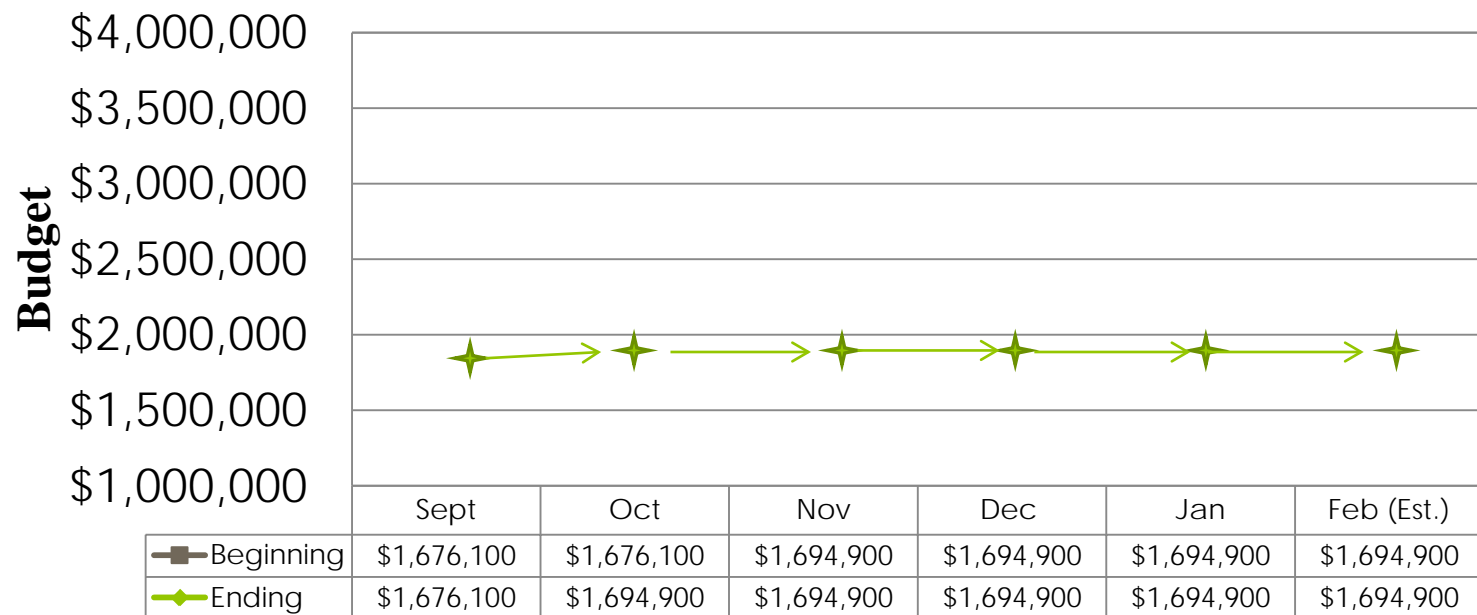


Ending Fund Balance for Jan 2012:

**\$2,712,448**

# Debt Service Fund

## Cash Flow



DEBT  
SERVICE  
FUND

Beginning Fund Balance for Jan 2012:

\$1,694,900

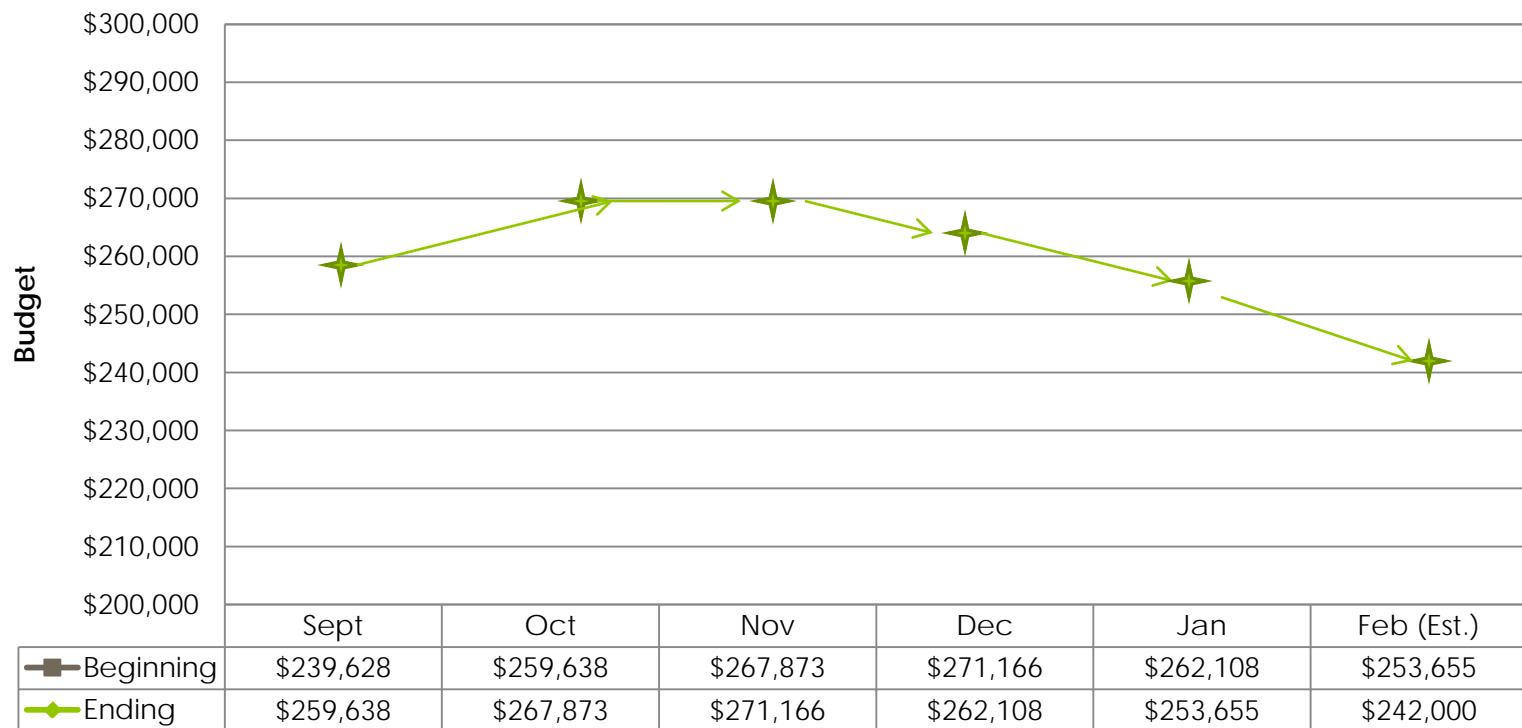
No Activity This Month

Ending Fund Balance for Jan 2012:

\$1,694,900

# ASB Fund

Cash Flow





ASB FUND

Beginning Fund Balance Jan 2012:

\$262,108

Total  
Spent  
\$8,453

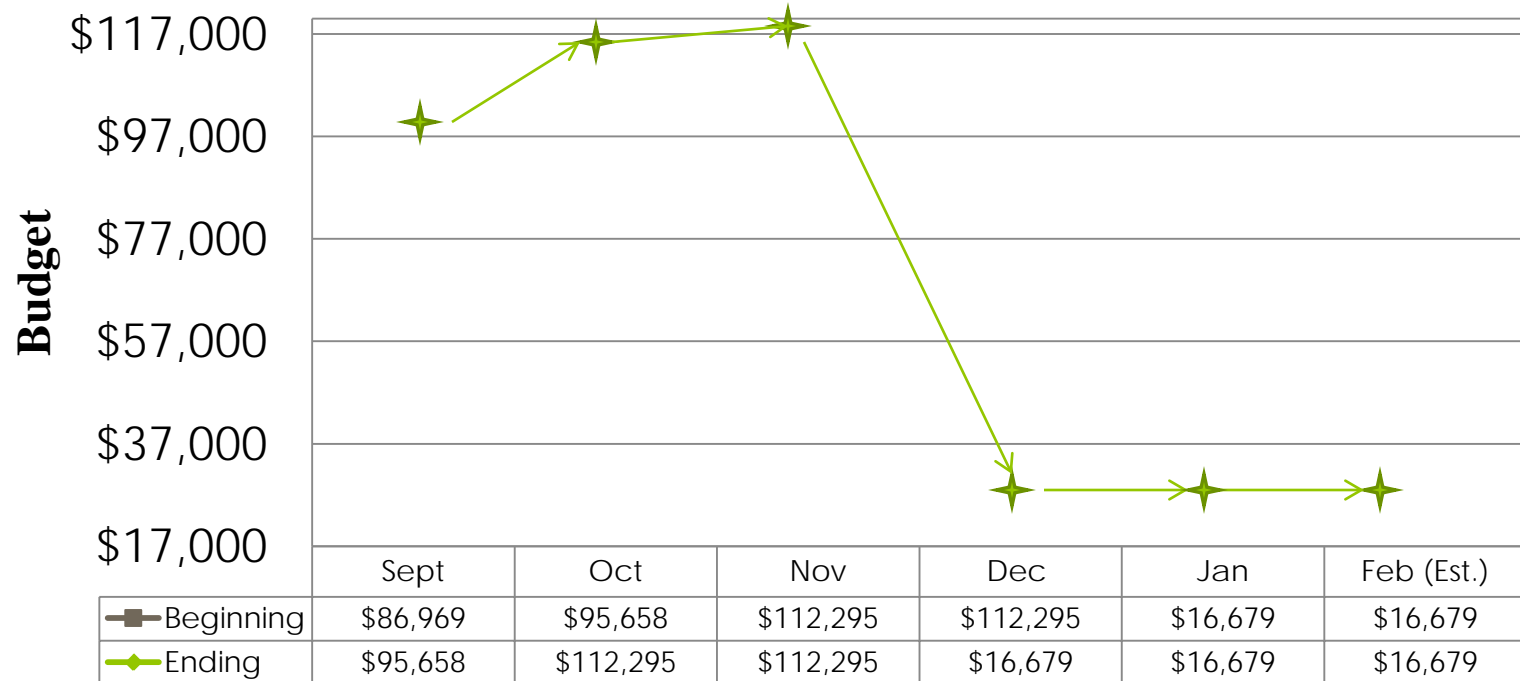


Ending Fund Balance Jan 2012:

\$253,655

# Transportation Vehicle

## Cash Flow



Beginning Fund Balance Jan 2012:

\$16,679

No Activity This  
Month



Ending Fund Balance Jan 2012:

\$16,679

TRANSPORTATION  
VEHICLE  
FUND

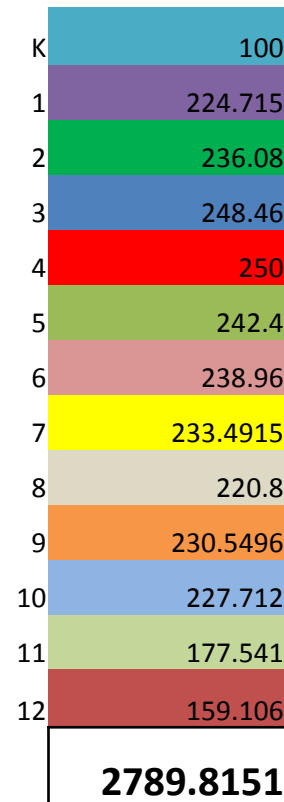
# Enrollment Projections 12-13

\* Note: Previous year enrollment x multiplier (see multiplier columns 1-5) = next year enrollment #

	Actual	Actual	Multiplier	Actual	Multiplier	Actual	Multiplier	Actual	Multiplier	Actual	Multiplier	January	Projected	Projected	Average
Grade	2005-06	2006-07	1	2007-08	2	2008-09	3	2009-10	4	2010-11	5	2011-12	2012-13	Factor	
K	91.1	83.67		110.08		102		112.08		107.55		106.5	100		
1	169.46	199.18	2.1864	191.66	2.290665711	235.04	2.135174419	232.4	2.278431373	230.66	2.0579943	227	2.1106462	224.715	2.11
2	191.46	187.06	1.1039	211.31	1.060899689	198.67	1.036575185	238.44	1.014465623	243.4	1.0473322	246	1.0665048	236.08	1.04
3	197.58	207.73	1.0850	196.44	1.050144339	231.33	1.094742322	210.89	1.061509035	244.37	1.02487	250	1.0271159	248.46	1.01
4	166.74	202.33	1.0240	226.33	1.089539306	216.12	1.100183262	226.32	0.978342627	223.67	1.0606003	240	0.9821173	250	1
5	183.73	171.12	1.0263	205.67	1.016507685	236.14	1.04334379	219.29	1.014667777	222.11	0.981398	232	1.0372424	242.4	1.01
6	194.43	188.91	1.0282	177.83	1.039212249	244.22	1.187436184	240.33	1.017743711	231.03	1.0535364	235.85	1.0618612	238.96	1.03
7	182.63	185.15	0.9523	199.8	1.057646498	193.56	1.088455266	241.95	0.990705102	249.6	1.038572	230	0.9955417	233.4915	0.99
8	197.93	181.92	0.9961	174.32	0.941506886	218.16	1.091891892	202.88	1.048150444	241.22	0.9969828	237.68	0.9522436	220.8	0.96
9	180.26	207.67	1.0492	201.81	1.109333773	199.28	1.143184947	232.22	1.064448111	201	0.9907334	237.2	0.9833347	230.5496	0.97
10	171.13	178.38	0.9896	193.84	0.933403958	188.45	0.933799118	209.79	1.052739864	221.37	0.9532771	195.1	0.9706468	227.712	0.96
11	157.59	167.47	0.9786	152.12	0.852786187	196.97	1.016147338	187.28	0.993791457	197.79	0.9427999	201.4	0.909789	177.541	0.91
12	123.75	104.26	0.6616	126.73	0.756732549	119.08	0.78280305	159.53	0.809920292	154.64	0.8257155	158.4	0.8008494	159.106	0.79
	2207.79	2264.85		2367.94		2579.02		2713.4		2768.41		2797.13		2789.8151	

# Enrollment to use for Budgeting Purposes 12-13

**BRICK &  
MORTAR  
ONLY**



# Actual vs. Budgeted

## Brick & Mortar

Grade	Actual as	Budgeted (with Wava)	Actual as of	12-Jan	OVER/UNDER
	of Jan 2012	11-12	Jan 2012	TOTAL	PER BUDGET
K	106.5	142	WAVA	162.86	20.86
1	227	351	113.18	340.18	-10.82
2	246	357	135.76	381.76	24.76
3	250	378	134.71	384.71	6.71
4	240	396	186.13	426.13	30.13
5	232	390	170.41	402.41	12.41
6	235.85	423	176.14	411.99	-11.01
7	230	490	225.23	455.23	-34.77
8	237.68	528	<u>245.92</u>	483.6	-44.4
9	237.2	233	1443.84	237.2	4.2
10	195.1	188		195.1	7.1
11	201.4	206		201.4	-4.6
12	158.4	153		158.4	5.4
	2797.13	4235		4240.97	5.97
					FTE OVER PER BUDGETED

# WAVA Enrollment Projections

2011-12		WAVA			
Budgeted		Jan-12		Projected 2012-13	
40	K	56.36	K	56	
130	1	113.18	1	99	
130	2	135.76	2	115	
140	3	134.71	3	100	
150	4	186.13	4	145	
170	5	170.41	5	120	
200	6	176.14	6	155	
260	7	225.23	7	208	
<u>280</u>	8	<u>245.92</u>	8	<u>202</u>	
		1443.84	Total	1200	
1500					

10--GENERAL FUND-- FUND BALANCE -- AGENCY ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT  
 Fiscal Year 2011 (September 1, 2011 - August 31, 2012)

For the STEILACOOM SCHOOL DISTRICT #1 School District for the Month of January, 2012

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
<u>A. REVENUES/OTHER FIN. SOURCES</u>						
1000 LOCAL TAXES	6,347,286	.00	2,850,590.68		3,496,695.32	44.91
2000 LOCAL SUPPORT NONTAX	678,300	9,638.98	328,502.81		349,797.19	48.43
3000 STATE, GENERAL PURPOSE	21,341,050	.00	3,334,131.01		18,006,918.99	15.62
4000 State, Special Purpose	3,467,277	.00	503,394.72		2,963,882.28	14.52
5000 FEDERAL, GENERAL PURPOSE	95,000	.00	34,595.26		60,404.74	36.42
6000 FEDERAL, SPECIAL PURPOSE	1,257,498	.00	69,320.00		1,188,178.00	5.51
7000 REVENUES FR OTH SCH DIST	0	.00	.00		.00	0.00
8000 REV FR OTH AGENCY * ASSOC	0	.00	.00		.00	0.00
9000 OTHER FINANCING SOURCES	0	.00	.00		.00	0.00
<u>Total REVENUES/OTHER FIN. SOURCES</u>	33,186,411	9,638.98	7,120,534.48		26,065,876.52	21.46
<u>B. EXPENDITURES</u>						
00 Regular Instruction	23,418,107	1,867,359.42	8,436,741.48	9,182,638.59	5,798,726.62	75.24
10 Federal Stimulus	0	328.06-	151,614.19	5,395.05-	146,219.14-	0.00
20 Special Ed Instruction	4,177,922	239,850.21	1,280,869.93	1,582,305.43	1,314,746.74	68.53
30 Voc. Ed Instruction	869,486	70,067.72	356,655.08	437,583.40	75,247.05	91.35
40 Skills Center Instruction	0	.00	.00	0.00	.00	0.00
50+60 Compensatory Ed Instruct.	825,727	46,367.92	244,589.53	302,655.51	278,482.36	66.27
70 Other Instructional Pgms	42,655	1,088.21	1,088.21	7,617.41	33,949.38	20.41
80 Community Services	0	.00	.00	0.00	.00	0.00
90 Support Services	7,225,529	506,354.59	2,607,881.41	1,522,976.14	3,094,671.10	57.17
<u>Total EXPENDITURES</u>	36,559,425	2,730,760.01	13,079,439.83	13,030,381.43	10,449,604.11	71.42
<u>C. OTHER FIN. USES TRANS. OUT (GL 536)</u>	0	.00	.00			
<u>D. OTHER FINANCING USES (GL 535)</u>	0	.00	.00			
<u>E. EXCESS OF REVENUES/OTHER FIN.SOURCES OVER(UNDER)EXP/OTH FIN USES (A-B-C-D)</u>	3,373,014-	2,721,121.03-	5,958,905.35-		2,585,890.98-	76.66
<u>F. TOTAL BEGINNING FUND BALANCE</u>	6,216,915		8,117,299.48			
<u>G. G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)</u>	XXXXXXXXXX		.00			
<u>H. TOTAL ENDING FUND BALANCE (E+F + OR - G)</u>	2,843,901		2,158,394.13			



I. ENDING FUND BALANCE ACCOUNTS:

G/L 810 Reserved For Other Items	0	111,379.53
G/L 815 Resr Unequalized Dedu Rev	0	.00
G/L 821 Restricted for Carryover	400,000	.00
G/L 830 Restricted For Debt Serv	0	.00
G/L 835 Restricted for Arb Rebate	0	.00
G/L 840 Reserve For Inventory	18,000	18,000.00
G/L 845 Restricted for Self Insur	300,000	.00
G/L 850 Restrict Uninsured Risks	0	.00
G/L 870 Committed to Oth Purposes	0	.00
G/L 872 Comm to Min Fnd Bal	2,315,553	21,886,222.00-
G/L 875 Assigned to Contingenies	2,055,000	.00
G/L 884 Assign to Oth Cap Proj	0	.00
G/L 888 Assigned to Other Purpose	0	.00
G/L 890 Unresrvd Undsgntd Fnd Bal	2,244,652-	23,915,236.60
<u>TOTAL</u>	2,843,901	2,158,394.13

20--CAPITAL PROJECT FUND-- FUND BALANCE -- AGENCY ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT  
Fiscal Year 2011 (September 1, 2011 - August 31, 2012)

For the STEILACOOM SCHOOL DISTRICT #1 School District for the Month of January, 2012

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
<u>A. REVENUES/OTHER FIN. SOURCES</u>						
1000 Local Taxes	0	.00	.00		.00	0.00
2000 Local Support Nontax	13,500	.00	398,650.52		385,150.52-	> 1000
3000 State, General Purpose	0	.00	.00		.00	0.00
4000 State, Special Purpose	0	.00	.00		.00	0.00
5000 Federal, General Purpose	0	.00	.00		.00	0.00
6000 Federal, Special Purpose	0	.00	.00		.00	0.00
7000 Revenues Fr Oth Sch Dist	0	.00	.00		.00	0.00
8000 Other Agencies & Assoc.	0	.00	.00		.00	0.00
9000 Other Financing Sources	380,000	.00	.00		380,000.00	0.00
<u>Total REVENUES/OTHER FIN. SOURCES</u>	393,500	.00	398,650.52		5,150.52-	101.31
<u>B. EXPENDITURES</u>						
10 Sites	1,500,000	2,040.00	68,863.83	0.00	1,431,136.17	4.59
20 Buildings	500,000	.00	.00	0.00	500,000.00	0.00
30 Equipment	0	.00	.00	0.00	.00	0.00
40 Energy	0	.00	.00	0.00	.00	0.00
50 Sales & Lease Expenditure	500,000	.00	.00	0.00	500,000.00	0.00
60 Bond Issuance Expenditure	0	.00	.00	0.00	.00	0.00
90 Debt	0	.00	.00	0.00	.00	0.00
<u>Total EXPENDITURES</u>	2,500,000	2,040.00	68,863.83	0.00	2,431,136.17	2.75
<u>C. OTHER FIN. USES TRANS. OUT (GL 536)</u>	0	.00	.00			
<u>D. OTHER FINANCING USES (GL 535)</u>	0	.00	.00			
<u>E. EXCESS OF REVENUES/OTHER FIN. SOURCES OVER (UNDER) EXP/OTH FIN USES (A-B-C-D)</u>	2,106,500-	2,040.00-	329,786.69		2,436,286.69	115.66-
<u>F. TOTAL BEGINNING FUND BALANCE</u>	2,369,111		2,380,620.83			
<u>G. G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)</u>	XXXXXXXXXX		.00			
<u>H. TOTAL ENDING FUND BALANCE (E+F + OR - G)</u>	262,611		2,710,407.52			

<u>I. ENDING FUND BALANCE ACCOUNTS:</u>		
G/L 810 Restricted For Other Item	0	.00
G/L 830 Restricted For Debt Serv	0	.00
G/L 835 Restricted Arb Rebate	0	.00
G/L 850 Restrict Uninsured Risks	0	.00
G/L 861 Reserve Of Bond Proceeds	0	61,930.34
G/L 862 Restrict fr Levy Proceed	0	.00
G/L 863 RES FROM STATE PROCEEDS	0	.00
G/L 864 Restrict from Fed Proceed	0	.00
G/L 865 Reserve Of Other Proceeds	2,000,000-	.00
G/L 866 Restricted Impact Fees	171,706-	70,656.44-
G/L 867 Restrictd Mitigation Fees	0	.00
G/L 869 Restrict UnDistib Proceed	0	.00
G/L 870 Restrict to Oth Purposes	0	.00
G/L 889 Assigned to Fund Purposes	2,434,317	2,719,133.62
G/L 890 UNRESERVED FUND BALANCE	0	.00
 <u>TOTAL</u>	 262,611	 2,710,407.52

30--DEBT SERVICE FUND-- FUND BALANCE -- AGENCY ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT  
Fiscal Year 2011 (September 1, 2011 - August 31, 2012)

For the STEILACOOM SCHOOL DISTRICT #1 School District for the Month of January, 2012

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
<b>A. REVENUES/OTHER FIN. SOURCES</b>						
1000 Local Taxes	5,700,086	.00	2,586,276.82		3,113,809.18	45.37
2000 Local Support Nontax	1,000	.00	614.39		385.61	61.44
3000 State, General Purpose	0	.00	.00		.00	0.00
5000 Federal, General Purpose	0	.00	.00		.00	0.00
9000 Other Financing Sources	0	.00	.00		.00	0.00
<b>Total REVENUES/OTHER FIN. SOURCES</b>	<b>5,701,086</b>	<b>.00</b>	<b>2,586,891.21</b>		<b>3,114,194.79</b>	<b>45.38</b>
<b>B. EXPENDITURES</b>						
Matured Bond Expenditures	2,245,000	.00	.00	0.00	2,245,000.00	0.00
Interest On Bonds	3,184,792	.00	.00	0.00	3,184,792.00	0.00
Interfund Loan Interest	0	.00	.00	0.00	.00	0.00
Bond Transfer Fees	20,500	.00	.00	0.00	20,500.00	0.00
Arbitrage Rebate	0	.00	.00	0.00	.00	0.00
Underwriter's Fees	0	.00	.00	0.00	.00	0.00
<b>Total EXPENDITURES</b>	<b>5,450,292</b>	<b>.00</b>	<b>.00</b>	<b>0.00</b>	<b>5,450,292.00</b>	<b>0.00</b>
<b>C. OTHER FIN. USES TRANS. OUT (GL 536)</b>	<b>0</b>	<b>.00</b>	<b>.00</b>			
<b>D. OTHER FINANCING USES (GL 535)</b>	<b>0</b>	<b>.00</b>	<b>.00</b>			
<b>E. EXCESS OF REVENUES/OTHER FIN. SOURCES OVER (UNDER) EXPENDITURES (A-B-C-D)</b>	<b>250,794</b>	<b>.00</b>	<b>2,586,891.21</b>		<b>2,336,097.21</b>	<b>931.48</b>
<b>F. TOTAL BEGINNING FUND BALANCE</b>	<b>1,667,691</b>		<b>1,694,955.34</b>			
<b>G. G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)</b>	<b>XXXXXXXXXX</b>		<b>.00</b>			
<b>H. TOTAL ENDING FUND BALANCE (E+F + OR - G)</b>	<b>1,918,485</b>		<b>4,281,846.55</b>			

I. <u>ENDING FUND BALANCE ACCOUNTS:</u>		
G/L 810 Restricted For Other Itms	0	.00
G/L 835 Restricted Arb Rebate	0	.00
G/L 870 Committed to Oth Purposes	0	.00
G/L 889 Assigned to Fund Purposes	1,918,485	4,281,846.55
G/L 890 UNRESERVED FUND BALANCE	0	.00
 <u>TOTAL</u>	 1,918,485	 4,281,846.55

40--ASB FUND-- FUND BALANCE -- AGENCY ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT  
Fiscal Year 2011 (September 1, 2011 - August 31, 2012)

For the STEILACOOM SCHOOL DISTRICT #1 School District for the Month of January, 2012

<u>A. REVENUES</u>	<u>ANNUAL BUDGET</u>	<u>ACTUAL FOR MONTH</u>	<u>ACTUAL FOR YEAR</u>	<u>ENCUMBRANCES</u>	<u>BALANCE</u>	<u>PERCENT</u>
1000 General Student Body	99,300	916.00	51,794.94		47,505.06	52.16
2000 Athletics	114,600	640.00	34,915.68		79,684.32	30.47
3000 Classes	44,574	.00	4,845.14		39,728.86	10.87
4000 Clubs	253,917	812.35	96,506.45		157,410.55	38.01
6000 Private Moneys	16,450	.00	1,010.33		15,439.67	6.14
<u>Total REVENUES</u>	528,841	2,368.35	189,072.54		339,768.46	35.75
<u>B. EXPENDITURES</u>						
1000 General Student Body	97,372	907.61	6,599.06	0.00	90,773.40	6.78
2000 Athletics	130,100	2,486.57	61,328.57	0.00	68,771.43	47.14
3000 Classes	58,841	4,010.02	8,117.06	0.00	50,723.94	13.79
4000 Clubs	245,415	3,298.05	90,715.19	0.00	154,699.81	36.96
6000 Private Moneys	16,450	.00	892.33	0.00	15,557.67	5.42
<u>Total EXPENDITURES</u>	548,178	10,702.25	167,652.21	0.00	380,526.25	30.58
<u>C. EXCESS OF REVENUES OVER (UNDER) EXPENDITURES (A-B)</u>	19,337-	8,333.90-	21,420.33		40,757.79	210.77-
<u>D. TOTAL BEGINNING FUND BALANCE</u>	221,435		243,755.70			
<u>E. G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)</u>	XXXXXXXXXX		.00			
<u>F. TOTAL ENDING FUND BALANCE (C+D + OR - E)</u>	202,098		265,176.03			

<u>G. ENDING FUND BALANCE ACCOUNTS:</u>		
G/L 810 Restricted for Oth Items	0	.00
G/L 840 Nonspend Fnd Bal Invent	0	.00
G/L 850 Restricted Uninsured Risk	0	.00
G/L 870 Committed to Oth Purposes	0	.00
G/L 889 Assigned to Fund Purposes	202,098	265,176.03
G/L 890 UNRESERVED FUND BALANCE	0	.00
 <u>TOTAL</u>	 202,098	 265,176.03

90--TRANSPORTATION VEHICLE FUND-- FUND BALANCE -- AGENCY ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT  
Fiscal Year 2011 (September 1, 2011 - August 31, 2012)

For the STEILACOOM SCHOOL DISTRICT #1 School District for the Month of January, 2012

A. REVENUES/OTHER FIN. SOURCES	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
1000 Local Taxes	0	.00	.00		.00	0.00
2000 Local Nontax	150	.00	31.75		118.25	21.17
3000 State, General Purpose	0	.00	.00		.00	0.00
4000 State, Special Purpose	3,000	.00	.00		3,000.00	0.00
5000 Federal, General Purpose	0	.00	.00		.00	0.00
8000 Other Agencies & Assoc	0	.00	.00		.00	0.00
9000 Other Financing Sources	0	.00	.00		.00	0.00
A. TOTAL REV/OTHER FIN.SRCS(LESS TRANS)	3,150	.00	31.75		3,118.25	1.01
B. 9900 TRANSFERS IN FROM GF	0	.00	.00	0.00	.00	0.00
C. Total REV./OTHER FIN. SOURCES	3,150	.00	31.75	0.00	3,118.25	1.01
D. EXPENDITURES						
Type 30 Equipment	90,120	.00	.00	89,680.68	439.32	99.51
Type 60 Bond Levy Issuance	0	.00	.00	0.00	.00	0.00
Type 90 Debt	0	.00	.00	0.00	.00	0.00
Total EXPENDITURES	90,120	.00	.00	89,680.68	439.32	99.51
E. OTHER FIN. USES TRANS. OUT (GL 536)	0	.00	.00			
F. OTHER FINANCING USES (GL 535)	0	.00	.00			
G. EXCESS OF REVENUES/OTHER FIN SOURCES OVER(UNDER)EXP/OTH FIN USES(C-D-E-F)	86,970-	.00	31.75		87,001.75	100.04-
H. TOTAL BEGINNING FUND BALANCE	86,970		86,969.07			
I. G/L 898 PRIOR YEAR ADJUSTMENTS(+OR-) XXXXXXXXX			.00			
J. TOTAL ENDING FUND BALANCE {G+H + OR - I}	0		87,000.82			



K. <u>ENDING FUND BALANCE ACCOUNTS:</u>		
G/L 810 Restricted for Oth Items	0	.00
G/L 830 RES FOR DEBT SERVICE	0	.00
G/L 835 Restricted Arb Rebate	0	.00
G/L 850 Restrict Uninsured Risks	0	.00
G/L 870 Committed to Oth Purposes	0	.00
G/L 889 Assigned to Fund Purposes	0	87,000.82
G/L 890 UNRESERVED FUND BALANCE	0	.00
 <u>TOTAL</u>	 0	 87,000.82

# **Steilacoom Historical School District #1**

## **Legislative Update**

### **Presented to Board of Directors February 22, 2012**

#### **List of Current Legislative Bills**

**SHB 1814/15 School district levy base H Ways & Means Sullivan *Bills guarantee that levy base is not diminished due to apportionment reductions.***

Introduced for this session. Will likely be considered with budget

**SHB 2209 Alt. learning experiences H Education Haigh *Maintains 15% reduction for ALE students but reduces 5% for "contract learning"***

Note that in the substitute version contract learning has a 5% reduction and is not exempt. Additionally, a provision is in this bill that ALE instruction be in "core subject areas" Do pass recommendation from Education Committee. Referred to Ways and Means

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

"Do pass" recommendation from Labor and Workforce Development Committee Referred to Ways and Means A substitute bill strikes the underlying bill. As adopted last Tuesday, the new HB 2265 establishes an 11-member work group consisting of members representing the four-year institutions of higher education, legislators, and the governor, and directs the work group to develop a recommended plan for measuring, providing incentives for, and rewarding performance of four year institutions of higher education.

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

Public Hearing 1/31/12 Committee on Education Appropriations and Oversight

**SB 5476 School bus depreciation S Ways & Means Murray *Delay's depreciation payment***

No action Note: This would prevent replenishment of the District's Transportation Vehicle Fund

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

No action to date

**SB 6038 School building space/STEM S EL/K-12 Delvin *Prevents STEM classroom space in cooperative programs (like Pierce County Skills Center, for example) from counting against space inventory for state match construction funding***

"Do pass" recommendation from Early Learning and K-12 Committee. Passed in Senate February 9 Hearing in House Education Committee Feb. 17

**SB 6119 Career pathways act S EL/K-12 McAuliffe *Requires creation of online career exploration opportunities for students***

Public Hearing 1/19/12 in Early Learning and K-12 Education Committee No further action to date

**SB 6202 School governance/alternative S EL/K-12 Tom *Charter Schools 10/year not to exceed 50***

Public Hearing on 1/18/2012 in Early Learning and K-12 Education Committee. No further action to date. May "reemerge" with budget.

## Update Regarding Other Issues Important to SHSD #1

**Teacher and Principal Evaluation** There are a number of bills related to timelines and implementation of the new state Principal and Teacher Evaluation System.

**Levy Swap** Senator Hunter's "levy swap" bill is not making movement, but reports are that based on his vetting of the idea in public meetings and amongst legislators, the proposal is "adjusting."

The Superintendent was updated on the current status of this proposal at the WASA regional meeting on February 10, 2012.

In essence, the plan raises local taxes and provides the dollars through the state apportionment process. It (statewide) reduces the local levy amount, but gives districts an "opportunity" to go back to their voters to gain more revenue.

Here is what it means to SHSD#1:

The tax rate/thousand would **increase** by .09

Revenue would **decrease** by \$386,289

We would be eligible to go to the voters with a potential tax increase, up to 3.66/thousand to gain an additional \$3,328,612 in revenue. (Note, the current levy tax rate is 2.28/thousand)

The plan may eliminate levy equalization (~\$773,492).

The plan proposes making approved levies "permanent" so districts don't have to renew every four years. However, this would require an amendment to the State Constitution.

The other factor for school districts is that levy resources have no specific expenditure plan associated with them, meaning districts and local school boards have discretion regarding how they use levy resources. Dollars from the state are almost always "tied" to what legislators in Olympia want to prioritize (for example, the dollars may come but are "earmarked", which gives little other discretion with the dollars).

**ALE.** The district remains watchful regarding ALE funding. A lawsuit has been filed arguing that funding ALE students at a lesser amount than other students is unconstitutional. The suit was filed by Washington Families for Online Learning Coalition in King County Superior Court on February 13.

**SB 6442 *Places school district employees under Health Care Authority*** This proposal has support from PSE, AWSP, WASA, WSSDA, WASBO, and OSPI. WEA continues to oppose the bill



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

2/8/2012

## I. Public Information

## II. CALL TO ORDER

*Meeting called to order at 6:40 pm by Chair Winkler.*

*Pledge of Allegiance led by Mario Reaves, School Counselor.*

*Roll Call - all Directors and Superintendent Fritz present.*

*Approval of Agenda - Director Scott moved to approve the agenda with several modifications. Add VII. 4. Grade 4-5 Career Ed; change Derik Nelson from X.C. to X.D. Personnel Report; add XI. 7. Approval of Modified School Year Calendar; add XV. Executive Session for the purpose of discussing collective bargaining. Director Callanan seconded the motion and the motion passed (5/0).*

## III. EXECUTIVE SESSION

## Executive Session

*The Board adjourned to Executive Session at 6:42 pm. No actions taken.*

## IV. RETURN TO PUBLIC SESSION - 7:00 pm

*Chair Winkler resumed the public meeting at 7:05 pm. Director Scott moved to modify the agenda again by removing item XI. 6. Director Wong seconded the motion and the motion passed (5/0).*

## V. COMMENTS FROM THE AUDIENCE

## Information

*No comments.*

## VI. ROBOTICS PRESENTATION - Pioneer MS Students

## Presentation

*Pioneer Teacher Jason Rise and students Elizabeth Persons, Olivia Coogan, Paria Karbassi and Cameron Gale spoke on the formation and progress of the Robotics Team. A You Tube video of one of their competitions was shown demonstrating the various aspects of the mission and robotic accomplishments.*

## VII. CAREER TECHNICAL EDUCATION REPORT

## Information

*Steilacoom High Assistant Principal Sara Graves gave a presentation regarding the Career Technical Education (CTE) programs at middle and high schools. She included job correlation information between CTE classes and the job market; information on the Pierce County Skills Center, where there are currently*

*two Steilacoom students attending; and 2012-13 school year CTE course offerings. Saltar's Point Elementary Counselor Mario Reaves presented on the career interest curriculum he teaches to grade 4 and grade 5 students each spring.*

## **I. Labor Market**

## **II. Skills Center**

## **III. Classes for 2012-13 School Year**

## **VIII. LEGISLATIVE UPDATE**

## **Information**

*Superintendent Fritz updated the Board on the progress of several of the many education related legislative bills before the Legislature.*

## **IX. APPROVAL OF MINUTES**

### **I. Approval of 1.25.12 Minutes**

### **Vote**

*Director Scott moved to approve the 1.25.12 minutes; Director Callanan seconded the motion and the motion passed (5/0).*

### **II. Approval of 1.28.12 Minutes**

### **Vote**

*Director Denning moved to approve the 1.28.12 minutes; Director Wong seconded the motion and the motion passed (50).*

## **X. CONSENT AGENDA**

## **Vote**

*Director Scott moved to approve the Consent Agenda; Director Callanan seconded the motion and the motion passed (50).*

## **XI. NEW BUSINESS**

### **I. Project Lead the Way Course Approval**

### **Vote**

*Assistant Principal Graves presented information to add pre-engineering courses at the high school for the 2012-13 school year. Director Scott moved to approve the course; Director Denning seconded the motion and the motion passed (5/0).*

### **II. Hazard Mitigation Letter of Agreement**

### **Vote**

*Director Denning moved to approve a Hazard Mitigation Letter of Agreement with Pierce County Dept. of Emergency Management. Director Callanan seconded the motion and the motion passed (5/0).*

**III. District Network****Vote**

*Network Manager Jacob Phillips presented a comparison of Fiber Optic and Microwave Back-Haul high speed internal connections systems. Director Callanan moved to approve a contract with Comcast Fiber Optic not to exceed \$200,000. Director Wong seconded the motion and the motion passed (5/0).*

**IV. First Reading of Policy 2030, Service Animals****Vote**

*Executive Director Mills presented a new policy related to Service Animals. Director Denning made a motion to move the policy to a second reading; Director Wong seconded the motion and the motion passed (5/0).*

**V. First Reading of Policy 3210, Nondiscrimination****Vote**

*Executive Director Mills presented revisions to the Nondiscrimination policy. Director Denning made a motion to move the policy to a second reading; Director Scott seconded the motion and the motion passed (5/0).*

**VI. APPROVAL OF MODIFICATIONS OF SCHOOL CALENDAR****Vote**

*Director Scott moved to approve the modified calendar due to inclement weather make-up days. Director Denning seconded the motion and the motion passed (5/0).*

**XII. COMMENTS FROM THE AUDIENCE****Information**

*No comments.*

**XIII. BOARD COMMUNICATION**

- *Board Members received a communication from a community member regarding the district network system.*
- *Director Callanan thanked Superintendent Fritz and staff for all the work related to the CTE programs.*
- *Communication received regarding the high school principal survey.*

**XIV. ANNOUNCEMENTS**

- *Superintendent Fritz attended the sub regional wrestling tournament and high school play.*
- *Steilacoom High cheer staff won state championship in the non-tumbling division.*
- *February 27, 6:30 pm, the next "Chat with the Superintendent" will be held at Patriots Landing in DuPont.*
- *Anderson Island Chili Cook-off, tomorrow, 2/10, 5:30 pm.*

**XV. EXECUTIVE SESSION****Executive Session**

*The Board went into Executive Session at 9:21 pm to discuss collective bargaining. No actions taken. The Board returned to public session at 9:56 pm.*

**XVI. ADJOURNMENT****Vote**

*Director Scott moved to adjourn the meeting at 9:56 pm; Director Callanan seconded the motion and the motion passed (5/0).*

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(Chair)

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(Secretary/Superintendent)

## **REGULAR BOARD MEETING**

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

INFORMATION      \_\_\_\_\_

Approval authorizes acceptance of certificated coaching and advisory stipends. A list of those covered by this action is attached.

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

Packet page 40 of 122



STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1  
CERTIFICATED PERSONNEL REPORT  
February 22, 2012

**NEW HIRES/RE-HIRES**

NAME	POSITION	BUILDING	FTE
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**RESIGNATIONS**

NAME	POSITION	BLDG	FTE
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**CERTIFICATED STIPENDS**

NAME	ACTIVITY/POSITION	BLDG.	STIPEND AMOUNT	TIMELINE/ DATES
BEAULIEU, Derek	Chess Club Advisor	PIO	\$350.00	Feb 2012 – Apr 2012
BETHMAN, Kurt	*Assistant Coach (Girls' Tennis)	SHS	\$2,259.45	March 2012 – May 2012
BROWN, Aimee	Book Club Advisor	PIO	\$350.00	Feb 2012 – June 2012
MANNING, Ernie	*Head Coach (Girls' Tennis)	SHS	\$3,227.78	March 2012 – May 2012

\*Revised to reflect Kurt Bethman as Assistant Coach; Ernie Manning as Head Coach

Initiated by: Pat Jackson-Holley

HR: \_\_\_\_\_

FINANCE: \_\_\_\_\_

SUPERINTENDENT: \_\_\_\_\_

BOARD APPROVAL DATE: 2/22/2012

## REGULAR BOARD MEETING

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

STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1  
CLASSIFIED PERSONNEL REPORT  
February 22, 2011

**NEW HIRES**

NAME	POSITION	BUILDING	SALARY
HYDE, Taylor	Co-Coach (Boys' Soccer)	SHS	\$13.86/Hr.
JOHNSON, Kyle	Co-Coach (Boys' Soccer)	SHS	\$13.86/Hr.
VanSANT, Nicholas	Assistant Coach (Track)	SHS	\$11.71/Hr.

**RESIGNATIONS**

NAME	POSITION	BUILDING

Initiated by: Pat Jackson-Holley

HR: \_\_\_\_\_

FINANCE: \_\_\_\_\_

SUPERINTENDENT: \_\_\_\_\_

BOARD APPROVAL DATE: 2/22/2012

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 February 22, 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 108842 through 108914  
in the total amount of \$525,309.70.

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

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
108842	ACADEMIC THERAPY PUBLICATIONS	02/29/2012	165408	Test Materials for Psychologist	91112094	44.00	44.00
108843	ACP DIRECT	02/29/2012	0141770	Req. 1620 - Replacement ear pads for headphones	1461112045	33.95	170.40
			0142178	S.P. - ACP Direct, headphones	1271112038	136.45	
108844	ANDERSON ISLAND GENERAL STORE	02/29/2012	174747-48		0	1,598.54	1,598.54
108845	AUTOLUBE TYRE & AUTOMOTIVE	02/29/2012	0000000526	OPEN PO 2011-2012 FOR VEHICLE REPAIRS - GROUNDS & DISTRICT VEHICLES	101112013	33.23	944.34
			0000000599	OPEN PO 2011-2012 FOR VEHICLE REPAIRS - GROUNDS & DISTRICT VEHICLES	101112013	49.17	
			0000000617	OPEN PO 2011-2012 FOR VEHICLE REPAIRS - GROUNDS & DISTRICT VEHICLES	101112013	51.31	
			0000000759	OPEN PO 2011-2012 FOR VEHICLE REPAIRS - GROUNDS & DISTRICT VEHICLES	101112013	504.96	
			0000000773	OPEN PO 2011-2012 FOR VEHICLE REPAIRS - GROUNDS & DISTRICT	101112013	305.67	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
108846	B & H PHOTO	02/29/2012	57382801	VEHICLES Canon VIXIA HF S30 Flash Memory Camcorder for Video Production class	2371112067	777.00	777.00
108847	BALL, LEERAE K	02/29/2012	SUPPLY/MIL	1/25-2/9/12	0	63.04	63.04
108848	CABANIT, MARIA	02/29/2012	mil reim 1/2-31		0	379.56	379.56
108849	CARTRIDGE WORLD	02/29/2012	23280		0	108.19	108.19
108850	CASEY MARIE WYATT	02/29/2012	food for 7th grade		0	26.00	26.00
108851	CENTURYLINK	02/29/2012	300493944		0	274.60	274.60
108852	CENTURYLINK QCC	02/29/2012	1199977398		0	200.88	1,749.21
			253d081073073		0	1,548.33	
108853	CHEVRON & TEXACO CARD SERVICES	02/29/2012	7898030544		0	18,059.91	18,059.91
108854	CONSOLIDATED ELECTRICAL DIST	02/29/2012	8541-715319	OPEN PURCHASE 2011-2012 FOR ELECTRICAL SUPPLIES	101112036	271.88	2,489.47
			8541-716285	OPEN PURCHASE 2011-2012 FOR ELECTRICAL SUPPLIES	101112036	2,098.02	
			8541-716622	OPEN PURCHASE 2011-2012 FOR ELECTRICAL SUPPLIES	101112036	119.57	
108855	CTS	02/29/2012	2012010284		0	59.49	59.49
108856	CULLIGAN	02/29/2012	201202380587	OPEN PO 2011-2012 FOR WATER	101112012	23.84	31.67
			201202400885		0	7.83	
108857	DENISE LOY ZERMER	02/29/2012	FERRY TICKET/MIL		0	19.86	19.86
108858	DENNING, DONALD	02/29/2012	conf/mil reimb	wssda legislative conf	0	549.08	549.08
108859	DEPARTMENT OF L&I	02/29/2012	134066		0	147.40	147.40
108860	DEPARTMENT OF ENTERPRISE SERVI	02/29/2012	20-1-612710		0	150.00	150.00
108861	DIONNE & RORICK	02/29/2012	99983		0	598.00	598.00
108862	EDEN ADVANCED PEST TECH	02/29/2012	862341		0	109.30	109.30
108863	EDUCATOR ZAPP, INC.	02/29/2012	2012-173	Annual Subscription for EdZapp	181112057	800.00	800.00
108864	ESD 113	02/29/2012	0000017529		0	17,340.93	17,340.93
108865	FREEWAY TRAILER SALES INC	02/29/2012	103336	INSTALLATION OF ELECTRICAL PARTS TO GROUNDS VEHICLE & TRAILER	101112093	465.80	465.80
108866	GARY L YOHO	02/29/2012	mileage reimb SUPPLY REIMB		0 0	22.44 140.85	163.29
108867	GENERAL ELECTRIC CAPITAL CORP	02/29/2012	56804437	DISTRICT COPIER LEASE- G.E. CORP	81112048	534.48	2,505.16
			56804444	DISTRICT COPIER	81112048	695.15	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
			56829688	LEASE- G.E. CORP DISTRICT COPIER	81112048	746.52	
			56840988	LEASE- G.E. CORP	0	529.01	
108868	GRAINGER	02/29/2012	9740973533	OPEN PO 2011-2012 FOR SUPPLIES	101112016	186.43	716.25
			9742718464	OPEN PO 2011-2012 FOR SUPPLIES	101112016	118.31	
			9748768182	OPEN PO 2011-2012 FOR SUPPLIES	101112016	411.51	
108869	GREAT BOOKS FOUNDATION	02/29/2012	so0024208	S.P. Great Books Foundation order, Series 5, Book 1	1271112034	600.25	600.25
108870	HAYDEN, CHRISTINA MARIE	02/29/2012	thumb drive		0	40.18	40.18
108871	HORIZON	02/29/2012	3n018207	OPEN PO 2011-2012 FOR SUPPLIES	101112018	115.18	115.18
108872	HOUGHTON MIFFLIN	02/29/2012	948066436	Curriculum Order (Houghton Mifflin Harcourt-Great Source)	181112046	9,694.25	9,694.25
108873	JEFFREY STEPHEN WOOD	02/29/2012	supply reimb	michaels, home depot, fred meyers, ace, kelvin	0	1,291.34	1,291.34
108874	JOHN DEERE COMPANY	02/29/2012	111523961	PURCHASE JOHN DEERE GATOR TX FOR SHS ATHLETICS	101112086	6,825.11	6,825.11
108875	JOHNSON, PETER R	02/29/2012	supply reimb journal	journals and design books	0	263.98	263.98
108876	JOHNSTONE SUPPLY	02/29/2012	11-S100024095.001	OPEN PO 2011-2012 FOR SUPPLIES	101112023	50.66	50.66
108877	K12 WASHINGTON LLC WAVA	02/29/2012	JAN 2012 PAYMENT		0	288,322.00	288,322.00
108878	KING COUNTY DIRECTORS ASSN	02/29/2012	3549193	Nurse's office supplies	4311112059	27.79	13,567.95
			3549300	Teaching supplies for Wyatt, Maus and Foyil	2371112066	15.63	
			3549301	Color Paper order/Batteries	2371112071	304.21	
			3550295	DISTRICT COPY PAPER	81112066	12,506.17	
			3550296	CUSTODIAL SUPPLIES	101112096	552.94	
			3550870	Workroom Supplies -- Hinton (wood blocks / tape / batteries / lable tape)	1621112071	161.21	
108879	LABORATORIES, COASTWIDE	02/29/2012	72396383/t2396624	OPEN PURCHASE 2011-2012 FOR CUSTODIAL	101112047	597.38	16,885.18

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				SUPPLIES			
			t2378885/t2378885-1	OPEN PURCHASE	101112047	195.82	
				2011-2012 FOR			
				CUSTODIAL			
				SUPPLIES			
			t2387035-2/t2387035-	OPEN PURCHASE	101112047	177.26	
				2011-2012 FOR			
				CUSTODIAL			
				SUPPLIES			
			t2387035/t2387035-1	OPEN PURCHASE	101112047	749.10	
				2011-2012 FOR			
				CUSTODIAL			
				SUPPLIES			
			T2387061, 1	OPEN PURCHASE	101112047	233.47	
				2011-2012 FOR			
				CUSTODIAL			
				SUPPLIES			
			t2387109, 1	MAINTENANCE-COASTW	81112050	10,679.58	
				IDE ORDER			
			T2395865, 1	OPEN PURCHASE	101112047	1,222.16	
				2011-2012 FOR			
				CUSTODIAL			
				SUPPLIES			
			T2396356	OPEN PURCHASE	101112047	58.37	
				2011-2012 FOR			
				CUSTODIAL			
				SUPPLIES			
			t2396375	OPEN PURCHASE	101112047	1,437.47	
				2011-2012 FOR			
				CUSTODIAL			
				SUPPLIES			
			T2396375-1	OPEN PURCHASE	101112047	491.94	
				2011-2012 FOR			
				CUSTODIAL			
				SUPPLIES			
			T2396375-2	OPEN PURCHASE	101112047	95.23	
				2011-2012 FOR			
				CUSTODIAL			
				SUPPLIES			
			t2396380	OPEN PURCHASE	101112047	410.45	
				2011-2012 FOR			
				CUSTODIAL			
				SUPPLIES			
			t2396386, 1	OPEN PURCHASE	101112047	374.27	
				2011-2012 FOR			
				CUSTODIAL			
				SUPPLIES			
			T2396569	OPEN PURCHASE	101112047	96.98	
				2011-2012 FOR			
				CUSTODIAL			

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
			t2396624-1	SUPPLIES OPEN PURCHASE 2011-2012 FOR CUSTODIAL SUPPLIES	101112047	3.44	
			t2398977	OPEN PURCHASE 2011-2012 FOR CUSTODIAL SUPPLIES	101112047	62.26	
108880	LAKEWOOD HARDWARE & PAINT	02/29/2012	291696	OPEN PO 2011-2012 FOR SUPPLIES	101112021	12.47	350.85
			298504	OPEN PO 2011-2012 FOR SUPPLIES	101112021	109.70	
			299000	OPEN PO 2011-2012 FOR SUPPLIES	101112021	100.53	
			299221	OPEN PO 2011-2012 FOR SUPPLIES	101112021	51.36	
			299276	OPEN PO 2011-2012 FOR SUPPLIES	101112021	44.61	
			299841	OPEN PO 2011-2012 FOR SUPPLIES	101112021	32.18	
108881	MCCONKEY CO	02/29/2012	1165697	SHS MCCONKEY ORDER FOR E.MILLER HORTICULTURE SEE ATTACHED QUOTE FROM MCCONKEY	141112027	128.41	128.41
108882	MICRO COMPUTER SYSTEMS	02/29/2012	0438352-in	Projecotor lamp Order	111112015	481.62	481.62
108883	MOUNTAIN ALARM	02/29/2012	668491	OPEN PO 2011-2012 FOR SECURITY & FIRE MONITORING	101112026	459.06	459.06
108884	OFFICE DEPOT	02/29/2012	596482331001		0	110.81	145.72
			596899195001		0	34.91	
108885	PIERCE COUNTY REFUSE	02/29/2012	2335291		0	836.97	836.97
108886	PIERCE COUNTY SEWER	02/29/2012	1354221/858625		0	31.09	31.09
108887	PREMIER AGENDAS, INC.	02/29/2012	204500194253	Premier Agendas	2371112045	6,437.77	6,437.77
108888	PSAT/NMSQT	02/29/2012	382004472	PSAT TEST- HIGHSCHOOL	81112025	2,646.00	2,646.00
108889	FUGEST SOUND ESD	02/29/2012	11656	Workshop Registration Fee {Growth Approach to Teacher Evaluation} -Kathi Weight - Jan 18, 2012	181112052	110.00	210.00
			11658	S.P. Puget Sound Education Service District/ Workshop "Growth	1271112033	100.00	



Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				Approach to Teacher Evaluation" for Joel Lang			
108890	PUGET SOUND ENERGY	02/29/2012	3326561002		0	11,205.17	11,205.17
108891	RITA LYNN GORMAN	02/29/2012	meal reimbursement		0	14.92	14.92
108892	SCHOOL SPECIALTY	02/29/2012	208107682642	SHS SCHOOL SPECIALTY ORDER FOR BADER SEE CART #7770825273	141112029	31.06	103.51
			208107729453	SHS SCHOOL SPECIALTY ORDER FOR BADER SEE CART #7770825273	141112029	72.45	
108893	SHEREE KAY ENGQUIST	02/29/2012	supply reimb	sheet protectors, card stock, colored paper	0	77.97	77.97
108894	SIMPLOT PARTNERS	02/29/2012	212001214	OPEN PO 2011-2012 FOR GROUNDS SUPPLIES	101112033	1,309.84	1,309.84
108895	SODEXO INC & AFFILIATES	02/29/2012	1000571709		0	68,840.66	68,840.66
108896	SOLIAANT HEALTH	02/29/2012	4900002	Psychologist (2) and Speech Pathologist (1)	91112056	2,578.13	15,281.26
			4921701	Psychologist (2) and Speech Pathologist (1)	91112056	2,812.50	
			4921704	Psychologist (2) and Speech Pathologist (1)	91112056	2,812.50	
			4934240	Psychologist (2) and Speech Pathologist (1)	91112056	2,250.00	
			4934241	Psychologist (2) and Speech Pathologist (1)	91112056	2,250.00	
			4934297	Psychologist (2) and Speech Pathologist (1)	91112056	2,578.13	
108897	SPOT DEVICES INC	02/29/2012	SINV00001878	PROVIDE CONTROLLERS; SZ BEACON RETROFIT FOR FLASHING SCHOOL ZONE SIGNAGE FOR PIONEER MS-DUPONT PER PROPOSAL DATED 11/18/11	101112081	3,497.76	3,497.76
108898	SUNBELT STAFFING	02/29/2012	4923117	Speech Patholgist (1)	91112057	1,750.00	12,030.75

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
			4923119	Speech Patholgist (1)	91112057	2,531.25	
			4923146	Speech Patholgist (1)	91112057	272.00	
			4932755	Speech Patholgist (1)	91112057	2,040.00	
			4936243	Speech Patholgist (1)	91112057	2,812.50	
			4936245	Speech Patholgist (1)	91112057	2,625.00	
108899	TANNER ELECTRIC	02/29/2012	72131000		0	684.22	684.22
108900	THE LINEUP	02/29/2012	770	PE UNIFORMS	4311112058	1,131.52	1,131.52
108901	THEMES AND VARIATIONS	02/29/2012	55876	Music Teacher's Guides - Stockstad	1621112070	551.35	551.35
108902	THOMAS, ALISON L	02/29/2012	meal reimb		0	40.00	40.00
108903	TROXELL	02/29/2012	655523	Req. 1616 - Replacement Lamp for Hitachi CP-X3011N	1461112041	262.32	2,766.12
			656161	Projector Lamp Order	111112014	1,539.39	
			657045	Projector Lamp Order	111112014	655.80	
			657073	Projector Lamp Order	111112014	308.61	
108904	TRUSTEED PLANS SERVICE CORP	02/29/2012	45900		0	1,525.20	1,525.20
108905	US BANCORP	02/29/2012	196822563		0	1,059.88	1,059.88
108906	USA MOBILITY WIRELESS INC	02/29/2012	v36618889b		0	96.18	96.18
108907	UW SPEECH AND HEARNING CLINIC	02/29/2012	229128	University of Washington, Speech & Hearing Sciences School Job Fair Registration for Beth Mills, Executive Director of Student Services Ryan Wheaton, Student Services Coordinator	91112086	500.00	500.00
108908	UW- DEPT. OF REHABILITATION ME	02/29/2012	rehab job fair	UW Department of Rehabilitation Medicine Job Fair, 2012	91112102	600.00	600.00
108909	WASHINGTON TRACTOR	02/29/2012	04 4030908	OPEN PURCHASE ORDER 2011-2012 FOR GROUNDS EQUIPMENT	101112046	361.82	361.82

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
SUPPLIES/REPAIRS							
108910	WEIGHT, KATHLEEN J	02/29/2012	mil reim12/1-1/31/12		0	94.35	94.35
108911	WELLS FARGO FINAN LEASING INC	02/29/2012	6765690279		0	822.16	2,833.56
			6765693195		0	269.48	
			6765693200		0	714.87	
			6765694225		0	1,027.05	
108912	WILSON ATHLETIC CONSULTING	02/29/2012	1023	athletic consulting - 3 qtrs	281112028	250.00	250.00
108913	WITT COMPANY	02/29/2012	238444	OPEN PO FOR WITT CO.	81112008	181.44	654.60
			238939	SHS WITT CO. TONER FOR HAYDEN IN MARKETING	141112035	473.16	
108914	WSIPC	02/29/2012	0000360837	WASWUG Registration for District Office	81112041	75.00	75.00
				73 Computer	Check(s) For a Total of		525,309.70

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	73	Computer	Checks For a Total of	525,309.70
Total For	73	Manual, Wire Tran, ACH & Computer	Checks	525,309.70
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	525,309.70

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 February 22, 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 400404 through 400440  
in the total amount of \$26,345.47.

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
400404	3GI SPORTS	02/29/2012	ssc003122		6157	361.78	860.63
			sst003612		6150	498.85	
400405	BARGREEN ELLINGSON- TACOMA	02/29/2012	001450113		6141	1,062.76	1,062.76
400406	CASCADE BAGEL & DELI, INC	02/29/2012	SEE ATTACHED	INV # 113302, 113354, 113376, 113401, 113430, 113459, 113516, 113536, 113674, 113693	5988	268.00	268.00
400407	COSTCO	02/29/2012	240857200/241729449		5990	575.28	575.28
400408	CRANES CREATIONS	02/29/2012	172930/1		6145	26.78	26.78
400409	DRAMATIC PUBLISHING	02/29/2012	5159159		6144	400.25	400.25
400410	EK BEVERAGES	02/29/2012	338259/338712		5991	475.03	475.03
400411	EUROSPORT	02/29/2012	17135563		6129	22.71	344.12
			54310674		6129	321.41	
400412	EVERETT PUBLIC SCHOOLS	02/29/2012	16619		6078	265.00	265.00
400413	HALFON CANDY COMPANY	02/29/2012	429113/430388		5984	275.10	275.10
400414	JOSTENS	02/29/2012	17501		6134	6,419.95	6,419.95
400415	JUNIOR LIBRARY GUILD	02/29/2012	135252		1802	352.90	352.90
400416	LIDS TEAMS SPORTS	02/29/2012	156449		6128	336.65	926.06
			156877		6127	291.84	
			158602		6127	297.57	
400417	LIONEL HAMPTON JAZZ FESTIVAL	02/29/2012	large ensemble		6148	300.00	300.00
400418	MOHRMAN, TROY	02/29/2012	2638		6149	200.00	200.00
400419	MSR WHOLESALE BALLOONS	02/29/2012	MS13113IN		5983	148.28	148.28
400420	NORTHWEST CASCADE INC	02/29/2012	1-410554		5994	124.50	124.50
400421	ORIENTAL TRADING CO	02/29/2012	647957521-01		140006	95.45	147.94
			649179311		6131	52.49	
400422	OTIS SPUNKMEYER INC	02/29/2012	81111313/81142038		5985	506.73	506.73
400423	PACIFIC WELDING	02/29/2012	1043401/1041746		5986	175.95	175.95
400424	PERIPOLE BERGERAULT	02/29/2012	118887		1862	407.12	407.12
400425	PIONEER MIDDLE SCHOOL IMPREST	02/29/2012	reimb 3938-3940		0	472.96	472.96
400426	RADIO PARTIES	02/29/2012	119500		6120	495.00	495.00
400427	RAYMOND GEDDES & CO, INC	02/29/2012	160157		140007	63.99	63.99

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
400428	SOUTHEASTERN PERF. APPAREL	02/29/2012	27665		6070	105.00	105.00
400429	SPORT SUPPLY GROUP INC	02/29/2012	94369852		6108	87.92	87.92
400430	STEILACOOM HIST SCHOOL DIST	02/29/2012	261778		0	125.00	125.00
400431	STEILACOOM HIGH SCHOOL ASB	02/29/2012	REIMB 6747-48, 67821 6783-87		0	2,124.49	2,124.49
400432	STEILACOOM HIST MUSEUM ASSN	02/29/2012	4th grade field trip		1799	476.00	476.00
400433	TACOMA ART MUSEUM	02/29/2012	SCHOOL TOUR		1425	240.00	240.00
400434	THE LINEUP	02/29/2012	771		6058	43.52	152.32
			772		6085	21.76	
			773		5697	87.04	
400435	W WASH BASKETBALL OFFICIALS	02/29/2012	nov/dec/2011		6153	636.50	636.50
400436	WALSWORTH PUBLISHING CO.	02/29/2012	334905		1803	5,644.35	5,644.35
400437	WILCOX FARMS	02/29/2012	3165		1423	165.00	165.00
400438	WINNING SEASON	02/29/2012	S2012020		6136	355.23	576.56
			s2012026		6138	221.33	
400439	WMEA - ALL STATE	02/29/2012	006470-001315		6147	418.00	418.00
400440	WSFCA COACHES CLINIC	02/29/2012	3198		6140	300.00	300.00
				37 Computer	Check(s) For a Total of		26,345.47

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	37	Computer	Checks For a Total of	26,345.47
Total For	37	Manual, Wire Tran, ACH & Computer	Checks	26,345.47
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	26,345.47

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 February 22, 2012, the board, by a \_\_\_\_\_ vote, does approve for payment those checks (warrants) included in the following list and further described as follows: PPT WARRANTS OUTSTANDING  
Check Number 700031 through 700032  
in the total amount of \$528.93.

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
700031	DEREK M BEAULIEU	02/29/2012	SCHATZ- PSED		0	300.00	300.00
700032	LEA-BALKO, CYNTHIA	02/29/2012	SCHATZ-PSED		0	228.93	228.93
				2 Computer	Check(s) For a Total of		528.93



	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	528.93
Total For	2	Manual, Wire Tran, ACH & Computer	Checks	528.93
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	528.93

# PAYROLL HEADER PAGE

Steilacoom Historical School District No. 1

GENERAL FUND

FOR THE MONTH February, 2012

WE, THE UNDERSIGNED BOARD OF DIRECTORS OF THE STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1, PIERCE COUNTY, WASHINGTON, DO HEREBY CERTIFY THAT SERVICES HAVE BEEN RECEIVED AND PERFORMED AND HAVE BEEN APPROVED FOR PAYMENT IN THE AMOUNT OF \$1,918,662.65.

## PAYROLL

Gross Pay	\$ 1,426,618.46
Benefits	\$ 492,044.19
Total Payroll Adjustment	\$ -

PAYROLL TOTAL \$ 1,918,662.65

DATED: February 22, 2012

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Secretary to the Board

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Board Chairperson

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Board Member

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Board Member

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Board Member

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Board Member

Check Date 02/29/2012

CODE	DESCRIPTION	CODE	COUNT	ADDED	SUBTRACTED	NET AMT
BEN3	Benefits only	1		0.00	0.00	0.00
C013	BASIC	215		899,009.02	0.00	899,009.02
C013a	BASIC	3		7,157.11	0.00	7,157.11
C023	PRINCIPAL	8		61,517.01	0.00	61,517.01
C033	STIPEND	2		916.00	0.00	916.00
C043	TRI	215		89,901.19	0.00	89,901.19
C043a	TRI	3		715.71	0.00	715.71
C063	ADMINISTRATOR	4		36,282.03	0.00	36,282.03
C073	EXEMPT	9		39,254.89	0.00	39,254.89
C083a	SPEC ED ASST	1		217.18	0.00	217.18
C173	CTE	1		145.73	0.00	145.73
C175	ART CLUB CTE	1		135.00	0.00	135.00
C185	BUILDERS CLUB	1		136.84	0.00	136.84
C195	KEY CLUB	2		424.15	0.00	424.15
C234	SWIMMING	1		872.31	0.00	872.31
C234a	SWIMMING	1		738.33	0.00	738.33
C284a	SOCCER	1		1,047.67	0.00	1,047.67
C285	SOCCER	1		995.00	0.00	995.00
C315	BASKETBALL	4		3,172.69	0.00	3,172.69
C335	YEARBOOK	2		307.26	0.00	307.26
C345	CLUB ADVISOR	8		783.10	0.00	783.10
C345a	CLUB ADVISOR	1		147.27	0.00	147.27
C355a	CHEER 2	1		852.29	0.00	852.29
C365	CLASS ADVISOR	5		490.90	0.00	490.90
C385	ASB ADVISOR	1		218.18	0.00	218.18
C395	DEPARTMENT HEAD	2		132.58	0.00	132.58
C405	BAND	2		260.36	0.00	260.36
C405a	BAND	1		240.65	0.00	240.65
C415	JAZZ	1		279.78	0.00	279.78
C415a	JAZZ	1		313.69	0.00	313.69
C435	LEADERSHIP	1		233.33	0.00	233.33
C455	TRAINER	1		77.78	0.00	77.78
C475	DATA TEAM LDR	18		1,224.30	0.00	1,224.30

LEAD TEACHER	5	1,484.86	0.00	1,484.86	0.00	1,484.86
PRO CERT MENTOR	1	416.67	0.00	416.67	0.00	416.67
GRAD COORDINATO	1	63.64	0.00	63.64	0.00	63.64
DECA ADVISOR	1	318.18	0.00	318.18	0.00	318.18
DRAMA	1	157.09	0.00	157.09	0.00	157.09
CHOIR	1	216.00	0.00	216.00	0.00	216.00
CHOIR	1	120.80	0.00	120.80	0.00	120.80
MASTER TEACHER	3	1,365.16	0.00	1,365.16	0.00	1,365.16
CLASS/LAB SETUP	10	1,792.03	0.00	1,792.03	0.00	1,792.03
MONDAY WRTR	1	72.73	0.00	72.73	0.00	72.73
EXTRA DUTIES	1	190.77	0.00	190.77	0.00	190.77
LEAD GROUNDS	1	3,905.20	0.00	3,905.20	0.00	3,905.20
FAC OP MANAGER	1	3,417.05	0.00	3,417.05	0.00	3,417.05
LEAD CUSTODIAN	5	15,856.52	0.00	15,856.52	0.00	15,856.52
CUSTODIAN	12	31,784.58	0.00	31,784.58	0.00	31,784.58
GROUNDS	2	5,643.74	0.00	5,643.74	0.00	5,643.74
MAINT TECH I	1	4,035.20	0.00	4,035.20	0.00	4,035.20
TEACHER ASST	17	17,018.90	0.00	17,018.90	0.00	17,018.90
SPEC ED ASST	27	30,034.59	0.00	30,034.59	0.00	30,034.59
SPED ED ASST	1	931.77	0.00	931.77	0.00	931.77
MAINT TECH II	1	4,725.07	0.00	4,725.07	0.00	4,725.07
IT TECH I	1	3,208.40	0.00	3,208.40	0.00	3,208.40
TITLE 1/LAP	6	5,571.25	0.00	5,571.25	0.00	5,571.25
LIBRARY TECH	5	6,796.79	0.00	6,796.79	0.00	6,796.79
SECRETARY	19	28,194.18	0.00	28,194.18	0.00	28,194.18
SECRETARY	4	3,908.04	0.00	3,908.04	0.00	3,908.04
SUPERVISION	29	11,032.34	0.00	11,032.34	0.00	11,032.34
ACCT CLERK	2	6,148.56	0.00	6,148.56	0.00	6,148.56
BILINGUAL ASST	4	1,875.82	0.00	1,875.82	0.00	1,875.82
SUB CALLER	2	735.81	0.00	735.81	0.00	735.81
COMPUTER TECH	1	2,686.67	0.00	2,686.67	0.00	2,686.67
SP/LA ASST	2	2,484.89	0.00	2,484.89	0.00	2,484.89
HEALTH ASST	6	3,892.24	0.00	3,892.24	0.00	3,892.24
REGISTRAR	1	3,905.20	0.00	3,905.20	0.00	3,905.20
CAMPUS SUPERVIS	2	4,315.29	0.00	4,315.29	0.00	4,315.29

C9L4 CUSTODIAN 2	1	276.19	0.00	276.19
C9N3 TEACHER ASST 2	1	665.41	0.00	665.41
C9U3 SUPERVISION 2	1	181.53	0.00	181.53
CWM5 WEBMASTER	3	252.78	0.00	252.78
LWOP3 Leave w/o Pay	4	0.00	-3,235.38	-3,235.38
LWOP4 Leave w/o Pay	2	0.00	-1,541.52	-1,541.52
R863 Retro-SECRETARY	1	48.15	0.00	48.15
T093 ADPT'L DAYS	2	1,908.64	0.00	1,908.64
T214 FOOTBALL	1	1,047.90	0.00	1,047.90
T314 BASKETBALL	1	1,377.33	0.00	1,377.33
T383 ASB ADVISOR	1	56.10	0.00	56.10
T444 WRESTLING	3	4,101.37	0.00	4,101.37
T643 STUDENT REC CO	1	109.19	0.00	109.19
TCCSX CLASS CVG	10	247.50	0.00	247.50
TEX3 EXTRA HOURS	16	1,054.97	-282.28	772.69
TEX4 EXTRA HOURS	1	37.88	0.00	37.88
THH3 HOME HOSPITAL	1	208.25	0.00	208.25
TMB3 MUTUAL BENEFIT	1	17.52	0.00	17.52
TO153 OVERTIME 1.5	2	182.80	0.00	182.80
TO154 OVERTIME 1.5	1	139.68	0.00	139.68
TO254 OVERTIME 2.5	11	5,025.13	0.00	5,025.13
TSE4 SEASONAL	1	0.00	-599.76	-599.76
TSP3 SUB CLASSIFIED	21	6,096.72	0.00	6,096.72
TSP4 SUB CLASSIFIED	5	2,781.08	0.00	2,781.08
TST3 SUB TEACHER	45	31,377.33	0.00	31,377.33
TTP3 TRAINING PAY	2	79.00	0.00	79.00
TWM3 WEBMASTER	3	226.34	0.00	226.34
ZSLB2 SL BUYBACK 1:2	1	1,973.83	0.00	1,973.83
ZSLB3 SL BUYBACK 1:3	2	3,482.21	0.00	3,482.21
ZSLB4 SL BUYBACK 1:4	9	12,817.21	0.00	12,817.21
Total Pay Codes 98	851	1,432,277.40	-5,658.94	1,426,618.46

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

Check Date 02/29/2012

CODE	DESCRIPTION	CODE	COUNT	ADDED	SUBTRACTED	NET AMT	BASE AMT
1FIC	FICA	407		85,291.67	0.00	85,291.67	1,375,670.06
1Med	Medicare	407		19,947.21	0.00	19,947.21	1,375,670.06
1Re0	SERS Plan 0	31		0.00	0.00	0.00	0.00
1Re2	SERS Plan 2	47		8,329.73	0.00	8,329.73	109,746.91
1Re3	SERS Plan 3	62		10,368.04	0.00	10,368.04	136,602.45
1Re1	PERS Plan 1	4		598.61	0.00	598.61	8,256.69
1Re0	TRS Plan 0	47		0.00	0.00	0.00	0.00
1Re1	TRS Plan 1	11		5,089.51	0.00	5,089.51	63,302.24
1Re2	TRS Plan 2	53		19,281.48	0.00	19,281.48	239,819.22
1Re3	TRS Plan 3	162		64,338.02	0.00	64,338.02	800,158.65
1UC	Unemployment 00	407		3,692.79	-1.91	3,690.88	1,366,963.56
1WC	Workers' Comp	407		15,847.83	-59.59	15,788.24	1,383,637.62
B0	LTD-Cert	221		2,851.20	0.00	2,851.20	1,085,897.01
B4	LTD-Classified	107		1,347.84	0.00	1,347.84	242,950.19
B9227	BROKERS FEES	324		4,270.32	0.00	4,270.32	1,328,922.86
H1187	HCA-Full Time	269		17,756.69	0.00	17,756.69	1,177,849.90
H2187	HCA-Part Time	60		990.00	0.00	990.00	157,686.78
I0	Life Ins - Cert	210		741.95	0.00	741.95	996,463.34
K0	DENTAL- TPSC	269		33,692.25	0.00	33,692.25	1,134,993.47
K1	DENTAL-WILLAMET	56		4,468.75	0.00	4,468.75	193,853.73
L0	Life Ins - SCEA	97		333.70	0.00	333.70	195,329.93
L3	Life Ins-Princi	8		28.40	0.00	28.40	61,517.01
L4	Life Ins-Exempt	13		46.15	0.00	46.15	75,536.92
M0	VISION - TPSC	328		4,438.80	0.00	4,438.80	1,328,847.20
M1	GROUP HEALTH	73		50,062.82	0.00	50,062.82	295,312.26
M1adj	GRP Hlth Adj	1		1,595.48	0.00	1,595.48	1,755.67
M3	KAISER	3		2,219.15	0.00	2,219.15	16,660.06
M4	BC PPO 1	37		26,943.73	0.00	26,943.73	187,941.14
M5	BC PPO 3	57		39,250.28	0.00	39,250.28	248,413.45
M6	BC PPO 5	67		48,181.86	0.00	48,181.86	313,461.20
M6adj	BC PPO 5 Adj	1		1,016.75	0.00	1,016.75	2,030.68
M7	BC Easy Choice	30		19,084.68	0.00	19,084.68	114,843.95
TaxB+	Tax Ben +	3		369.05	0.00	369.05	13,925.36

Check Date 02/29/2012

CODE	DESCRIPTION	CODE COUNT	ADDED	SUBTRACTED	NET AMT	BASE AMT
TaxB- Tax Ben -		3	0.00	-369.05	-369.05	-13,925.36

Total Benefits	34	4282	492,474.74	-430.55	492,044.19	
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\*\*\*\*\* End of report \*\*\*\*\*

## KEY CLUB STATE CONFERENCE

To Steilacoom Historical School District #1 Board

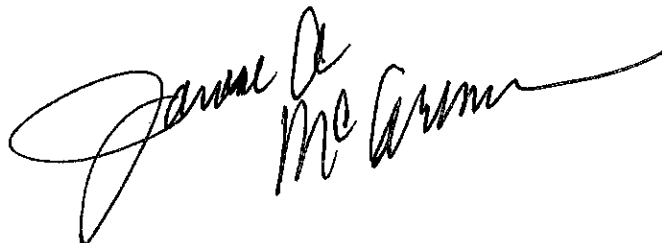
1. Purpose of Trip: The purpose of the trip is to participate in the PNW Key Club Conference on March 30- April 1, 2012 at the Double Tree Hotel Seattle Airport.
2. Key Club is a student organization that is affiliated with Kiwanis International. They are the oldest and largest service program for high school students. It is a student-led organization that teaches leadership through serving others. The participants at State must be dues paying members. This will add to our leadership component at the school.
3. Mode of Transportation: School bus.
4. List of Students Participating: See attached list
5. Names of Adult Chaperones: Jody Snyder, Bob Mize, Key Club Advisors. Mr. Keith Snyder, chaperone.
6. Where students and chaperones will be staying: Double Tree Hotel Seattle Airport.
7. Who will pay for lodging, meals and transportation: Students, Kiwanis, and Key Club will all pay parts of the total. Each will be responsible for \$75 per student.
8. Itinerary: Depart from SHS on Friday, March 30 at 1:00

Arrive at Seattle at 2:00

Depart from Seattle on Sunday, April 1 at 8:00 a.m. Stop for Breakfast

Arrive at SHS Sunday@ 12:00

9. Phone number for Mrs. Snyder: Cell 253-831-0366 ; Mr. Mize cell phone # 253-380-0656  
Keith Snyder Cell Phone # 253-831-1707





## **Snyder, Jody**

---

**From:** Mize, Robert  
**Sent:** Tuesday, February 14, 2012 9:29 AM  
**To:** Snyder, Jody  
**Subject:** DCON Attendees

Jody,

The following Key Clubbers are planning to attend DCON:

Victoria Aguilar  
Erika An  
Arthur Ancheta  
Amanda Appling  
Chandler Avery  
Kendall Avery  
Cody Bernardy  
John Dang  
Francesca Dasaro  
Paige Desmond  
Andrea Enfield  
Taylor Fernandez  
Kaleb Germany  
Bekah Greer  
Jasmine Greer  
Kalil Haynesworth  
Mishka Iglesias  
Natalie Johnson  
Emerson Kim  
Denny Lim  
Giovanni Maldonado  
Ryan Montague  
Miranda Osadchey  
Kristell Pearson  
Tori Powers  
Frankie Roberts  
John Santos  
Luke Shell  
Brent Siegfried  
Claudi Wache  
Susan Wolfgram  
AnnMarie Yi

## REGULAR BOARD MEETING

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

ISSUE:   X   ACTION   Second Reading of Policy 2030    
           INFORMATION   

This is a new policy based on the revised Title II Regulations of the American Disabilities Act, including language defining a Service Animal. The basic process for requesting a service animal is described. Procedures will be developed to align with this policy and the revised law. The language in the last sentence was modified per Directors suggestions.

The Superintendent recommends approval of Policy 2030

Packet page 66 of 122

## Service Animals in Schools

The Steilacoom Board of Directors acknowledges its responsibility to permit students and/or adults with disabilities to be accompanied by a “service animal” as required by federal laws and Washington State’s law against discrimination. This policy governs the presence of service animals in the schools, on school property, including school buses and at school activities.

A “service animal” means an animal that is trained for the purpose of assisting or accommodating a disabled person’s sensory, mental or physical disability.

The parent/guardian of a student who believes the student needs to bring a service animal to school or an employee who wishes to bring a service animal to school, must submit a written request to the building principal. The building principal, in consultation with the Executive Director for Student Services, will determine whether or not the service animal appropriately qualifies for inclusion in school.

Deleted: to permit

Cross Reference:	Board Policy 2029	Animals as Part of the Instructional Program
	2161	Education of Students with Disabilities
	2162	Education of Students with Disabilities Under Section 504
	3210	Nondiscrimination
	5010	Nondiscrimination and Affirmative Action

Legal References:	American Disabilities Act (ADA), Revised Title II Regulations, §35 Service animals
	Section 504 of the Rehabilitation Act of 1973
	RCW 28A.642
	RCW 49.60.040
	Discrimination Prohibition Definitions
	WAC 162-26
	Public accommodations, disability discrimination
	WAC 392-145-021(3)
	General Operating Requirements
	WAC 392-172A-01035
	Child with a Disability or Student eligible for Special Education
	WAC 392-172A-01155 (3)
	Related Services
	WAC 392-190
	Equal Educational Opportunity – unlawful discrimination prohibited

Adoption Date:  
School District Name: Steilacoom Historical School District



## NONDISCRIMINATION

The district shall provide equal educational opportunity and treatment for all students in all aspects of the academic and activities program without regard to race, creed, color, national origin, sex, sexual orientation (including gender expression or identity), the presence of any sensory, physical or mental disability, or the use of a trained dog guide or service animal by a person with a disability. District programs shall be free from sexual harassment.

**Deleted:** or non-program-related physical,

**Deleted:** ies

**Deleted:** RCW 49.60 Law Against Discrimination.

**Deleted:** i

The superintendent shall provide for the annual evaluations, periodic surveys, annual notice and complaint procedures as required by law to ensure that there is in fact equal opportunity for all students in the district.

The board shall designate a staff member to serve as the compliance officer for this policy.

**Deleted:** affirmative action/ Title IX

Cross References: Board Policy 2020

2030

2140

2150

Curriculum Development and  
Adoption

Service Animals in Schools

Guidance and Counseling

Co-Curricular Program

Legal References: RCW 28A.640

RCW 28A.642

49.60

Sexual Equality

Discrimination prohibition

Discrimination — Human rights  
commission

42 U.S.C. §§ 12101-12213

Americans with Disabilities Act

WAC 392-400-215

392-190

Student rights

Equal Educational Opportunity —  
Sex Discrimination Prohibited

Management Resources:

Policy News, June 2011

Policy News, August 2007

Washington's Laws on  
Discrimination

Washington's Law Against  
Discrimination

Policy No. 3210  
Students

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

**Steilacoom Historical School District Board of Directors**

**REGULAR BOARD MEETING**

February 22, 2012

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

**ISSUE:**   X   **ACTION** Curriculum Update – High School English  
       **INFORMATION**

**BACKGROUND INFORMATION:** In keeping with our district curriculum adoption schedule, a representative group of teachers from Steilacoom High School (SHS) served on our writing adoption committee during the 2010-2011 school year. Their main task was to identify strengths and challenges of the current writing instruction. The teachers reviewed both core and supplemental materials and unanimously agreed that our students would benefit from the SpringBoard program. This is a research-based program designed to prepare all students through integrated instruction materials, formative assessment, and sustained staff professional development.

This program is currently in use at Peninsula High School (PHS), in Gig Harbor, WA. The SHS English teachers visited PHS to observe lessons and speak with students and staff regarding SpringBoard. The teachers at PHS explained that since they began using the program, they have seen students demonstrate higher-order thinking skills, increase state test scores, and take ownership of their learning through self-assessment at the end of each lesson. The students commented they were able to understand concepts and have discussions instead of “simply reading a book and writing down answers to questions.”

The implementation process for SpringBoard includes intense professional development for teachers and Administrators.

**RECOMMENDED DECISION:**

The Superintendent recommends the Board formally adopt SpringBoard as the curriculum for basic high school English classes.

**Report prepared by:** Susan Greer, TOSA, and Russell Rice, SHS English Department





**Steilacoom Historical School District #1**

**And**

**Steilacoom Classified Education Association**

**Effective September 1, 2012 – August 31, 2015**

**Collective Bargaining Agreement**

## Table of Contents

### Table 1

ARTICLE I: AGREEMENT CONDITIONS .....	3
1.1 Preamble .....	3
1.2 Recognition .....	3
1.3 Compliance of Agreement .....	3
1.4 Status of Agreement .....	3
1.5 Conformity to Law .....	3
1.6 Agreement Administration .....	4
1.7 Printing and Agreement Distribution .....	4
1.8 No Strike, No lock out .....	4
1.9 Management Rights .....	4
1.10 Annual Joint Contract Awareness Meetings .....	4
ARTICLE II: ASSOCIATION RIGHTS .....	4
2.1 Access .....	4
2.2 Equipment and Facilities Use .....	4
2.3 Membership Communication .....	5
2.4 Availability of Information .....	5
2.5 Dues Deductions .....	5
ARTICLE III: PERSONNEL .....	5
3.1 Non-Discrimination .....	5
3.2 Controversial Issues .....	6
3.3 Student Discipline .....	6
3.4 Health and Safety .....	7
3.5 Personnel Files .....	7
3.6 Due Process .....	8
3.7 Assignments, Transfers, and Vacancies .....	8
3.8 Involuntary Transfer .....	9
3.9 Moving to Another Building .....	10
3.10 Training and In-service .....	10
3.11 Hours of Work/Overtime .....	11
3.12 Dispensing Student Medication .....	12
3.13 Notification of Job Assignment .....	12
3.14 Seniority/Probation .....	12
3.15 Inclement Weather .....	13
3.16 Workload .....	13
ARTICLE IV: GRIEVANCE PROCEDURE .....	14
4.1 Definition .....	14
4.2 Procedure for Processing Grievances .....	14
4.3 Arbitration .....	14
4.4 Jurisdiction of the Arbitrator .....	15
4.5 Time Limits .....	15
4.6 Accelerated Grievance Filing .....	15
4.7 Reprisals .....	15
4.8 Costs .....	15

ARTICLE V: EVALUATION.....	15
ARTICLE VI: ECONOMIC PROVISIONS .....	16
6.1 Salary .....	16
6.10 Longevity Pay .....	17
6.11 Training Pay.....	17
6.12 Fringe Benefits.....	18
6.13 Employer Liability Policy.....	18
6.14 Premium Reduction Fund .....	18
6.15 Payroll Deductions.....	18
Article VII: Holidays and Vacations.....	19
7.1 Vacations (Custodial, Maintenance and Grounds Only) .....	19
7.2 Paid Holidays .....	19
7.3 Un-worked Holidays.....	20
7.4 Worked Holidays .....	20
ARTICLE VIII: LEAVES .....	20
8.1 Sick Leave.....	20
8.2 Annual Sick Leave Cash-Out.....	20
8.3 Sick Leave Cash-Out at Retirement or Death.....	21
8.4 Family and Medical Leave Act.....	21
8.5 Family Care Leave .....	21
8.6 Maternity Leave .....	21
8.7 Adoption Leave.....	21
8.8 Bereavement Leave.....	21
8.9 Judicial Leave .....	21
8.10 Military Leave.....	22
8.11 Personal Leave .....	22
8.12 Association Leave.....	22
8.13 Other Leaves .....	22
8.14 Leave Sharing .....	22
ARTICLE IX: LAY OFF AND RECALL.....	23
ARTICLE X: DURATION.....	24
Attachment 1 – Seven Tests of Just Cause .....	26
Attachment 2 – Mutual Benefits Fund Form .....	27
Attachment 3 – Grievance Form.....	28
Attachment 4 – Evaluation Form.....	29
Attachment 5 – Salary Schedule .....	30
Attachment 6 – Family Medical Leave Act.....	0

## **ARTICLE I: AGREEMENT CONDITIONS**

### **1.1 Preamble**

This agreement is made and entered into between the Steilacoom Historical School District #1, hereinafter called the District, and the Steilacoom Classified Education Association, hereinafter called the Association.

### **1.2 Recognition**

The District recognizes the Association as the sole and exclusive bargaining representative for all full time and regular part-time secretarial/clerical, para-educator, professional/technical, grounds, maintenance, and custodial employees who are employed by the District or who are on leave by Board action, excluding administrators, supervisors, confidential employees, and all other employees. The term "employee" when used hereinafter in this Agreement shall refer to all employees represented by the Association in the bargaining unit as above defined.

- 1.2.1** Employees covered under this agreement shall also include employees who work thirty (30) or more days in the current or prior school year, and who continue to be available for work. The following provisions of the contract shall apply to thirty (30) day employees.

Article I - Agreement Conditions

Article III - Personnel

Section 3.3: Discipline Support

Section 3.9: Hours of Work/Overtime

Section 3.10: Dispensing Medicine

Article IV – Grievance Procedure

Article VI – Economic Provisions

Section 6.1: Salary

Section 6.5: Compensation

Section 6.6: Transportation Benefits

### **1.3 Compliance of Agreement**

All conditions of employment shall be consistent with the terms and conditions of this Agreement.

### **1.4 Status of Agreement**

The language of this Agreement shall supersede language in the rules, regulations, policies, or resolutions of the District which is contrary to, or inconsistent with, its terms.

### **1.5 Conformity to Law**

This agreement shall be governed and constructed according to the laws of the State of Washington. If any provision of this agreement is found to be contrary to those laws, the remaining provisions of this Agreement shall continue in full force and effect and be binding upon the parties hereto. If any provision of this Agreement is so held to be contrary to the law, the parties shall agree to establish a mutually agreeable date to commence negotiations on the specific item if necessary.

### **1.6 Agreement Administration**

The Association President shall meet with the Superintendent or his/her appointed designee with the authority to make decisions at a scheduled monthly meeting, or as mutually agreed upon, to discuss matters covered by this Agreement, including budget matters. Either party may postpone such meetings. These meetings are not intended to bypass administrative channels, contract negotiations, or grievance procedures.

### **1.7 Printing and Agreement Distribution**

Within forty-five (45) days following the ratification and signing of this agreement by the Parties, the District shall provide five (5) hard copies of this Agreement to each building to be available for classified employees' reference. These copies will be placed in locations easily accessible to classified employees (i.e. office, staff room, etc.).

Fifteen (15) additional copies shall be provided to the Association. The cost of the printing shall be paid by the District.

The Agreement shall be published on the District website within thirty (30) days of ratification.

### **1.8 No Strike, No lock out**

The Association agrees that during the term of this Agreement it will not cause or encourage its members to engage in any strike or work stoppage. The District agrees it shall not lockout its employees.

### **1.9 Management Rights**

The Board and its agents, except those who are specifically abridged or modified by this Agreement, retain all rights, powers and authority of the District.

### **1.10 Annual Joint Contract Awareness Meetings**

In an effort to increase knowledge and understanding of the SCEA/District contract, the District and the SCEA shall jointly plan and present to all District and school administrators, and SCEA building representative and officers, a review of the contract provisions. This meeting shall occur each year before October 1, or at an alternative time as mutually agreed between the parties.

## **ARTICLE II: ASSOCIATION RIGHTS**

### **2.1 Access**

Association representatives shall be permitted reasonable access to the District buildings and its members for the purpose of conducting Association business, provided they report to the office of the building administrator in advance, and provided further that such access shall not interfere with, interrupt, or be in conflict with the District or the employee's work schedules.

### **2.2 Equipment and Facilities Use**

The Association will be permitted to use District equipment such as computers, the e-mail system, and copy machines in accordance District established usage guidelines, and the following guidelines:

- 2.2.1** Such use of district equipment shall be subject to the approval of the site administrator and shall not be approved when such use will interfere with school needs.
- 2.2.2** The Association shall reimburse the District for any cost to the District incurred by such use of equipment including the cost of any materials used, and for any repairs required or any damages resulting from the Association use.
- 2.2.3** The Association will be permitted, contingent upon approval by the site administrator, to hold Association meetings on school property, provided that such meetings are outside working hours and will not interfere with school operations. Such meetings shall be scheduled in advance. In accordance with State law and District policy, the District may require rental fees of District facilities and equipment.

## **2.3 Membership Communication**

The Association will be permitted to use the inter district mail facilities for the distribution of Association communications, provided that such use does not disrupt or interfere with normal school mail service and communication. Notices of Association activities and matters may be posted on building employee bulletin boards. Such notices must contain the name of the authorizing Association representative.

## **2.4 Availability of Information**

The District agrees to furnish to the Association, in response to reasonable requests, all information that is of public record. The District may charge the Association the cost of reproducing District records and documents.

## **2.5 Dues Deductions**

The District will deduct Association dues from the pay of bargaining unit employees who authorize such deductions in writing pursuant to RCW 41.56.110. The District will transmit such funds deducted to the designated Treasurer of the Association. Cancellation of dues must be received in the business office directly from the Association. The District shall provide for automatic reinstatement of deductions for Association dues for employees returning from leave. The Association agrees to defend and hold the District harmless in the application of this section. There shall be no discrimination against any employee by reason of his/her participation or lack thereof as a member of this Association.

# **ARTICLE III: PERSONNEL**

## **3.1 Non-Discrimination**

The parties to this Agreement shall not discriminate against any employee with regard to domicile, race, creed, religion, color, age, sex, gender identity, sexual orientation, national origin/language, or ancestry, the presence of any sensory, mental or physical disability, the use of a trained guide dog or service animal by a person with a disability, familial or marital status, honorably discharged veteran or military status, and HIV/Hepatitis C status, except in accordance with this Agreement, or as otherwise provided by law.

### **3.2 Controversial Issues**

An employee who is involved in the process of instruction of students shall give due respect to the rights and opinions of the students. Employees, when following the direction of the Supervisor in accordance with the District Instructional Materials Policy shall not be disciplined. Questionable matters concerning the appropriateness of the issue and the maturity of the students shall be referred to the Supervisor for consideration and action.

### **3.3 Student Discipline**

All bargaining unit employees have the right to a safe and healthy workplace. The District is committed to provide for a work environment free of workplace violence and other potential hazards to the personal safety of bargaining unit employees. If a student is transferred into an identified program, all employees with a legitimate educational interest shall be notified immediately.

The School Board will adopt strong, simple, concise policies on the following:

- Guns, weapons and drugs
- Suspension and expulsion
- Accepting out-of-district students
- Parental restitution for vandalism

**3.3.1** The District will provide training for all district staff in regard to the content and intent of policies, in addition to general violence, safety issues and responsibilities. The Association president shall receive a list of all District training provided to employees.

**3.3.2** In the maintenance of sound learning environment, the District shall expect acceptable behavior on the part of all students who attend schools in the District. Discipline shall be enforced fairly and consistently. The Board and the Superintendent shall support and uphold employees in their efforts to maintain discipline in the District, and shall give expeditious response to all employees' requests regarding discipline problems, provided the employee has followed established District policy. Copies of the District policies shall be available to employees through district or building offices. Copies of the student handbooks shall be provided to each employee on or before the first student day, or, if after the start of the school year, upon the employees first day in the school.

**3.3.3** In emergency situations regarding the exercise of authority by an employee to control and maintain order and discipline, the employee shall use reasonable and professional judgment concerning matters not provided for by specific policies adopted by the Board and not inconsistent with Federal and State laws and regulations. Copies of State and Federal rules and regulations can be accessed through the Superintendent's office.

**3.3.4** Employees shall assist in maintaining good order and discipline in their buildings at all times, and any neglect of this requirement shall constitute sufficient cause for dismissal only if found negligent under Due Process, Article III, Section 3.5.

**3.3.5** Each employee shall be entitled to appropriate assistance, support and enforcement from building administrators in connection with discipline problems relating to students.

The building administrator will be responsible for monitoring and follow-through of disciplinary actions.

- 3.3.6** Each employee shall be promptly advised of any complaint made to the principal or other School District administrators regarding the employee's discipline of students. The employee shall be given the opportunity to present his or her version of the incident and to meet with the complaining party, in the event that a conference with the complaining party is arranged.
- 3.3.7** In the case of student misconduct or insubordination, when the employee deems it necessary, he or she may recommend to the principal a students' suspension or expulsion from school.
- 3.3.8** Possession or use of dangerous weapons or facsimile, explosives, firecrackers or other items capable of inflicting bodily harm are prohibited. Students in possession of, or using, any weapons specified in RCW 9A.04.110 or local ordinances will be emergency suspended, according to state law.
- 3.3.9** When an employee is threatened with injury, or comes to the aid of another person about to be injured, or other malicious interference with real or personal property which is in their possession, employees are authorized to use reasonable force upon or toward a student or other person as part of their assigned responsibilities.
- 3.3.10** The District will promptly initiate an investigation of reports and rumors regarding weapons, explosives and firecrackers and take prompt and reasonable action to protect all students and employees and their property.

### **3.4 Health and Safety**

- 3.4.1** All bargaining unit employees have the right to a safe and healthy workplace.
- 3.4.2** Any case of assault upon an employee shall be promptly reported to the employee's supervisor.
- 3.4.3** Employees shall not be required to work under unsafe or hazardous conditions; perform tasks that endanger their health, safety, or well-being; or operate unsafe vehicles or equipment.

### **3.5 Personnel Files**

- 3.5.1** Employees shall, upon request, have the right to inspect the contents of their personnel file kept within the District office during regular business hours. The employee may request, in writing, a photocopy of materials in the file. The cost of any copies will be borne by the employee.
- 3.5.2** Employees will be notified of any letters of reprimand or complaints against the employee which are entered into the personnel file. Such notification shall be within ten (10) workdays of placement in the file. The employee shall acknowledge receipt by signing and dating any disciplinary document placed in the employees personnel file.



- 3.5.3** The employee shall have the opportunity to attach his/her own written comments to materials placed in the employee's personnel file. Such material will be dated and signed by the employee.
- 3.5.4** The district shall have only one personnel file. No secret, duplicate, or alternate files may be used for disciplinary action. Supervisors shall not be precluded from maintaining informal working files subject to all of the above conditions.
- 3.5.5** Any derogatory material will, at the request of the employee, be expunged after three (3) years, except evaluations shall not be removed from the file. Information related to substantiated verbal abuse, physical abuse or sexual misconduct shall not be removed from any employee file.

### **3.6 Due Process**

- 3.6.1** No employee covered under this Agreement will be disciplined or terminated without just cause. (Seven (7) Tests of Just Cause, Appendix 1.)
- 3.6.2** Any complaint not called to the attention of the employee within ten (10) workdays may not be used as the basis of formal written disciplinary action.
- 3.6.3** The specific grounds forming the basis of disciplinary action will be made available to the employee.
- 3.6.4** An employee has the right to Association representation during disciplinary action.
- 3.6.5** No scheduled disciplinary meeting may be delayed more than twenty-four (24) hours unless the parties mutually agree to the delay.
- 3.6.6** In cases where the health, safety and well-being of students and other employees necessitates immediate disciplinary action, the District will notify the Association as soon as possible that action has been taken.
- 3.6.7** Disciplinary action shall be taken in private.

### **3.7 Assignments, Transfers, and Vacancies**

- 3.7.1** Notice of vacancies and new positions within the bargaining unit shall be posted electronically for not less than five (5) working days Association members will be responsible for checking the district website for openings. The Association president or designee will be provided with a copy of all job postings and will attempt to notify current members of the posting.
- 3.7.2** Voluntary Transfer:  
Qualifications: Employees shall be selected for transfer on the basis of the following criteria and in the following order – seniority and qualifications. In-building transfers shall occur before a vacancy is declared. The employee selected to transfer shall be the most senior, qualified employee. In the event the job duties significantly evolve, the job will be reposted.

**3.7.3** Qualifications shall be defined as the skills and knowledge required for the posted position. The District shall be the sole judge of the posted qualifications. Seniority shall be defined as the number of years of continuous service in a classification within Steilacoom Historical School District. If an employee changes from one classification to another, they retain their seniority in the former classification for two (2) years.

**3.7.4** Transfer Process: In-district and out-of-district positions may be posted and received by the District at the same time. However, out-of-district applications for open positions shall be placed in a separate file and shall not be considered in any way until all in-district employees have been notified of the results of their request for transfer.

**3.7.4.1** Senior employees within each building shall have the right to add additional hours to their schedules; provided they are qualified to fill the hours and they can fit them into their schedules. The District shall assign to the most senior employee in the building extra time, one hour or under in length, without posting. Assignments of a longer duration must be posted. However, if a senior in-building employee has lost hours during a RIF, he/she shall have the first right to these hours as long as the RIF'd employee is the most senior, qualified, and the hours fit in his/her schedule.

**3.7.4.2** Whenever hours are reduced at a site, the least senior employee shall lose hours provided program requirements can be met and employee qualifications are substantially equal. An employee who lost hours has the right to a written explanation from the supervisor. One-on-one para-educators are excluded from this section.

**3.7.4.3** In the event summer hours become available the same procedures as noted in 3.7.4.1 and 3.7.4.2 shall apply.

**3.7.5** The applicant shall submit a written request for transfer to the district office within the time frame given in the posting.

**3.7.6** If one or more qualified, in-district employee applies for the position; all qualified employees shall be given an interview. The building administrator and/or the program director shall interview current qualified employees.

**3.7.7** In the event more than one qualified applicant meets the criteria listed above, the employee with the most seniority shall receive the position. If two qualified employees have the same seniority date, lot shall determine the successful candidate.

**3.7.8** In-district employees who are not selected for their requested transfer shall receive, in writing, the legitimate, specific, and demonstrable reasons for their denial within five (5) working days.

### **3.8 Involuntary Transfer**

**3.8.1** The District shall seek a pool of volunteers and provide a list of available positions before making an involuntary transfer. If there are no volunteers, the process shall move to 3.7.2.

- 3.8.2** Notice of an involuntary transfer shall be given to the affected employee as soon as such decision to transfer is determined. The employee with the least length of time in the District will be selected as long as employee qualifications are substantially equal.
- 3.8.3** An involuntary transfer shall be made after the affected employee has been personally contacted by the building principal(s), supervisor, or the superintendent stating the specific reason(s) for the employee being selected for such a transfer.
- 3.8.4** When requested, an employee chosen to be transferred during the school year shall be released from his/her duties for three (3) days at the employee's option, to prepare for the new assignment. The preparation time must be scheduled within one (1) week of the transfer date.
- 3.8.5** The affected employee who is required to transfer during the school year may request the assistance of the maintenance department to help move the transferee's required materials.
- 3.8.6** A notation of involuntary transfer shall be placed on the Employee's evaluation form.

### **3.9 Moving to Another Building**

Employees who are requested to move to another building will be paid at the hourly rate for the number of hours that would equate to one full day for that employee.

### **3.10 Training and In-service**

- 3.10.1** The District shall establish a Mutual Benefit Fund of \$12,000.00 annually, which will be available, upon application, for Bargaining Unit members to attend workshops, conferences, professional training, and professional meetings. Employees participating in such activities during their regularly scheduled workday shall receive their regular rate of pay. No employee shall be paid Mutual Benefit monies for attendance at any training/in-service/conference outside of the Pacific Northwest. Any District required training/in-service/conferences shall not be paid from the Mutual Benefit Fund, but will be paid by other District Funds.
- 3.10.2** The purpose of the Mutual Benefit Program is to provide staff development and professional growth opportunities for classified employees. (Example: Mutual Benefit Funds may be used for conference/workshop/in-service/training fees, substitute costs (if applicable), hourly pay for staff development beyond the workday, pay for obtaining licenses and certificates, meal reimbursements paid at the District meal schedule rate only, and materials related to professional growth). All expenditures must have receipts. No employee may receive mileage for commuting regularly to any class or training. No employee may receive the hourly rate for attending college classes.
- 3.10.3** The Mutual Benefit monies shall be allotted in the following manner:
  - 3.10.3.1** In order to ensure a fair distribution of the money to individual work sites, the money shall be divided by the number of employees in the SCEA Bargaining Unit.

- 3.10.3.2** Each work site shall receive a pool of Mutual Benefit funds totaling the combined allotment for each employee working at that site.
- 3.10.3.3** These funds shall be managed, as provided by law and District Policy, by the SCEA President and one other SCEA officer. The SCEA President and the additional SCEA officer shall approve the funds as required by the contract provisions found in this section. After February 15, the remaining benefit money shall be pooled by building (based on the number of classified employees in the building), and distributed on a first come, first served basis up until May 15. Any remaining benefit money shall be distributed on a first come, first served basis, district wide, until all of the \$12,000 has been disbursed.
- 3.10.3.4** Applications may be submitted at anytime during the school year for activities to be completed prior to August 30 of each year. (Mutual Benefits Fund Form, Attachment 2.)
- 3.10.3.5** The District shall provide a written monthly accounting of the Mutual Benefit Fund to the Association President.

### **3.11 Hours of Work/Overtime**

- 3.11.1** The normal workweek shall consist of five (5) consecutive days, Monday through Friday. Each shift of five (5) or more hours per day shall include a thirty (30) minute duty free lunch period. Such lunch period shall be as near the middle of the shift as practical. Employees are free to leave the work site with notification to the Building Administrator.
- 3.11.2** Each shift of five (5) or more hours shall include a fifteen (15) minute first half and fifteen (15) minute second half rest period, both of which rest periods shall occur as near to the middle of the shift as practical. Employees working less than five (5) hours per day shall receive a fifteen (15) minute break for each two and one-half (2 ½) hours worked.
- 3.11.3** Hours worked which total more than forty (40) hours per week shall be compensated at the rate of one and one-half (1 ½) the employee's hourly rate. Sundays and Holidays shall be at two (2) times the hourly rate. Overtime must be approved in advance by the supervisor or the superintendent/designee. (Custodians, Maintenance and Grounds shall receive overtime compensation after eight (8) hours per day. All employees are paid two and one-half (2 ½) times the hourly rate on Sundays and Holidays.)
- 3.11.4** The senior custodian assigned to the building will be offered the first opportunity to receive the overtime in his/her building for normal custodial duties (excluding maintenance and alarm callouts). Should the senior employee not want the overtime or if he/she is not immediately available, the District will assign the overtime hours.

**3.11.5** Any employee, after having completed their regular shift, who has left their assigned work site and is directed to return to work, shall receive a minimum of two (2) hours pay at their regular rate.

**3.11.6** Each employee shall be assigned to a definite and regular shift and work week, which will not be changed without prior notice to the employees of one calendar week; provided, however, this notice may be waived by the employee. The employer may immediately assign a shift or work week change in the event of unusual circumstances or an emergency.

**3.11.7** Employees shall have the right to choose between overtime pay and compensatory time. Compensatory time may be accrued to twenty-four (24) hours. The District must insure that employees have the opportunity to use compensatory time within forty-five District business days, if chosen as an option. Compensatory time shall be accrued at the rate of one-and one-half (1 ½) hours worked. If the employee is not released to take compensatory time, he/she shall be paid for the time within the pay period and in no case later than the next pay period provided that the employee may choose at his/her option to carry twenty-four (24) hours of compensatory time for no longer than one (1) year. After one (1) year the employee shall be paid for the compensatory time not used.

**3.11.8 Voluntary work/workers:** Voluntary work and voluntary workers shall not be paid for by District funds. Voluntary work shall be formally approved by the School District Administration. Volunteer work shall be of limited duration. A discussion shall be held with the Association president prior to the District granting approval for such work.

**3.11.9** In the event an employee is required to extend a work shift due to an activity or absence of another employee, compensation will be paid at the appropriate rate.

### **3.12 Dispensing Student Medication**

#### **Secretaries/clerks, para-educators, professional technical)**

Employees shall not be required to dispense medicine or perform medical procedures on students except in accordance with District policy and State law. Employees who are required to dispense medication to students shall be trained at the District's expense. Unless listed as a job duty in the original posting, the employee shall have the right to decline to dispense medication to students without losing his/her position.

### **3.13 Notification of Job Assignment**

Employees shall be notified of their job assignment for the following year as soon as the District's personnel needs are determined, but not later than June 5 of each year.

### **3.14 Seniority/Probation**

**3.14.1** Seniority shall consist of continuing service of the employee with the employer. The first sixty (60) days of employment shall be a probationary period during which time an employee shall not have seniority standing. The probationary employee date of hire will be his/her date for computing seniority upon the successful completion of the probationary period.

**3.14.2** An employee shall lose seniority upon termination, resignation, retirement or transfer to a non-bargaining unit position.

**3.14.3** The employee shall hold seniority by classification. In case of a layoff, employees laid off in one classification will be able to bump into prior classification in which they hold seniority.

**3.14.4** Following is the list of conditions under which employees lose seniority:

- Discharge for cause
- Voluntary resignation
- After one (1) year in the layoff pool
- Transfer to non-bargaining unit work

**3.14.5** The District shall provide the Association with a seniority list of employees by December 1 of each year, and the seniority list will be organized by straight seniority and by seniority by classification.

**3.14.6** The District will provide, upon request, notification to the Association President of each new hire as soon as possible after initial employment.

### **3.15 Inclement Weather**

**3.15.1** In the event snow or hazardous weather or emergency forces school to close, classified employees who work directly with students and whose work depends on the presence of students are not required to report for work and will make up the day on the student make up day. All employees working twelve (12) months and those who work for more than one hundred eighty (180) days in the work year are expected to work. Employees who are unable to report to work because of hazardous conditions will meet with their immediate supervisor to determine when the snow days will be made up, or if the day (s) cannot be made up, which leave, personal leave or vacation, the day(s) will be charged to.

**3.15.2** If schools operate on a delayed schedule, the delay is for students and does not affect employee's reporting times. School delay/closure procedures will be announced each year and practiced to ensure the procedure works correctly.

### **3.16 Workload**

**3.16.1** The District agrees to provide job descriptions for positions covered by this agreement to the president of the Association. Job descriptions that are modified by the District which reflect changes impacting the hours, wages, and working conditions of the employee and new job descriptions that are created by the District covering employees under the Agreement will be sent to the Association president and the employee. Additionally, the employees shall receive a copy of any changes in his/her job description two (2) weeks prior to the implementation of the changes. Employees shall be provided copies of their job description if requested. Employees shall receive a copy of his/her job description at the date of hire.

## **ARTICLE IV: GRIEVANCE PROCEDURE**

### **4.1 Definition**

- 4.1.1** A grievance is an alleged misinterpretation of, misapplication of, or violation of terms and/or provisions of this agreement. A grievant shall mean an individual, a group of individuals and/or the Association.
- 4.1.2** Nothing contained herein shall be construed as to limiting the right of any employee having a complaint to discuss the matter informally with his/her immediate supervisor.

### **4.2 Procedure for Processing Grievances**

- 4.2.1** Step One – Informal Process: The employee shall first discuss the grievance with his/her immediate supervisor. If the employee wishes, he/she may be accompanied by an Association representative at such discussion.
- 4.2.2** Step Two - Immediate Supervisor: If the grievance is not settled in Step One, a written statement of grievance shall be presented to the immediate supervisor within thirty (30) working days after the occurrence of the grievance. (Grievance Form, Attachment 3.) The immediate supervisor shall answer the grievance in writing. The immediate supervisor shall include the reasons upon which the decision was based, and shall respond within seven (7) working days of receiving the grievance. A copy of the decision shall be sent to the grievant and the Association president.
- 4.2.3** Step Three - Superintendent:
  - 4.2.2.1** If no satisfactory settlement is reached at Step Two, the grievance may be appealed to Step Three, Superintendent, or his/her designated representative, within seven (7) working days of receipt of the decision rendered in Step Two.
  - 4.2.2.2** The Superintendent or his designated representative shall arrange for a grievance meeting with the grievant(s) and/or Association representative and such meeting shall be scheduled within seven (7) working days of the receipt of the Step Three Appeal. The purpose of this meeting shall be to affect a resolution of the grievance.
  - 4.2.2.3** The Superintendent, or his designated representative, shall provide a written decision, incorporating the reasons upon which the decision was based to the grievant(s), Association representative and immediate supervisor within seven (7) working days from the conclusion of the meeting.

### **4.3 Arbitration**

- 4.3.1** If no satisfactory settlement is reached at Step Three, the Association, within fifteen (15) working days of the receipt of the Step Three decision, may appeal the final decision of the employer to the American Arbitration Association for arbitration. Any grievance arising out of or relating to terms, interpretation and/or application of the provisions of this Agreement may be submitted to arbitration unless specifically and expressly excluded from this Article. The Arbitrator shall hold a hearing within twenty (20)

working days of his/her appointment. Ten (10) working days notice shall be given to both parties of the time and place of the hearing. The Arbitrator will issue his/her decision within twenty (20) days from the date final written briefs have been submitted or if revised by both Parties, twenty (20) days after completion of the hearing.

- 4.3.2** The Arbitrator's decision will be in writing and will set forth his/her findings of fact, reasoning, and conclusions on the issues submitted to him/her. The decision of the Arbitrator shall be final and binding upon the Employer, the Association, and the Grievant(s).

#### **4.4 Jurisdiction of the Arbitrator**

The Arbitrator shall be without power or authority to add to, subtract from, or alter any of the terms of this Agreement, or award damages. (Make whole remedies shall not be considered damages.) The Arbitrator shall have no power or authority to rule on the following: any matter involving Employee evaluation or Reduction in Force, provided however that the Evaluation and Reduction in Force Procedures shall be subject to the Arbitrator's review. The Arbitrator shall be without power or authority to make any decision which requires the commission of an act prohibited by Law.

#### **4.5 Time Limits**

- 4.5.1** Time limits provided in this procedure may be extended by mutual agreement when signed by the Parties.
- 4.5.2** Failure on the part of the Employer, at any step of this procedure, to communicate the decision on a grievance within the specific time limit shall permit the Association to lodge an appeal at the next step of this procedure.
- 4.5.3** Any grievance not advanced by the grievant from one step to the next within the time limits of that step shall be deemed resolved in accordance with the Employer's answer at the previous step.

#### **4.6 Accelerated Grievance Filing**

In order to expedite grievance adjudication, the Parties agree that any Association grievances or class action grievances may be lodged at Step Three of this procedure. In any case, the grievance must be filed within thirty (30) working days after the occurrence of the grievance. Any grievance that has been filed prior to the termination date of this Contract may be processed to conclusion even if the Contract has expired.

#### **4.7 Reprisals**

No reprisals of any kind will be taken by any Party against any Party because of participation in any grievance.

#### **4.8 Costs**

The fees and expenses of the Arbitrator shall be shared equally by the Parties. All other expenses shall be borne by the Party incurring them.

### **ARTICLE V: EVALUATION**



- 5.1** All classified personnel shall be evaluated annually, such evaluations to be completed and presented to the employee in person no later than June 1 of the school year in which the evaluation takes place. The intent of this language is for the supervisor to meet with the employee in all cases.
- 5.1.1** His/her immediate supervisor shall evaluate each employee.
- 5.1.2** An employee shall be given a draft copy of any evaluation form prepared by his/her evaluator before any conference is held to discuss it. No evaluation form shall be submitted to the district office, placed in the employee's personnel file or otherwise acted upon, without prior conference with the employee.
- 5.1.3** Employees shall be notified of any deficiencies. When a supervisor has a concern about the employee's performance, the supervisor shall notify the employee in a timely manner. If deficiencies continue, the supervisor shall provide the employee a specific plan for improvement which includes a written notice and a minimum of two (2) months for the employee to improve. The employee will have an opportunity to write a rebuttal to his/her evaluation.
- 5.2** Each employee shall be evaluated on the evaluation form. (Performance Evaluation, Attachment 4.)

## **ARTICLE VI: ECONOMIC PROVISIONS**

### **6.1 Salary**

- 6.1.1** Employees shall be compensated in accordance with the salary schedule. (Salary Schedule, Attachment 5.)
- 6.1.2** For the 2012-13 school year, there will be no salary increase. For the 2013-2014 school year, there will be a one-half (0.5) percent salary increase. For the 2014-2015 school year, there will be a two (2) percent salary increase.
- 6.2** All employees shall be paid over a twelve (12) month period. Paychecks shall be issued on the last District business day of each month. If the employee works less than three (3) hours per day, basic salaries shall be made in ten (10) monthly installments. In December, pay warrants will be made available on the District's last business day.
- 6.2.1** Pay warrant stubs shall include the following information:
- Base salaries
  - Individual payroll deductions
  - Overtime pay
  - Sick leave accumulations and amount used
  - Personal leave
  - Vacation accumulations and amount used

- 6.3** The Association and the District shall form a joint committee to research and develop a Training Stipend Program. The intent of this committee shall be to develop a program for paying stipends to employees for job appropriate training, licenses, or conferences.
- 6.4** Employees may request the monthly warrant/check be deposited to his/her bank account or forwarded to a specific address. The District may require specific authorization.
- 6.5** Employees assigned by the District to work on a job regularly filled by a higher classification employee shall receive compensation equal to the employee in the higher classification based on the experienced step of the substitute employee after three (3) days. Any employee substituting in a position at a lower rate of pay shall receive their current rate of pay for the time spent substituting in the lower paid position.
- 6.6** When acting in accordance with assigned duties or when requested by the District to travel when using his/her own private vehicle, an employee shall be reimbursed for such travel at the current IRS rate.
- 6.7** Insurance coverage for employees who use their own vehicle at the direction of the District shall be insured in accordance with the current District policy in effect at that time.
- 6.8** If so directed by the District, employees will fill out daily time records. Mileage forms will be provided to each employee who travels to perform their job responsibilities.
- 6.9** All compensations owed to an employee who is leaving the District shall, upon request, be paid on the next regular pay day after the final day of employment and in no case later than the following payday.

**6.10 Longevity Pay**

A longevity Step at the tenth year will be provided to all employees at a rate of ten (10) percent of the last Step on the appropriate salary column. A fifteen (15) year increment increase of ten (10) percent of the tenth (10<sup>th</sup>) year Step will be established for all current employees and shown on the salary schedule. In addition, beginning with the 2004-2005 salary schedule, the District shall provide to all employees a twentieth (20) year longevity Step which shall be equal to twenty (20) percent of the tenth year on the salary scale. A fifth (5) year longevity Step at the rate of five (5) percent of Step 3 of the appropriate salary schedule will begin in the 2007 – 08 year.

Longevity payments will be made at the start of each year in which an employee earns the benefit.

**6.11 Training Pay**

Each employee shall be offered District directed training equal to two (2) of their regular work days, to be paid at their regularly hourly rate and in accordance with FLSA and MWA (i.e. 8 hour employees will be entitled to 16 hours of training; 4 hour employees will be entitled to 8 hours of training). Training may be offered in hourly increments. This article shall not impact employee access to the Mutual Benefit Fund. Should an employee choose not to attend non-mandatory training, they will not be compensated.

## **6.12 Fringe Benefits**

**6.12.1** Each employee shall receive the State allocated amount for insurance, except that the retired employees carve-out shall be remitted to the State. The District shall pay one hundred (100) percent of the retiree subsidy (carve out) for each employee for each year of this agreement. Part Time employees shall receive a pro-rated share of the retiree subsidy. The District shall provide all insurance money funded by the State each year based on 1440 hours per year. Employees less than 1440 hours will receive a pro rata share of the FTE contributions based on their FTE percentage.

**6.12.2** The monthly premium shall be used to provide the programs listed below:

### **Primary plans**

- Steilacoom Historical School District Trustee Benefit Trust (Dental & Vision)
- Willamette Dental
- WEA Select Group Life Insurance (mandatory)
- Hartford (Long-term Disability)
- Medical Options:
- Washington Education Association (Premera) Select Plans (4)
- Group Health Cooperative

### **Voluntary Plans:**

- Optional Voluntary Term Life
- American Fidelity Salary Insurance
- Flex Plan

## **6.13 Employer Liability Policy**

For the term of the insurance policy currently in effect, the District will provide excess liability coverage for an employee's vehicle while it is being used in the scope and course of the employee's assigned duties. The limits of liability insurance carried by the individual employee must be exhausted in order to trigger insurance coverage. District insurance will not provide coverage for physical damage to employee's vehicles.

## **6.14 Premium Reduction Fund**

**6.14.1** After all premiums are paid in compliance with the above provisions, any balance remaining of the State funded amount per month per FTE shall be called a Premium Reduction Fund and shall be retained by the District and used in the following month(s) to decrease the payroll deduction experienced by bargaining unit members. During the month of September the parties to this Agreement shall meet to determine how much additional money, if any, is available for this Premium Reduction Fund and what shall be an equitable manner in which to distribute such money.

**6.14.2** The employer agrees to expend the entire aggregate amount of money generated by the Premium Reduction Fund. The District and the Association shall meet again in February to review pooling expenditures and make adjustments if necessary.

## **6.15 Payroll Deductions**

**6.15.1** Employees may request payroll deductions for the following:

- United Way
- Credit Union loan payments
- Educational Employees Credit Union
- Washington School Employees Credit Union
- Tax Sheltered Annuities
- Deferred Compensation Plans

**6.15.2** Other payroll deductions may be discussed at the Payroll Office.

## **Article VII: HOLIDAYS and VACATIONS**

### **7.1 Vacations (Custodial, Maintenance and Grounds Only)**

**7.1.1** Maintenance and custodial employees will earn vacation days according to the following schedule:

**7.1.1.1** Ten (10) days vacation can be earned annually during the first three (3) years of continuous employment.

**7.1.1.2** After the third (3<sup>rd</sup>) year of continuous employment, the employee will be entitled to fifteen (15) days of annual vacation per year through five (5) years of continuous employment.

**7.1.1.3** The employee will earn one (1) additional day of annual leave each year from six (6) to ten (10) years of employment.

**7.1.1.4** Twenty (20) days vacation leave is the maximum earned in a year.

**7.1.2** Employees may accumulate vacation time to the limit of twenty-five (25) days.

**7.1.3** An employee who leaves the District shall receive their pro-rated vacation benefits at the time of termination of employment. Twenty-five (25) days of accrued vacation is the maximum that will be paid to an employee terminating employment.

### **7.2 Paid Holidays**

All employees shall receive the following paid holidays which fall within their work year:

- New Year's Day
- Martin Luther King Day
- Presidents' Day
- Memorial Day
- Labor Day
- Veteran's Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve Day
- Christmas Day

- Independence Day (Independence Day shall be paid to all regular employees who work the day before the holiday)

### **7.3 Un-worked Holidays**

Eligible employees shall receive pay equal to their normal work shift at their base rate in effect at the time the holiday occurs. An employee who is on the active payroll on the holiday and has worked his/her last shift preceding and following the holiday, and is not on unpaid leave of absence, shall be eligible for pay for such un-worked holiday.

### **7.4 Worked Holidays**

Employees who are requested to work on the above described holidays and who do work, shall receive two (2) times their base rate of pay for all hours worked on such holidays. (Two and one-half (2 ½) times the base rate of pay for custodians, maintenance and grounds.)

## **ARTICLE VIII: LEAVES**

### **8.1 Sick Leave**

**8.1.1** In the case of absences caused or necessitated by personal illness, temporary disability or injury of employee or family member, or because of quarantine in the immediate family, this sick leave provision shall apply. Disabilities immediately related to childbearing shall be considered temporary disabilities.

**8.1.2** At the beginning of each work year, each employee shall be credited with an advance sick leave allowance of up to twelve (12) days in accordance with their FTE allowance.

**8.1.3** Employees shall be allowed to accumulate unused sick leave to the legal maximum limit.

**8.1.4** At the end of each calendar year, the District will provide each employee with an accounting of their accumulated sick leave and all transactions concerning their sick leave days within that time period.

**8.1.5** An employee who is unable to perform his/her duties because of personal illness, maternity or other disability may, upon request, be granted a leave of absence without pay at the exhaustion of sick leave. Leaves for these conditions may be renewed annually at the District's determination, if requested.

**8.1.6** Whenever an Employee is absent from employment and unable to perform duties as a result of personal injury sustained in the course of employment, the employee may choose between using sick leave benefits or State Worker's Compensation.

**8.1.7** In the event the Employee chooses to use State benefits, the time absent will not be charged against annual or accumulated sick leave.

### **8.2 Annual Sick Leave Cash-Out**

Employees are allowed to cash in unused sick leave days above an accumulation of sixty (60) full days at a ratio of one full day of monetary compensation for four (4) accumulated sick leave days. At the employee's option, they can cash-out their unused sick leave days in January of the school year following any year in which a minimum of sixty (60) days of sick leave is accrued and

each January thereafter, at a rate equal to one day's monetary compensation of the employee for each four (4) full days of accrued sick leave in excess of sixty (60) days. The employee's sick leave accumulation shall be reduced four (4) days for each day compensated.

### **8.3 Sick Leave Cash-Out at Retirement or Death**

At the time of separation from school district employment due to retirement or death, an eligible employee, or the employee's estate, shall receive remuneration at a rate equal to one (1) day's current monetary compensation of the employee for each four (4) full days accrued sick leave.

### **8.4 Family and Medical Leave Act**

Employees shall be allowed to use available sick leave when needed to care for a child with a health condition needing treatment or supervision, and for a serious or emergency health condition of the employee's spouse, parent, parent-in-law, or grandparent. (Family Medical Leave Act - Attachment 6.)

### **8.5 Family Care Leave**

Employees shall be allowed to use all available sick leave or other paid time off to care for the employee's spouse, parent, parent-in-law, or grandparent, in addition to a sick child.

### **8.6 Maternity Leave**

This leave shall begin at a time agreed upon by the employee and her physician. A written request for maternity leave should include a statement as to the expected date of return to employment. Employees may be granted additional leave, if there are circumstances altering the expected date of return to work. Any employee who uses up sick leave under this section may apply for a leave of absence without pay.

### **8.7 Adoption Leave**

Adoption leave with pay shall be granted upon prior application to the District by a parent in order to complete the adoption process, providing such leave does not exceed an aggregate of three (3) days in any given year. Such leave may be used for court legal procedures, home study and evaluation, and required home visitations by the adoption agent not possible to schedule outside of the regular working hours.

### **8.8 Bereavement Leave**

Up to three (3) days of paid bereavement leave shall be granted for each occurrence of death of a person who stands in a familial relationship with the employee. Requests for bereavement leave shall be made according to District procedure.

When extended travel is necessary in order to attend a funeral or memorial service, up to two (2) days for necessary travel will be allowed in addition to leave days provided above.

### **8.9 Judicial Leave**

An employee who is summoned to serve as a juror or is obliged to appear in court as a party of subpoenaed witness shall notify his/her immediate supervisor immediately upon learning of the need for leave. For jury duty, the employee shall receive normal pay, provided that any jury duty pay will be paid to the District. An employee who must be absent for judicial proceedings

as a party will be entitled to leave without pay. An employee who is subpoenaed as a witness shall be granted leave with normal pay, with any witness fees remitted to the District.

In the event the Association, or other party financially supported by the Association, brings suit against the District, the Association shall reimburse the district the per diem pay of any employee covered by this Agreement.

#### **8.10 Military Leave**

Employees shall be granted military leaves of absence in accordance with law.

#### **8.11 Personal Leave**

Personal leave shall not exceed two (2) days annually, accumulative to four.

#### **8.12 Association Leave**

The Association shall be allowed up to eighteen (18) days of absence per year for professional meetings and business of the Association. The Association shall give the District five (5) days advance notice, whenever possible, of the proposed absence.

The Association shall reimburse the District for the cost of a substitute if a substitute is required.

#### **8.13 Other Leaves**

Leaves of absence up to one (1) year without pay may be granted to employees for child care, child rearing, health reasons, professional development or such other reason as agreed to by the District.

The employee, if granted such leave, upon return, may be placed in a similar position as determined by the District. Such leaves shall not extend beyond one year.

#### **8.14 Leave Sharing**

**8.14.1** Employees are granted the right to donate sick leave to come to the aid of another employee who is suffering from an extraordinary or severe illness, injury, impairment or physical or mental condition which has caused or is likely to cause the employee to take leave without pay or terminate his or her employment.

**8.14.2** An employee who has an accrued sick leave balance of more than sixty (60) days is allowed to transfer sick leave to another employee as specified in 8.14.1.

**8.14.3** Employees are allowed to donate up to six (6) days during any twelve (12) month period.

**8.14.4** An employee cannot donate sick leave days that would result in his/her sick leave account going below sixty (60) days.

**8.14.5** Sick leave includes leave accrued pursuant to the RCWs with compensation for illness, injury and emergencies.

- 8.14.6** While an employee is on leave, he/she shall be classified as an employee and receive the same treatment in respect to salary, wages, and employee benefits as the employee would normally receive if using accrued personal leave or sick leave.

## **ARTICLE IX: LAY OFF AND RECALL**

- 9.1** The term "layoff" as used herein refers to action by the Board reducing the number of employees in the bargaining unit, owing to financial restriction or program change.
- 9.2** In the event that layoff becomes necessary, the District shall first determine which employees will be retained because of special skills and/or qualifications relating to District programs. The District shall provide the Association with a list of the positions that will be impacted by no later than June 5. The District will work with the Association to minimize the impact. The District and Association shall review the seniority list of employees in each classification.
- 9.3** The District will make all reasonable attempts to assure that no new employee will be employed by the District while there are laid off employees who are qualified for the vacant or newly created position. The District will provide notification, prior to the posting, of any new position, to the Association at labor management meetings of any vacant position that could result in the hiring of a new employee.
- 9.4** Reduction In Force Procedure:
- 9.4.1** Employees will be laid off on the basis of seniority by classification.
- 9.4.2** Seniority shall be defined as the length of service within the District as a member of the bargaining unit.
- 9.4.3** Senior employees whose positions have been eliminated due to reductions in force or who have lost hours as a result of a reduction in force shall be identified as displaced and shall have the right to assume any vacant position within their classification for which they have seniority, and qualifications. All displaced employees must be placed when possible.
- 9.4.4** Any temporary hours that are created or added subsequent to a reduction in force are to be offered to Association members by seniority, and qualification who have lost hours as a result of reduction in force prior to hiring of any temporary employees.
- 9.4.5** Positions that have become vacant due to attrition (new positions, positions vacated by transfer, separation from the District, or retirement) will then be open to all current Association employees including recently displaced employees following the process stated in Section 3.6 Assignment, Transfer, and Vacancies.
- 9.4.6** Employees shall hold seniority by classification. In case of a layoff, employees laid off in one classification will be able to bump into a prior classification in which they hold seniority. The employee retains their seniority in the former classification for two (2) years.



- 9.4.7** Unused sick leave shall be restored to the RIF'd employee upon return to active employment. Other benefits will be reinstated as appropriate to the position held. The employee will be reinstated at the same step on the salary schedule.
- 9.4.8** Employees shall not be bumped or reduced in hours by school employees who are not represented by the bargaining unit.
- 9.5** In the event that individuals have the same seniority ranking, the employees so affected shall participate in a drawing by lot to determine seniority position. The Association and all employees so affected shall be notified in writing of the date, time, and place for the drawing. The drawing shall be conducted openly and at a time and place which will allow affected employees and the Association to be in attendance.
- 9.6** The parties shall meet annually, no later than December 1, to update the bargaining unit seniority list.
- 9.7** Employees to be laid off shall receive advance written notice of no less than fifteen (15) calendar days.
- 9.8** Employees having additional skills and/or qualifications may report such skills and/or qualifications in writing to the personnel office by March 1. Written verification of skills and qualifications is required annually.
- 9.9** Employees who are laid off shall be placed in a re-employment pool for two (2) years. Recall shall first be based on seniority and by qualifications relating to the District position to be filled. The District shall give employees written notice of recall from layoff by sending a registered or certified letter to the recalled employee at his/her last known address. If the employee does not respond within ten (10) business days of such notice of recall, the employee shall forfeit right of recall. The employee's address as it appears on the Board's records shall be conclusive when used in connection with layoffs, recall, or other notice to employees.
- 9.10** While in the employment pool, a person may continue in the District fringe benefit programs for which they are legally qualified. Such continuance shall require reimbursement to the District of the District's costs of the program(s), in advance, by the first day of each month. Failure to reimburse the District by the first day of the month shall result in being dropped from the program(s).

## **ARTICLE X: DURATION**

- 10.1** The terms and agreements set forth in this contract will be in effect from September 1, 2012 until August 31, 2015, or until such time as a new contract is collaboratively bargained between the Association and District.

**ATTEST:**

**ASSOCIATION**

\_\_\_\_\_  
President

\_\_\_\_\_  
DATE

**DISTRICT**

\_\_\_\_\_  
Board President

\_\_\_\_\_  
DATE

## **Attachment 1 – Seven Tests of Just Cause**

### **Just Cause/Seven Key Tests**

The basic elements of just cause, which different arbitrators have emphasized, have been reduced by Arbitrator Carrol R. Daugherty to seven tests. These tests, in the form of questions, represent the most specifically articulated analysis of the just cause standard as well as an extremely practical approach.

A “no” answer to one or more of the questions may mean that just cause either was not satisfied or at least was seriously weakened in that some arbitrary, capricious or discriminatory element was present.

**Notice:** “Did the employer give to the employee forewarning or foreknowledge of the possible or probable consequences of the employee’s disciplinary conduct?”

**Reasonable Rule or Order:** ‘Was the employer’s rules or managerial order reasonably related to a) the orderly, efficient, and safe operation of the employer’s business and b) the performance that the employer might properly expect of the employee?’”

**Investigation:** “Did the employer before administering the discipline to an employee, make an effort to discover whether the employee did in fact violate or disobey a rule or order of management?”

**Fair Investigation:** “Was the employer’s investigation conducted fairly and objectively?”

**Proof:** “At the investigation, did the ‘judge’ obtain substantial evidence or proof that the employee was guilty as charged?”

**Equal Treatment:** “Has the employer applied its rules, orders, and penalties even-handedly and without discrimination to all employees?”

**Penalty:** “Was the degree of discipline administered by the employer in a particular case reasonably related to the following?:

- a) the seriousness of the employee’s proven offense, and
- b) the record of the employee in his service with the Employer?”

**Attachment 2 – Mutual Benefits Fund Form**

**STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1  
CLASSIFIED MUTUAL BENEFIT PROGRAM**

Applicant: \_\_\_\_\_

Location: \_\_\_\_\_

(Please use reverse side if more space is required.)

1. Activity: \_\_\_\_\_
2. When did it occur? \_\_\_\_\_
3. How did this activity benefit you? \_\_\_\_\_
4. Substitute needed: Yes \_\_\_\_ No \_\_\_\_  
If yes: Name of substitute if known: \_\_\_\_\_  
If not during working hours: \_\_\_\_\_
5. Hourly pay \_\_\_\_\_ No. of hours \_\_\_\_\_
6. Expenses: (registration, travel, materials, etc.) \_\_\_\_\_
7. Other Expenses: (Travel, accommodations, etc.) \_\_\_\_\_
8. Total amount requested: \_\_\_\_\_

- **All receipts must accompany this form.**
- **A time sheet must accompany any request for hourly payment.**

\_\_\_\_\_  
Applicants' signature

\_\_\_\_\_  
Date

\*\*\*\*\*

Committee use only:

Date approved: \_\_\_\_\_ Amount approved: \_\_\_\_\_

Date not approved: \_\_\_\_\_ Reason: \_\_\_\_\_

Association President \_\_\_\_\_ Association Officer \_\_\_\_\_  
\*\*\*\*\*

Copies:      Applicant  
                 Association President  
                 Association Officer  
                 District Office/Payroll  
                 Superintendent

### Attachment 3 – Grievance Form

STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1  
510 Chambers  
Steilacoom, WA 98388

This form is to be used by a classified employee when filing a grievance review according to ARTICLE IV of the current Collective Bargaining Agreement. This same form must be used at each step and submitted in duplicate.

TO: \_\_\_\_\_  
Name Title

FROM: \_\_\_\_\_  
Grievant's Name Position

LOCATION: \_\_\_\_\_  
Building Department

1. State the specific grievance. (Include Article and Section of the Collective Bargaining Agreement.)
2. State the grievance. (Include time, place, parties involved, witnesses.)
3. The relief sought.

Grievant's signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor's signature \_\_\_\_\_ Date \_\_\_\_\_

Supportive documents may be attached.

**Attachment 4 – Evaluation Form**

STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1  
CLASSIFIED PERSONNEL  
PERFORMANCE EVALUATION

NAME:  
JOB TITLE:  
EVALUATOR:

SCHOOL YEAR:  
SCHOOL/DEPT:

1. TECHNICAL CAPABILITY:
2. INSTRUCTIONAL CAPABILITY:
3. COMMUNICATION SKILLS:
4. ORGANIZATIONAL SKILLS:
5. PERSONAL TRAITS:
6. ATTITUDE TOWARD JOB:
7. ADDITIONAL COMMENTS:

---

SIGNATURE OF EMPLOYEE /Date

---

SIGNATURE OF EVALUATOR/Date

Signature acknowledges participation in, but not necessarily concurrence with the evaluation conference. Additional comments and/or recommendations may be made by either the employee or the evaluator.

## Attachment 5A – Salary Schedule – 2012-2013 School Year

No change from the 2011-12 schedule

**Steilacoom Historical School District No. 01**

**Classified Salary Schedule 2012 - 2013**

				5% on Step 3	10% on Step 3	10% of 10th Yr	20% of 10th Yr
JOB CLASSIFICATION	Step 1	Step 2	Step 3	Long 5	Long 10	Long 15	Long 20
Spec Ed Asst.	\$13.50	\$14.18	\$14.48	\$15.20	\$15.93	\$17.52	\$19.11
Educational Asst.	\$13.50	\$14.18	\$14.48	\$15.20	\$15.93	\$17.52	\$19.11
Title 1/Lap Asst.	\$13.50	\$14.18	\$14.48	\$15.20	\$15.93	\$17.52	\$19.11
Vocational Asst.	\$13.50	\$14.18	\$14.48	\$15.20	\$15.93	\$17.52	\$19.11
Trans BilQ Asst.	\$13.50	\$14.18	\$14.48	\$15.20	\$15.93	\$17.52	\$19.11
Health Asst.	\$13.50	\$14.18	\$14.48	\$15.20	\$15.93	\$17.52	\$19.11
Career Ctr Coord.	\$13.50	\$14.18	\$14.48	\$15.20	\$15.93	\$17.52	\$19.11
IN-School Suspension Asst.	\$13.50	\$14.18	\$14.48	\$15.20	\$15.93	\$17.52	\$19.11
Volunteer Coordinator	\$13.50	\$14.18	\$14.48	\$15.20	\$15.93	\$17.52	\$19.11
Supervision Asst.	\$13.50	\$14.18	\$14.48	\$15.20	\$15.93	\$17.52	\$19.11
ECEAP Asst.	\$13.50	\$14.18	\$14.48	\$15.20	\$15.93	\$17.52	\$19.11
Library Technician	\$14.09	\$14.76	\$15.06	\$15.82	\$16.57	\$18.23	\$19.89
Speech/Lang Therapist Asst.	\$14.69	\$15.02	\$15.38	\$16.15	\$16.92	\$18.61	\$20.30
ECEAP Lead Teacher	\$17.71	\$18.13	\$18.57	\$19.50	\$20.43	\$22.47	\$24.52
Family Service Worker	\$17.71	\$18.13	\$18.57	\$19.50	\$20.43	\$22.47	\$24.52
Technology Support Manager	\$22.00	\$22.78	\$23.34	\$24.51	\$25.68	\$28.25	\$30.81
Accounting Clerk	\$16.48	\$16.82	\$17.07	\$17.92	\$18.78	\$20.65	\$22.53
Registrar	\$16.48	\$16.82	\$17.07	\$17.92	\$18.78	\$20.65	\$22.53
Head Accounting Clerk	\$16.48	\$16.82	\$17.07	\$17.92	\$18.78	\$20.65	\$22.53
Campus Supervisor	\$16.48	\$16.82	\$17.07	\$17.92	\$18.78	\$20.65	\$22.53
Counselor Secretary	\$14.85	\$15.17	\$15.52	\$16.30	\$17.08	\$18.78	\$20.49
Elementary Secretary	\$14.85	\$15.17	\$15.52	\$16.30	\$17.08	\$18.78	\$20.49
Maintenance Secretary	\$14.85	\$15.17	\$15.52	\$16.30	\$17.08	\$18.78	\$20.49
Middle/HS Secretary	\$14.85	\$15.17	\$15.52	\$16.30	\$17.08	\$18.78	\$20.49
Special Services Secretary	\$14.85	\$15.17	\$15.52	\$16.30	\$17.08	\$18.78	\$20.49
Custodian	\$14.28	\$15.15	\$15.50	\$16.28	\$17.05	\$18.76	\$20.46
Custodian/Maintenance Lead	\$16.48	\$16.82	\$17.07	\$17.92	\$18.78	\$20.65	\$22.53
Facilities Operations Mgr	\$16.48	\$16.82	\$17.07	\$17.92	\$18.78	\$20.65	\$22.53
Grounds Worker	\$14.28	\$15.15	\$15.50	\$16.28	\$17.05	\$18.76	\$20.46
Grounds/Lead	\$16.48	\$16.82	\$17.07	\$17.92	\$18.78	\$20.65	\$22.53
Maintenance Technician I	\$17.06	\$17.38	\$17.63	\$18.51	\$19.40	\$21.34	\$23.28
Maintenance Technician II	\$19.54	\$20.24	\$20.65	\$21.68	\$22.72	\$24.99	\$27.26
Computer Tech	\$15.00	\$15.28	\$15.50	\$16.28	\$17.05	\$18.76	\$20.46
IT Tech	\$17.06	\$17.38	\$17.63	\$18.51	\$19.40	\$21.34	\$23.28

## Attachment 5B – Salary Schedule – 2013-2014 School Year

.5% increase in Steps 1, 2, and 3

### Steilacoom Historical School District No. 01 Classified Salary Schedule 2013 - 2014

				5% on Step 3	10% on Step 3	10% of 10th Yr	20% of 10th Yr
JOB CLASSIFICATION	Step 1	Step 2	Step 3	Long 5	Long 10	Long 15	Long 20
Spec Ed Asst.	\$13.57	\$14.25	\$14.55	\$15.28	\$16.01	\$17.61	\$19.21
Educational Asst.	\$13.57	\$14.25	\$14.55	\$15.28	\$16.01	\$17.61	\$19.21
Title 1/Lap Asst.	\$13.57	\$14.25	\$14.55	\$15.28	\$16.01	\$17.61	\$19.21
Vocational Asst.	\$13.57	\$14.25	\$14.55	\$15.28	\$16.01	\$17.61	\$19.21
Trans BilQ Asst.	\$13.57	\$14.25	\$14.55	\$15.28	\$16.01	\$17.61	\$19.21
Health Asst.	\$13.57	\$14.25	\$14.55	\$15.28	\$16.01	\$17.61	\$19.21
Career Ctr Coord.	\$13.57	\$14.25	\$14.55	\$15.28	\$16.01	\$17.61	\$19.21
IN-School Suspension Asst.	\$13.57	\$14.25	\$14.55	\$15.28	\$16.01	\$17.61	\$19.21
Volunteer Coordinator	\$13.57	\$14.25	\$14.55	\$15.28	\$16.01	\$17.61	\$19.21
Supervision Asst.	\$13.57	\$14.25	\$14.55	\$15.28	\$16.01	\$17.61	\$19.21
ECEAP Asst.	\$13.57	\$14.25	\$14.55	\$15.28	\$16.01	\$17.61	\$19.21
Library Technician	\$14.16	\$14.83	\$15.14	\$15.90	\$16.65	\$18.32	\$19.98
Speech/Lang Therapist Asst.	\$14.76	\$15.10	\$15.46	\$16.23	\$17.01	\$18.71	\$20.41
ECEAP Lead Teacher	\$17.80	\$18.22	\$18.66	\$19.59	\$20.53	\$22.58	\$24.64
Family Service Worker	\$17.80	\$18.22	\$18.66	\$19.59	\$20.53	\$22.58	\$24.64
Technology Support Manager	\$22.11	\$22.89	\$23.46	\$24.63	\$25.81	\$28.39	\$30.97
Accounting Clerk	\$16.56	\$16.90	\$17.16	\$18.02	\$18.88	\$20.77	\$22.66
Registrar	\$16.56	\$16.90	\$17.16	\$18.02	\$18.88	\$20.77	\$22.66
Head Accounting Clerk	\$16.56	\$16.90	\$17.16	\$18.02	\$18.88	\$20.77	\$22.66
Campus Supervisor	\$16.56	\$16.90	\$17.16	\$18.02	\$18.88	\$20.77	\$22.66
Counselor Secretary	\$14.92	\$15.25	\$15.60	\$16.38	\$17.16	\$18.88	\$20.59
Elementary Secretary	\$14.92	\$15.25	\$15.60	\$16.38	\$17.16	\$18.88	\$20.59
Maintenance Secretary	\$14.92	\$15.25	\$15.60	\$16.38	\$17.16	\$18.88	\$20.59
Middle/HS Secretary	\$14.92	\$15.25	\$15.60	\$16.38	\$17.16	\$18.88	\$20.59
Special Services Secretary	\$14.92	\$15.25	\$15.60	\$16.38	\$17.16	\$18.88	\$20.59
Custodian	\$14.35	\$15.23	\$15.58	\$16.36	\$17.14	\$18.85	\$20.57
Custodian/Maintenance Lead	\$16.56	\$16.90	\$17.16	\$18.02	\$18.88	\$20.77	\$22.66
Facilities Operations Mgr	\$16.56	\$16.90	\$17.16	\$18.02	\$18.88	\$20.77	\$22.66
Grounds Worker	\$14.35	\$15.23	\$15.58	\$16.36	\$17.14	\$18.85	\$20.57
Grounds/Lead	\$16.56	\$16.90	\$17.16	\$18.02	\$18.88	\$20.77	\$22.66
Maintenance Technician I	\$17.15	\$17.47	\$17.72	\$18.61	\$19.49	\$21.44	\$23.39
Maintenance Technician II	\$19.64	\$20.34	\$20.75	\$21.79	\$22.83	\$25.11	\$27.40
Computer Tech	\$15.08	\$15.36	\$15.58	\$16.36	\$17.14	\$18.85	\$20.57
IT Tech	\$17.15	\$17.47	\$17.72	\$18.61	\$19.49	\$21.44	\$23.39



## Attachment 5C – Salary Schedule – 2014-2015 School Year

2% increase in Steps 1, 2, and 3

Steilacoom Historical School District No. 01

Classified Salary Schedule 2014 - 2015

				5% on Step 3	10% on Step 3	10% of 10th Yr	20% of 10th Yr
JOB CLASSIFICATION	Step 1	Step 2	Step 3	Long 5	Long 10	Long 15	Long 20
Spec Ed Asst.	\$13.84	\$14.54	\$14.84	\$15.58	\$16.32	\$17.95	\$19.58
Educational Asst.	\$13.84	\$14.54	\$14.84	\$15.58	\$16.32	\$17.95	\$19.58
Title 1/Lap Asst.	\$13.84	\$14.54	\$14.84	\$15.58	\$16.32	\$17.95	\$19.58
Vocational Asst.	\$13.84	\$14.54	\$14.84	\$15.58	\$16.32	\$17.95	\$19.58
Trans BilQ Asst.	\$13.84	\$14.54	\$14.84	\$15.58	\$16.32	\$17.95	\$19.58
Health Asst.	\$13.84	\$14.54	\$14.84	\$15.58	\$16.32	\$17.95	\$19.58
Career Ctr Coord.	\$13.84	\$14.54	\$14.84	\$15.58	\$16.32	\$17.95	\$19.58
IN-School Suspension Asst.	\$13.84	\$14.54	\$14.84	\$15.58	\$16.32	\$17.95	\$19.58
Volunteer Coordinator	\$13.84	\$14.54	\$14.84	\$15.58	\$16.32	\$17.95	\$19.58
Supervision Asst.	\$13.84	\$14.54	\$14.84	\$15.58	\$16.32	\$17.95	\$19.58
ECEAP Asst.	\$13.84	\$14.54	\$14.84	\$15.58	\$16.32	\$17.95	\$19.58
Library Technician	\$14.44	\$15.13	\$15.44	\$16.21	\$16.98	\$18.68	\$20.38
Speech/Lang Therapist Asst.	\$15.06	\$15.40	\$15.77	\$16.56	\$17.35	\$19.09	\$20.82
ECEAP Lead Teacher	\$18.16	\$18.58	\$19.03	\$19.98	\$20.93	\$23.02	\$25.12
Family Service Worker	\$18.16	\$18.58	\$19.03	\$19.98	\$20.93	\$23.02	\$25.12
Technology Support Manager	\$22.55	\$23.35	\$23.93	\$25.13	\$26.32	\$28.95	\$31.58
Accounting Clerk	\$16.89	\$17.24	\$17.50	\$18.38	\$19.25	\$21.18	\$23.10
Registrar	\$16.89	\$17.24	\$17.50	\$18.38	\$19.25	\$21.18	\$23.10
Head Accounting Clerk	\$16.89	\$17.24	\$17.50	\$18.38	\$19.25	\$21.18	\$23.10
Campus Supervisor	\$16.89	\$17.24	\$17.50	\$18.38	\$19.25	\$21.18	\$23.10
Counselor Secretary	\$15.22	\$15.56	\$15.91	\$16.71	\$17.50	\$19.25	\$21.00
Elementary Secretary	\$15.22	\$15.56	\$15.91	\$16.71	\$17.50	\$19.25	\$21.00
Maintenance Secretary	\$15.22	\$15.56	\$15.91	\$16.71	\$17.50	\$19.25	\$21.00
Middle/HS Secretary	\$15.22	\$15.56	\$15.91	\$16.71	\$17.50	\$19.25	\$21.00
Special Services Secretary	\$15.22	\$15.56	\$15.91	\$16.71	\$17.50	\$19.25	\$21.00
Custodian	\$14.64	\$15.53	\$15.89	\$16.68	\$17.48	\$19.23	\$20.98
Custodian/Maintenance Lead	\$16.89	\$17.24	\$17.50	\$18.38	\$19.25	\$21.18	\$23.10
Facilities Operations Mgr	\$16.89	\$17.24	\$17.50	\$18.38	\$19.25	\$21.18	\$23.10
Grounds Worker	\$14.64	\$15.53	\$15.89	\$16.68	\$17.48	\$19.23	\$20.98
Grounds/Lead	\$16.89	\$17.24	\$17.50	\$18.38	\$19.25	\$21.18	\$23.10
Maintenance Technician I	\$17.49	\$17.82	\$18.07	\$18.97	\$19.88	\$21.87	\$23.86
Maintenance Technician II	\$20.03	\$20.75	\$21.17	\$22.23	\$23.29	\$25.62	\$27.95
Computer Tech	\$15.38	\$15.67	\$15.89	\$16.68	\$17.48	\$19.23	\$20.98
IT Tech	\$17.49	\$17.82	\$18.07	\$18.97	\$19.88	\$21.87	\$23.86

## Attachment 6 – Family Medical Leave Act

### Employee Eligibility

To be eligible for FMLA leave, an employee **must**:

1. have worked for that employer for at least 12 months; and
2. have worked at least 1,250 hours during the 12 months prior to the start of the FMLA leave

### Leave Entitlement

A covered employer must grant an eligible employee up to a total of **12 workweeks of unpaid leave** in a 12 month period for one or more of the following reasons:

- for the birth of a son or daughter, and to care for the newborn child;
- for the placement with the employee of a child for adoption or foster care, and to care for the newly placed child;
- to care for an immediate family member (spouse, child, or parent -- but not a parent "in-law") with a serious health condition; and
- when the employee is unable to work because of a serious health condition.

Leave to care for a newborn child or for a newly placed child must conclude within 12 months after the birth or placement. (See CFR Section 825.201)

Spouses employed by the same employer may be limited to a **combined** total of 12 workweeks of family leave for the following reasons:

- birth and care of a child;
- for the placement of a child for adoption or foster care, and to care for the newly placed child; and,
- to care for an employee's parent who has a serious health condition.

**Intermittent/Reduced Schedule Leave** - The FMLA permits employees to take leave on an intermittent basis or to work a reduced schedule under certain circumstances. (CFR Section 203)

- Intermittent/reduced schedule leave may be taken when medically necessary to care for a seriously ill family member, or because of the employee's serious health condition.
- Intermittent/reduced schedule leave may be taken to care for a newborn or newly placed adopted or foster care child only with the employer's approval.

Employees needing intermittent/reduced schedule leave for foreseeable medical treatment must work with their employers to schedule the leave so as not to unduly disrupt the employer's operations, subject to the approval of the employee's health care provider. In such cases, the employer may transfer the employee temporarily to an alternative job with equivalent pay and benefits that accommodates recurring periods of leave better than the employee's regular job.

**Substitution of Paid Leave** - Employees may choose to use accrued **paid** leave to cover some or all of the FMLA leave taken.

**Serious Health Condition** - "Serious health condition" means an illness, injury, impairment, or physical or mental condition that involves either:

- any period of incapacity or treatment connected with inpatient care (i.e., an overnight stay) in a hospital, hospice, or residential medical care facility, and any period of incapacity or subsequent treatment in connection with such inpatient care; or
- Continuing treatment by a health care provider with includes any period of incapacity (i.e., inability to work, attend school or perform other regular daily activities).

This could include, but is not limited to, pregnancy, prenatal care, chronic health conditions such as asthma or diabetes, and permanent or long-term conditions such as Alzheimer's, stroke, or cancer.

**Medical Certification** - An employer may require that the need for leave for a serious health condition of the employee or the employee's immediate family member be supported by a certification issued by a health care provider. The employer must allow the employee at least **15 calendar days** to obtain the medical certification. An employer may, at its own expense, require the employee to obtain a second medical certification from a health care provider.

## **Maintenance of Health Benefits**

A covered employer is required to maintain group health insurance coverage, including family coverage, for an employee on FMLA leave on the same terms as if the employee continued to work.

## **Job Restoration**

Upon return from FMLA leave, an employee must be restored to his or her original job, or to an "**equivalent**" job, which means virtually identical to the original job in terms of pay, benefits, and other employment terms and conditions.

## **Notice**

**Employee Notice** - Eligible employees seeking to use FMLA leave should request leave as soon as possible.

## **Other Provisions**

Teachers may not be able to take intermittent or reduced-scheduled leave for planned medical treatment that may take them out of the classroom for more than 20 % of the time. In such cases, the employee may be required to take continuous leave for the entire treatment period depending on the nature of the medical condition and classroom needs.

Teachers and educational assistants also may not be able to return from leave near the end of the school term. Depending on the timing and the reason for the leave, the district can require the employee to extend their leave and return at the beginning of the next term, rather than in the closing days of the current term.



## STUDENT RECORDS

The district shall maintain those student records necessary for the educational guidance and/or welfare of students, for orderly and efficient operation of schools, and as required by law. All information related to individual students shall be treated in a confidential and professional manner. The district will use reasonable methods to ensure that teachers and other school officials obtain access to only those education records in which they have legitimate educational interests. When information is released in compliance with state and federal law the district and district employees are immune from civil liability unless they acted with gross negligence or in bad faith.

Student records are the property of the district but shall be available in an orderly and timely manner to parents and students. "Parent" includes the state department of social and health services when a minor student has been found dependent and placed in state custody. A parent or adult student may challenge any information in a student record believed inaccurate, misleading, or in violation of the privacy or other rights of the student.

Student records shall be forwarded to other school agencies upon request. A high school student may grant authority to the district which permits prospective employers to review the student's transcript. Parental or adult student consent shall be required before the district may release student records other than to a school agency or organization, except as otherwise provided by law.

A grades report, transcript, or diploma shall generally not be released until a student has made restitution for damages assessed as a result of the student losing or damaging school materials or equipment. If a student has transferred to another school district that has requested the student's records, but the student has an outstanding fee or fine, only records pertaining to the student's academic performance, special placement, immunization history and discipline actions shall be sent to the enrolling school. The content of those records shall be communicated to the enrolling district within two school days and copies of the records shall be sent as soon as possible. The official transcript will not be released to the enrolling school until the outstanding fee or fine is discharged. The enrolling school shall be notified that the official transcript is being withheld due to an unpaid fee or fine.

Upon request, a parent shall be provided a set of unofficial student records if the student is transferring out of state and the student meets the definition of a child of a military family in transition. Such records shall be sent within ten days after receiving such request.

The superintendent shall establish procedures governing the content, management and control of student records.

Cross References: Board Policy 3520  
4020

Legal References: 20 U.S.C. § 1232g

CFR 34, Part 99

Student Fees, Fines, Charges

Confidential Communications

Family Education Rights and Privacy Act

Family Education Rights and Privacy Act Regulations

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Policy No. 3231  
Students

RCW 28A.225.330	Enrolling students from other districts - Requests for information and permanent records - Withheld transcripts, effect - Immunity from liability - Notification to teachers and security personnel - Rules	Formatted: Position: Horizontal: Left, Relative to: Column, Vertical: 0", Relative to: Paragraph, Horizontal: 0.13", Wrap Around
28A.230.120	High school diplomas - Issuance - Option to receive final transcripts - Notice	Formatted: Position: Horizontal: Left, Relative to: Column, Vertical: 0", Relative to: Paragraph, Horizontal: 0.13", Wrap Around
28A.230.180	Educational and career opportunities in the military, student access to information on, when	Formatted: Position: Horizontal: Left, Relative to: Column, Vertical: 0", Relative to: Paragraph, Horizontal: 0.13", Wrap Around
28A.635.060	Defacing or injuring school property - Liability of <u>pupil</u> , parent or guardian	Formatted: Position: Horizontal: Left, Relative to: Column, Vertical: 0", Relative to: Paragraph, Horizontal: 0.13", Wrap Around
40.24.050	Address Confidentiality Program Application - Certification	Formatted: Position: Horizontal: Left, Relative to: Column, Vertical: 0", Relative to: Paragraph, Horizontal: 0.13", Wrap Around
70.02 RCW	Medical records - health care information access and disclosure	Formatted: Position: Horizontal: Left, Relative to: Column, Vertical: 0", Relative to: Paragraph, Horizontal: 0.13", Wrap Around
WAC 392-500-025	Pupil tests and records - Pupil personnel records - School district policy in writing	Deleted: Ch.
WAC 392-415	Secondary education - standardized high school transcript	Formatted: Position: Horizontal: Left, Relative to: Column, Vertical: 0", Relative to: Paragraph, Horizontal: 0.13", Wrap Around
WAC 181-87-093	Failure to assure the transfer of student record information or student records	Formatted: Position: Horizontal: Left, Relative to: Column, Vertical: 0", Relative to: Paragraph, Horizontal: 0.13", Wrap Around
WAC 246-105	Immunization of child care and school children against certain vaccine-preventable diseases	Formatted: Position: Horizontal: Left, Relative to: Column, Vertical: 0", Relative to: Paragraph, Horizontal: 0.13", Wrap Around
		Deleted: Ch.
Management Resources: Policy News, April 2001	Compliance Office Provides FERPA Update	Formatted: Position: Horizontal: Left, Relative to: Column, Vertical: 0", Relative to: Paragraph, Horizontal: 0.13", Wrap Around
Policy News, December 2003	Updated Legal References for Catheterization, Facilities Planning and Student Records Policies	Formatted: Position: Horizontal: Left, Relative to: Column, Vertical: 0", Relative to: Paragraph, Horizontal: 0.13", Wrap Around
Policy News, February 2010	Family Education Rights and Privacy Act Revisions	Deleted: 0-166
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Adoption Date: 2.27.08

School District Name: Steilacoom Historical School District

Revised: 5.12.10

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, and that failure to have an official transcript may result in exclusion from extracurricular activities or failure to graduate

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## GARNISHMENT AND PERSONAL CREDIT PROBLEMS

When so ordered by the Superior Court, the US Secretary of Education or the Secretary's Guaranty Agency (in the case of defaulted student loans), the district shall comply with the directives of a Writ of Garnishment filed against a staff member of the district. Each garnishment or action for collection of debts will be reviewed by the superintendent, **and/or his/her designee** and such information will become a part of the record of the staff member.

Attempts will be made to counsel any such staff member with regard to the staff member's financial problems **by providing them with optional Employee Assistance Program resources contact information.** The district shall **may** not discharge a staff member for the reason that a creditor of the staff member has subjected or attempted to subject unpaid earnings of the employee to a writ of wage garnishment directed to the district. This provision shall **may** not apply if the garnishments on three or more separate indebtednesses are served upon the district within any period of twelve (12) consecutive months by the Superior Court.

**The Districts designated staff member(s) maintaining such records will keep known garnishment & personal credit problems as confidential information.**

Legal References: RCW 6.27.040  
6.27.170

State and public corporations subject  
to garnishment  
Garnished employee not to be  
Discharged—Exception

**Adoption Date: 2.27.08**

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

**Revised:**

**Steilacoom Historical School District Board of Directors**

**REGULAR BOARD MEETING**

Date February 22, 2012

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

**ISSUE:**   X   **ACTION** Policy 6212, First Reading, Charge Cards  
       **INFORMATION** \_\_\_\_\_

**BACKGROUND INFORMATION:**

Policy 6212, Charge Cards:

Added new language to include language for procurement cards, and included list of staff positions that credit cards can be issued to.

Updated language regarding expense vouchers.

**FISCAL IMPLICATIONS:**

None.

**RECOMMEDED DECISION:**

Superintendent Fritz recommends moving Policy 6212, Charge Cards, to 2<sup>nd</sup> reading.

**Report prepared by:**

Superintendent Bill Fritz & Executive Director Finance & Operations LeeRae Ball

## CHARGE CARDS

The board authorizes the issuance of charge cards **and/or procurement cards** to officers and staff for district purchases, acquisitions and authorized travel. The board shall approve any contract for the issuance of credit cards, including the credit limit. Credit cards may be issued to staff in the following positions: **Superintendent, Executive Directors, Maintenance Supervisor, Principals, Business Office, CTE Director, Assistant Principal, and Athletic Director.** The superintendent or his/her designee is responsible for the authorization and control of the use of credit card funds, subject to final board approval of payments.

Upon billing or no later than thirty (30) days of the billing date, the officer or staff member using a charge card shall submit fully itemized ~~expense voucher including~~ receipts or invoices supporting purchases. Any charges not properly identified ~~on the expense voucher~~ or not allowed following review by the auditing officer shall be paid by the official or staff member. Any official or staff member who has been issued a charge card shall not use the card if any disallowed charges are outstanding.

The superintendent shall establish procedures for the issuance and use of charge cards.

Cross References:	Board Policy 6213	Reimbursement for Travel Expenses
Legal References:	RCW 42.24.115	Municipal corporations and political subdivisions — Issuance of charge cards to officers and employees for travel expenses
	43.09.2855	Local governments — Use of credit cards
Management Resources:	<i>Policy News</i> , April 2005	Credit Card Policy Updated

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

# **Steilacoom Historical School District No. 1**

## **A Summary of the Board of Directors' Operating Protocol**

**All decisions and policies of the Board-Administration Team must be gauged and tested against two fundamental beliefs: schools are for kids; and schools belong to the people.**

*For the purpose of enhancing teamwork among members of the Board and between the Board and the Administrative Team, we, the members of the Steilacoom Historical School District Board of Directors, do hereby publicly commit ourselves collectively and individually to the following operating protocol:*

### **POSITIVE APPROACH**

Each board member is charged with the responsibility of working as a team to create and maintain an open, positive, problem-solving atmosphere toward designing, implementing and assessing plans to achieve Board and District goals.

### **JUDGMENT AND TRUST**

The Board will lead by example. We agree to use words and actions that create a positive impression on an individual, the Board, and the District.

### **LOYALTY AND DISAGREEMENT**

The Board will respect majority opinion and abide dissension with grace. Individual board members do not have authority. Differing points of view will be shared with mutual care and respect. Surprises at meetings are counterproductive.

### **ACCOUNTABILITY TO COMMUNITY**

Annually, the Board will set clear goals for themselves and the superintendent. An annual evaluation of the superintendent will be completed. The board will complete a self-assessment annually. Close cooperation between the Board, the superintendent, and the administrative team fosters optimum effectiveness.

### **COMMUNICATION**

Messages and dialogue must be open, straightforward and honest. The Board will emphasize district-wide planning, policy-making, and public relations. The Board will facilitate or assist in the management of school operations as designated (i.e. Board liaison areas). For efficient operation of the school district, parents, and patrons are encouraged to address communications about the operation of the district with the person immediately responsible. Each Board member will become conversant with matters before the Board, reviewing all materials prior to meetings.

**A full text of the operating protocol adopted on January 28, 2012, is available upon request.**

**Steilacoom Historical School District No. 1**  
**Board of Directors' Operating Protocol**  
**Adopted January 28, 2012**

The most effective way to operate and supervise a dynamic, growing school district is through close cooperation between the school board, the superintendent, and the administrative leadership team. Each group plays a different role, and each role is essential to the success of the entire system (staff and students). In order to allow each group to compliment and ensure the success of the others, there must be agreement on some philosophical ideas and practical ways of working together to achieve the common goal – quality education programs for each student. To achieve, within the legal and financial limits of the District, quality education programs for each student, the Board pledges to strive toward excellence in performance and expects the same from each individual who works in Steilacoom Historical School District.

Board directors and administrators have an obligation to provide educational leadership. The public expects the best in planning, decision-making, communication, and educational expertise. However, all decisions and policies of the Board-Administration Team must be gauged and tested against two fundamental beliefs: schools are for kids; and schools belong to the people.

For the purpose of enhancing teamwork among members of the Board and between the Board and the Administrative Team, we, the members of the Steilacoom School District Board of Directors, do hereby publicly commit ourselves collectively and individually to the following operating protocol:

**PRINCIPLES FOR BOARD-ADMINISTRATION RELATIONS**

The following philosophical ideas, operating principles, and behaviors, when adhered to by all, will create an open, productive environment for a team approach to school leadership:

**1. Positive Approach**

Each member of the team is charged with the responsibility of working with the team to find the best way to meet the needs of the students and staff. An open, positive, and problem solving atmosphere toward designing, implementing, and assessing plans to achieve the goals of the organization is critical.

**2. Judgment and Trust**

To develop an effective team process, each group must support and cooperate with team members, collectively and individually.

### **3. Loyalty and Disagreement**

Cooperation, support, and loyalty do not mean there will be agreement on every issue. Dialogue, divergent thinking, and debate will encourage the best decisions. To clarify this principle, a few ground rules must be covered:

- Each team member has the responsibility for being loyal to the District, to each member of the team, and to the primary goal -- a quality education for every child.
- Board Directors should not be contacting employees of the District on operational issues. Questions about operations, direction, etc., should be directed to the Superintendent.
- Board Directors are encouraged to offer praise for employees, but criticism must be channeled through the Superintendent's office.
- Debate the issues, not one another. Avoid personal slurs and snide comments.
- Information about employees, negotiations, and other confidential areas discussed in executive session will remain completely confidential. Information given in confidence, particularly when planning and exploring alternatives must also remain confidential. Team members should state in advance whatever they consider to be confidential information.
- When Board Directors or the superintendent find themselves in disagreement with another team member, a one-to-one meeting with that person should be arranged to resolve the disagreement. Once resolved, the disagreement will remain a private matter.
- Discussion at meetings and debate over issues should be open and honest. Once a final team decision is reached, each member has the responsibility to support the decision.
- Agendas must be open and on the table for meaningful dialogue to occur. Information upon which decisions are to be made, with accompanying alternatives, will be given to the Board in a timely manner so that appropriate input and analysis can take place prior to the time of the decision. Surprises at meetings are counterproductive.

### **4. Accountability to Community**

The School Board, Superintendent, and administrative team are accountable to the public for the decisions made and for the quality of their work. Responsibility to the community is demonstrated by listening to them and by using effective systems of gathering information as assessment.

## 5. Communication

Effective interpersonal communication requires a healthy communication climate with high levels of trust and respect for individuals and for the mission of providing a quality education for all students. To achieve this, messages must be open, straightforward, and honest.

- The Superintendent and the Board will make deliberate attempts to share information and data with all team members. Team members shall utilize the chain of command as outlined by District policy/procedures.
- When an individual Board Director is contacted by a staff or community member, each member has agreed to the following procedures:
  - a. Hear out the individual's concern.
  - b. Ask if the issue has been discussed with the person immediately responsible.
  - c. Express concern about the issue and a desire to assist in resolution, while reinforcing the need to resolve the issue at the immediate local level. If unsuccessful, proceed to the next level(s) of responsibility.
- Only the Superintendent, his/her designee, or a Board-designated representative may contact the District's negotiator, should one be used, on current negotiations. If a Board Director feels a need to talk to District counsel or the negotiator, he or she is to contact the Superintendent who will arrange for all meetings. The Board president may contact the District's legal counsel in reference to the Superintendent's contract.
- It is important to keep the Superintendent and other Board members informed of unusual happenings as quickly as they occur.
- The Superintendent is responsible for communicating official district operational positions to the media. There will also be occasions when the Board president communicates the official District position. Board members may certainly state personal positions; as long as they make it known they are not speaking for the Board or the District.
- The Board will emphasize planning, policy making, and public relations rather than becoming involved in the daily operations of the schools.
- After reviewing the agenda, Board members agree to ask questions when clarification is needed so that the Board meetings can proceed smoothly and efficiently. Board members can also contact the Superintendent to discuss issues prior to the meetings. Members may also request addition of items to the agenda prior to its adoption.
- Each Board member will become conversant with matters on which the Board acts, reviewing all materials prior to meetings. They will attend



essential Board training and inform themselves about important issues through individual readings.

- All personnel complaints and criticisms received by the Board or its individual members will be directed to the Superintendent.
- Members agree to operate as a team and employ appropriate group problem solving techniques. They agree to focus on issues rather than personalities, to propose viable alternatives to problems, to disagree constructively and communicate with each other in a respectful manner.

Signed this 28<sup>th</sup> day of January, 2012;

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Mike Winkler, Board Chair

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Sam Scott, Vice Chair

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William Fritz, Superintendent

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Don Denning, Legislative  
Representative

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Kevin Callanan, Board Director

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Yoshie Wong, Board Director

## REGULAR BOARD MEETING

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

### BACKGROUND INFORMATION:

**RECOMMEDED DECISION:**

**FISCAL IMPLICATIONS:**

**REPORT PREPARED BY:**

Packet page 122 of 122