



## Regular Meeting Agenda

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

Wednesday, February 15, 2023 06:00 PM

### I. CALL TO ORDER

(Action)

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

### II. PRESENTATIONS

#### A. Pioneer Middle School Choir

(Presentation)

**Presenter:** JoAnne Fernandes/Katie Elshire

#### B. Pioneer Middle School Game Club Presentation

(Presentation)

**Presenter:** JoAnne Fernandes

#### C. Community Partner Recognition - Kiwanis

(Presentation)

**Presenter:** Shawn Lewis

### III. COMMENTS FROM THE AUDIENCE

(Information)

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

### IV. REPORTS

#### A. Legislative Update

(Information)

**Presenter:** Victor Hogan

## **B. Budget Status Report**

**(Information)**

**Presenter:** Shawn Lewis

[Budget Status Report.pdf \(p. 4\)](#)

## **C. Election Results Update/Bond Planning**

**(Information)**

**Presenter:** Shawn Lewis

## **V. CONSENT AGENDA**

**(Action)**

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

[Approval of January and February 2023 Accounts Payable and January 2023 Payroll.pdf \(p. 16\)](#)

[Approval of January 18 2023 Regular Meeting Minutes.pdf \(p. 58\)](#)

[Approval of Admin Personnel Report.pdf \(p. 61\)](#)

[Approval of Certificated Personnel Report.pdf \(p. 62\)](#)

[Approval of Classified Personnel Report.pdf \(p. 63\)](#)

[Approval of Co-Curricular Personnel Report.pdf \(p. 64\)](#)

[Approval of Maintenance Facility Change Order #5.pdf \(p. 65\)](#)

## **VI. NEW BUSINESS**

### **A. First Reading of Policy 3230 Searches of Students and Student Privacy**

**(Action)**

**Presenter:** Susanne Beauchaine

[Policy 3230 Searches of Students and Student Privacy.pdf \(p. 103\)](#)

### **B. First Reading of Policy 3421 Child Abuse and Neglect**

**(Action)**

**Presenter:** Gudrun Sullivan

[Policy 3421 Child Abuse and Neglect.pdf \(p. 107\)](#)

### **C. Adoption of Financial Education Board Goal**

**(Action)**

**Presenter:** Paul Harvey

[Financial Education Board Goal.pdf \(p. 112\)](#)

### **D. Budget Extension 2022-23 School Year**

**(Information)**

**Presenter:** Shawn Lewis

[Budget Extension 2022-23 School Year.pdf \(p. 113\)](#)

## **VII. BOARD COMMUNICATION**

**(Information)**

## **VIII. ANNOUNCEMENTS**

**(Information)**

## **IX. RECESS TO EXECUTIVE SESSION**

## **X. 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.

## **XI. RETURN TO REGULAR MEETING**

## **XII. ADJOURNMENT**

**(Action)**



February 9, 2023

To: Dr. Kathi Weight, Superintendent

From: Shawn Lewis

Subject: Financial Update

Attached are the Budget Status Reports for all funds as of the end of January 2023, along with charts and data showing our monthly attendance, general fund balance, general fund cash balance, and interfund loan balances.

In summary, our financial condition in the general fund is poor and not consistent with the Board adopted budget. More details are provided below. All other funds have balances that are consistent with expectations and budget.

As we have discussed for the past several months, actual enrollment has been under budget since the beginning of the school year, with a significant variance in Running Start enrollment. Non-running start enrollment has returned to the same level as 2021-22, but is still under budgeted levels. Through January, our annual average enrollment is 81.75 FTE below our original budget projections

Because our enrollment is under projected, our apportionment revenue is expected to be significantly less than anticipated. In addition, to lower than anticipated apportionment revenue, our current expenditure projections far exceed the board authorized budget. Based on current expenditures and trend data, the District will require a budget extension.

In January, the district's capital projects fund loaned the general fund \$250,000 to meet cash flow requirements. This ensured the district could meet cash flow obligations for expenditures incurred in January, but were paid in early February. We expect to need an additional loan amount in February to provide for additional cash flow needs.

As you have directed, we have implemented a hiring freeze and continue to authorize only mandatory expenses. We are also exploring every available budget reduction option for your consideration. More information about our budget plans and reduction options will be provided to the board in separate presentations.

I will be prepared to answer any questions that you or the board have related to this report. Please let me know if you would like a change to the reports and information provided in the future.

# Steilacoom Historical School District No. 1

## Monthly Budget Report

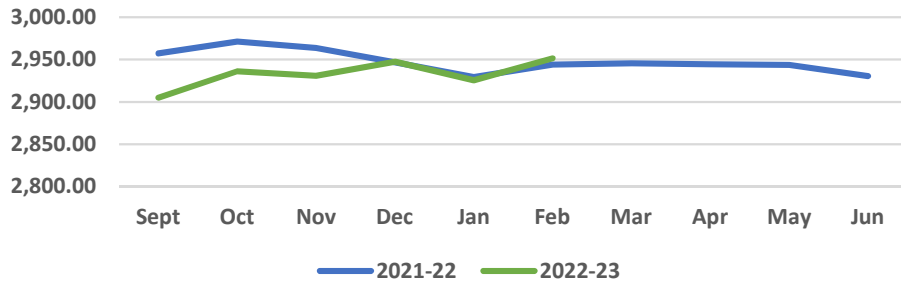
### 2022-23 Executive Summary

#### Jan-23

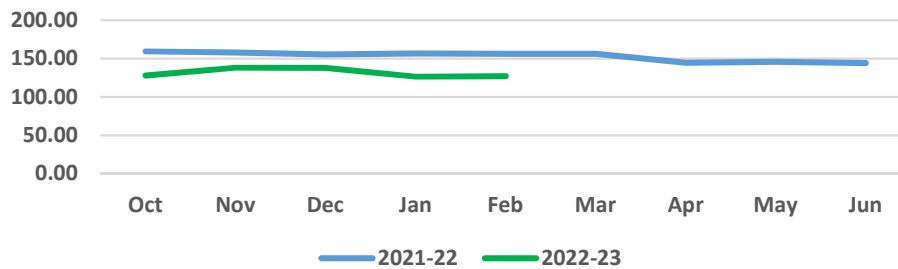
#### Enrollment

Budgeted FTE	3,159.00
Actual Average Annual FTE to Date (Jan)	3,077.25
FTE Over/Under Budget	(81.75)

#### K-12 Enrollment - Non-Running Start



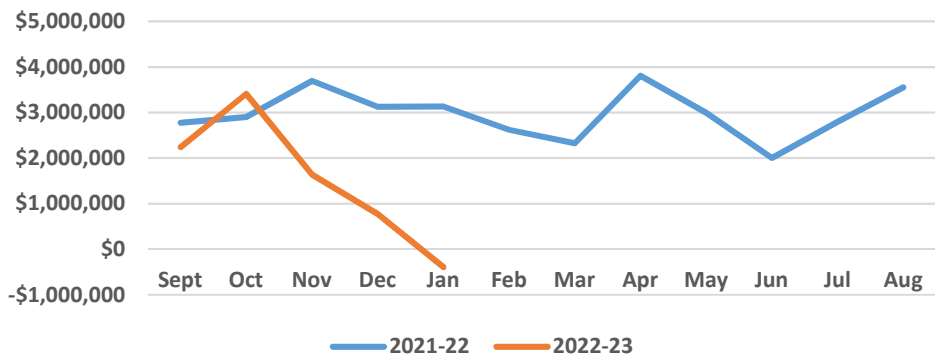
#### Running Start Enrollment



#### General Fund Balance

Actual as of Prior Month	\$777,139
Actual as of Current Month	(\$116,996)
Increase/Decrease in Fund Balance	(\$894,134)
Fund Balance as a % of Budgeted Expenditures	-0.23%
Fund Balance as a % of Expected Expenditures	-0.22%

#### Fund Balance by Month

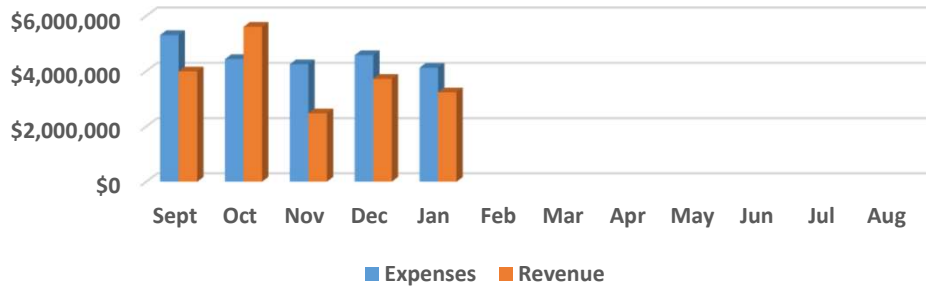


## General Fund Cash and Investment Balance

As of Month End

	2021-22	2022-23	Change From Prior Year
Sept	\$3,699,925	\$2,127,134	(\$1,572,792)
Oct	\$4,954,039	\$3,382,880	(\$1,571,159)
Nov	\$4,196,404	\$1,628,957	(\$2,567,447)
Dec	\$3,792,454	\$751,911	(\$3,040,543)
Jan	\$3,830,686	\$394,432	(\$3,436,254)
Feb	\$3,317,966		
Mar	\$2,991,604		
Apr	\$4,489,799		
May	\$3,627,568		
Jun	\$2,705,656		
Jul	\$2,773,910		
Aug	\$2,924,278		

### Monthly Expenses and Revenue



## Interfund Loans

Jan 18 2023	Authorized Loan from CP fund	\$1,500,000
Jan 25 2023	Transferred from CP to GF	(\$250,000)
	Authority Remaining on Jan 31, 2023	\$1,250,000

10--General Fund-- FUND BALANCE -- AGENCY ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT  
Fiscal Year 2022 (September 1, 2022 - August 31, 2023)For the STEILACOOM SCHOOL DISTRICT #1 School District for the Month of January, 2023

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
<b>A. REVENUES/OTHER FIN. SOURCES</b>						
1000 LOCAL TAXES	6,835,703	4,332.86	2,886,832.31		3,948,870.69	42.23
2000 LOCAL SUPPORT NONTAX	791,400	82,490.45	377,106.72		414,293.28	47.65
3000 STATE, GENERAL PURPOSE	30,597,692	2,246,651.20	11,731,621.74		18,866,070.26	38.34
4000 STATE, SPECIAL PURPOSE	6,968,363	604,326.30	2,831,495.95		4,136,867.05	40.63
5000 FEDERAL, GENERAL PURPOSE	292,000	5,532.49	5,532.49		286,467.51	1.89
6000 FEDERAL, SPECIAL PURPOSE	3,541,706	282,866.53	953,084.96		2,588,621.04	26.91
7000 REVENUES FR OTH SCH DIST	0	.00	.00		.00	0.00
8000 OTHER AGENCIES AND ASSOCIATES	0	.00	.00		.00	0.00
9000 OTHER FINANCING SOURCES	0	3,833.00	248,578.80		248,578.80-	0.00
<b>Total REVENUES/OTHER FIN. SOURCES</b>	<b>49,026,864</b>	<b>3,230,032.83</b>	<b>19,034,252.97</b>		<b>29,992,611.03</b>	<b>38.82</b>
<b>B. EXPENDITURES</b>						
00 Regular Instruction	28,188,298	2,210,099.58	12,060,758.34	15,995,141.49	132,398.17	99.53
10 Federal Stimulus	0	.00	15,643.88	0.00	15,643.88-	0.00
20 Special Ed Instruction	7,460,271	607,470.40	3,326,848.92	4,371,853.56	238,431.48-	103.20
30 Voc. Ed Instruction	2,153,604	177,787.82	949,370.63	1,207,627.48	3,394.11-	100.16
40 Skills Center Instruction	0	.00	.00	0.00	.00	0.00
50+60 Compensatory Ed Instruct.	1,395,511	124,206.95	599,024.50	833,085.01	36,598.51-	102.62
70 Other Instructional Pgms	211,449	74,087.15	292,374.49	283,410.64	364,336.13-	272.30
80 Community Services	0	.00	1,634.85	0.00	1,634.85-	0.00
90 Support Services	10,723,031	930,515.09	5,462,448.61	7,052,552.40	1,791,970.01-	116.71
<b>Total EXPENDITURES</b>	<b>50,132,164</b>	<b>4,124,166.99</b>	<b>22,708,104.22</b>	<b>29,743,670.58</b>	<b>2,319,610.80-</b>	<b>104.63</b>
<b>C. OTHER FIN. USES TRANS. OUT (GL 536)</b>	<b>100,000</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) EXP/OTH FIN USES (A-B-C-D)</b>	<b>1,205,300-</b>	<b>894,134.16-</b>	<b>3,673,851.25-</b>		<b>2,468,551.25-</b>	<b>204.81</b>
<b>F. TOTAL BEGINNING FUND BALANCE</b>	<b>5,000,000</b>		<b>3,556,855.65</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>3,794,700</b>		<b>116,995.60-</b>			

I. ENDING FUND BALANCE ACCOUNTS:

G/L 810 Restricted For Other Items	0	.00
G/L 815 Restrict Unequalized Deduct Rev	0	.00
G/L 821 Restricted for Carryover	0	.00
G/L 825 Restricted for Skills Center	0	.00
G/L 828 Restricted for C/O of FS Rev	0	.00
G/L 830 Restricted for Debt Service	0	.00
G/L 835 Restrictd For Arbitrage Rebate	0	.00
G/L 840 Nonspnd FB - Invent/Prepd Itms	0	.00
G/L 845 Restricted for Self Insur	0	.00
G/L 850 Restricted for Uninsured Risks	0	.00
G/L 870 Committed to Other Purposes	100,000-	.00
G/L 872 Committed to Econmc Stabilizatn	0	.00
G/L 875 Assigned Contingencies	0	.00
G/L 884 Assigned to Other Cap Projects	0	.00
G/L 888 Assigned to Other Purposes	0	.00
G/L 890 Unassigned Fund Balance	894,700	3,116,995.60-
G/L 891 Unassigned Min Fnd Bal Policy	3,000,000	3,000,000.00
<u>TOTAL</u>	3,794,700	116,995.60-

20--CAPITAL PROJECT FUND-- FUND BALANCE -- AGENCY ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT  
Fiscal Year 2022 (September 1, 2022 - August 31, 2023)For the STEILACOOM SCHOOL DISTRICT #1 School District for the Month of January, 2023

	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	170,000	30,515.26	70,561.76		99,438.24	41.51
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 and Associates	0	.00	.00		.00	0.00
9000 Other Financing Sources	9,700,000	.00	1,828,679.10		7,871,320.90	18.85
 <u>Total REVENUES/OTHER FIN. SOURCES</u>	 9,870,000	 30,515.26	 1,899,240.86		 7,970,759.14	 19.24
 <u>B. EXPENDITURES</u>						
10 Sites	5,721,000	.00	4,647.50	0.00	5,716,352.50	0.08
20 Buildings	1,995,000	94,457.49	963,644.53	263,380.79	767,974.68	61.51
30 Equipment	0	.00	21,143.74	0.00	21,143.74-	0.00
40 Energy	400,000	.00	2,481.78	0.00	397,518.22	0.62
50 Sales & Lease Expenditure	50,000	127.50	3,102.50	0.00	46,897.50	6.21
60 Bond Issuance Expenditure	0	.00	.00	0.00	.00	0.00
90 Debt	4,084,841	.00	.00	0.00	4,084,841.00	0.00
 <u>Total EXPENDITURES</u>	 12,250,841	 94,584.99	 995,020.05	 263,380.79	 10,992,440.16	 10.27
 <u>C. OTHER FIN. USES TRANS. OUT (GL 536)</u>	 4,200,000	 .00	 .00			
 <u>D. OTHER FINANCING USES (GL 535)</u>	 0	 .00	 .00			
 <u>E. EXCESS OF REVENUES/OTHER FIN.SOURCES</u>						
<u>OVER(UNDER) EXP/OTH FIN USES (A-B-C-D)</u>	6,580,841-	64,069.73-	904,220.81		7,485,061.81	113.74-
 <u>F. TOTAL BEGINNING FUND BALANCE</u>	 9,585,395		 1,577,853.07			
 <u>G. G/L 898 PRIOR YEAR ADJUSTMENTS(+OR-)</u>	 XXXXXXXXXX		 .00			
 <u>H. TOTAL ENDING FUND BALANCE</u>	 3,004,554		 2,482,073.88			
<u>(E+F + OR - G)</u>						

I. ENDING FUND BALANCE ACCOUNTS:

G/L 810 Restricted For Other Items	0	.00
G/L 825 Restricted for Skills Center	0	.00
G/L 830 Restricted for Debt Service	0	.00
G/L 835 Restrictd For Arbitrage Rebate	0	.00
G/L 840 Nonspnd FB - Invent/Prepd Itms	0	.00
G/L 850 Restricted for Uninsured Risks	0	.00
G/L 861 Restricted from Bond Proceeds	0	.00
G/L 862 Committed from Levy Proceeds	0	.00
G/L 863 Restricted from State Proceeds	0	.00
G/L 864 Restricted from Fed Proceeds	0	.00
G/L 865 Restricted from Other Proceeds	0	.00
G/L 866 Restricted Impact Fees	935,395	30,761.60
G/L 867 Restrictd Mitigation Fees	0	.00
G/L 869 Restricted fr Undistr Proceeds	0	.00
G/L 870 Committed to Other Purposes	600,000	600,000.00
G/L 889 Assigned to Fund Purposes	1,469,159	1,851,312.28
G/L 890 Unassigned Fund Balance	0	.00
<u>TOTAL</u>	3,004,554	2,482,073.88

30--DEBT SERVICE FUND-- FUND BALANCE -- AGENCY ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT  
Fiscal Year 2022 (September 1, 2022 - August 31, 2023)For the STEILACOOM SCHOOL DISTRICT #1 School District for the Month of January, 2023

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
<u>A. REVENUES/OTHER FIN. SOURCES</u>						
1000 Local Taxes	8,714,126	5,499.77	3,813,054.28		4,901,071.72	43.76
2000 Local Support Nontax	2,000	3,153.16	16,231.29		14,231.29-	811.56
3000 State, General Purpose	0	.00	.00		.00	0.00
5000 Federal, General Purpose	0	.00	.00		.00	0.00
9000 Other Financing Sources	4,199,999	.00	.00		4,199,999.00	0.00
<u>Total REVENUES/OTHER FIN. SOURCES</u>	12,916,125	8,652.93	3,829,285.57		9,086,839.43	29.65
<u>B. EXPENDITURES</u>						
Matured Bond Expenditures	12,340,000	.00	8,340,000.00	0.00	4,000,000.00	67.59
Interest On Bonds	700,000	.00	372,381.00	0.00	327,619.00	53.20
Interfund Loan Interest	0	.00	.00	0.00	.00	0.00
Bond Transfer Fees	2,500	.00	.00	0.00	2,500.00	0.00
Arbitrage Rebate	0	.00	.00	0.00	.00	0.00
Underwriter's Fees	0	.00	.00	0.00	.00	0.00
<u>Total EXPENDITURES</u>	13,042,500	.00	8,712,381.00	0.00	4,330,119.00	66.80
<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) EXPENDITURES (A-B-C-D)</u>	126,375-	8,652.93	4,883,095.43-		4,756,720.43-	> 1000
<u>F. TOTAL BEGINNING FUND BALANCE</u>	6,384,370		6,382,865.52			
<u>G. G/L 898 PRIOR YEAR ADJUSTMENTS(+OR-)</u>	XXXXXXXXX		.00			
<u>H. TOTAL ENDING FUND BALANCE (E+F + OR - G)</u>	6,257,995		1,499,770.09			
<u>I. ENDING FUND BALANCE ACCOUNTS:</u>						
G/L 810 Restricted for Other Items	0		.00			
G/L 830 Restricted for Debt Service	6,257,995		1,499,770.09			
G/L 835 Restrictd For Arbitrage Rebate	0		.00			
G/L 870 Committed to Other Purposes	0		.00			
G/L 889 Assigned to Fund Purposes	0		.00			
G/L 890 Unassigned Fund Balance	0		.00			
<u>TOTAL</u>	6,257,995		1,499,770.09			

40--ASB FUND-- FUND BALANCE -- AGENCY ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT  
Fiscal Year 2022 (September 1, 2022 - August 31, 2023)For the STEILACOOM SCHOOL DISTRICT #1 School District for the Month of January, 2023

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
<b>A. REVENUES</b>						
1000 General Student Body	234,994	10,608.14	77,779.31		157,214.69	33.10
2000 Athletics	166,314	1,148.89	15,781.35		150,532.65	9.49
3000 Classes	69,014	.00	7,415.57		61,598.43	10.75
4000 Clubs	593,640	1,917.55	67,139.77		526,500.23	11.31
6000 Private Moneys	19,380	.00	2,078.78		17,301.22	10.73
<b>Total REVENUES</b>	<b>1,083,342</b>	<b>13,674.58</b>	<b>170,194.78</b>		<b>913,147.22</b>	<b>15.71</b>
<b>B. EXPENDITURES</b>						
1000 General Student Body	229,532	593.74	3,314.94	7,700.63	218,516.43	4.80
2000 Athletics	202,169	9,756.70	41,478.19	13,118.91	147,571.90	27.01
3000 Classes	76,500	120.00	6,147.93	1,400.00	68,952.07	9.87
4000 Clubs	654,761	8,476.84	50,099.90	31,585.30	573,075.80	12.48
6000 Private Moneys	21,680	784.00	1,549.50	0.00	20,130.50	7.15
<b>Total EXPENDITURES</b>	<b>1,184,642</b>	<b>19,731.28</b>	<b>102,590.46</b>	<b>53,804.84</b>	<b>1,028,246.70</b>	<b>13.20</b>
<b>C. EXCESS OF REVENUES</b>						
OVER(UNDER) EXPENDITURES (A-B)	101,300-	6,056.70-	67,604.32		168,904.32	166.74-
<b>D. TOTAL BEGINNING FUND BALANCE</b>	<b>324,270</b>		<b>331,790.97</b>			
<b>E. G/L 898 PRIOR YEAR ADJUSTMENTS(+OR-)</b>	<b>XXXXXXXXXX</b>		<b>.00</b>			
<b>F. TOTAL ENDING FUND BALANCE</b>	<b>222,970</b>		<b>399,395.29</b>			
C+D + OR - E)						
<b>G. ENDING FUND BALANCE ACCOUNTS:</b>						
G/L 810 Restricted for Other Items	0		.00			
G/L 819 Restricted for Fund Purposes	222,970		398,301.79			
G/L 840 Nonspnd FB - Invent/Prepd Itms	0		.00			
G/L 850 Restricted for Uninsured Risks	0		.00			
G/L 870 Committed to Other Purposes	0		.00			
G/L 889 Assigned to Fund Purposes	0		.00			
G/L 890 Unassigned Fund Balance	0		.00			
<b>TOTAL</b>	<b>222,970</b>		<b>398,301.79</b>			
Differences	0		1,093.50-			

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

Exceptions Found:

90--TRANSPORTATION VEHICLE FUND-- FUND BALANCE -- AGENCY ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT  
Fiscal Year 2022 (September 1, 2022 - August 31, 2023)For the STEILACOOM SCHOOL DISTRICT #1 School District for the Month of January, 2023

	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 Nontax	500	461.65	1,846.36		1,346.36-	369.27
3000 State, General Purpose	0	.00	.00		.00	0.00
4000 State, Special Purpose	6,500	.00	.00		6,500.00	0.00
5000 Federal, General Purpose	0	.00	.00		.00	0.00
6000 Federal, Special Purpose	0	.00	.00		.00	0.00
8000 Other Agencies and Associates	0	.00	.00		.00	0.00
9000 Other Financing Sources	0	.00	.00		.00	0.00
A. <u>TOTAL REV/OTHER FIN.SRCS(LESS TRANS)</u>	7,000	461.65	1,846.36		5,153.64	26.38
 B. <u>9900 TRANSFERS IN FROM GF</u>	0	.00	.00		.00	0.00
 C. <u>Total REV./OTHER FIN. SOURCES</u>	7,000	461.65	1,846.36		5,153.64	26.38
 <u>D. EXPENDITURES</u>						
Type 30 Equipment	10,000	.00	.00	0.00	10,000.00	0.00
Type 40 Energy	0	.00	.00	0.00	.00	0.00
Type 60 Bond Levy Issuance	0	.00	.00	0.00	.00	0.00
Type 90 Debt	0	.00	.00	0.00	.00	0.00
 <u>Total EXPENDITURES</u>	10,000	.00	.00	0.00	10,000.00	0.00
 E. <u>OTHER FIN. USES TRANS. OUT (GL 536)</u>	0	.00	.00			
 F. <u>OTHER FINANCING USES (GL 535)</u>	0	.00	.00			
 G. <u>EXCESS OF REVENUES/OTHER FIN SOURCES</u> <u>OVER(UNDER) EXP/OTH FIN USES (C-D-E-F)</u>	3,000-	461.65	1,846.36		4,846.36	161.55-
 H. <u>TOTAL BEGINNING FUND BALANCE</u>	135,125		137,302.99			
 I. <u>G/L 898 PRIOR YEAR ADJUSTMENTS(+OR-)</u>	XXXXXXXXXX		.00			
 J. <u>TOTAL ENDING FUND BALANCE</u> <u>(G+H + OR - I)</u>	132,125		139,149.35			
 K. <u>ENDING FUND BALANCE ACCOUNTS:</u>						
G/L 810 Restricted For Other Items	0		.00			
G/L 819 Restricted for Fund Purposes	132,125		139,149.35			
G/L 830 RES FOR DEBT SERVICE	0		.00			
G/L 835 Restrictd For Arbitrage Rebate	0		.00			
G/L 850 Restricted for Uninsured Risks	0		.00			
G/L 889 Assigned to Fund Purposes	0		.00			
G/L 890 Unassigned Fund Balance	0		.00			
 <u>TOTAL</u>	132,125		139,149.35			

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

# Steilacoom Historical School District

Affidavit covering payment of payroll and invoices for General Fund, Capital Projects Fund, Associated Student Body Fund, Private Purpose Trust Fund and Transportation Vehicle Fund.

DATE: **February 15, 2023**

THIS IS TO CERTIFY, under penalty of perjury, that the undersigned has examined the attached vouchers and payroll, and that each of the invoices and vouchers were duly certified to have been received and checked as to price and quantity and have been duly certified by the claimant, as required by law; that the extensions and additions of said invoices and vouchers have been checked by Business Office staff and were found to be correct.


  
**Dr. Melissa Beard, Chief of Finance and Operations**

THIS IS TO CERTIFY that the warrants and electronic transfers of the Steilacoom Historical School District No. 1, Pierce County, Washington, as listed below, have been allowed by the School Board of this district.

FUND NAME		WARRANTS (INCLUSIVE)			AMOUNT
<b><u>GENERAL FUND:</u></b>					
January 17, 2023	Accounts Payable	132795	to	132795	\$ 63.66
	Payroll	800923	to	800923	\$ 2,305.63
	Payroll A/P	132796	to	132807	\$ 464,133.17
	Payrol ACH Payments				\$ 604,296.94
	Payroll Taxes				\$ 646,159.04
	Direct Deposit				\$ 1,839,084.67
February 2, 2023	Accounts Payable	132808	to	132862	\$ 284,824.75
February 9, 2023	Accounts Payable	132863	to	132880	\$ 455,592.59
<b>TOTAL GENERAL FUND:</b>					\$ 4,296,460.45
<b><u>CAPITAL PROJECTS FUND:</u></b>					
January 25, 2023	Accounts Payable	200539	to	200541	\$ 94,584.99
February 2, 2023	Accounts Payable	200542	to	200544	\$ 68,559.37
<b>TOTAL CAPITAL PROJECTS FUND:</b>					\$ 163,144.36
<b><u>ASSOCIATED STUDENT BODY FUND:</u></b>					
January 13, 2023	Accounts Payable	405139	to	405139	\$ 298.53
January 17, 2023	Accounts Payable	405140	to	405140	\$ 29.18
January 25, 2023	Accounts Payable	405141	to	405145	\$ 5,006.99
February 1, 2023	Accounts Payable	405146	to	405146	\$ 5,292.28
February 2, 2023	Accounts Payable	405147	to	405148	\$ 853.77
February 8, 2023	Accounts Payable	405149	to	405155	\$ 11,493.73
<b>TOTAL ASSOCIATED STUDENT BODY FUND:</b>					\$ 22,974.48
<b><u>TRANSPORTATION VEHICLE FUND:</u></b>					
					to
<b>TOTAL TRANSPORTATION VEHICLE FUND:</b>					\$ -

## Board of Directors of Steilacoom Historical School District No. 1

I, Kathi Weight, being duly sworn, depose and say: That I am the Secretary to the Board of Steilacoom Historical School District No. 1, Pierce County, Washington, and that the above signatories are personally known to me and have signed these statements in my presence.

  
**Kathi Weight, Secretary to the Board**

# **GENERAL FUNDS**

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

As of February 15, 2022, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$63.66. The payments are further identified in this document.

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

Warrant Numbers 132795 through 132795, totaling \$63.66

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
132795	STEILACOOM HIST SCHOOL DIST #1	01/18/2023	CTAX11 20230117AAB	Comp Tax owed for Cash Account 11 through 12/31/2022	0	63.66	63.66

1	Computer	Check(s) For a Total of	63.66
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	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	1	Computer	Checks For a Total of	63.66
Total For	1	Manual, Wire Tran, ACH & Computer	Checks	63.66
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	63.66

# PAYROLL

## A/P

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

As of February 15, 2023, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$284,827.75. The payments are further identified in this document.

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

Warrant Numbers 132808 through 132862, totaling \$284,827.75

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

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

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

Check Nbr	Vendor Name Vendor on Invoice	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
132808	ALLIED BODY WORKS, INC	02/03/2023	68990	SNOWDOGG PARTS	0	335.12	335.12
132809	ANDERSON ISLAND GENERAL STORE	02/03/2023	1526325	ANDERSON ISLAND ELEMENTARY SCHOOL BUS FUEL SUPPLY FY 2022-2023	82223049	193.30	631.63
			1527071	ANDERSON ISLAND ELEMENTARY SCHOOL BUS FUEL SUPPLY FY 2022-2023	82223049	190.42	
			1528425	ANDERSON ISLAND ELEMENTARY SCHOOL BUS FUEL SUPPLY FY 2022-2023	82223049	247.91	
132810	BATTERIES PLUS	02/03/2023	P58516513	OPEN PURCHASE ORDER 2022-2023 for BATTERIES/BULBS	102223001	26.75	62.96
			P58545825	OPEN PURCHASE ORDER 2022-2023 for BATTERIES/BULBS	102223001	36.21	
132811	BEAULIEU, DEREK M	02/03/2023	SPPLYREIM DB 011123	REIMBURSEMENT FOR VIDEO PRODUCTION SUPPLIES PURCHASED FROM B&H ON 2022.12.22	0	301.47	301.47
132812	BMO FINANCIAL GROUP	02/03/2023		CREDIT CARD PAYMENT CHECK			19,471.54
	ALASKA AIRLINES - PCARD		GFC230100010	GF Credit Card Payment AP Invoice.	0	532.99	
	AMAZON.COM SALES, INC		GFC230100001	GF Credit Card	0	7,571.03	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
Vendor on Invoice							
				Payment AP			
				Invoice.			
	BESTDAY IMAGE		GFC230100023	GF Credit Card	0	141.05	
				Payment AP			
				Invoice.			
	BLICK ART MATERIALS		GFC230100011	GF Credit Card	0	99.42	
				Payment AP			
				Invoice.			
	BMO FINANCIAL GROUP		GFC230100000	GF Credit Card	0	3,816.31	
				Payment AP			
				Invoice.			
	BMO FINANCIAL GROUP		GFC230100007	GF Credit Card	0	236.66	
				Payment AP			
				Invoice.			
	CAROLINA BIOLOGICAL SUPPLY CO		GFC230100020	GF Credit Card	0	178.14	
				Payment AP			
				Invoice.			
	CDW-G		GFC230100018	GF Credit Card	0	79.41	
				Payment AP			
				Invoice.			
	COSTCO BUSINESS CENTER - PCARD		GFC230100014	GF Credit Card	0	112.70	
				Payment AP			
				Invoice.			
	DEMCO INC		GFC230100022	GF Credit Card	0	133.18	
				Payment AP			
				Invoice.			
	HENRY SCHEIN		GFC230100017	GF Credit Card	0	143.16	
				Payment AP			
				Invoice.			
	JOSTENS INC		GFC230100015	GF Credit Card	0	4.40	
				Payment AP			
				Invoice.			
	JW PEPPER & SON INC		GFC230100013	GF Credit Card	0	172.77	
				Payment AP			
				Invoice.			
	KCDA		GFC230100012	GF Credit Card	0	830.52	
				Payment AP			
				Invoice.			
	LA QUINTA INN & SUITES		GFC230100016	GF Credit Card	0	929.04	
				Payment AP			
				Invoice.			
	LAKEWOOD IRON WORKS		GFC230100002	GF Credit Card	0	300.00	
				Payment AP			
				Invoice.			
	ODP SOLUTIONS, LLC		GFC230100019	GF Credit Card	0	485.02	
				Payment AP			
				Invoice.			
	PIERCE COUNTY FERRY		GFC230100003	GF Credit Card	0	2,189.74	
				Payment AP			

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
	Vendor on Invoice						
	PIERCE COUNTY FERRY		GFC230100004	Invoice. GF Credit Card Payment AP	1402223001	20.90	
	PIERCE COUNTY FERRY		GFC230100005	Invoice. GF Credit Card Payment AP	1402223001	20.90	
	PIERCE COUNTY FERRY		GFC230100006	Invoice. GF Credit Card Payment AP	1402223001	62.70	
	RIFTON EQUIPMENT		GFC230100008	Invoice. GF Credit Card Payment AP	0	237.13	
	SCHOOL SPECIALTY, LLC.		GFC230100024	Invoice. GF Credit Card Payment AP	0	626.52	
	UNC TEACCH AUTISM PROGRAM		GFC230100009	Invoice. GF Credit Card Payment AP	0	540.00	
	USPS - PCARD		GFC230100021	Invoice. GF Credit Card Payment AP	0	7.85	
132813	BRINKHAUS, ANGELA MARY	02/03/2023	MILEREIM AB 20230111	REIMBURSEMENT FOR IN DISTRICT MILEAGE FROM 22.12.14 - 23.01.06	0	30.38	30.38
132814	BUILDER'S HARDWARE & SUPPLY	02/03/2023	S3842494.001	OPEN PURCHASE ORDER 2022-2023 for HARDWARE SUPPLIES	102223003	173.90	173.90
132815	CAPITAL BUSINESS MACHINES INC	02/03/2023	INV135743	ACCOUNT NUMBER 983200 DISTRICT WIDE USAGE FEES FY 2022- 2023	82223059	692.41	2,523.74
			INV135744	ACCOUNT NUMBER 983200 DISTRICT WIDE USAGE FEES FY 2022- 2023	82223059	108.67	
			INV135745	ACCOUNT NUMBER 983200 DISTRICT WIDE USAGE FEES FY 2022- 2023	82223059	285.48	
			INV135746	ACCOUNT NUMBER 983200 DISTRICT WIDE USAGE FEES FY 2022- 2023	82223059	280.91	
			INV135747	ACCOUNT NUMBER 983200 DISTRICT	82223059	401.95	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
	Vendor on Invoice						
				WIDE USAGE FEES			
				FY 2022- 2023			
			INV135748	ACCOUNT NUMBER	82223059	302.76	
				983200 DISTRICT			
				WIDE USAGE FEES			
				FY 2022- 2023			
			INV135749	ACCOUNT NUMBER	82223059	366.69	
				983200 DISTRICT			
				WIDE USAGE FEES			
				FY 2022- 2023			
			INV135750	ACCOUNT NUMBER	82223059	3.99	
				983200 DISTRICT			
				WIDE USAGE FEES			
				FY 2022- 2023			
			INV135751	ACCOUNT NUMBER	82223059	0.00	
				983200 DISTRICT			
				WIDE USAGE FEES			
				FY 2022- 2023			
			INV135752	ACCOUNT NUMBER	82223059	80.88	
				983200 DISTRICT			
				WIDE USAGE FEES			
				FY 2022- 2023			
132816	CC'S CLASSY CHASSIS INC.	02/03/2023	5659	OPEN PURCHASE	102223004	54.73	54.73
				ORDER 2022-2023			
				for OIL CHANGES &			
				CAR WASH/DETAIL			
				SERVICES			
132817	CENTURYLINK #300493944	02/03/2023	300493944 0123	PHONE SERVICE	82223048	245.19	245.19
				FEES FY 2022-2023			
				ACCT #300493944			
132818	CITY OF DUPONT	02/03/2023	000419-000 0123	CHLOE CLARK	82223035	979.70	7,312.30
				ELEMENTARY WATER			
				UTILITIES FY			
				2022-2023			
			000420-000 0123	CHLOE CLARK	82223035	323.14	
				ELEMENTARY WATER			
				UTILITIES FY			
				2022-2023			
			000421-000 0123	CHLOE CLARK	82223035	896.25	
				ELEMENTARY WATER			
				UTILITIES FY			
				2022-2023			
			000422-000 0123	CHLOE CLARK	82223035	61.49	
				ELEMENTARY WATER			
				UTILITIES FY			
				2022-2023			
			103176-000 0123	PIONEER MIDDLE	82223034	3,727.57	
				SCHOOL WATER			
				UTILITIES FY			

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
	Vendor on Invoice						
			103176-001 0123	2022-2023 PIONEER MIDDLE SCHOOL WATER UTILITIES FY	82223034	62.71	
			103176-002 0123	2022-2023 PIONEER MIDDLE SCHOOL WATER UTILITIES FY	82223034	355.78	
			103176-003 0123	2022-2023 PIONEER MIDDLE SCHOOL WATER UTILITIES FY	82223034	905.66	
132819	CONSOLIDATED ELECTRICAL DISTRI	02/03/2023	8541-1037887	2022-2023 OPEN PURCHASE ORDER 2022-2023 for ELECTRICAL/LIGHTS SUPPLIES	102223005	716.95	807.78
			8541-1039069	OPEN PURCHASE ORDER 2022-2023 for ELECTRICAL/LIGHTS SUPPLIES	102223005	90.83	
132820	CULLIGAN SEATTLE, WA	02/03/2023	380587 0123	2022-2023 for WATER COOLER SERVICE	0	83.83	83.83
132821	ELSHIRE, KATHERINE BETH	02/03/2023	SPPLYREIM KE 230111	REIMBURSEMENT FOR MUSIC PURCHASED FROM THE WAILIN' JENNYS ON 2023.01.03	0	31.45	31.45
132822	ESD 113	02/03/2023	1002300531	ANNUAL NETWORK SUPPORT BILLING FY 2022-23: JANUARY 2023	82223075	11,616.00	26,158.72
			6402300261	SKYWARD WESPAC SUPPORT SERVICES CAPITAL REGION INFO SERVICE CENTER(CRISC) FOR FY 2022-2023: INVOICES SENT 09/22 THROUGH 06/23, FINAL BILL 07/23	82223011	14,542.72	
132823	EWING IRRIGATION PRODUCTS INC	02/03/2023	17456322	DURAEDGE SERVICE FEE	0	26.79	26.79
132824	FLOHAWKS	02/03/2023	7422300256	OPEN PURCHASE ORDER 2022-2023	102223010	271.50	271.50

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
	Vendor on Invoice						
				for ANNUAL INSPECTION SERVICES			
132825	FLORES, RICHARD MATTHEW	02/03/2023	MILEREIM RF 221229	REIMBURSEMENT FOR CHECK PICKUP FROM ESD 113 ON THE FIRST AND 21ST OF DECEMBER 2022	0	57.00	57.00
132826	FOLLETT SCHOOL SOLUTIONS LLC	02/03/2023	1490991	FOLLETT DESTINY RENEWAL FOR HOST & DESTINY AT ALL 6 SCHOOLS FOR THE 2022-23 SCHOOL YEAR	272223098	6,190.60	6,190.60
132827	FORD, JEREMIAH T	02/03/2023	SPPLYREIM JF 230108	REIMBURSEMENT FOR SUPPLIES PURCHASED FROM BOOM LEARNING ON 2022.12.08	0	40.00	40.00
132828	G12 COMMUNICATIONS, LLC	02/03/2023	94852	SERVICE CHARGES FOR FY 2022-2023	82223007	736.29	736.29
132829	GRADUATION ALLIANCE, INC.	02/03/2023	GA61877-0	GRAD ALLIANCE INVOICING FOR 22-23 SCHOOL YEAR	272223035	13,032.00	13,032.00
132830	GRAINGER	02/03/2023	9566603800	OPEN PURCHASE ORDER 2022-2023 for SUPPLIES	102223012	284.79	636.54
			9570397332	OPEN PURCHASE ORDER 2022-2023 for SUPPLIES	102223012	341.78	
			9570397357	OPEN PURCHASE ORDER 2022-2023 for SUPPLIES	102223012	9.97	
132831	HALLER, KYLE WANNER	02/03/2023	SPPLYREIM KH 221216	REIMBURSEMENT FOR SUPPLIES PURCHASED AT COSTCO ON 2022.12.21	0	109.99	109.99
132832	HONEY BUCKET	02/03/2023	0553251920	STEILACOOM HIGH SCHOOL FIELD STANDARD WEEKLY SERVICES FY 2022-2023	82223010	139.95	139.95
132833	INSTITUTE FOR SYTEMS BIOLOGY	02/03/2023	ARI I 2475	DODEA 2019 INSPIRE GRANT PURCHASE - PROVIDING SERVICES TO SHSD K-8 SCIENCE	272223100	30,000.00	30,000.00

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
Vendor on Invoice							
				PROJECT FOR SERVICES THAT WILL HAPPEN BETWEEN JANUARY 2023 AND MAY 2024			
132834	J&I POWER EQUIPMENT INC	02/03/2023	703520	OPEN PURCHASE ORDER 2022-2023 for GROUNDS SUPPLIES/REPAIRS	102223016	126.59	407.69
			995305	OPEN PURCHASE ORDER 2022-2023 for GROUNDS SUPPLIES/REPAIRS	102223016	129.06	
			995306	OPEN PURCHASE ORDER 2022-2023 for GROUNDS SUPPLIES/REPAIRS	102223016	152.04	
132835	JOSTENS INC	02/03/2023	29899912	Diplomas and Covers	4312223009	22.50	1,222.00
			29909259	Diplomas and Covers	4312223009	1,199.50	
132836	JSF TECHNOLOGIES INC	02/03/2023	INV2454	SCHOOL ZONE BEACON CELLULAR COMMUNICATION SERVICES FOR 22-23	0	295.00	295.00
132837	KCDA	02/03/2023	300688363	COLORED PENCILS FOR JULIE NIXON	0	33.00	93.03
			300689917	OPEN PURCHASE ORDER 2022-2023 for SUPPLIES	102223018	60.03	
132838	LAKE JOSEPHINE RIVIERA WATER	02/03/2023	100811 0123	ANDERSON ISLAND ELEMENTARY WATER UTILITIES FY 2022-23	82223074	77.25	121.25
			100812 0123	ANDERSON ISLAND ELEMENTARY WATER UTILITIES FY 2022-23	82223074	44.00	
132839	LES SCHWAB TIRES	02/03/2023	30500757314	2007 FORD E 150 VAN TIRES AND REPAIRS	102223022	1,452.46	1,452.46
132840	LONG BUILDING TECHNOLOGIES INC	02/03/2023	SRVCE0134169	CARD READER SERVICE AT 510 CHAMBERS ITEM AVAIL 2022.11.17	0	201.59	201.59
132841	MAXIM HEALTHCARE STAFFING SERV	02/03/2023	E8163780294	Maxim, Para, SP, Parsons	92223013	598.50	3,835.12

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
	Vendor on Invoice						
			E8164000294	LPN, Graham, Float	92223008	1,736.62	
			E8164030294	Maxim, CNA, Affriseo, SHS	92223016	1,500.00	
132842	NORTHWEST TEXTBOOK DEPOSITORY	02/03/2023	114-335-599	WORLD LANGUAGE FOR HIGH SCHOOL GERMAN AND FRENCH	272223044	106.29	106.29
132843	ODP SOLUTIONS, LLC	02/03/2023	282537362001	Workroom Supplies	82223071	252.80	252.80
132844	PIERCE COUNTY SEWER	02/03/2023	1354221 2301	PIONEER MIDDLE SCHOOL SEWER SERVICES FY 2022-23	82223041	142.44	269.40
			858625 2301	CHLOE CLARK ELEMENTARY SEWER SERVICES FY 2022-23	82223040	126.96	
132845	PIERCE COUNTY FINANCE DEPT.	02/03/2023	CI-324691	CUSTOMER C-115166 TRAFFIC OPERATIONS MAINTENANCE SERVICES	0	227.54	227.54
132846	PROCARE THERAPY	02/03/2023	20565290	SHS TRAINER: DUPEA, BRADLEY, SCHOOL ADAPTIVE PE TEACHER FY 2022-23	82223057	1,881.00	28,307.26
			20565293	SHS TRAINER: DUPEA, BRADLEY, SCHOOL ADAPTIVE PE TEACHER FY 2022-23	82223057	1,175.63	
			20566666	RBT/Roberts/1:1	92223002	1,428.00	
			20566682	CBT, Barlow, 1:1	92223003	2,550.00	
			20566683	CNA, D. Slaughter, Float	92223004	1,496.62	
			20566685	SHS TRAINER: DUPEA, BRADLEY, SCHOOL ADAPTIVE PE TEACHER FY 2022-23	82223057	2,664.75	
			20566686	CNA, MA Dizon, Float	92223006	1,445.85	
			20566687	Procure, Juarez, 1:1 RBT, SP	92223019	2,126.85	
			20572493	CBT, Barlow, 1:1	92223003	2,550.00	
			20572509	CNA, D. Slaughter, Float	92223004	2,047.10	
			20572510	SHS TRAINER: DUPEA, BRADLEY,	82223057	3,971.00	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
	Vendor on Invoice						
				SCHOOL ADAPTIVE PE TEACHER FY 2022-23			
			20572511	CNA, MA Dizon, Float	92223006	2,340.90	
			20572512	Procure, Juarez, 1:1 RBT, SP	92223019	2,629.56	
132847	PUGET SOUND ENERGY	02/03/2023	200002143960 2301	PIONEER MIDDLE SCHOOL GAS AND ELECTRIC UTILITIES FY 2022-2023	82223032	15,989.11	34,426.52
			200008146082 2301	DISTRICT ADMIN BLDG GAS UTILITIES FY 2022-2023	82223029	596.16	
			200018787412 2301	STEILACOOM HIGH SCHOOL GAS UTILITIES FY 2022-2023	82223030	5,344.81	
			200023874882 2301	CHLOE CLARK ELEMENTARY GAS AND ELECTRIC UTILITIES FY 2022-2023	82223031	11,924.65	
			220005466069 2301	DISTRICT ADMIN BLDG GAS UTILITIES FY 2022-2023	82223029	571.79	
132848	RAY'S AUTO CENTER	02/03/2023	23383	OPEN PURCHASE ORDER 2022-2023 for VEHICLE MAINTENANCE/REPAIR S (Fleet)	102223029	742.61	742.61
132849	RIFTON EQUIPMENT	02/03/2023	U197M-1	Stander and accessories- DK	92223027	2,784.37	2,784.37
132850	SARCO SUPPLY	02/03/2023	1147273	SHS OPEN PURCHASE ORDER 2022-2023 for CUSTODIAL SUPPLIES	102223037	2,459.08	7,661.75
			1147319	SHS OPEN PURCHASE ORDER 2022-2023 for CUSTODIAL SUPPLIES	102223037	409.72	
			1147321	SHS OPEN PURCHASE ORDER 2022-2023 for CUSTODIAL SUPPLIES	102223037	129.34	
			1147327	SP OPEN PURCHASE	102223035	3.65	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
	Vendor on Invoice						
				ORDER 2022-2023 for CUSTODIAL SUPPLIES			
			1147328	SP OPEN PURCHASE	102223035	1,239.52	
				ORDER 2022-2023 for CUSTODIAL SUPPLIES			
			1147329	CD OPEN PURCHASE	102223033	715.67	
				ORDER 2022-2023 for CUSTODIAL SUPPLIES			
			1147405	PIO OPEN PURCHASE	102223036	79.10	
				ORDER 2022-2023 for CUSTODIAL SUPPLIES			
			1147435	CC OPEN PURCHASE	102223034	959.60	
				ORDER 2022-2023 for CUSTODIAL SUPPLIES			
			1147440	CD OPEN PURCHASE	102223033	19.51	
				ORDER 2022-2023 for CUSTODIAL SUPPLIES			
			1147441	PIO OPEN PURCHASE	102223036	179.42	
				ORDER 2022-2023 for CUSTODIAL SUPPLIES			
			1147442	PIO OPEN PURCHASE	102223036	1,467.14	
				ORDER 2022-2023 for CUSTODIAL SUPPLIES			
132851	SECURE PACIFIC CORP	02/03/2023	356499	OPEN PURCHASE	102223040	232.51	232.51
				ORDER 2022-2023 for BURGLARY, FIRE & ELEVATOR MONITORING District Wide			
132852	SLATER, RYAN ANTHONY	02/03/2023	SPPLYREIM MS 230106	REIMBURSEMENT FOR	0	67.10	67.10
				SUPPLIES PURCHASED FROM TEACHERS PAY TEACHERS SINCE 2022-09-06 THROUGH 2022-12-08			
132853	SODEXO INC & AFFILIATES	02/03/2023	1002092983	FOOD SERVICE	82223038	74,044.89	74,044.89
				MANAGEMENT FY 22-23			
132854	TACOMA SCREW PRODUCTS, INC.	02/03/2023	100166010-00	OPEN PURCHASE	102223047	47.80	47.80

Check Nbr	Vendor Name Vendor on Invoice	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
132855	THERAPYTRAVELERS	02/03/2023	INV78538	ORDER 2022-2023 for SUPPLIES Behavior Specialist Pioneer, Keeney	92223009	1,690.00	3,802.50
			INV78897	Behavior Specialist Pioneer, Keeney	92223009	2,112.50	
132856	TOWN OF STEILACOOM	02/03/2023	2023-01-03-01	SRO contract 2022-23	182223006	6,007.08	6,007.08
132857	UNIFIRST-TACOMA	02/03/2023	330 1930824	OPEN PURCHASE ORDER 2022-2023 for UNIFORMS	102223049	169.16	337.49
			330 1932979	OPEN PURCHASE ORDER 2022-2023 for UNIFORMS	102223049	168.33	
132858	VERIZON WIRELESS	02/03/2023	9923298253	PHONE SERVICES FY 2022-2023	82223039	1,614.51	1,614.51
132859	WESTERN STATE HOSPITAL	02/03/2023	DEC2022 UNLEADED	SCHOOL DISTRICT FUEL SUPPLY APR22 -AUG22	82223045	1,911.83	1,911.83
132860	WEX BANK	02/03/2023	86399346	MOTOR POOL FUEL SUPPLY FY 2022-2023	82223042	964.96	964.96
132861	WSPA	02/03/2023	162915 22-23 DUES	ZECH 22-23 Membership Dues, received January 2023	0	175.00	175.00
132862	WSRA, INC.	02/03/2023	1771	WSRA EVALUATION SERVICES FOR THE DODEA 2022 LEADING THROUGH LANGUAGE GRANT OR THE 2022-23 SCHOOL YEAR	272223099	3,750.00	3,750.00
55	Computer			Check(s) For a Total of		284,827.75	

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	55	Computer	Checks For a Total of	284,827.75
Total For	55	Manual, Wire Tran, ACH & Computer	Checks	284,827.75
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	284,827.75

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

As of February 15, 2023, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$455,592.59. The payments are further identified in this document.

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

Warrant Numbers 132863 through 132880, totaling \$455,592.59

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

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

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

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
132863	ANDERSON ISLAND GENERAL STORE	02/10/2023	1530292	ANDERSON ISLAND ELEMENTARY SCHOOL BUS FUEL SUPPLY FY 2022-2023	82223049	216.14	216.14
132864	AREA 8 DECA C/O ANGELA ELAM	02/10/2023	120018-A	Steilacoom High School Advisor, school #120 Chapter ID 149H-3859	0	35.00	35.00
132865	BRIGHAM YOUNG UNIVERSITY	02/10/2023	DCE-00013433	2022-23 INVOICES	272223007	225.00	225.00
132866	CITY OF TACOMA - TACOMA PUBLIC	02/10/2023	100683154 2302	STEILACOOM HIGH SCHOOL READER BOARD ELECTRIC UTILITIES FY 2022-23	82223076	33.11	33.11
132867	CROSS CULTURAL COMMUNICATIONS	02/10/2023	40	control no 30,640 FOR INVOICES FOR TRANSLATION OR INTERPRETOR SERVICES	272223109	134.00	134.00
132868	DOUGLAS, RYAN	02/10/2023	SPPLYREIM RD 233001	REIMBURSEMENT FOR SUPPLIES PURCHASED FROM AMAZON ON 2023.01.15	0	14.66	14.66
132869	EDNETICS INC	02/10/2023	118851	FIREWALL UPDATE FOR SALTAR'S POINT ELEMENTARY/ANDERSO N ISLAND ELEMENTARY/CHERRYD ALE PRIMINARY	272223082	13,528.53	13,528.53
132870	ESD 113	02/10/2023	7422300256	Fingerprinting	182223010	271.50	271.50

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
132871	KEYBANK NATIONAL ASSOCIATION	02/10/2023	22120000144	ACCOUNT ANALYSIS SERVICE FEES FY 2022-2023	82223016	931.77	931.77
132872	LEADER SERVICES	02/10/2023	WA12236	ACCT NO 03-W285 Medicaid Billing	92223023	18.20	18.20
132873	LONG BUILDING TECHNOLOGIES INC	02/10/2023	SRVCE0134052	Repair S2 access to 2nd Floor Staff Room and Concessions Doors @ SHS	102223073	1,821.88	1,821.88
132874	MARTIN, KYLIE JOANN LAPLANT	02/10/2023	REIMNBCT KM 01202023	NATIONAL BOARD CERTIFICATION REIMBURSEMENT	272223103	2,050.00	2,050.00
132875	MAXIM HEALTHCARE STAFFING SERV	02/10/2023	E8272310294	Maxim, CNA, Affriseo, SHS	92223016	1,875.00	4,681.34
			E8272340294	LPN, Graham, Float	92223008	1,529.54	
			E8272840294	Maxim, CNA, Affriseo, SHS	92223016	1,276.80	
132876	MCJUNKINS, TRINA	02/10/2023	REIMNBCT TM 01202023	REIMBURSEMENT FOR NATIONAL BOARD CERTIFICATION TRINA MCJUNKINS	272223104	1,975.00	1,975.00
132877	PIERCE COLLEGE	02/10/2023	MSC-0000015327	RUNNING START FY 2022-23: FALL, WINTER & SPRING	82223063	396,831.49	396,831.49
132878	PROCARE THERAPY	02/10/2023	20577905	SHS TRAINER: DUPEA, BRADLEY, SCHOOL ADAPTIVE PE TEACHER FY 2022-23	82223057	3,108.88	3,108.88
132879	THERAPYTRAVELERS	02/10/2023	INV79300	Behavior Specialist Pioneer, Keeney	92223009	1,690.00	1,690.00
132880	TOWN OF STEILACOOM	02/10/2023	10777.0 2302	DO ADMIN BLDG AND MAINTENANCE WATER & ELECTRICITY FY 2022-2023	82223051	342.94	28,026.09
			1199.1 2302	DO ADMIN BLDG AND MAINTENANCE WATER & ELECTRICITY FY 2022-2023	82223051	1,357.14	
			1409.0 2302	STEILACOOM HIGH SCHOOL ELECTRICITY & WATER UTILITIES FY 2022-2023	82223053	218.54	
			1409.1 2302	STEILACOOM HIGH SCHOOL ELECTRICITY &	82223053	12,650.75	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				WATER UTILITIES			
				FY 2022-2023			
			1884.0 2302	DO ADMIN BLDG AND	82223051	670.85	
				MAINTENANCE WATER			
				& ELECTRICITY FY			
				2022-2023			
			2075.0 2302	SALTAR'S POINT	82223054	432.73	
				ELEMENTARY WATER			
				AND ELECTRICITY			
				UTILITIES FY			
				2022-2023			
			2456.0 2302	DO ADMIN BLDG AND	82223051	11.81	
				MAINTENANCE WATER			
				& ELECTRICITY FY			
				2022-2023			
			2456.1 2302	DO ADMIN BLDG AND	82223051	918.48	
				MAINTENANCE WATER			
				& ELECTRICITY FY			
				2022-2023			
			2662.0 2302	SALTAR'S POINT	82223054	982.16	
				ELEMENTARY WATER			
				AND ELECTRICITY			
				UTILITIES FY			
				2022-2023			
			2662.1 2302	SALTAR'S POINT	82223054	6,441.27	
				ELEMENTARY WATER			
				AND ELECTRICITY			
				UTILITIES FY			
				2022-2023			
			3181.0 2302	STEILACOOM HIGH	82223053	55.84	
				SCHOOL			
				ELECTRICITY &			
				WATER UTILITIES			
				FY 2022-2023			
			3533.0 2302	CHERRYDALE	82223052	1,041.56	
				PRIMARY			
				ELECTRICITY &			
				WATER UTILITIES			
				FY 2022-2023			
			3533.1 2302	CHERRYDALE	82223052	2,027.97	
				PRIMARY			
				ELECTRICITY &			
				WATER UTILITIES			
				FY 2022-2023			
			6359.0 2302	DO ADMIN BLDG AND	82223051	121.66	
				MAINTENANCE WATER			
				& ELECTRICITY FY			
				2022-2023			
			6571.0 2302	DO ADMIN BLDG AND	82223051	515.39	
				MAINTENANCE WATER			

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				& ELECTRICITY FY 2022-2023			
		9157.0	2302	SALTAR'S POINT ELEMENTARY WATER AND ELECTRICITY UTILITIES FY 2022-2023	82223054	237.00	
18	Computer			Check(s) For a Total of			455,592.59

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	18	Computer	Checks For a Total of	455,592.59
Total For	18	Manual, Wire Tran, ACH & Computer	Checks	455,592.59
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	455,592.59

# **CAPITAL PROJECTS FUND**

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

As of February 15, 2023, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$94,584.99. The payments are further identified in this document.

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

Warrant Numbers 200539 through 200541, totaling \$94,584.99

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
200539	CERTAPRO PAINTERS OF TACOMA	01/26/2023	1342-9160R	Exterior Paint @ AI	2002223009	6,711.12	6,711.12
200540	PACIFICA LAW GROUP, LLP	01/26/2023	79960	PROFESSIONAL REAL ESTATE SERVICES	2002223017	127.50	127.50
200541	PEASE & SONS, INC.	01/26/2023	9682-01	Staff Restroom Addition @ SHS	2002223003	87,746.37	87,746.37
				3 Computer	Check(s) For a Total of	94,584.99	

	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
	3	Computer	Checks For a Total of	94,584.99
Total For	3	Manual, Wire Tran, ACH & Computer	Checks	94,584.99
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	94,584.99

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

As of February 15, 2023, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$68,559.37. The payments are further identified in this document.

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

Warrant Numbers 200542 through 200544, totaling \$68,559.37

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
200542	AIR SYSTEMS ENGINEERING, INC.	02/03/2023	S12988S R	HVAC Addition in MDF/Server room @ SHS	2002223006	3,940.73	3,940.73
200543	LANDSCAPE STRUCTURES, INC.	02/03/2023	INV-116906-BAL	CHLOE CLARK ELEMENTARY SCHOOL PLAY EQUIPMENT INSTALLATION PROJECT PER QUOTE/WORKSHEET # 2110-10053-1-6_REM AINING BALANCE	2002223019	7,317.04	7,317.04
200544	PEASE & SONS, INC.	02/03/2023	8049-09	Maintenance Facility Improvements	2002223008	57,301.60	57,301.60
3	Computer			Check(s) For a Total of			68,559.37

	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
	3	Computer	Checks For a Total of	68,559.37
Total For	3	Manual, Wire Tran, ACH & Computer	Checks	68,559.37
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	68,559.37

# **ASSOCIATED STUDENT BODY FUND**

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

As of February 15, 2023, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$298.53. The payments are further identified in this document.

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

Warrant Numbers 405139 through 405139, totaling \$298.53

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
	Vendor on Invoice						
405139	BMO FINANCIAL GROUP	01/13/2023		CREDIT CARD PAYMENT CHECK			298.53
	FOLLETT SCHOOL SOLUTIONS LLC		AB1222400000	ASB Credit Card	0	298.53	
				Payment AP			
				Invoice.			

1	Computer	Check(s) For a Total of	298.53
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	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	1	Computer	Checks For a Total of	298.53
Total For	1	Manual, Wire Tran, ACH & Computer	Checks	298.53
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	298.53

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

As of February 15, 2023, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$29.18. The payments are further identified in this document.

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

Warrant Numbers 405140 through 405140, totaling \$29.18

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
405140	STEILACOOM HIST SCHOOL DIST #1	01/18/2023	CTAX41 20230117AAA	Comp Tax owed for Cash Account 41 through 12/31/2022	0	29.18	29.18
			1	Computer	Check(s) For a Total of		29.18

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	1	Computer	Checks For a Total of	29.18
Total For	1	Manual, Wire Tran, ACH & Computer	Checks	29.18
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	29.18

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

As of February 15, 2023, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$5,006.99. The payments are further identified in this document.

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

Warrant Numbers 405141 through 405145, totaling \$5,006.99

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
405141	GOLD MEDAL SQUARED WEST INC	01/26/2023	1627	STEILACOOM HIGH SCHOOL VOLLEYBALL	0	750.00	750.00
405142	PLAYER ATHLETICS, LLC	01/26/2023	INV15304	GM CAMP DEPOSIT PIONEER MIDDLE SCHOOL VOLLEYBALL: 2002 The Imperial Point 2,013.00	4052223010	2,013.00	2,013.00
405143	RASCHKE, RAGAN LEIGH	01/26/2023	reim_01042022_\$109.9	PIONEER MIDDLE SCHOOL DANCE SPEAKER PURCHASE REIMBURSEMENT	0	109.99	109.99
405144	SENTINELS BOOSTER CLUB OF STEI	01/26/2023	SHS_01232023_\$1050	STEILACOOM HIGH SCHOOL FOOTBALL/GIRLS'SOC CER/VOLLEYBALL TICKETING	0	1,050.00	1,350.00
			SHS_10042022_\$300	STEILACOOM HIGH SCHOOL FOOTBALL TICKETING FY 2020-21	0	300.00	
405145	THE PULSERA PROJECT	01/26/2023	SHSdon_12132022_\$784	STEILACOOM HIGH SCHOOL: SPANISH NATIONAL HONOR SOCIETY DONATION	0	784.00	784.00

5 Computer Check(s) For a Total of 5,006.99

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	5	Computer	Checks For a Total of	5,006.99
Total For	5	Manual, Wire Tran, ACH & Computer	Checks	5,006.99
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	5,006.99

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

As of February 15, 2023, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$5,292.28. The payments are further identified in this document.

Total by Payment Type for Cash Account, ASB WARRANTS OUTSTANDING:  
Warrant Numbers 405146 through 405146, totaling \$5,292.28

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
	Vendor on Invoice						
405146	BMO FINANCIAL GROUP	02/03/2023		CREDIT CARD PAYMENT CHECK			5,292.28
	AMAZON.COM SALES, INC		ABC230100002	ASB Credit Card	0	1,041.88	
				Payment AP			
				Invoice.			
	BMO FINANCIAL GROUP		ABC230100003	ASB Credit Card	0	1,140.61	
				Payment AP			
				Invoice.			
	BMO FINANCIAL GROUP		ABC230100007	ASB Credit Card	0	73.89	
				Payment AP			
				Invoice.			
	COSTCO BUSINESS CENTER - PCARD		ABC230100008	ASB Credit Card	4062223015	338.79	
				Payment AP			
				Invoice.			
	COSTCO BUSINESS CENTER - PCARD		ABC230100009	ASB Credit Card	4062223015	418.31	
				Payment AP			
				Invoice.			
	EPIC SPORTS		ABC230100005	ASB Credit Card	0	453.59	
				Payment AP			
				Invoice.			
	FOLLETT SCHOOL SOLUTIONS LLC		ABC230100006	ASB Credit Card	0	323.83	
				Payment AP			
				Invoice.			
	JW PEPPER & SON INC		ABC230100000	ASB Credit Card	0	260.36	
				Payment AP			
				Invoice.			
	NASSP		ABC230100004	ASB Credit Card	0	625.00	
				Payment AP			
				Invoice.			
	SOCCER.COM		ABC230100001	ASB Credit Card	0	616.02	
				Payment AP			
				Invoice.			

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
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Vendor on Invoice

1	Computer			Check(s) For a Total of		5,292.28	
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	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	1	Computer	Checks For a Total of	5,292.28
Total For	1	Manual, Wire Tran, ACH & Computer	Checks	5,292.28
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	5,292.28

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

As of February 15, 2023, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$853.77. The payments are further identified in this document.

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

Warrant Numbers 405147 through 405148, totaling \$853.77

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
405147	SENTINELS BOOSTER CLUB OF STEI	02/03/2023	2026_120322_\$5.00	RED RIBBON BAZAAR	0	5.00	60.00
				BOOTH FEE 12/3/22			
			Anime_120322_\$5.00	RED RIBBON BAZAAR	0	5.00	
				BOOTH FEE 12/3/22			
			Art_120322_\$5.00	RED RIBBON BAZAAR	0	5.00	
				BOOTH FEE 12/3/22			
			Band_120322_\$5.00	RED RIBBON BAZAAR	0	5.00	
				BOOTH FEE 12/3/22			
			Choir_120322_\$5.00	RED RIBBON BAZAAR	0	5.00	
				BOOTH FEE 12/3/22			
			FCCLA_120322_\$5.00	RED RIBBON BAZAAR	0	5.00	
				BOOTH FEE 12/3/22			
			GBasktb_120322_\$5.00	RED RIBBON BAZAAR	0	5.00	
				BOOTH FEE 12/3/22			
			GSA_120322_\$5.00	RED RIBBON BAZAAR	0	5.00	
				BOOTH FEE 12/3/22			
			KeyClub_120322_\$5.00	RED RIBBON BAZAAR	0	5.00	
				BOOTH FEE 12/3/22			
			Litrtre_120322_\$5.00	RED RIBBON BAZAAR	0	5.00	
				BOOTH FEE 12/3/22			
			SHS_120322_\$5.00	RED RIBBON BAZAAR	0	5.00	
				BOOTH FEE 12/3/22			
			Store_120322_\$5.00	RED RIBBON BAZAAR	0	5.00	
				BOOTH FEE			
				12/3/22			
405148	SWIMOUTLET.COM	02/03/2023	21923788	STEILACOOM HIGH	0	793.77	793.77
				SCHOOL BOYS SWIM			
				CUSTOM CAPS			
			2	Computer	Check(s) For a Total of		853.77

	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	853.77
Total For	2	Manual, Wire Tran, ACH & Computer	Checks	853.77
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	853.77

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

As of February 15, 2023, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$11,493.73. The payments are further identified in this document.

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

Warrant Numbers 405149 through 405155, totaling \$11,493.73

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

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

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

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
405149	BLACK HILLS HIGH SCHOOL ASB	02/09/2023	119	STEILACOOM HIGH SCHOOL GIRLS WRESTLING REGISTRATION FEE	0	350.00	350.00
405150	RIVER RIDGE HIGH SCHOOL ASB	02/09/2023	28-2223RRHSASB	STEILACOOM HIGH SCHOOL GIRLS WRESTLING: RIVER RIDGE RUMBLE REGISTRATION FEE	0	305.00	305.00
405151	RSCHOOLSTODAY-VNN	02/09/2023	81822	STEILACOOM HIGH SCHOOL INTEGRATION FEE RENEWAL 3/5/2022 -3/5/2023	0	500.00	500.00
405152	STEILACOOM HIST SCHOOL DIST #1	02/09/2023	262333	SHS ASB GIRLS SOCCER TO REIMBURSE GF FOR TEAM BANQUET CATERING	0	765.00	1,615.00
			262334	SHS ASB CROSS COUNTRY TO REIMBURSE GF FOR TEAM BANQUEST CATERING	0	850.00	
405153	SWARNER COMMUNICATIONS	02/09/2023	93121	STEILACOOM HIGH SCHOOL: 4013 Yearbook newspaper publishing	4062223019	1,601.60	1,601.60
405154	TUMWATER HIGH SCHOOL ASB	02/09/2023	003	STEILACOOM HIGH SCHOOL GIRLS WRESTLING : PAT ALEXANDER INVITE	0	375.00	375.00

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
405155	WINNING SEASONS	02/09/2023	D2022567	REGISTRATION FEE PIONEER MIDDLE SCHOOL: 4012 Winning Seasons 6,747.13	4052223004	6,747.13	6,747.13
7	Computer			Check(s) For a Total of			11,493.73

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	7	Computer	Checks For a Total of	11,493.73
Total For	7	Manual, Wire Tran, ACH & Computer	Checks	11,493.73
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	11,493.73



## **Regular Meeting Minutes**

Steilacoom High School · 54 Sentinel Drive · Steilacoom, WA  
January 18, 2023

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

Vice Chair Rohrer called the meeting to order at 6:00 p.m.  
Executive Director Susanne Beauchaine led the Pledge of Allegiance.  
Vice Chair Rohrer then asked the audience to take a moment of silence to honor the loss of life that the school district has recently experienced.  
Director McDonald made a motion to excuse Director Scott, Director Tinsley seconded the motion, and the motion passed (4/0).  
Directors Hogan, McDonald, Rohrer, and Tinsley all present.  
Director McDonald made a motion to approve the agenda, Director Tinsley seconded the motion, and the motion passed (4/0).

### **II. PRESENTATIONS**

#### **A. Cherrydale Community Recognition - Good Grace Farm/Karin Dudley**

Cherrydale Principal Ryan Douglas recognized Karin Dudley of Good Grace Farm. Mr. Douglas thanked Ms. Dudley for her generously sharing time and her farm with the school community. Principal Douglas presented a Cherrydale Challenge Coin to Ms. Dudley sharing the message "Cherrydale Strong - You Belong." Ms. Dudley spoke about the purpose of her farm being to share joy and hope and to extend grace. She encouraged members of the community to reach out to her about how she and her farm could best serve their needs.

#### **B. National Board Certified Teachers Recognition**

Dr. Paul Harvey, Executive Director of Student Achievement shared a presentation on the National Board Certification process. Steilacoom Historical School District National Board Certified Teachers include Anderson Island Elementary teacher Cara Kamel, Chloe Clark Elementary teachers Kaitlyn Almeida, Karen Antonowicz, Brett Bradshaw, Rod Enos, Keane Hansen, Bonnie Landes, Adriana Posada, Shannon Schmitz, and Trisha Byrne; Cherrydale Primary teachers Lanae Olson and Deirdre Davis; Saltar's Point Elementary teacher Kristen Barton; Pioneer Middle School teachers Aimee Brown, Kylie Martin, Stephanie Mateus, Trina McJunkins, Scott Stugelmeyer, and Jenessa Sout; and Steilacoom High School teachers Renee Chase, Sarah Dorsch, Meggan Mattes, Kelsey Tretheway, and Marilyn Wynn.  
The Board congratulated Kyle Martin on her recent certification, and Ms. Martin thanked the Board and school community for their support of the program. She commended Karen Antonowicz for her outstanding mentorship to teachers.

### **C. School Board Recognition**

Dr. Weight acknowledged the all-volunteer SHSD Board of Directors and thanked them for their year-round dedicated service to the district's staff, students, and families. Dr. Weight also recognized the Board for receiving the WSSDA Board of Distinction honor again this year.

## **III. COMMENTS FROM THE AUDIENCE**

No comments.

## **IV. REPORTS**

### **A. IMC progress report (STI)**

Paul Harvey shared a Since Time Immemorial (STI)/Social Studies Core Curriculum update with the Board. Dr. Harvey shared that four SHSD teachers attended STI training. In addition, subcommittees from each building are also reviewing curriculum and will bring a report to the district's Instructional Materials Committee (IMC). The district will bring the IMC recommendation on STI core curriculum to the Board at the March regular meeting. The district will also connect with the Nisqually, Puyallup, Steilacoom tribes as part of the process.

### **B. Legislative Update**

Director Hogan shared legislative priorities for 2022 session. He shared specifically that the district is funded by state funds but also local levy and bond dollars. Director Hogan challenged people to speak out and encourage the legislature to fully fund our schools. Director Rohrer also shared about the Purple Star legislation, which will affect school districts who serve military families.

## **V. CONSENT AGENDA**

Director McDonald made a motion to approve the Consent Agenda, Director Tinsley seconded the motion, and the motion passed (4/0). The Consent Agenda included attached Financial Reports; December 2022 and January 2023 Accounts Payable including December 2022 Payroll; December 14, 2022 Regular Board Meeting Minutes; and Personnel Reports.

## **VI. NEW BUSINESS**

### **A. Review and Approval of Board Operating Protocol**

Director Tinsley made a motion to approve the 2023 Board Operating Protocol, Director Hogan seconded the motion, and the motion passed (4/0).

Superintendent Weight read the following statement from Chair Sam Scott in his absence. "I fully support the adoption of the board operating protocol. I was one of the original adopters when the initial board operating protocol was presented in the early 2000s. It provides the framework for insuring full and complete discussion of issues on their merits, providing each board member the opportunity to agree or disagree, and vote their conscience without fear of retribution or personal attack. The protocol also obligates each of us to support the decision of the board as a whole, whether we agreed with the decision or not."

### **B. First Reading of Policy 2411 High School Equivalency Certificate**

Dr. Harvey shared updates to Policy 2411 High School Equivalency Certificate.

Director Hogan made a motion to approve Policy 2411 High School Equivalency Certificate, Director Hogan seconded the motion, and the motion passed (4/0).

**C. Resolution 902-01-18-23 Interfund Loans**

Shawn Lewis shared a budget presentation and Resolution 902-01-18-23. Questions and discussion followed.

Director McDonald made a motion to approved Resolution 902-01-18-23 Interfund Loans, Director Hogan seconded the motion, and the motion passed (4/0).

Dr. Weight read the following statement from Chair Scott. "I appreciate the short term need to provide these interfund loans to remedy a temporary cash flow issue. Going forward, given the current financial climate we have in this state, with high inflation, unforeseen drops in enrollment, increases in special education costs, and the efficiency of grants and federal funds to be processed, it apears we need to take a more holistic, big-picture view so individual actions within program elements can be more effectively tracked for their total impact on the budget. We should probably return to monthly financial/budget presentations so all of us, collectively, can see the full picture and impact on our current economic situation on at least a monthly basis."

**VII. BOARD COMMUNICATION**

Director Tinsley shared the Board as a whole received email communication from Beth Elliott with questions about the bond. Chair Scott responded to the email on behalf of the Board.

**VIII. ANNOUNCEMENTS**

Vlce Chair Rohrer thanked all the staff members in attendance for being present and for their care for our district students.

Director Tinsley reminded the audience of Reese Widman's upcoming memorial events. Dr. Weight shared the following details for Saturday, January 21: Rosary at 10:30 a.m. and funeral mass at 11:00 a.m. at St. John Bosco Catholic Church in Lakewood, followed by a Celebration of Life from 12:30 - 2:30 p.m. at the Health Education Center at Pierce College in Lakewood.

**IX. ADJOURNMENT**

Director Tinsley made a motion to adjourn the meeting at 7:06 p.m., Director Hogan seconded the motion, and the motion passed (4/0).

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

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

**STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1**  
**ADMIN PERSONNEL REPORT - FEBRUARY 15, 2023**

<b>Name</b>	<b>Position</b>	<b>Location</b>	<b>Effective Date</b>	<b>Action</b>
HARVEY PAUL	EXECUTIVE DIRECTOR OF STUDENT ACHEIVEMENT	DISTRICT OFFICE	6/30/2023	RESIGNATION
BEARD MELISSA	CHIEF OF FINANCE AND OPERATIONS	DISTRICT OFFICE	6/30/2023	RESIGNATION

**STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1**  
**CERTIFICATED PERSONNEL REPORT - FEBRUARY 15, 2023**

<b>Name</b>	<b>Position</b>	<b>FTE</b>	<b>Location</b>	<b>Effective Date</b>	<b>Action</b>	<b>Comment</b>
LUNDGREN WENDY	TEACHER	1.00	CHLOE CLARK	8/31/2023	LEAVE OF ABSENCE	LOA FOR 2023-2024 SCHOOL YEAR
YOHO SYLVIA	HI - CAP TEACHER	1.00	DISTRICT WIDE	8/31/2023	RETIREMENT	
SPENCE JEIMILEE	TEACHER	1.00	CHERRYDALE	6/30/2023	RESIGNATION	
FLETCHER ASHLEE	TEACHER	1.00	SALTAR'S POINT	6/30/2023	RESIGNATION	
ALLEN LAUREN KATE	COUNSELOR	1.00	HIGH SCHOOL	6/30/2023	RESIGNATION	
MERRITT GENSEN	TEACHER	1.00	SALTAR'S POINT	8/31/2023	RESIGNATION	

**STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1**  
**CLASSIFIED PERSONNEL REPORT - FEBRUARY 15, 2023**

<b>Name</b>	<b>Position</b>	<b>Hours</b>	<b>Location</b>	<b>Effective Date</b>	<b>Action</b>	<b>Comment</b>
GUNNER DAVID	COMPUTER TECH	8.00	DISTRICT OFFICE	8/31/2023	RESIGNATION	
OWINGS KRISTIN	PARAPROFESSIONAL	6.50	CHLOE CLARK	2/17/2023	RESIGNATION	
SCHRODER POLSON INGRID	PARAPROFESSIONAL	6.50	CHLOE CLARK	2/28/2023	RESIGNATION	

**STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1**  
**CO-CURRICULAR PERSONNEL REPORT - FEBRUARY 15, 2023**

<b>Name</b>	<b>Position</b>	<b>Location</b>	<b>Effective Date</b>	<b>Amount</b>	<b>Comment</b>
SEEFELDT JIM	HEAD TRACK COACH	HIGH SCHOOL	2/27/2023	\$ 4,162.50	
TAYLOR COURTNEY	CRAZY 8S MATH CLUB ADVISOR	CHERRYDALE	1/30/2023	\$ 1,200.00	DODEA
BURKES RODERICK	LEGO ROBOTICS CLUB ADVISOR	SALTAR'S POINT	1/30/2023	\$ 1,200.00	DODEA
GAFFEY KAYLA	LEGO ROBOTICS CLUB ADVISOR	SALTAR'S POINT	1/30/2023	\$ 1,200.00	DODEA
VALDIVIA GABBY	LEGO ROBOTICS CLUB ADVISOR	SALTAR'S POINT	1/30/2023	\$ 1,200.00	DODEA
FLETCHER ASHLEE	CRAZY 8S MATH CLUB ADVISOR	SALTAR'S POINT	1/30/2023	\$ 600.00	DODEA
ASATO DANIELLE	CRAZY 8S MATH CLUB ADVISOR	SALTAR'S POINT	1/30/2023	\$ 600.00	DODEA

# **AIA® Document G701™ – 2017**

## Change Order

**PROJECT: (Name and address)**

District Maintenance Facility  
Improvements  
1100 Diggs Street,  
Steilacoom, Washington 98388

**CONTRACT INFORMATION:**

Contract For: General Construction  
  
Date: November 29, 2021

**CHANGE ORDER INFORMATION:**

Change Order Number: 005  
  
Date: 01/03/2023

**OWNER: (Name and address)**

Steilacoom Historical School District No.  
1  
511 Chambers Street  
Steilacoom, WA 98388

**ARCHITECT: (Name and address)**

Erickson McGovern, PLLC  
  
101 East 26th Street, Suite 300  
Tacoma, WA 98421

**CONTRACTOR: (Name and address)**

Pease & Sons, Inc.  
  
PO Box 44100  
Tacoma, WA 98448

**THE CONTRACT IS CHANGED AS FOLLOWS:**

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

EMA Project #: 2021-3

**Change Order #5 Items:**

COP 009 CCD 003 \$5,577.40; COP 010 CCD 004 \$4,792.77; COP 014 CCD 005 \$40,900.20;  
COP 018 \$2,345.05; COP L&I\_GFC \$1,934.22

**TOTAL VALUE FOR CHANGE ORDER #5: ADD \$55,549.64**

The original Contract Sum was

\$ 1,617,837.00

The net change by previously authorized Change Orders

\$ 241,567.02

The Contract Sum prior to this Change Order was

\$ 1,859,404.02

The Contract Sum will be increased by this Change Order in the amount of

\$ 55,549.64

The new Contract Sum including this Change Order will be

\$ 1,914,953.66

The Contract Time will be unchanged by Zero (0) days.

The new date of Substantial Completion will be July 15, 2022 (unchanged).

**NOTE:** This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

**NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.**

Erickson McGovern, PLLC

Pease & Sons, Inc.

Steilacoom Historical School District No.

**ARCHITECT (Firm name)**

**CONTRACTOR (Firm name)**

**OWNER (Firm name)**

**SIGNATURE**

**SIGNATURE**

**SIGNATURE**

Raymond Mow, AIA, Principal

Scott Hatcher, Controller

Dr. Kathi Weight, Superintendent

**PRINTED NAME AND TITLE**

**PRINTED NAME AND TITLE**

**PRINTED NAME AND TITLE**

01/03/2023

1/12/2023

1-31-23

**DATE**

**DATE**

**DATE**

**District Maintenance Facility Improvements**  
**Steilacoom Historical School District No. 1**

**Contractor: Pease & Sons, Inc.**

EMA Project #: 2021-3

**Change Order #: 5**  
**January 3, 2023**

Original Contract Sum	\$1,617,837.00
Net change by previously Change Order(s)	\$241,567.02
Contract Sum prior to this Change Order	\$1,859,404.02
This Change Order amount	\$55,549.64
<b>New Contract Sum including this Change Order</b>	<b>\$1,914,953.66</b>
The Contract Time will be unchanged by (0) days	
<b>The Substantial date of Completion will be unchanged to Friday, July 15, 2022</b>	

REF #	WORK COMPLETED	COSTS	DAYS
COP 009 CCD 003	Demolish and remove existing unused masonry chimney	\$5,577.40	0
COP 010 CCD 004	Asbestos Abatement Removal	\$4,792.77	0
COP 014 CCD 005	New barreled roof for maintenance building	\$40,900.20	0
COP 018	Replace (11) lites of glass in existing steel frame windows on existing building. Replace glass only	\$2,345.05	0
COP L&I_GFC	L&I inspection report on adding GFCI needed for cord drops in service bay	\$1,934.22	0
<b>TOTAL VALUE FOR CHANGE ORDER #5:</b>		<b>\$55,549.64</b>	<b>0</b>



Pease & Sons, Inc.  
PO Box 44100  
Tacoma, WA 98448-0100  
(253) 531-7700

# Change Order Proposal/Breakdown Summary

Project Name: Steilacoom Maintenance Facility Improvements

COP/Issue #:

009

Project No. 8049

Source/Ref. Documents:

CCD 003

Date:

6/21/2022

Contractor:

Pease & Sons, Inc.

Contract No.

Description:

Demolish and remove existing unused masonry chimney

1. DIRECT CRAFT LABOR COST (from attached cost breakdown form) \$ 3,549.32

a. crew (apprentices, journeymen, & laborers)

\$ 3,549.32

b. foreman

\$ -

c. lead foreman

\$ -

DIRECT LABOR SUBTOTAL

\$ 3,549.32

Supervision

d. direct supervision (0% of 1a)

\$ -

e. small tools/safety (0% of lines 1a, b, & c)

\$ -

2. MATERIAL COST (from attached cost breakdown form) \$ 805.50

3. EQUIPMENT COST (from attached cost breakdown form) \$ 400.00

SUBTOTAL 1 thru 4

\$ 4,754.82

5. OVERHEAD & PROFIT \$ 713.22

a. 15% portion of 1, 2, 3, & 4

\$ 713.22

6. LOWER-TIER SUBCONTRACTORS \$ -

a.

b.

c.

d.

e.

f.

\$ -

\$ -

\$ -

\$ -

7. OVERHEAD & PROFIT ON SUB-TIER SUBCONTRACTORS \$ -

a. 8% of Line 6 for each sub

\$ -

8. PERFORMANCE BOND \$ 109.36

a. 2% of Subtotal (Line 1-7)

\$ 109.36

TOTAL COST

\$ 5,577.40

Owner (Central Pierce Fire)

Architect (TCA)

Pease & Sons, Inc

\_\_\_\_\_

<b>COP/Issue No.:</b>	<b>009</b>
<b>Date:</b>	<b>6/21/2022</b>
<b>Contract No.:</b>	<b>0</b>

Date: 6/21/2022

Contract No.:	0
---------------	---

Page 1 of 1

# COP Wage Rates

Project Name: Steilacoom Maintenance Facility Improvements  
 Project No: 8049  
 Contractor: Pease & Sons, Inc.

Trade & Position		Carpenter Foreman	Carpenter	Laborer Foreman	Laborer	Plumber Foreman	Plumber			
Rate Schedule Date*		06/01/21	06/01/21	06/01/21	06/01/21	01/01/22	01/01/22	01/01/19	01/01/19	01/01/19
Prevailing Wage (incl. Benefits)										
1. Hourly Wage Rate		\$ 54.10	\$ 49.18	\$ 43.79	\$ 41.29	\$ 63.49	\$ 57.72			
2. Hourly Benefits		\$ 19.01	\$ 19.01	\$ 13.33	\$ 11.63	\$ 24.50	\$ 24.50			
<b>Subtotal</b>		<b>\$ 73.11</b>	<b>\$ 68.19</b>	<b>\$ 57.12</b>	<b>\$ 52.92</b>	<b>\$ 87.99</b>	<b>\$ 82.22</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
	<b>Rate</b>									
3. FUI	0.60%	\$ 0.32	\$ 0.30	\$ 0.26	\$ 0.25	\$ 0.38	\$ 0.35	\$ -	\$ -	\$ -
4. FICA	6.20%	\$ 3.35	\$ 3.05	\$ 2.71	\$ 2.56	\$ 3.94	\$ 3.58	\$ -	\$ -	\$ -
5. MEDICARE	1.45%	\$ 0.78	\$ 0.71	\$ 0.63	\$ 0.60	\$ 0.92	\$ 0.84	\$ -	\$ -	\$ -
6. SUI	5.93%	\$ 3.21	\$ 2.92	\$ 2.60	\$ 2.45	\$ 3.76	\$ 3.42	\$ -	\$ -	\$ -
7. L&I WC Premium		\$ 2.24	\$ 2.24	\$ 2.24	\$ 2.24	\$ 1.22	\$ 1.22	\$ 3.00	\$ 3.00	\$ 3.00
8. FMLA	0.16%	\$ 0.09	\$ 0.08	\$ 0.07	\$ 0.07	\$ 0.10	\$ 0.09	\$ -	\$ -	\$ -
9. WA ST PD SICK LEAVE	2.86%	\$ 1.55	\$ 1.41	\$ 1.25	\$ 1.18	\$ 1.82	\$ 1.65	\$ -	\$ -	\$ -
<b>Total</b>		<b>\$ 84.66</b>	<b>\$ 78.89</b>	<b>\$ 66.89</b>	<b>\$ 62.26</b>	<b>\$ 100.13</b>	<b>\$ 93.37</b>	<b>\$ 3.00</b>	<b>\$ 3.00</b>	<b>\$ 3.00</b>
<b>Normal 1.5x Overtime Rates Calculate Automatically</b>										
OT Wage Rate @ 1.5x		\$ 81.15	\$ 73.77	\$ 65.69	\$ 61.94	\$ 95.24	\$ 86.58	\$ -	\$ -	\$ -
Benefits		\$ 19.01	\$ 19.01	\$ 13.33	\$ 11.63	\$ 24.50	\$ 24.50	\$ -	\$ -	\$ -
<b>Subtotal</b>		<b>\$ 100.16</b>	<b>\$ 92.78</b>	<b>\$ 79.02</b>	<b>\$ 73.57</b>	<b>\$ 119.74</b>	<b>\$ 111.08</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
Taxes: Lines 3-6		\$ 13.96	\$ 12.69	\$ 11.30	\$ 8.78	\$ 13.50	\$ 12.28	\$ -	\$ -	\$ -
L&I: WC Premium		\$ 2.24	\$ 2.24	\$ 2.24	\$ 2.24	\$ 1.22	\$ 1.22	\$ 3.00	\$ 3.00	\$ 3.00
<b>Total Overtime Rate</b>		<b>\$ 116.36</b>	<b>\$ 107.71</b>	<b>\$ 92.55</b>	<b>\$ 84.59</b>	<b>\$ 134.46</b>	<b>\$ 124.58</b>	<b>\$ 3.00</b>	<b>\$ 3.00</b>	<b>\$ 3.00</b>
Premium Portion Only		\$ 31.70	\$ 28.82	\$ 25.66	\$ 22.33	\$ 34.33	\$ 31.21	\$ -	\$ -	\$ -

**NOTES:** \* Rate schedule date is the date of the Dept. of Labor & Industries Prevailing Wage Rate used or the Union Agreement.  
 Lines 1 & 2 are wages & fringe benefits  
 Line 3 (FUI) is Federal Unemployment Tax Act  
 Line 4 (FICA) is Federal Insurance Compensation Act/Social Security  
 Line 5 (Medicare) is FICA medical aid  
 Line 6 (SUI) is State Unemployment Insurance  
 Line 7 (L&I) is the Workers' Compensation premium

\_\_\_\_\_

Project No: 8049

Pease &amp; Sons, Inc.

The Regional Adjustment used in this form = 1

D. 1. 4. 70. 6

## JC Projections - Cost

Jobs: 8049. - 8049. .

Phases: 17009. - 17009. .

All Cost Types

All Project Managers

Through Month: 06/22

	Estimated	Actual+Committed	% Comp	Projected Over/Under	Projected Remaining	Projected	Forecast
<b>Job: 8049. . STEILACOOM DISTRICT MAINTENANCE FACILITY IMPROVEMENTS</b>							<b>Project Manager: 12</b>
<b>Phase: 17009. . ISS 009, DEMO BRICK CHIMNEY</b>							
<b>Cost Type : 1 LABOR</b>							
Units:	0.000	0.000	0.000	0.000	0.000	0.000	0.00
Hours:	0.00	48.00	0.00	0.00	-48.00	0.00	48.00
Cost:	0.00	3,549.32	0.00	0.00	-3,549.32	0.00	3,549.32
Unit Cost:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Cost Type : 2 SUBCONTRACTS</b>							
Units:	0.000	0.000	0.000	0.000	0.000	0.000	0.00
Hours:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Cost:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Unit Cost:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Cost Type : 3 MATERIAL</b>							
Units:	0.000	0.000	0.000	0.000	0.000	0.000	0.00
Hours:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Cost:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Unit Cost:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Cost Type : 4 LARGE PO</b>							
Units:	0.000	0.000	0.000	0.000	0.000	0.000	0.00
Hours:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Cost:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Unit Cost:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Totals for Job 8049. .</b>							
Units:	0.000	0.000	0.000	0.000	0.000	0.000	0.00
Hours:	0.00	48.00	0.00	0.00	-48.00	0.00	48.00
Cost:	0.00	3,549.32	0.00	0.00	-3,549.32	0.00	3,549.32

Remit To:

STAR RENTALS INC  
PO BOX 3875  
SEATTLE, WA 98124-3875  
www.starrentals.com

RECEIVED

JUN 06 2022

Pease &amp; Sons, Inc.

Invoice

10157

Closed ✓	Invoice#
Fri 6/3/2022	619559-31

Bill to:

Customer #: 144231

PEASE & SONS INC  
PO BOX 44100

TACOMA WA 98448 0100

PO #: 24069 ✓

Job No: 8049

Date Out Wed 5/25/2022

JUN -- 2022  
DUE 7/25

Terms	Aging Date
Net 10th	Fri 6/3/2022

Ordered By: BRIAN SMITH

Delivery Wed 5/25/2022 7:00AM - 9:00AM

BRIAN SMITH 253-355-6318  
1100 DIGGS ST  
STEILACOOM

Pickup Tue 5/31/2022 7:00AM - 9:00AM

BRIAN SMITH 253-355-6318  
1100 DIGGS ST  
STEILACOOM

EST 1 WEEK

JOB CODE 17009

Qty	Key	Items	Ser#	Disc%	Returned Date	Price
1	245-0067#R4986	SCISSOR, 26' ULTRA NAR(32") SKYJACK SJIII3226	A101007549		Tue 5/31/2022 12:19PM	\$400.00
		1day \$100.00 1week \$400.00 4weeks \$625.00				
1	MISC-31	DELIVERY CHARGE				\$0.00

Current Net 10th

Please pay from this invoice.

8049-17009-3

Rental and Sales:		WA HERT:		STEILACOOM:
\$400.00		\$5.00		\$40.00
Total Amount:	\$445.00	Total Paid	\$0.00	Total Due
				\$445.00

253-474-0577

www.starrentals.com

253-475-9175

Open Monday through Friday 7:00 am to 5:00 PM, Closed Saturday + Sunday  
Printed On Mon 6/ 6/2022 6:00:26AM

Software by Point-of-Rental Software www.point-of-rental.com

Modification #4  
Contract-Params.SQL.rpt (10)

BDM Services LLC  
PO BOX 1865  
MILTON, WA 98354  
bdmquestions@yahoo.com

RECEIVED  
JUN 01 2022  
Pease & Sons, Inc.

6521

BILL TO  
Pease & Sons  
PO Box 44100  
Tacoma, WA 98448

POSTED  
MAY -- 2022  
DUE 6/10

INVOICE # 689058CCT-P  
DATE 05/31/2022  
DUE DATE 06/30/2022  
TERMS Net 30

P.O. NUMBER  
Job# 8049, PO# 17009

JOB INFO  
1100 Diggs St Steilacoom

DATE	ACTIVITY	QTY	RATE	AMOUNT
05/31/2022	DUMP FEE (Red Concrete Load) Dump and pull box.	1	805.50	805.50

Please email for any questions regarding your account.  
Email: bdmquestions@yahoo.com

BALANCE DUE

\$805.50

For pick up, delivery, or to empty your recycle box call:  
Brett at (253) 312-2280

Thank you for using BDM Services LLC.

Jm  
8049-02050-3

17009

Contractor: Pease and Sons Construction

CCD #: 002

**CCD ITEM: Contaminated Soils**

Reference  
drawing/specification:

In order to expedite the Work and/or avoid delays in the Work, the Contract Documents are hereby amended as described below and/or detailed in the attachments referred to. **DESCRIPTION OF CHANGE:**

Demolish and remove existing unused masonry chimney

**REASON FOR CHANGE:** Chimney discovered during demolition.

**PREPARED BY:** Raymond Mow

**FIRM:** EMA

X



Architect

5/11/22

Date

X

School District Representative

Date

When this CCD is Signed by the Owner and the Architect, and received by the Contractor, the Contractor shall promptly proceed with the change(s) described. Change(s) become effective immediately as a Construction Change Directive (CCD).

**Submit costs for this Work to adjust Contract Sum and for inclusion in a Change Order as follows:**

- ☐ Fixed Maximum Lump Sum  
☒ Documented Actual Costs Per Article 7 of the General Conditions  
☐ Documented Unit Price Costs  
☐ No Cost Change  
☐ Other:

**This CCD is proposed to change the Contract Time as follows:**

- ☐ No Time Change  
☐ Additional \_\_\_\_ days  
☐ Decrease by \_\_\_\_ days  
☐ Other:

Contractor signature indicates agreement with the proposed change(s) in this CCD and the adjustments to the Contract Sum and Contract Time as set forth in Article 7.7 of the General Conditions.

X

Contractor's Representative

Date

Attachments: None  
Copies to:



Pease & Sons, Inc.  
PO Box 44100  
Tacoma, WA 98448-0100  
(253) 531-7700

Change Order Proposal/Breakdown Summary

Project Name: Steilacoom Maintenance Facility Improvements

COP/Issue #: 010

Project No. 8049

Source/Ref. Documents: CCD 004

Date: 6/13/2022

Contractor: Pease & Sons, Inc.

Contract No.

Description: Asbestos abatement per CCD 004. Scope of work is per attached proposal dated 6/10/2022

1. DIRECT CRAFT LABOR COST (from attached cost breakdown form) \$ 423.30

a. crew (apprentices, journeymen, & laborers)

\$ -

b. foreman

\$ 423.30

c. lead foreman

\$ -

DIRECT LABOR SUBTOTAL

\$ 423.30

Supervision

d. direct supervision (0% of 1a)

\$ -

e. small tools/safety (0% of lines 1a, b, & c)

\$ -

2. MATERIAL COST (from attached cost breakdown form) \$ -

3. EQUIPMENT COST (from attached cost breakdown form) \$ -

SUBTOTAL 1 thru 4 \$ 423.30

5. OVERHEAD & PROFIT \$ 63.50

a. 15% portion of 1, 2, 3, & 4

\$ 63.50

6. LOWER-TIER SUBCONTRACTORS \$ 3,900.00

a. RSG Abatement & Demolition Corp.

\$ 3,900.00

b.

c.

\$ -

d.

\$ -

e.

\$ -

f.

\$ -

7. OVERHEAD & PROFIT ON SUB-TIER SUBCONTRACTORS \$ 312.00

a. 8% of Line 6 for each sub

\$ 312.00

8. PERFORMANCE BOND \$ 93.98

a. 2% of Subtotal (Line 1-7)

\$ 93.98

TOTAL COST \$ 4,792.77

Owner (Central Pierce Fire)

Architect (TCA)

Pease & Sons, Inc

\_\_\_\_\_

<b>COP/Issue No.:</b>	<b>010</b>
-----------------------	------------

<b>Date:</b>	<b>6/13/2022</b>
--------------	------------------

Contract No.:	0
---------------	---

Page 1 of 1

# COP Wage Rates

Project Name: Steilacoom Maintenance Facility Improvements  
 Project No: 8049  
 Contractor: Pease & Sons, Inc.

Trade & Position		Carpenter Foreman	Carpenter	Laborer Foreman	Laborer	Plumber Foreman	Plumber			
Rate Schedule Date*		06/01/21	06/01/21	06/01/21	06/01/21	01/01/22	01/01/22	01/01/19	01/01/19	01/01/19
Prevailing Wage (incl. Benefits)										
1. Hourly Wage Rate		\$ 54.10	\$ 49.18	\$ 43.79	\$ 41.29	\$ 63.49	\$ 57.72			
2. Hourly Benefits		\$ 19.01	\$ 19.01	\$ 13.33	\$ 11.63	\$ 24.50	\$ 24.50			
<b>Subtotal</b>		<b>\$ 73.11</b>	<b>\$ 68.19</b>	<b>\$ 57.12</b>	<b>\$ 52.92</b>	<b>\$ 87.99</b>	<b>\$ 82.22</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
	<b>Rate</b>									
3. FUI	0.60%	\$ 0.32	\$ 0.30	\$ 0.26	\$ 0.25	\$ 0.38	\$ 0.35	\$ -	\$ -	\$ -
4. FICA	6.20%	\$ 3.35	\$ 3.05	\$ 2.71	\$ 2.56	\$ 3.94	\$ 3.58	\$ -	\$ -	\$ -
5. MEDICARE	1.45%	\$ 0.78	\$ 0.71	\$ 0.63	\$ 0.60	\$ 0.92	\$ 0.84	\$ -	\$ -	\$ -
6. SUI	5.93%	\$ 3.21	\$ 2.92	\$ 2.60	\$ 2.45	\$ 3.76	\$ 3.42	\$ -	\$ -	\$ -
7. L&I WC Premium		\$ 2.24	\$ 2.24	\$ 2.24	\$ 2.24	\$ 1.22	\$ 1.22	\$ 3.00	\$ 3.00	\$ 3.00
8. FMLA	0.16%	\$ 0.09	\$ 0.08	\$ 0.07	\$ 0.07	\$ 0.10	\$ 0.09	\$ -	\$ -	\$ -
9. WA ST PD SICK LEAVE	2.86%	\$ 1.55	\$ 1.41	\$ 1.25	\$ 1.18	\$ 1.82	\$ 1.65	\$ -	\$ -	\$ -
<b>Total</b>		<b>\$ 84.66</b>	<b>\$ 78.89</b>	<b>\$ 66.89</b>	<b>\$ 62.26</b>	<b>\$ 100.13</b>	<b>\$ 93.37</b>	<b>\$ 3.00</b>	<b>\$ 3.00</b>	<b>\$ 3.00</b>
<b>Normal 1.5x Overtime Rates Calculate Automatically</b>										
OT Wage Rate @ 1.5x		\$ 81.15	\$ 73.77	\$ 65.69	\$ 61.94	\$ 95.24	\$ 86.58	\$ -	\$ -	\$ -
Benefits		\$ 19.01	\$ 19.01	\$ 13.33	\$ 11.63	\$ 24.50	\$ 24.50	\$ -	\$ -	\$ -
<b>Subtotal</b>		<b>\$ 100.16</b>	<b>\$ 92.78</b>	<b>\$ 79.02</b>	<b>\$ 73.57</b>	<b>\$ 119.74</b>	<b>\$ 111.08</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
Taxes: Lines 3-6		\$ 13.96	\$ 12.69	\$ 11.30	\$ 8.78	\$ 13.50	\$ 12.28	\$ -	\$ -	\$ -
L&I: WC Premium		\$ 2.24	\$ 2.24	\$ 2.24	\$ 2.24	\$ 1.22	\$ 1.22	\$ 3.00	\$ 3.00	\$ 3.00
<b>Total Overtime Rate</b>		<b>\$ 116.36</b>	<b>\$ 107.71</b>	<b>\$ 92.55</b>	<b>\$ 84.59</b>	<b>\$ 134.46</b>	<b>\$ 124.58</b>	<b>\$ 3.00</b>	<b>\$ 3.00</b>	<b>\$ 3.00</b>
Premium Portion Only		\$ 31.70	\$ 28.82	\$ 25.66	\$ 22.33	\$ 34.33	\$ 31.21	\$ -	\$ -	\$ -

**NOTES:** \* Rate schedule date is the date of the Dept. of Labor & Industries Prevailing Wage Rate used or the Union Agreement.

Lines 1 & 2 are wages & fringe benefits

Line 3 (FUI) is Federal Unemployment Tax Act

Line 4 (FICA) is Federal Insurance Compensation Act/Social Security

Line 5 (Medicare) is FICA medical aid

Line 6 (SUI) is State Unemployment Insurance

Line 7 (L&I) is the Workers' Compensation premium



2701 S. J St.  
Tacoma, WA 98409  
Cont. Lic. # RSGABAD825LO  
Phone: Pat Culver 253-273-5809

ESTIMATE #	DATE
	6/10/22

**Bill To:**

Pease & Sons  
Josh Pease  
253-377-2982

**Jobsite Address:**

Steilacoom Maintenance Facility  
1100 Diggs Street  
Steilacoom, WA 98388

## DESCRIPTION OF WORK

Set up proper containments and get the environment under negative air pressure. Remove VCT tile and mastic off concrete using chemical, as well as removing the asbestos-containing windows from a CMU wall. Clean and clear work areas, run air clearances, and haul debris.

ITEMIZED COSTS		QTY	UNIT PRICE	AMOUNT
Containment		5	45.00	300.00
Remove asbestos containing materials and Clean/clear all work areas				2,815.00
Air Samples as Required by Washington State				225.00
Disposal				350.00
Notifications				210.00
				-
				-
		-		
		-		
SUB-TOTAL				3,900.00
SALES TAX	Resale			-
Thank you for your business!		TOTAL ESTIMATE		\$ 3,900.00

**Acceptance Page for Estimate#**

**Dated:** 6/10/2022

**Estimate Total: \$ 3,900.00**

<u><b>Description of Work From Estimate on Page 1</b></u>
<p>Set up proper containments and get the environment under negative air pressure. Remove VCT tile and mastic off concrete using chemical, as well as removing the asbestos-containing windows from a CMU wall. Clean and clear work areas, run air clearances, and haul debris.</p>
<p>"Clarifications:</p> <p>1) Price does not include any other hazardous material testing or abatement.</p> <p>2) Price only includes the specific areas listed above; Any work that is outside of the scope of work will be invoiced as a supplement to the original estimate/invoice. \$95 per hour, plus all materials, including disposal costs, will be charged for any work that is above and beyond the original agreed upon signed contract and will be assessed on final billing.</p> <p>General Conditions:</p> <ul style="list-style-type: none"> <li>• Payment to be made within the timeframe specified on the invoice.</li> <li>• In the event of payment default, customer agrees to pay RSG Abatement &amp; Demolition, Corp (RSG) finance charges of 1.5% per month on any outstanding amount over 30 days from the date of invoice.</li> <li>• The work area must be cleared of all contents prior to RSG arrival.</li> <li>• A \$45.00 per man hour charge will be assessed if RSG has to manipulate contents or gain access to the area.</li> <li>• RSG is not responsible for damage to contents which must be moved to access the work area or perform our work.</li> <li>• All work will be performed in compliance with Federal, State, and Local regulations.</li> </ul> <p>RSG Abatement &amp; Demolition is not responsible for any of the following:</p> <ol style="list-style-type: none"> <li>1. Disconnecting and reconnecting permanent power supplies, telephone systems, and/or computer systems;</li> <li>2. Reinstalling appliances, light fixtures, toilets, hot water tanks, vanities, and/or sinks, or any other plumbing items;</li> <li>3. Moving, packing and/or storing personal contents of building;</li> <li>4. Providing any permanent or temporary weather protection for the site where the work will be performed.</li> <li>5. Providing any security of the structure, its site and/or its contents;</li> <li>6. Causing minor damage resulting from the work being performed, including, but not limited to: tape damage, nicks, scrapes and staple holes to sheet rock, wallpaper and paneling</li> </ol> <p>Thank you for giving RSG Abatement &amp; Demolition, Corp the opportunity to furnish a quote for this project. If you find the above bid acceptable please sign below and return.</p> <p>"</p>
<p>"RSG Abatement &amp; Demolition Corp is hereby authorized to furnish all materials and labor required to complete the work mentioned in the above estimate. I hereby accept all tems as specified in the Estimate and Descriptiton of Work. Should I default on any obligation incurred under this agreement and RSG Abatement &amp; Demoliltion Corp refers this account to an attorney for collection and/or legal action, the undersigned agrees to pay the full principal amount due; reasonable attorney fees and all costs of any nature incurred by RSG Abatement &amp; Demoiton Corp related to enforcement of this agreement.</p> <p>Delinquent accounts will be accessed at the rate of 1-1/2% per month (18% per year).</p> <p>ACCEPTED on this date: _____</p> <p>By: _____</p> <p style="text-align: center;">Signature                      Print Name</p> <p>"</p>

Contractor: Pease and Sons Construction

CCD #: 004

**CCD ITEM: Hazardous Materials Abatement.**

Reference  
drawing/specification:

In order to expedite the Work and/or avoid delays in the Work, the Contract Documents are hereby amended as described below and/or detailed in the attachments referred to. **DESCRIPTION OF CHANGE:**

Abate and legally dispose of hazardous materials identified in the attached test report.

**REASON FOR CHANGE: Unforeseen Condition**

**PREPARED BY:** Raymond Mow

**FIRM:** EMA

X



Architect

6/8/22

Date

X

School District Representative

Date

When this CCD is Signed by the Owner and the Architect, and received by the Contractor, the Contractor shall promptly proceed with the change(s) described. Change(s) become effective immediately as a Construction Change Directive (CCD).

**Submit costs for this Work to adjust Contract Sum and for inclusion in a Change Order as follows:**

- ☐ Fixed Maximum Lump Sum
- ☒ Documented Actual Costs Per Article 7 of the General Conditions
- ☐ Documented Unit Price Costs
- ☐ No Cost Change
- ☐ Other:

**This CCD is proposed to change the Contract Time as follows:**

- ☐ No Time Change
- ☐ Additional \_\_\_\_ days
- ☐ Decrease by \_\_\_\_ days
- ☐ Other:

Contractor signature indicates agreement with the proposed change(s) in this CCD and the adjustments to the Contract Sum and Contract Time as set forth in Article 7.7 of the General Conditions.

X

Contractor's Representative

Date

Attachments: Haz Mat Test results.  
Copies to:

## SEATTLE ASBESTOS TEST, LLC

Lynnwood Laboratory: 19701 Scriber Lake Road, Suite 103, Lynnwood, WA 98036, Tel: 425.673.9850, Fax: 425.673.9810, NVLAP Lab Code: 200768-0

www.seattleasbestostest.com, admin@seattleasbestostest.com

Project Manager: Doug Henry	Date Analyzed: 6/2/2022
Client: Migizi Group, Inc.	Client Job#: Z0263
Address: 17921 Bothell-Everett Hwy., Suite 102, Bothell, WA 98012	Project Location: 1100 Diggs St Steilacoom. WA
Tel: 206.390.6535	Laboratory batch#: 202210158
Date Report Issued: 6/2/2022	Samples Received: 11

Enclosed please find the test results for the bulk samples submitted to our laboratory for asbestos analysis. Analysis was performed using polarized light microscopy (PLM) in accordance with Test Method US EPA - 40 CFR Appendix E of Part 763, Interim Method of Determination of Asbestos in Bulk Insulation Samples and Test Method US EPA/600/R-93/116.

Percentages for this report are done by visual estimate and relate to the suggested acceptable error ranges by the method. Since variation in data increases as the quantity of asbestos decreases toward the limit of detection, the EPA recommends point counting for samples containing between <1% and 10% asbestos (NESHAP, 40 CFR Part 61). Statistically, point counting is a more accurate method. If you feel a point count might be beneficial, please feel free to call and request one.

The test results refer only to the samples or items submitted and tested. The accuracy with which these samples represent the actual materials is totally dependent on the acuity of the person who took the samples. This report must not be used by the client to claim product certification, approval, or endorsement by Seattle Asbestos Test, LLC, NVLAP, NIST, or any agency of the Federal government. The test report or calibration certificate shall not be reproduced except in full, without written approval of the laboratory. If the sample is inhomogeneous the sub-samples of the components are analyzed separately as layers. This report in its entirety consists of this cover letter, the customer sampling COC or data sheet, and the analytical report which is page numbered.

This report is highly confidential and will not be released without your consent. Samples are archived for 30 days after the analysis, and disposed of as hazardous waste thereafter.

Thank you for using our service and let us know if we can further assist you.

Sincerely



Steve (Fanyao) Zhang  
Approved Signatory

# SEATTLE ASBESTOS TEST

Lynnwood Laboratory: 19701 Scriber Lake Road, Suite 103, Lynnwood, WA 98036, Tel: 425.673.9850, Fax: 425.673.9810, NVLAP Lab Code: 200768-0

Disclaimer: This report must not be used by the client to claim product certification, approval, or endorsement by Seattle Asbestos Test, LLC, NVLAP, NIST, or any agency of the Federal government.

## ANALYTICAL LABORATORY REPORT

[PLM] EPA -- 40 CFR Appendix E to Subpart E of Part 763, Interim Method of the Determination of Asbestos in Bulk Insulation Samples;  
EPA 600/R-93/116: Method for the Determination of Asbestos in Bulk Building Materials

[PLM]

Attn.: Doug Henry

Client: Migizi Group, Inc.

Address: 17921 Bothell-Everett Hwy., Suite 102, Bothell, WA 98012

Job#: Z0263

Batch#: 202210158

Date Received: 6/2/2022

Samples Rec'd: 11

Date Analyzed: 6/2/2022

Samples Analyzed: 11

Project Loc.: 1100 Diggs St Steilacoom, WA

Analyzed By: Cici Xu

Approved Signatory: Steve (Fanyao) Zhang, President

Lab ID	Client Sample ID	Layer	Description	%	Asbestos Fibers	Non-fibrous Components	%	Non-asbestos Fibers
1	0263-01-1	1	Beige tile		None detected	Vinyl/binder, Mineral grains	2	Cellulose
		2	Black mastic	3	Chrysotile	Mastic/binder	4	Cellulose
2	0263-02-1	1	White powdery material with paint		None detected	Binder/filler, Paint	5	Cellulose
3	0263-02-2	1	White powdery material with paint		None detected	Binder/filler, Paint	4	Cellulose
4	0263-02-3	1	White powdery material with paint		None detected	Binder/filler, Paint	6	Cellulose
5	0263-03-1	1	Gray rubbery material		None detected	Rubber/binder	2	Cellulose
		2	Tan mastic		None detected	Mastic/binder	3	Cellulose
		3	Trace white powdery material with paint		None detected	Binder/filler, Paint	5	Cellulose
6	0263-04-1	1	Gray brittle material with paint		None detected	Filler, Binder, Paint	2	Cellulose
7	0263-04-2	1	Gray brittle material		None detected	Filler, Binder	2	Cellulose
8	0263-04-3	1	Gray brittle material with paint		None detected	Filler, Binder, Paint	2	Cellulose
9	0263-05-1	1	Green/gray woven fibrous material		None detected	Filler, Binder	85	Synthetic fibers
		2	Clear mastic		None detected	Mastic/binder	3	Cellulose
		3	Gray foamy material		None detected	Synthetic foam		None detected
		4	Clear mastic with paint		None detected	Mastic/binder, Paint	4	Cellulose
10	0263-06-1	1	Gray brittle material with fibrous material and paint	7	Chrysotile	Filler, Binder, Paint	12	Cellulose
11	0263-07-1	1	Beige soft material with paint	3	Chrysotile	Filler, Binder, Paint	3	Cellulose

**SEATTLE ASBESTOS TEST, LLC**

Lynnwood Lab: 19711 Scriber Lake Road, Suite D, Lynnwood, WA 98036, T:425.673.9850, F:425.673.9810  
 Bellevue Lab: 12727 Northup Way, Suite 1, Bellevue, WA 98005, T:425.861.1111, F:425.861.1118  
 Email: admin@seattleasbestos.com, website: www.seattleasbestos.com  
 NVLAP Lab Code: Lynnwood: 200768-0, Bellevue: 200876-0

**Analyzing Quality**

Batch#

2022/01/58

**CHAIN OF CUSTODY****CLIENT INFORMATION**

Company: Migizi Group, Inc.

Address: 17921 Bothell-Everett Hwy., Suite 102, Bothell, WA 98012

Phone: 425-398-2300

Fax: 425-398-2333

Email: dhenry@migizigroup.com

**METHOD (SELECT ONE)**
☒ Bulk Asbestos (PLM) ☐ PointCount400 ☐ PointCount1000 ☐ Pt. Count Gravimetric ☐ Other (Specify)
**PROJECT INFORMATION**

# of Samples: 11 Job#: Z0263

Project Location: 1100 Diggs St., Steilacoom, WA



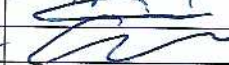
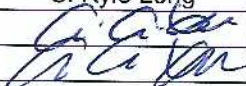
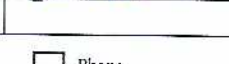

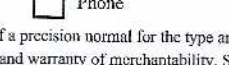
**PROJECT MANAGERS (SELECT ONE OR MORE)**

	Name	Phone	Email
<input checked="" type="checkbox"/>	Doug Henry	425-398-2300	dhenry@migizigroup.com
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			

	Name	Phone	Email
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			

**TURNAROUND TIME**
☐ 1 Hour ☐ 2 Hours ☐ Same Day (4 to 6 hrs) ☒ 1 Day ☐ Number of Days: 5 day

SEQ#	CLIENT SAMPLE #	SAMPLE DESCRIPTION	GROUP	COMPOSITE	PT. COUNT
1	0263-01-1	Vinyl Floor Tile w/ Mastic			
2	0263-02-1	Skim Coat	Stop 1st +		
3	0263-02-2	Skim Coat	Stop 1st +		
4	0263-02-3	Skim Coat	Stop 1st +		
5	0263-03-1	Vinyl Cove Base w/ Adhesive			
6	0263-04-1	Window Glazing Puddy			
7	0263-04-2	Window Glazing Puddy			
8	0263-04-3	Window Glazing Puddy			
9	0263-05-1	Carpet Adhesive			
10	0263-06-1	Ext. Window Caulking			
11	0263-07-1	Ext. Window Caulking			
12					
13					
14		Stop 1st + : Analyze to first positive			
15					
16					
17					
18					
19					
20					

	Print Name	Signature	Company Name	Date	Time
Sampled by	Doug Henry		Migizi Group, Inc.	6/1/22	11:30-13:00
Relinquished by	Doug Henry		Migizi Group, Inc.	6/1/22	16:15
Delivered by	S. Kyle Long		Migizi Group, Inc.	6/1/22	17:30
Received by			Seattle Asbestos Test, LLC	6/2/22	9:00
Analyzed by			Seattle Asbestos Test, LLC	6/2/22	10:00
Reported by			Seattle Asbestos Test, LLC		

**PREFERRED REPORTING METHOD**
☐ Phone ☐ Fax ☒ Email ☐ Postal Mail

Seattle Asbestos Test warrants the test results to be of a precision normal for the type and methodology employed for each sample submitted and disclaims any other warrants, expressed or implied, including warranty of fitness for a particular purpose and warranty of merchantability. Seattle Asbestos Test accepts no legal responsibility for the purpose for which the client uses the test results. By signing on this form, the clients agree to relieve Seattle Asbestos Test of any liability that may arise from the test results. It is the client's responsibility to make sure the samples are appropriately taken according to federal and local regulations. Invoices paid late may be charged of interest, and invoices go to collection may be charged 17% to 25% of collection fee. NSF checks will be charged of \$50.



Pease & Sons, Inc.  
PO Box 44100  
Tacoma, WA 98448-0100  
(253) 531-7700

Change Order Proposal/Breakdown Summary

Project Name: Steilacoom Maintenance Facility Improvements

COP/Issue #: 014

Project No. 8049

Source/Ref. Documents:

Date: 6/20/2022

Contractor: Pease & Sons, Inc.

Contract No.

Description: New barreled roof for maintenance building. Scope of work is per attached proposal dated 6/12/2022

1. DIRECT CRAFT LABOR COST (from attached cost breakdown form) \$ -

a. crew (apprentices, journeymen, & laborers)	\$ -
b. foreman	\$ -
c. lead foreman	\$ -
<b>DIRECT LABOR SUBTOTAL</b>	<b>\$ -</b>
Supervision	
d. direct supervision (0% of 1a)	\$ -
e. small tools/safety (0% of lines 1a, b, & c)	\$ -

2. MATERIAL COST (from attached cost breakdown form) \$ -

3. EQUIPMENT COST (from attached cost breakdown form) \$ -

SUBTOTAL 1 thru 4 \$ -

5. OVERHEAD & PROFIT \$ -

a. 15% portion of 1, 2, 3, & 4 \$ -

6. LOWER-TIER SUBCONTRACTORS \$ 37,128.00

a.	Bayside Roofing LLC	\$ 37,128.00
b.		
c.		\$ -
d.		\$ -
e.		\$ -
f.		\$ -

7. OVERHEAD & PROFIT ON SUB-TIER SUBCONTRACTORS \$ 2,970.24

a. 8% of Line 6 for each sub \$ 2,970.24

8. PERFORMANCE BOND \$ 801.96

a. 2% of Subtotal (Line 1-7) \$ 801.96

**TOTAL COST** \$ 40,900.20

Owner (Central Pierce Fire)

Architect (TCA)

Pease & Sons, Inc

**Bayside Roofing LLC**  
 4202 Kootnai St W  
 Tacoma, WA 98466 US  
 +253 5798686  
 BaysideRoofs@gmail.com  
 www.BaysideRoofPros.com

**Invoice 1355**

7744  
 APU43/OCT22

**POSTED**  
**OCT - 2022**

**BILL TO**

Josh Pease  
 Dome Building  
 511 Chambers Street  
 Steilacoom, WA 98388

DATE  
 10/05/2022

PLEASE PAY  
**\$37,128.00**

DUE DATE  
 10/05/2022

DESCRIPTION	QTY	RATE	AMOUNT
Tear Off Existing Composition Roof, and Install with Owens Corning Duration 30yr Composition. Tear off the remainder of the torch down roofing and replace with TPO Rubber membrane.			36,478.00
<ul style="list-style-type: none"> <li>- Tear off existing one layer of shingles, recycle all shingle debris.</li> <li>- Tear off the existing/remaining torch down and remove all garbage.</li> <li>- Inspect the deck for rot and imperfections, Change as necessary.</li> <li>- Install 26ga 1x3 eave starter metal at all eaves.</li> <li>- Install 26ga 2" drip edge metal on all rake edges.</li> <li>- Install ASTM D4869 synthetic underlayment to the entire roof deck.</li> <li>- Install Owens Corning Duration 30yr Composition per manufactures specifications.</li> <li>- Install GAF TPO Rubber Membrane to the top portion of the roof in place of the torch down.</li> <li>- Install edge metal for TPO</li> <li>- Install Transition metal from the TPO to the Composition Roofing.</li> <li>- Install painted metal pipe boots on all pipes.</li> <li>- Install Counter Flashing on the Chimney.</li> <li>- Clean gutters and grounds for quality assurance!</li> </ul>			
Any additional woodwork will be billed at an additional charge of time and materials. This will be discussed prior to starting that work. Any additional Sheathing will be billed at \$100 per sheath. We will only use CDX plywood.			
For the one area that is leaking, we will need to remove the old plywood and remove the torch down. We will then replace 1 rotten plywood and build up the roof deck to match the current level of roofing. This Plywood is damaged on the inside of the structure which will need to be repaired and matched with the exhibiting roof.			650.00
		8049-07500-2	

SUBTOTAL	37,128.00
TAX	0.00
TOTAL	37,128.00

**APPROVED****By Josh Pease at 6:50 am, Nov 07, 2022****TOTAL DUE****\$37,128.00**

**RETENTION** (1,856.40)  
**35,271.60**

SUBTOTAL	37,128.00
TAX	0.00
TOTAL	37,128.00

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TOTAL DUE	<b>\$37,128.00</b>
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THANK YOU.

Contractor: Pease and Sons Construction

CCD #: 005

**CCD ITEM: ROOF REPLACEMENT**

Reference  
drawing/specification:

In order to expedite the Work and/or avoid delays in the Work, the Contract Documents are hereby amended as described below and/or detailed in the attachments referred to. **DESCRIPTION OF CHANGE:**

Install new roof system in area destroyed by storm.

**REASON FOR CHANGE:** Owner Request

**PREPARED BY:** Raymond Mow

**FIRM:** EMA

X



Architect

6/21/22

Date

X

School District Representative

Date

When this CCD is Signed by the Owner and the Architect, and received by the Contractor, the Contractor shall promptly proceed with the change(s) described. Change(s) become effective immediately as a Construction Change Directive (CCD).

**Submit costs for this Work to adjust Contract Sum and for inclusion in a Change Order as follows:**

- ☒ Fixed Maximum Lump Sum NTE \$44,990.23
- ☐ Documented Actual Costs Per Article 7 of the General Conditions
- ☐ Documented Unit Price Costs
- ☐ No Cost Change
- ☐ Other:

**This CCD is proposed to change the Contract Time as follows:**

- ☐ No Time Change
- ☐ Additional \_\_\_\_ days
- ☐ Decrease by \_\_\_\_ days
- ☐ Other:

Contractor signature indicates agreement with the proposed change(s) in this CCD and the adjustments to the Contract Sum and Contract Time as set forth in Article 7.7 of the General Conditions.

X

Contractor's Representative

Date

Attachments: Subcontractor Quote  
Copies to:



Pease & Sons, Inc.  
PO Box 44100  
Tacoma, WA 98448-0100  
(253) 531-7700

Change Order Proposal/Breakdown Summary

Project Name: Steilacoom Maintenance Facility Improvements

COP/Issue #: 014

Project No. 8049

Source/Ref. Documents:

Date: 6/29/2022

Contractor: Pease & Sons, Inc.

Contract No.

Description: New barreled roof for maintenance building. Scope of work is per attached proposal dated 6/12/2022

1. DIRECT CRAFT LABOR COST (from attached cost breakdown form) \$ -

a. crew (apprentices, journeymen, & laborers)	\$ -
b. foreman	\$ -
c. lead foreman	\$ -
<b>DIRECT LABOR SUBTOTAL</b>	<b>\$ -</b>

Supervision

d. direct supervision (0% of 1a)	\$ -
e. small tools/safety (0% of lines 1a, b, & c)	\$ -

2. MATERIAL COST (from attached cost breakdown form) \$ -

3. EQUIPMENT COST (from attached cost breakdown form) \$ -

SUBTOTAL 1 thru 4 \$ -

5. OVERHEAD & PROFIT \$ -

a. 15% portion of 1, 2, 3, & 4 \$ -

6. LOWER-TIER SUBCONTRACTORS \$ 40,840.80

a. Bayside Roofing LLC	\$ 40,840.80
b.	
c.	\$ -
d.	\$ -
e.	\$ -
f.	\$ -

7. OVERHEAD & PROFIT ON SUB-TIER SUBCONTRACTORS \$ 3,267.26

a. 8% of Line 6 for each sub \$ 3,267.26

8. PERFORMANCE BOND \$ 882.16

a. 2% of Subtotal (Line 1-7) \$ 882.16

**TOTAL COST \$ 44,990.23**

Owner (Central Pierce Fire)

Architect (TCA)

Pease & Sons, Inc

Bayside Roofing LLC  
4202 Kootnai St W  
Tacoma, WA 98466 US  
+253 5798686  
BaysideRoofs@gmail.com  
www.BaysideRoofPros.com

## Estimate 194



ADDRESS		DATE	TOTAL	EXPIRATION DATE
Josh Pease Dome Building 511 Chambers Street Steilacoom, WA 98388		06/12/2022	\$40,840.80	07/15/2022
DESCRIPTION	QTY	RATE	AMOUNT	
Tear Off Existing Composition Roof, and Install with Owens Corning Duration 30yr Composition. Tear off the remainder of the torch down roofing and replace with TPO Rubber membrane.				36,478.00T
<ul style="list-style-type: none"><li>- Tear off existing one layer of shingles, recycle all shingle debris.</li><li>- Tear off the existing/remaining torch down and remove all garbage.</li><li>- Inspect the deck for rot and imperfections, Change as necessary.</li><li>- Install 26ga 1x3 eave starter metal at all eaves.</li><li>- Install 26ga 2" drip edge metal on all rake edges.</li><li>- Install ASTM D4869 synthetic underlayment to the entire roof deck.</li><li>- Install Owens Corning Duration 30yr Composition per manufactures specifications.</li><li>- Install GAF TPO Rubber Membrane to the top portion of the roof in place of the torch down.</li><li>- Install edge metal for TPO</li><li>- Install Transition metal from the TPO to the Composition Roofing.</li><li>- Install painted metal pipe boots on all pipes.</li><li>- Install Counter Flashing on the Chimney.</li><li>- Clean gutters and grounds for quality assurance!</li></ul>				
Any additional woodwork will be billed at an additional charge of time and materials. This will be discussed prior to starting that work.				
Any additional Sheathing will be billed at \$100 per sheath. We will only use CDX plywood.				
For the one area that is leaking, we will need to remove the old plywood and remove the torch down. We will then replace 1 rotten plywood and build up the roof deck to match the current level of roofing. This Plywood is damaged on the inside of the structure which will need to be repaired and matched with the exhibiting roof.				650.00T
30yr Manufacture Warranty.		SUBTOTAL		37,128.00
10yr Labor Warranty		TAX		3,712.80
Full Replacement				
#10052		TOTAL		\$40,840.80



Pease & Sons, Inc.  
PO Box 44100  
Tacoma, WA 98448-0100  
(253) 531-7700

Change Order Proposal/Breakdown Summary

Project Name: Steilacoom Maintenance Facility Improvements

COP/Issue #: 018

Project No. 8049

Source/Ref. Documents: Discussed with Ray onsite

Date: 7/20/2022

Contractor: Pease & Sons, Inc.

Contract No.

Description: Discussed onsite with Ray Mow to replace (11) lites of glass in existing steel frame windows on existing building. Replace glass only

1. DIRECT CRAFT LABOR COST (from attached cost breakdown form) \$ 177.28

a. crew (apprentices, journeymen, & laborers)	\$ -
b. foreman	\$ 177.28
c. lead foreman	\$ -
<b>DIRECT LABOR SUBTOTAL</b>	<b>\$ 177.28</b>
Supervision	
d. direct supervision (0% of 1a)	\$ -
e. small tools/safety (0% of lines 1a, b, & c)	\$ -

2. MATERIAL COST (from attached cost breakdown form) \$ -

3. EQUIPMENT COST (from attached cost breakdown form) \$ -

SUBTOTAL 1 thru 4 \$ 177.28

5. OVERHEAD & PROFIT \$ 26.59

a. 15% portion of 1, 2, 3, & 4 \$ 26.59

6. LOWER-TIER SUBCONTRACTORS \$ 1,940.00

a.	Sound Glass	\$ 1,940.00
b.		
c.		\$ -
d.		\$ -
e.		\$ -
f.		\$ -

7. OVERHEAD & PROFIT ON SUB-TIER SUBCONTRACTORS \$ 155.20

a. 8% of Line 6 for each sub \$ 155.20

8. PERFORMANCE BOND \$ 45.98

a. 2% of Subtotal (Line 1-7) \$ 45.98

**TOTAL COST \$ 2,345.05**

Owner (Central Pierce Fire)

Architect (TCA)

Pease & Sons, Inc

<b>COP/Issue No.:</b>	<b>018</b>
<b>Date:</b>	<b>7/20/2022</b>
<b>Contract No.:</b>	<b>0</b>

Date: 7/20/2022

Contract No.:	0
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Page 1 of 1

# COP Wage Rates

Project Name: Steilacoom Maintenance Facility Improvements

Project No: 8049

Contractor: Pease & Sons, Inc.

Trade & Position		Carpenter Foreman	Carpenter	Laborer Foreman	Laborer	Plumber Foreman	Plumber			
Rate Schedule Date*		06/01/22	06/01/22	06/01/22	06/01/22	06/01/22	06/01/22	01/01/19	01/01/19	01/01/19
Prevailing Wage (incl. Benefits)										
1. Hourly Wage Rate		\$ 56.58	\$ 51.44	\$ 45.36	\$ 42.86	\$ 63.49	\$ 57.72			
2. Hourly Benefits		\$ 20.09	\$ 20.09	\$ 13.94	\$ 13.94	\$ 25.75	\$ 25.75			
<b>Subtotal</b>		<b>\$ 76.67</b>	<b>\$ 71.53</b>	<b>\$ 59.30</b>	<b>\$ 56.80</b>	<b>\$ 89.24</b>	<b>\$ 83.47</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
	<b>Rate</b>									
3. FUI	0.60%	\$ 0.34	\$ 0.31	\$ 0.27	\$ 0.26	\$ 0.38	\$ 0.35	\$ -	\$ -	\$ -
4. FICA	6.20%	\$ 3.51	\$ 3.19	\$ 2.81	\$ 2.66	\$ 3.94	\$ 3.58	\$ -	\$ -	\$ -
5. MEDICARE	1.45%	\$ 0.82	\$ 0.75	\$ 0.66	\$ 0.62	\$ 0.92	\$ 0.84	\$ -	\$ -	\$ -
6. SUI	5.93%	\$ 3.36	\$ 3.05	\$ 2.69	\$ 2.54	\$ 3.76	\$ 3.42	\$ -	\$ -	\$ -
7. L&I WC Premium		\$ 2.24	\$ 2.24	\$ 2.24	\$ 2.24	\$ 1.22	\$ 1.22	\$ 3.00	\$ 3.00	\$ 3.00
8. FMLA	0.16%	\$ 0.09	\$ 0.08	\$ 0.07	\$ 0.07	\$ 0.10	\$ 0.09	\$ -	\$ -	\$ -
9. WA ST PD SICK LEAVE	2.86%	\$ 1.62	\$ 1.47	\$ 1.30	\$ 1.23	\$ 1.82	\$ 1.65	\$ -	\$ -	\$ -
<b>Total</b>		<b>\$ 88.64</b>	<b>\$ 82.62</b>	<b>\$ 69.34</b>	<b>\$ 66.41</b>	<b>\$ 101.38</b>	<b>\$ 94.62</b>	<b>\$ 3.00</b>	<b>\$ 3.00</b>	<b>\$ 3.00</b>
<b>Normal 1.5x Overtime Rates Calculate Automatically</b>										
OT Wage Rate @ 1.5x		\$ 84.87	\$ 77.16	\$ 68.04	\$ 64.29	\$ 95.24	\$ 86.58	\$ -	\$ -	\$ -
Benefits		\$ 20.09	\$ 20.09	\$ 13.94	\$ 13.94	\$ 25.75	\$ 25.75	\$ -	\$ -	\$ -
<b>Subtotal</b>		<b>\$ 104.96</b>	<b>\$ 97.25</b>	<b>\$ 81.98</b>	<b>\$ 78.23</b>	<b>\$ 120.99</b>	<b>\$ 112.33</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
Taxes: Lines 3-6		\$ 14.60	\$ 13.27	\$ 11.70	\$ 9.12	\$ 13.50	\$ 12.28	\$ -	\$ -	\$ -
L&I: WC Premium		\$ 2.24	\$ 2.24	\$ 2.24	\$ 2.24	\$ 1.22	\$ 1.22	\$ 3.00	\$ 3.00	\$ 3.00
<b>Total Overtime Rate</b>		<b>\$ 121.80</b>	<b>\$ 112.76</b>	<b>\$ 95.92</b>	<b>\$ 89.59</b>	<b>\$ 135.71</b>	<b>\$ 125.83</b>	<b>\$ 3.00</b>	<b>\$ 3.00</b>	<b>\$ 3.00</b>
Premium Portion Only		\$ 33.16	\$ 30.14	\$ 26.58	\$ 23.17	\$ 34.33	\$ 31.21	\$ -	\$ -	\$ -

**NOTES:** \* Rate schedule date is the date of the Dept. of Labor & Industries Prevailing Wage Rate used or the Union Agreement.

Lines 1 & 2 are wages & fringe benefits

Line 3 (FUI) is Federal Unemployment Tax Act

Line 4 (FICA) is Federal Insurance Compensation Act/Social Security

Line 5 (Medicare) is FICA medical aid

Line 6 (SUI) is State Unemployment Insurance

Line 7 (L&I) is the Workers' Compensation premium

## CHANGE ORDER



P.O. Box 99888  
Tacoma, Washington 98499  
Phone: (253) 473-7477 Fax: (253) 671-8033

**To:**  
Pease and Sons Construction  
P.O. Box 44110  
Tacoma, WA 98448

**Date**      **Order #**      **Project #**  
7/20/2022    1                      2022-005  
**Re:**  
SHSD Maintenance Facility

**ATTENTION:** Josh Pease  
(253) 531-7700


We hereby agree to make the change(s) specified below:

Per Brian Smith.

Replace an additional (11) lites of glass in the existing steel framed windows.

NOTE: This Change Order becomes part of and in conformace with the existing contract

**WE AGREE:** hereby to make the change(s) specified above at this price \_\_\_\_\_ > \$1,940.00

Sound Glass Sales Inc.		Contractor/Owner	
Date		Date	
Signature		Signature	
Title		Title	

Aluminum Entrances    •    Storefronts    •    Curtain Wall    •    Tenant Improvements



Pease & Sons, Inc.  
PO Box 44100  
Tacoma, WA 98448-0100  
(253) 531-7700

# Change Order Proposal/Breakdown Summary

Project Name: Steilacoom Maintenance Facility Improvements

COP/Issue #:

Project No. 8049

Source/Ref. Documents:

L&I Inspection Report

Date:

12/20/2022

Contractor: Pease & Sons, Inc.

Contract No.

Description: L&I inspection report on adding GFCI needed for cord drops in service bay

1. DIRECT CRAFT LABOR COST (from attached cost breakdown form) \$ 354.56

a. crew (apprentices, journeymen, & laborers)

\$ -

b. foreman

\$ 354.56

c. lead foreman

\$ -

DIRECT LABOR SUBTOTAL

\$ 354.56

Supervision

d. direct supervision (0% of 1a)

\$ -

e. small tools/safety (0% of lines 1a, b, & c)

\$ -

2. MATERIAL COST (from attached cost breakdown form) \$ -

3. EQUIPMENT COST (from attached cost breakdown form) \$ -

SUBTOTAL 1 thru 4 \$ 354.56

5. OVERHEAD & PROFIT \$ 53.18

a. 15% portion of 1, 2, 3, & 4

\$ 53.18

6. LOWER-TIER SUBCONTRACTORS \$ 1,378.29

a. BES Electrical Service

\$ 1,378.29

b.

c.

\$ -

d.

\$ -

e.

\$ -

f.

\$ -

7. OVERHEAD & PROFIT ON SUB-TIER SUBCONTRACTORS \$ 110.26

a. 8% of Line 6 for each sub

\$ 110.26

8. PERFORMANCE BOND \$ 37.93

a. 2% of Subtotal (Line 1-7)

\$ 37.93

TOTAL COST \$ 1,934.22

Owner (Steilacoom)

Architect (TCA)

Pease & Sons, Inc

<b>COP/Issue No.:</b>	<b>0</b>
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**Date:** 12/20/2022

Contract No.:	0
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Page 1 of 1

# COP Wage Rates

Project Name: Steilacoom Maintenance Facility Improvements  
 Project No: 8049  
 Contractor: Pease & Sons, Inc.

Trade & Position		Carpenter Foreman	Carpenter	Laborer Foreman	Laborer	Plumber Foreman	Plumber			
Rate Schedule Date*		06/01/22	06/01/22	06/01/22	06/01/22	06/01/22	06/01/22	01/01/19	01/01/19	01/01/19
Prevailing Wage (incl. Benefits)										
1. Hourly Wage Rate		\$ 56.58	\$ 51.44	\$ 45.36	\$ 42.86	\$ 63.49	\$ 57.72			
2. Hourly Benefits		\$ 20.09	\$ 20.09	\$ 13.94	\$ 13.94	\$ 25.75	\$ 25.75			
<b>Subtotal</b>		<b>\$ 76.67</b>	<b>\$ 71.53</b>	<b>\$ 59.30</b>	<b>\$ 56.80</b>	<b>\$ 89.24</b>	<b>\$ 83.47</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
	<b>Rate</b>									
3. FUI	0.60%	\$ 0.34	\$ 0.31	\$ 0.27	\$ 0.26	\$ 0.38	\$ 0.35	\$ -	\$ -	\$ -
4. FICA	6.20%	\$ 3.51	\$ 3.19	\$ 2.81	\$ 2.66	\$ 3.94	\$ 3.58	\$ -	\$ -	\$ -
5. MEDICARE	1.45%	\$ 0.82	\$ 0.75	\$ 0.66	\$ 0.62	\$ 0.92	\$ 0.84	\$ -	\$ -	\$ -
6. SUI	5.93%	\$ 3.36	\$ 3.05	\$ 2.69	\$ 2.54	\$ 3.76	\$ 3.42	\$ -	\$ -	\$ -
7. L&I WC Premium		\$ 2.24	\$ 2.24	\$ 2.24	\$ 2.24	\$ 1.22	\$ 1.22	\$ 3.00	\$ 3.00	\$ 3.00
8. FMLA	0.16%	\$ 0.09	\$ 0.08	\$ 0.07	\$ 0.07	\$ 0.10	\$ 0.09	\$ -	\$ -	\$ -
9. WA ST PD SICK LEAVE	2.86%	\$ 1.62	\$ 1.47	\$ 1.30	\$ 1.23	\$ 1.82	\$ 1.65	\$ -	\$ -	\$ -
<b>Total</b>		<b>\$ 88.64</b>	<b>\$ 82.62</b>	<b>\$ 69.34</b>	<b>\$ 66.41</b>	<b>\$ 101.38</b>	<b>\$ 94.62</b>	<b>\$ 3.00</b>	<b>\$ 3.00</b>	<b>\$ 3.00</b>
<b>Normal 1.5x Overtime Rates Calculate Automatically</b>										
OT Wage Rate @ 1.5x		\$ 84.87	\$ 77.16	\$ 68.04	\$ 64.29	\$ 95.24	\$ 86.58	\$ -	\$ -	\$ -
Benefits		\$ 20.09	\$ 20.09	\$ 13.94	\$ 13.94	\$ 25.75	\$ 25.75	\$ -	\$ -	\$ -
<b>Subtotal</b>		<b>\$ 104.96</b>	<b>\$ 97.25</b>	<b>\$ 81.98</b>	<b>\$ 78.23</b>	<b>\$ 120.99</b>	<b>\$ 112.33</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
Taxes: Lines 3-6		\$ 14.60	\$ 13.27	\$ 11.70	\$ 9.12	\$ 13.50	\$ 12.28	\$ -	\$ -	\$ -
L&I: WC Premium		\$ 2.24	\$ 2.24	\$ 2.24	\$ 2.24	\$ 1.22	\$ 1.22	\$ 3.00	\$ 3.00	\$ 3.00
<b>Total Overtime Rate</b>		<b>\$ 121.80</b>	<b>\$ 112.76</b>	<b>\$ 95.92</b>	<b>\$ 89.59</b>	<b>\$ 135.71</b>	<b>\$ 125.83</b>	<b>\$ 3.00</b>	<b>\$ 3.00</b>	<b>\$ 3.00</b>
Premium Portion Only		\$ 33.16	\$ 30.14	\$ 26.58	\$ 23.17	\$ 34.33	\$ 31.21	\$ -	\$ -	\$ -

**NOTES:** \* Rate schedule date is the date of the Dept. of Labor & Industries Prevailing Wage Rate used or the Union Agreement.  
 Lines 1 & 2 are wages & fringe benefits  
 Line 3 (FUI) is Federal Unemployment Tax Act  
 Line 4 (FICA) is Federal Insurance Compensation Act/Social Security  
 Line 5 (Medicare) is FICA medical aid  
 Line 6 (SUI) is State Unemployment Insurance  
 Line 7 (L&I) is the Workers' Compensation premium

The logo for BES Electrical Services features the letters "BES" in a large, bold, blue font with a green outline. Below this, the words "ELECTRICAL SERVICES" are written in a smaller, blue, sans-serif font. The entire logo is set against a white background with a blue border.

Attention: Brian Smith

Job: Steilacoom Maintenance Building

BES' COP #: E1

General COP #

Date: 10/10/2022

Description: Replace (5) existing 20A 1-pole breakers with GFI breakers per electrical  
inspector's request for cord reels.

DIRECT JOB EXPENSES	DOLLARS
Safety @ 2% DLC	\$3.74
Freight	
Permit & Inspection	
Paid Sick Leave	
Job Office & Whs.	
Equipment Rental	
Small Tools @ 5% DLC	\$9.35
Man Lift	
Direct Supervision @ 15% DLC	
Engineering & Drafting	
Job Truck	
Job Telephone	
Travel Expense	
Room & Board	
Shift Adder	
Material Sales Tax 8.8%	
TOTAL DIRECT JOB EXPENSE	\$13.08

SUMMARY	DOLLARS
Material Cost	\$941.44
Labor Hours: 2.00	
Aver. Rate Per Man/Hr.: \$93.46	
Direct Labor Cost	\$186.92
Direct Job Expense	\$13.08
<b>SUB TOTAL</b>	<b>\$1,141.44</b>
Overhead: 15%	\$171.22
<b>SUB TOTAL (w/ Overhead)</b>	<b>\$1,312.66</b>
Profit: 5%	\$65.63
<b>SUB TOTAL (w/ Overhead &amp; Profit)</b>	<b>\$1,378.29</b>
<b>TOTAL PRIME COST</b>	<b>\$1,378.29</b>

<b>SUB CONTRACTORS</b>		
<b>SUB TOTAL</b>		\$0.00
Overhead/Profit:	10%	\$0.00
<b>TOTAL SUB. COST</b>		\$0.00

<b>SUB TOTAL</b>		<b>\$1,378.29</b>
Bond:	0.0%	\$0.00
Sales Tax:	0.0%	\$0.00
<b>TOTAL SELLING PRICE</b>		<b>\$1,378.29</b>

\*Note: The above price does not include any Impact or Delay Costs. We reserve our rights for any Impact or Delay costs incurred. This Proposal may be withdrawn by BES Electrical Services, if not accepted within 30 days. Invoice Terms / Net 30 Days. A Finance Charge of 1.5% will be made on past Due Balances. Corresponding Annual Rate of 18% Minimum Finance Charge.

Authorized Signature Brandon Betschart  
Brandon Betschart  
Estimator/Project Manager

\* Tel: 360-819-4519  
\* Cell 360-915-4223  
\* Email [brandon@besolympia.com](mailto:brandon@besolympia.com)  
\* PO Box 129, East Olympia WA 98540



2519 96th Street South  
Tacoma, WA 98444  
Phone: (253) 475-0540

## QUOTE

UPC VENDOR	QUOTE DATE	ORDER NO.
000000	10/06/22	2956493-00
P.O. NO.		PAGE #
2202 RA1 GFCI ADDER		1

CUST.#: 1583

SHIP TO: 2202 STEILACOOM MAINT BLDG  
BES ELECTRICAL 360-819-4519  
1100 DIGGS ST  
STEILACOOM, WA 98388

CORRESPONDENCE TO: Tacoma Electric Supply  
2519 96th Street S

Tacoma, WA 98444

BILL TO: BES ELECTRICAL SERVICES LLC  
PO BOX 129

EAST OLYMPIA, WA 98540

INSTRUCTIONS		TERMS	
QUOTE		NET 15 DAYS	
SHIP POINT		SHIP VIA	SHIPPED
Tacoma		WC	

LINE NO.	PRODUCT AND DESCRIPTION	QUANTITY ORDERED	QUANTITY B.O.	QTY. SHIPPED	QTY. U/M	UNIT PRICE	AMOUNT (NET)
1	ITEBF120AH BREAKER 20A 1P 120V 22K GFCI 5MA PP	5			E	188.28743	941.44
1	Lines Total					Total Invoice Total	941.44 941.44
Last Page							

Last Page



950 BROADWAY, STE 200  
TACOMA WA 98402-4405

October 27, 2022

B E S ELECTRICAL SERVICES LLC  
PO BOX 129  
EAST OLYMPIA WA 98540

**FINAL Reminder**  
**Site Address:**

1100 Diggs street  
STEILACOOM WA 98388

**Permit Number:** 3785513E

**Inspection Date:** 10/05/2022

Dear Electrical Permit Holder:

**You have not responded to our first reminder letter regarding your electrical installation, inspected on 10/05/2022.**

In our letter, we reminded you to correct the safety violation and request a re-inspection within 5 days. Because you did not respond, you must now:

- Pay the penalty fee
- Correct the safety violations immediately (See enclosed Correction Report)

**Schedule a re-inspection.** Go to

<https://secure.lni.wa.gov/epispub/frmRegInspection.aspx> or call your local L&I office.

You will need your permit number and an authorization code. If you are an electrical contractor, you will need to use the Electronic Permit Inspection System (EPIS).

**If you do not respond to this notice within 5 days** you may be cited for failing to comply with RCW 19.28.101(3). Each citation carries a penalty of at least \$250. [WAC 296-46B-915(10)]

We may initiate action to disconnect power from your installation. [RCW 19.28.101(3)]

**INSPECTION REPORT****Site Address:**

1100 Diggs street  
STEILACOOM WA 98388

**Permit Number:** 3785513E**Inspection Date:** 10/05/2022

NOTE: This Inspection Report is a list of corrections you must complete and request a re-inspection, within 5 days of the date of this letter.

- \* Items written in ALL CAPITAL LETTERS are comments from the inspector.
- \* NEC = National Electrical Code.
- \* WAC = Washington Administrative Code.
- \* RCW = Revised Code of Washington.

Questions? Contact your local L&I office.

**Correction Items:****NEC 210 .8 -(B) Other Than Dwelling Units**

GFCI NEEDED FOR CORD DROPS IN SERVICE BAYS

All 125-volt through 250-volt receptacles supplied by single-phase branch circuits rated 150-volts or less to ground, 50 amperes or less, installed in the locations specified in 210.8(B)(1) through (B)(12) shall have ground fault circuit-interrupter protection for personnel.

Thank you for helping keep Washington safe. If you have any questions you may contact a program specialist at [TACOMAELECTRICAL@LNI.WA.GOV](mailto:TACOMAELECTRICAL@LNI.WA.GOV).

## Josh Pease

---

**From:** Brian Smith  
**Sent:** Monday, October 31, 2022 2:00 PM  
**To:** Ray Mow  
**Cc:** Josh Pease  
**Subject:** Fwd: Steilacoom gfi breakers  
**Attachments:** Inspection Correction.pdf

Ray, I got this from our electrical contractor today. Please advise, because after our conversation today according to BCE it's not required. I sent you the additional cost approximately 3 weeks ago.

Sent from my iPhone

Begin forwarded message:

**From:** Brandon Betschart <brandon@besolympia.com>  
**Date:** October 31, 2022 at 1:34:25 PM PDT  
**To:** Brian Smith <briansmith@peaseandsons.com>  
**Subject:** RE: Steilacoom gfi breakers

[EXTERNAL MAIL]

Brian,

I received my 2nd and final inspection correction notice today for Steilacoom in regards to installing GFI protection. I made L&I aware that I am waiting on back ordered breakers. I will need written notice from BCE stating they spoke with the electrical inspector and GFI breakers do not need to be installed. GFI receptacles were called out for on the drawings but from my understanding, the electrical inspector did not like this approach since maintenance would need a lift or ladder to reset the GFI receptacle mounted on the ceiling rafters every time they trip.

Brandon Betschart  
BES Electrical Services, LLC  
PO Box 129-East Olympia WA 98540  
brandon@besolympia.com  
(360) 819-4519 O; (360) 915-4223 C

-----Original Message-----

**From:** Brian Smith <briansmith@peaseandsons.com>  
**Sent:** Monday, October 31, 2022 12:18 PM  
**To:** Brandon Betschart <brandon@besolympia.com>  
**Subject:** Re: Steilacoom gfi breakers

Ray the architect said BCE does not agree so ya ultimately they can argue it or pay us to change it.

Sent from my iPhone

On Oct 31, 2022, at 11:03 AM, Brandon Betschart <brandon@besolympia.com> wrote:

[EXTERNAL MAIL]

Brian,

The breakers are showing delivery for 2nd week in November and there shouldn't be any cancelation fees.

Brandon Betschart  
BES Electrical Services, LLC  
PO Box 129-East Olympia WA 98540  
brandon@besolympia.com  
(360) 819-4519 O; (360) 915-4223 C

-----Original Message-----

From: Brian Smith <briansmith@peaseandsons.com>  
Sent: Monday, October 31, 2022 10:40 AM  
To: Brandon Betschart <brandon@besolympia.com>  
Subject: Steilacoom gfi breakers

Brandon, is it to late to cancel the breaker order? BCE seems to think it's a bogus issue for L&I to demand it.

Sent from my iPhone

# STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1 BOARD OF DIRECTORS

Board Meeting Date: February 15, 2023

## **Strategic Focus Area**

- ☐ Achieve
- ☒ Support
- ☐ Connect
- ☐ Plan

## **BACKGROUND INFORMATION**

WSSDA recommends revisions to **Policy 3230 – Searches of Students and Student Privacy**.

The revisions update, clarify, and reorganize the language and confine detailed information about conducting searches to the procedure. The revisions also move information about students' privacy rights to the end of the policy.

## **RECOMMENDED ACTION:**

Move to adopt Policy 3230 Searches of Students and Student Privacy.

Report prepared by:  
Susanne Beauchaine, Executive Director of Human Resources

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## **SEARCHES OF STUDENTS AND STUDENT PRIVACY AND SEARCHES**

At certain ages, students attain the right to decide for themselves what records will remain confidential, even from their parents, and what activities the student will participate in. At age eighteen students become legal adults and must approve any disclosure of information about themselves from school records, except directory information if a request for confidentiality has not been filed. Students at age eighteen may also sign releases, authorizations or permission slips to participate in school activities, and may sign themselves out of school and authorize their own absences. Students between sixteen and eighteen who have been granted legal emancipation from their parents or guardians have the same rights as eighteen year old students. Students over fourteen years of age have the right to keep private from everyone any district records indicating that they have been tested or treated for a sexually transmitted disease. Students thirteen years and older have confidentiality rights in records regarding drug, alcohol or mental health treatment. All students have confidentiality rights in family planning or abortion records.

### **Searches of Students and Personal Property**

Personal privacy is a fundamental aspect of individual liberty. All students possess the constitutional right to be secure in their persons, papers, and effects against unreasonable searches and seizures. Staff will take particular care to respect students' privacy.

School officials have authority to maintain order and discipline in the schools and to protect students from exposure to illegal drugs, weapons, and contraband. The superintendent, the principal, and other staff designated by the superintendent ~~will~~ have the authority to conduct reasonable searches on school property ~~as provided by board policy~~ in accordance with the law.

Any authorized school official will conduct searches according to the procedure associated with this policy.

~~A search is required when there are reasonable grounds to suspect a student has a firearm on school grounds, transportation or at school events.~~

~~Prior to conducting a search, school officials will ask that the student consent to be searched by removing all items from pockets or other personal effects. If the student refuses to consent to the search, school officials may proceed to search the student, the student's personal belongings, and the student's locker, as follows:~~

- ~~1. Any search of a student conducted by a school district employee must be reasonably related to the discovery of contraband or other evidence of a student's violation of the law or school rules.~~

~~For the purpose of this policy, "contraband" means items, materials, or substances the possession of which is prohibited by law or district policy, including but not limited to, controlled substances, alcoholic beverages, tobacco products, or any object that can reasonably be considered a firearm or a dangerous weapon.~~

- ~~2. Staff will conduct searches in a manner which is not excessively intrusive in light of the age and sex of the student and the nature of the suspected infraction.~~

~~No student will be subject to a strip search or body cavity search by school staff.~~

~~School officials may consult with local law enforcement officials regarding the advisability of a search on school premises by a law enforcement officer if evidence of criminal activity is likely to be seized.~~

~~The superintendent will develop procedures regulating searches of students and their personal property.~~

**~~A. Locker Searches~~**

~~Students may be assigned lockers for storing and securing their books, school supplies, and personal effects. Lockers, desks, and storage areas are the property of the school district. No right or expectation of privacy exists for any student as to the use of any space issued or assigned to a student by the school. Lockers and other spaces are subject to search in accordance with district policy.~~

~~No student may use a locker, desk, or storage area to store any substance or object which is prohibited by law or school rules or which poses a threat to the health, safety or welfare of the occupants of the school building or the building itself.~~

~~Any student's locker, desk, or other storage area will be subject to search if reasonable grounds exist to suspect that the search will yield evidence of the student's violation of the law or school rules. Any search of an individual student's locker will be conducted according to board policy governing personal searches.~~

~~All student lockers may be searched at any time without prior notice and without reasonable suspicion that the search will yield evidence of any particular student's violation of the law or school rules. If the school official conducting such a search develops a reasonable suspicion that any container inside the locker, including but not limited to a purse, backpack, gym bag, or an article of clothing, contains evidence of a student's violation of the law or school rules, the container may be searched according to board policy governing personal searches.~~

~~The superintendent shall establish procedures for conducting searches of lockers, desks, or storage areas.~~

Cross References: [Board Policy 3414](#)  
[3245](#)

Legal References: [3231](#)  
[RCW 13.64.060](#)

[42 CFR 2.14](#)  
[RCW 9.02.100](#)  
[28A.320.040](#)

[28A.600.020](#)

[28A.600.210-240](#)

Infectious Diseases  
Students and Telecommunication  
[Devices](#)

Student Records  
Power and Capacity of emancipated  
minor \_\_\_\_\_

Minor Patients  
Reproductive privacy-Public Policy

Bylaws for board and school  
government

Exclusion of student from classroom —  
Written disciplinary procedures —  
Long-term suspension or expulsion  
School official searches of student  
lockers – No expectation of privacy-  
[Authroization-Limitations-Notice](#)

and reasonable suspicion  
requirements  
Student rights

[WAC 392-400-215](#)

Management Resources:     *Policy News*, June 1999     School safety bills impact policy

**Adoption Date: 2.27.08**

**Steilacoom Historical School District No. 1**

**Revised: 5.28.14**

DRAFT

# STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1 BOARD OF DIRECTORS

Board Meeting Date: February 15, 2023

## **Strategic Focus Area**

- ☐ Achieve
- ☒ Support
- ☒ Connect
- ☐ Plan

## **BACKGROUND INFORMATION**

WSSDA changed the title of Policy 3421 from Child Abuse, Neglect, and Exploitation Prevention to Child Abuse and Neglect. Accordingly, the definition was revised to focus on child abuse and neglect. The updated policy specifies that child abuse may include incidents of student on student misconduct. The revision includes the information that staff are free from liability for reporting reasonable suspicion of child abuse but failure to report may result in criminal liability.

## **RECOMMENDED ACTION:**

Move to approve Policy 3421: Child Abuse and Neglect

**Report prepared by:**  
**Gudrun Sullivan, Executive Director of Student Services**

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## **CHILD ABUSE AND NEGLECT~~CHILD ABUSE, NEGLECT AND EXPLOITATION PREVENTION~~**

Child abuse, or neglect ~~and, including~~ exploitation are violations of children's human rights and an obstacle to their educational development. The board directs that staff will be alert for any evidence of such child abuse, or neglect ~~or, including~~ exploitation. ~~For purposes of this policy, "child abuse, neglect or exploitation" will mean:~~

- ~~A. Inflicting physical injury on a child by other than accidental means, causing death, disfigurement, skin bruising, impairment of physical or emotional health, or loss or impairment of any bodily function;~~
  - ~~B. Creating a substantial risk of physical harm to a child's bodily functioning;~~
  - ~~C. Committing or allowing to be committed any sexual offense against a child as defined in the criminal code, or intentionally touching, either directly or through the clothing, the genitals, anus or breasts of a child for other than hygiene, child care or health care purposes;~~
  - ~~D. Committing acts which are cruel or inhumane regardless of observable injury. Such acts may include, but are not limited to, instances of extreme discipline demonstrating a disregard of a child's pain or mental suffering;~~
  - ~~E. Assaulting or criminally mistreating a child as defined by the criminal code;~~
  - ~~F. Failing to provide food, shelter, clothing, supervision or health care necessary to a child's health or safety;~~
  - ~~G. Engaging in actions or omissions resulting in injury to, or creating a substantial risk to the physical or mental health or development of a child; or~~
- ~~Failing to take reasonable steps to prevent the occurrence of the preceding actions.~~  
For purposes of this policy, the term "child" means anyone under the age of 18.

~~"Child abuse or neglect" means:~~

- ~~A. Injury of a child by any person under circumstances which cause harm to the child's health, welfare, or safety;~~
- ~~B. Sexual abuse or sexual exploitation by any person under circumstances which cause harm to the child's health, welfare, or safety; or~~
- ~~C. The negligent treatment or maltreatment of a child by a person responsible for or providing care to the child.~~

~~Physical discipline of a child, including the reasonable use of corporal punishment, is not considered abuse when it is reasonable and moderate and is inflicted by a parent or guardian for the purposes of restraining or correcting the child.~~

Children (including other students), family members, and any other adult can engage in child abuse or neglect. This may include incidents of student on student misconduct. Staff should report all incidents of suspected child abuse or neglect regardless of the age of the person who engages in it.

Staff should not focus on a person's mental status to determine if they have committed child abuse or neglect. The law governing mandated reporting does not allow for exceptions for people with medical conditions that may mitigate the intent for committing child abuse or neglect.

~~H.~~  
~~Child abuse can include abuse by another minor and so may be included in incidents of student misconduct.~~

When feasible, the district will provide community education programs for prospective parents, foster parents, and adoptive parents on parenting skills and on the problems of child abuse or neglect and methods to avoid child abuse or neglect situations. The district will also encourage staff to participate in in-service programs that ~~deal with~~address the issues surrounding child abuse. ~~or neglect.~~

~~The superintendent will develop reporting procedures, including sample indicators of abuse and neglect, and will disseminate the procedures provide them to all staff: on an annual basis.~~ The purpose is to identify and timely report ~~as soon as possible to the proper authorities~~ all evidence of child abuse or neglect. ~~to the proper authorities.~~ Staff will receive training regarding reporting obligations during their initial orientation and every three years after initial employment.

~~Classified and certified~~

All staff are ~~legally~~ responsible for reporting all suspected cases of child abuse and/or neglect. ~~A certificated or classified school employee who has knowledge or reasonable cause to believe that a student has been a victim of physical abuse or sexual misconduct by another school employee will report such abuse or misconduct to~~ to the proper authorities and/or the appropriate school administrator. ~~The administrator will report to the proper law enforcement agency if he or she has reasonable cause to believe that the misconduct or abuse has occurred as required under RCW 26.44.030.~~ Under state law, staff are free from liability for reporting ~~instances~~ a reasonable suspicion of child abuse or neglect ~~and professional staff are criminally liable for failure to do so.~~ . However, failing to report the incident may result in criminal liability regardless of whether the authorities determine the incident is provable in a subsequent legal proceeding.

~~Staff need not verify that a report that a child has in fact been abused or neglected. Any conditions or information that may reasonably be related to abuse or neglect should be reported.~~ Legal authorities have the responsibility for investigating each case and taking ~~such action as is~~ appropriate action under the circumstances.

Cross References: \_\_\_\_\_

\_\_\_\_\_ Policy 3226 \_\_\_\_\_ Interviews and Interrogations of Students on School Premises  
\_\_\_\_\_ Board Policy 4310 \_\_\_\_\_ District Relationship with law Enforcement and Other Government Agencies

Legal References:	<u>RCW 13.34.300</u>	Relevance of failure to cause juvenile to attend school as evidence to neglect petition
	<u>RCW 26.44.020</u>	Child abuse — Definitions
	<u>RCW 26.44.030</u>	Reports — Duty and authority to make — Duty of receiving agency — Duty to notify — Case planning and consultation — Penalty for unauthorized exchange of information — Filing dependency petitions — Investigations — Interviews of children — Records — Risk assessment process
	<u>RCW 28A.320.160</u>	Alleged sexual misconduct by school employee — Parental notification — Information on public records act
	<u>RCW 28A.400.317</u>	Physical abuse or sexual misconduct by school employees — Duty to Report — Training
	<u>RCW 28A.620.010</u>	Community education provisions — Purposes
	<u>RCW 28A.620.020</u>	Community education provisions — Restrictions — Classes on parenting skills and child abuse prevention encouraged
	<u>RCW 43.43.830</u>	Background checks — Access to children or vulnerable persons
	<u>WAC 388-15-009</u>	What is child abuse or neglect?
	<u>AGO 1987, No. 9</u>	Children — Child Abuse — Reporting by School Officials — Alleged Abuse by Student

**Management Resources:**

	<u>Policy News, April 2010</u>	Child Abuse Interviews at Schools
	<u>Policy News, February 2007</u>	Physical Abuse and Sexual Misconduct Notice Requirements
	<u>Policy News, June 1999</u>	23% of districts out of compliance on child abuse policies

**Adoption Date: 2.27.08**

**Steilacoom Historical School District No. 1**

Revised: 4.23.14\_

Cross References:	<u>3226 - Interviews and Interrogations of Students on School Premises</u>
	<u>4265 - Community Education Program</u>
	<u>4310 - District Relationships with Law Enforcement and other Government Agencies</u>
	<u>5253 - Maintaining Professional Staff/Student Boundaries</u>

Legal References: RCW 13.34.300 Relevance of failure to cause juvenile to attend school as evidence to neglect petition  
RCW 26.44.020 Definitions  
RCW 26.44.030 Reports — Duty and authority to make — Duty of receiving agency — Duty to notify — Case planning and consultation — Penalty for unauthorized exchange of information — Filing dependency petitions — Investigations — Interviews of children — Records — Risk assessment process  
RCW 28A.320.160 Alleged sexual misconduct by school employee — Parental notification — Information on public records act  
RCW 28A.400.317 Physical abuse or sexual misconduct by school employees — Duty to report — Training  
RCW 28A.620.010 Purposes  
RCW 28A.620.020 Restrictions — Classes on parenting skills and child abuse prevention encouraged  
RCW 43.43.830 Background checks — Access to children or vulnerable persons - Definitions  
WAC 110-30-0030 What is child abuse or neglect?  
AGO 1987, No. 9 Children — Child Abuse — Reporting by School Officials — Alleged Abuse by Student

Management Resources: 2015 - June Policy Issue  
2010 - April Issue  
Policy News, February 2007 Physical Abuse and Sexual Misconduct Notice Requirements  
Policy News, June 1999 23% of districts out-of-compliance on child abuse policies  
Department of Children, Youth & Family  
(<https://www.dcyf.wa.gov/safety/what-is-abuse>)

Adoption Date:  
Classification: **Encouraged**  
Revised Dates: **06.99; 02.07; 06.07; 08.07; 08.08; 04.10; 12.11; 12.13; 06/01/2015; 12.22**

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# STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1 BOARD OF DIRECTORS

Board Meeting Date: February 15, 2023

## **Strategic Focus Area**

- ☒ Achieve
- ☐ Support
- ☐ Connect
- ☐ Plan

## **BACKGROUND INFORMATION**

In 2022, the legislature passed 2<sup>nd</sup> Substitute Senate Bill 5720 which requires every school district, charter school, and state-tribal compact school to adopt one or more goals for expanding financial education instruction to students in their district by March 1, 2023.

The Financial Education Public-Private Partnership developed a non-exhaustive menu of model goals for districts to consider when considering their individual goals. District staff reviewed these model goals and found that the district had already implemented many of these in previous years – such as offering a high school course to all students and ensuring that course is eligible for CTE credit, meeting a graduation requirement. The overall theme of the model goals is to increase access to the financial education experiences for all students.

A district goal to increase the number of financial education activities offered to students in all grade levels during the 2023-24 school year as part of clubs and as part of school instruction and activities, adopted by the board, would provide clear policy direction to engage our students in this important topic. We already have current activities, lessons, and courses happening in a few of our schools.

## **RECOMMENDED ACTION:**

I move adoption of a district goal to increase the number of financial education activities offered to students during the 2023-24 school year as part of existing courses, clubs, and school activities planned by the district and schools.

**Report prepared by:**  
**Paul Harvey, Executive Director**

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# STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1

## BOARD OF DIRECTORS

Board Meeting Date: February 15, 2023

### **Strategic Focus Area**

- ☒ Achieve
- ☒ Support
- ☒ Connect
- ☒ Plan

### **BACKGROUND INFORMATION**

Based on a review of district financial information, a budget extension is necessary to ensure the district can meet its obligations for the balance of the 2022-23 school year. Typically, a budget extension is necessary when there is an unexpected emergency or, when the district receives unanticipated revenue and needs authorization to increase appropriations in order to spend the unanticipated revenue.

In this situation, the district is anticipating both lower revenue and higher expenditures. These factors, combined with a lower than anticipated beginning fund balance, creates the need to consider both a budget extension and a budget reduction process.

The staff presentation will provide specific information regarding the identified changes in budgeted revenues and expenditures. Staff will also be prepared to discuss options for the board regarding a budget extension and possible impacts related to those options.

Based on the discussion, staff will consult with the superintendent on how to proceed with the budget extension and budget reduction process. The board will subsequently be provided a timeline for any proposed budget extension and budget reduction plan.

### **RECOMMENDED ACTION:**

*No action is required at this time.*

Report prepared by:  
Shawn Lewis, Administrative Services

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**Steilacoom Historical School District**  
**Budget Extension - Summary of Current Budget Condition and Necessary Changes**  
**As of February 10, 2023**

Expenditures		Revenue	
	<b>Current Budget</b>		<b>Current Budget</b>
Regular Instruction	\$ 28,188,298	Local Taxes	\$ 6,835,703
Special Education	\$ 7,460,271	Local Support NonTax	\$ 791,400
Voc. Ed Instruction	\$ 2,153,604	State General Purpose	\$ 30,597,692
Compensatory Ed	\$ 1,395,511	State Special Purpose	\$ 6,968,363
Other Instruction	\$ 211,449	Federal General Purpose	\$ 292,000
Support Services	\$ 10,723,031	Federal Special Purpose	\$ 3,541,706
		Other Financial Sources	\$ -
<b>Total</b>	<b>\$ 50,132,164</b>	<b>Total</b>	<b>\$ 49,026,864</b>
<b>Additional Expenses Not Included in the Original Budget</b>		<b>Revenue Shortfall from Original Budget</b>	
Transportation Costs	\$ 700,000	Enrollment Under Projection	\$ 897,000
Food Service Costs	\$ 476,000	Food Service	\$ 600,000
SRO Contract	\$ 130,000	Transportation	\$ (300,000)
Open Doors Program	\$ 75,000	Lease Accounting Adjustment	\$ (250,000)
Running Start Costs	\$ 660,000		
Added Special Education Costs	\$ 255,000	<i>State Safety Net</i>	<i>\$ (525,000)</i>
Staffing Budget Adjustments	\$ 420,000		
Grant Expenditures	\$ 500,000		
Curriculum Expenses	\$ 250,000		
Lease Accounting Adjustment	\$ 250,000		
Contracts Underbudgeted	\$ 75,000		
Total Additional Expenses	\$ 3,791,000	Total Reduction of Revenue	\$ 422,000
Total Expenditure Estimates	<u>\$ 53,923,164</u>	Total Revenue Estimates	<u>\$ 48,604,864</u>
<b>Budget Problem</b>		<b>Budget Solutions</b>	
Beginning Fund Balance	\$ 3,556,856	Hiring Freeze	
New Estimated Revenue	\$ 48,604,864	Expenditure Freeze of Non Mandatory Costs	
New Estimated Expenses	\$ (53,923,164)	Evaluate Transportation Reductions	
<b>Total Ending Fund Balance</b>	<u><b>\$ (1,761,444)</b></u>	Evaluate Food Service and other Revenue	
		Evaluate Open Doors Program	
		Cancel Non-Essential Contracts	
		Consider All Other Reduction Options	
<b>Options:</b>		<b>Response</b>	
*Maintain Existing Budget		Unlikely to be able to comply based on existing obligations	
*Positive Fund Balance Extension		Requires approximately \$2 million in reductions by August 31	
*Negative Fund Balance Extension		Requires process and binding conditions	