



Regular Meeting Agenda

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

STUDY SESSION: The School Board normally convenes at 6:30 pm just prior to the start of the formal Board meeting to discuss the Board agenda.

No decision making is undertaken. These study sessions are open to the public.

Wednesday, August 24, 2022 07:00 PM

I. CALL TO ORDER

(Action)

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

II. PRESENTATIONS

A. Bond Proposal Presentation

(Presentation)

Presenter: Shawn Lewis

[SHSD Bond Proposal.pdf \(p. 4\)](#)

B. Introduction of New SHSD Staff

(Presentation)

Presenter: Susanne Beauchaine

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. 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 Financial Reports.pdf \(p. 12\)](#)

[Approval of July and August 2022 Accounts Payable and July 2022 Payroll.pdf \(p. 22\)](#)

[Approval of July 27 2022 Regular Meeting Minutes.pdf \(p. 23\)](#)

[Approval of Certificated Personnel Report.pdf \(p. 27\)](#)

[Approval of Classified Personnel Report.pdf \(p. 28\)](#)

[Approval of Co-Curricular Personnel Report.pdf \(p. 29\)](#)

[Approval of Resolution 900-08-24-22 Cancellation of Municipal Warrants.pdf \(p. 32\)](#)

[Approval of Maintenance Facility Change Order #2.pdf \(p. 34\)](#)

[Approval of Maintenance Facility Change Order #3.pdf \(p. 63\)](#)

V. OLD BUSINESS

A. Approval of Resolution 898-08-24-22 Budget Adoption 2022-2023 School Year

(Action)

Presenter: Melissa Beard

[Resolution 898-08-24-22 Budget Adoption 2022-2023 School Year.pdf \(p. 75\)](#)

B. Approval of Resolution 899-08-24-22 Budget Extension 2021-2022 School Year

(Action)

Presenter: Melissa Beard

[Resolution 899-08-24-22 Budget Extension 2021-2022 School Year.pdf \(p. 78\)](#)

C. Adoption of Board Governance Goals

(Action)

Presenter: Shawn Lewis

[Board Governance Goals.pdf \(p. 80\)](#)

D. Second Reading of Policy 3245 Students and Telecommunication Devices

(Action)

Presenter: Shawn Lewis

[Policy 3245 Students and Telecommunication Devices.pdf \(p. 82\)](#)

VI. NEW BUSINESS

- A. First Reading of Policy 1400 Meeting Conduct, Order of Business, and Quorum** (Action)

Presenter: Shawn Lewis

[Policy 1400 Meeting Conduct, Order of Business, and Quorum.pdf \(p. 86\)](#)

- B. First Reading of Policy 4218 Language Access Plan** (Action)

Presenter: Shawn Lewis

[Policy 4218 Language Access Plan.pdf \(p. 93\)](#)

- C. First Reading of Policy 6970 Naming of Schools and Facilities** (Action)

Presenter: Shawn Lewis

[Policy 6970 Naming of Schools and Facilities.pdf \(p. 98\)](#)

- D. First Reading of Policy 3432 Emergencies** (Action)

Presenter: Susanne Beauchaine

[Policy 3432 Emergencies.pdf \(p. 100\)](#)

- E. First Reading of Policies 5001 Hiring of Retired School Employees, 5610 Substitute Employment, and 5612 Temporary Administrators** (Action)

Presenter: Susanne Beauchaine

[Policies 5001 Hiring of Retired School Employees, 5610 Substitute Employment, and 5612 Temporary Administrators.pdf \(p. 105\)](#)

- F. Prioritizing Legislative Positions** (Information)

Presenter: Loujanna Rohrer

VII. BOARD COMMUNICATION (Information)

VIII. ANNOUNCEMENTS (Information)

IX. ADJOURNMENT (Action)

STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1 BOARD OF DIRECTORS

Board Meeting Date: August 24, 2022

Strategic Focus Area

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

BACKGROUND INFORMATION

Based on previous direction provided by the school board, district staff has worked with architects and consultants to develop a bond package proposal that is consistent with the work of the Long Range Capital Facilities Committee recommendations.

The presentation to the School Board on August 24 provides the conceptual design plans for major components of the proposed plan, including an overall cost estimate. Selected school staff have reviewed the major program elements and provided feedback. This feedback will be used in the design process after the passage of a bond measure by the public.

No action is needed on August 24th. Any feedback received from the board will be incorporated into the bond measure and financing plan that will be brought to the board in September and October for review and consideration.

RECOMMENDED ACTION:

No action is needed. Information only.

Report prepared by:
Shawn Lewis, Director of Community Relations and Planning

Steilacoom Historical School District **BOND PROPOSAL**

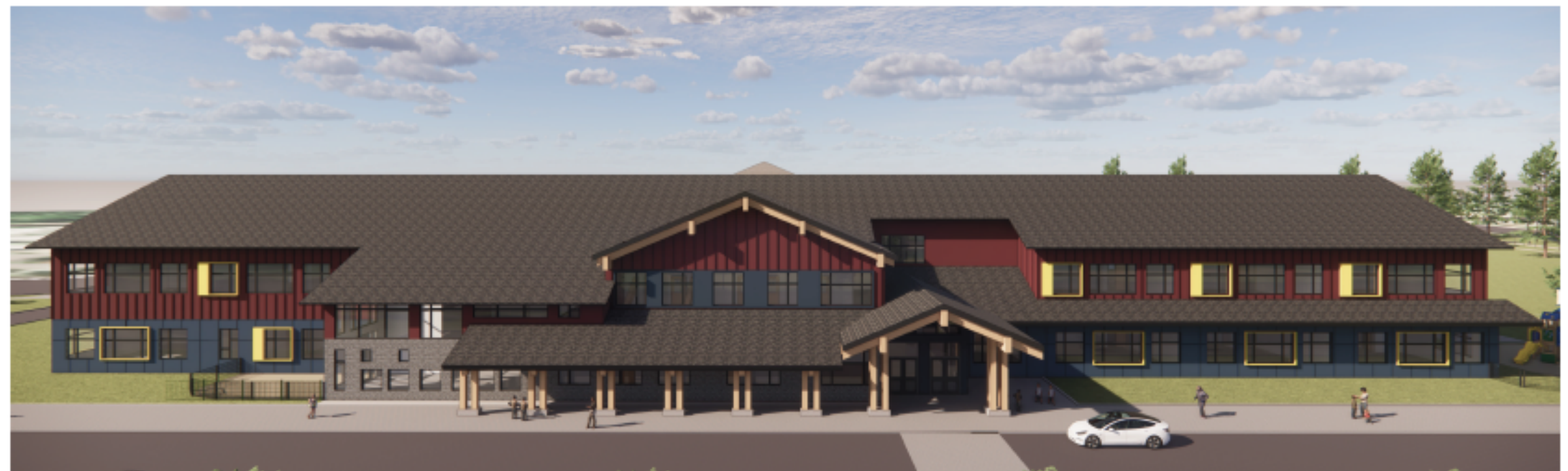


Elementary School #5

All elementary schools are currently over their program capacity.

A new elementary school in DuPont would:

- Allow all elementary school students in DuPont to stay in DuPont for school and avoid time on the bus to Steilacoom
- Allow for smaller class sizes in primary grades in all schools
- Address overcrowding conditions in Cherrydale, Saltar's Point, and Chloe Clark



STEILACOOM HISTORICAL SCHOOL DISTRICT #1 // PROPOSED ELEMENTARY #5

BLRB architects

Elementary School #5

All elementary schools are currently over their program capacity.

A new elementary school in DuPont would:

- Allow all elementary school students in DuPont to stay in DuPont for school and avoid time on the bus to Steilacoom
- Allow for smaller class sizes in primary grades in all schools
- Address overcrowding conditions in Cherrydale, Saltar's Point, and Chloe Clark



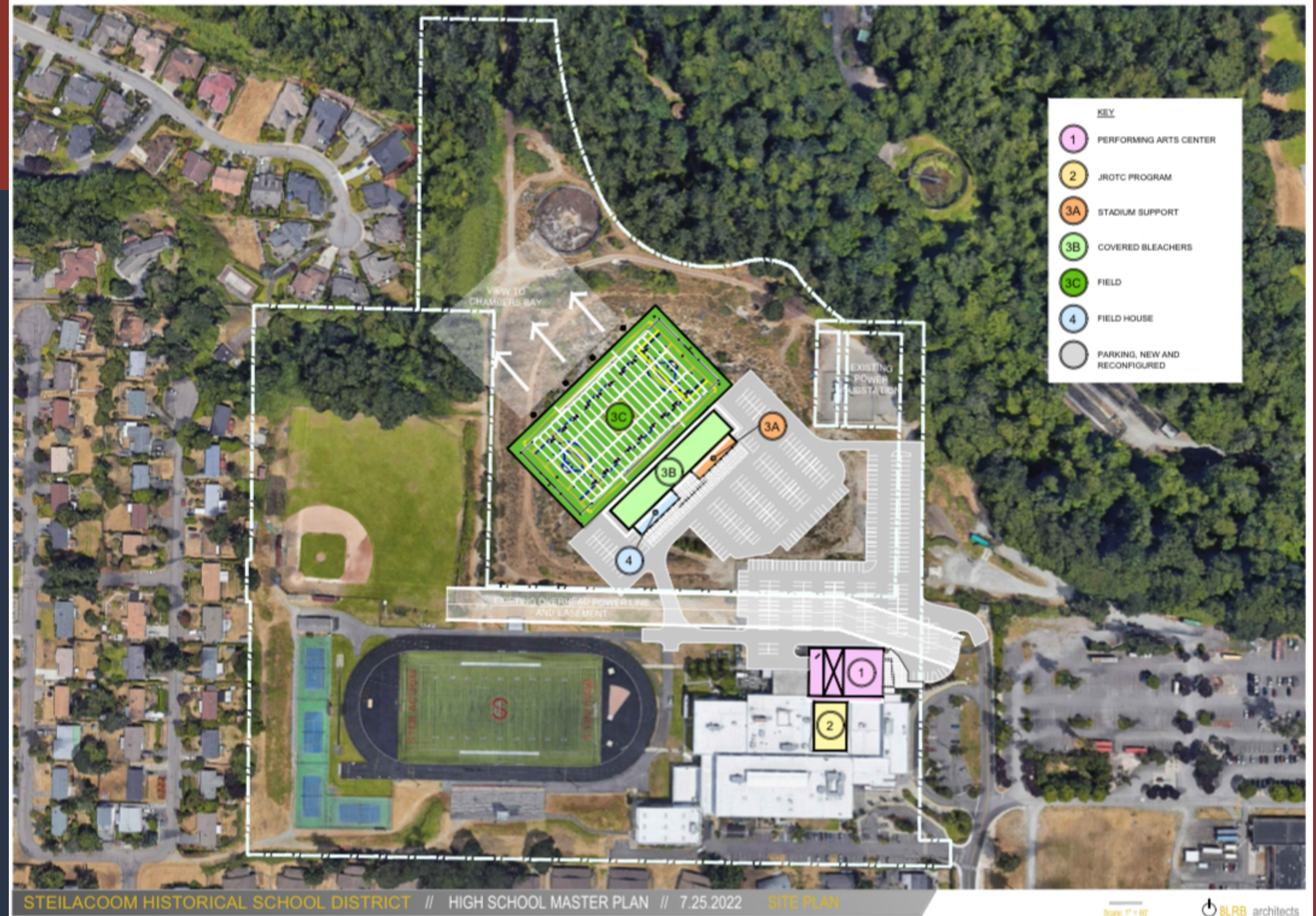
BLRB architects

4. 13. 2001

High School Masterplan

Renovations to our high school are necessary to address program, capacity, extracurricular and community needs. These renovations would:

- Add a covered stadium for curricular and extracurricular events
- Add parking
- Expand the performing arts space – doubling the stage and seating capacity
- Provide a dedicated JROTC facility consistent with DOD guidelines
- Add classroom space for the future



Elementary/ Middle School Improvements



Each of our existing elementary schools and the middle school will require upgrades to address program and community needs. This bond will include:

- Additional classroom space at Pioneer Middle School
- Improvements to the site and educational spaces at Anderson Island Elementary
- Traffic renovations at Chloe Cark and Cherrydale
- Upgrades to classroom spaces to address program changes at every school

Safety, Security, and Health Upgrades



Each year, the district evaluates our schools and makes safety, security and health improvements necessary to ensure students can learn. These improvements include:

- ADA accessibility improvements based on student needs
- Heating and ventilation system improvements
- Upgrade security and safety systems
- Other improvements to keep students warm, safe and dry

Proposed Project Costs



- Build New Elementary School \$53 million
- High School Masterplan \$46 million
- Elementary / Middle School Improvements \$7 million
- Safety, Security, and HVAC Improvements \$4 million

TOTAL PROPOSED BOND PACKAGE \$110 MILLION

Steilacoom Historical School District No. 1
Financial Report - July 31, 2022
Budget/Year-End Projection/YTD Actual

The following information is a summary of the financial position as of July 31, 2022 for the district's five operating funds. It provides the School Board fiscal information to evaluate the fiscal stability and operations of the district. The information is unaudited but supported by the attached monthly budget status reports.

General Fund Budget/YTD Actual:

	Annual Budget	YTD Actual	
Revenues & Other Financing Sources	47,399,394	46,153,790	97.37%
Expenditures & Other Financing Uses	48,571,407	48,931,053	100.74%

Excess Revenues/Other Financing Sources		
Over (under) Expend & Other Financing Uses	(1,172,013)	(2,777,263)

Transfer to Capital Projects	(700,000)
Net Change in Unassigned Fund Balance	(3,477,263)

Fund Balances	9/1/2021	7/31/2022	Variance
Committed to Other Purposes		(700,000)	
Unassigned Fund Balance	1,137,865	294,111	-843,754
Unassigned Minimum Fund Balance	2,770,000	2,770,000	0
Fund Balance	3,907,865	2,364,111	-1,543,754

Capital Projects Fund:

Fund Balance - Impact Fees \$830,856 - Turf Field Replacement \$500,000

Beginning Fund Balance		5,452,744	
GF Transfer to Capital Projects	0		
Revenues	5,296,909		
Expenses	6,575,746		
		(1,278,837)	
Ending Fund Balance 6/30/2022			4,173,907

	9/1/2021 Beginning Balance	7/31/2022 Ending Fund Balance	Variance
Debt Service Fund*:	5,517,203	6,348,159	830,955
ASB Fund:	336,896	329,918	(6,978)
Transportation Fund:	128,506	128,965	459

*12/1/2021 Principal and Interest - \$7,913,225; 6/1/2022 Interest payment - \$ 392,250

10--General Fund-- FUND BALANCE -- AGENCY ACCOUNTS -- Original -- BUDGET-STATUS-REPORT
Fiscal Year 2021 (September 1, 2021 - August 31, 2022)

For the STEILACOOM SCHOOL DISTRICT #1 School District for the Month of July, 2022

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
A. REVENUES/OTHER FIN. SOURCES						
1000 LOCAL TAXES	6,370,728	14,680.26	6,370,542.31		185.69	100.00
2000 LOCAL SUPPORT NONTAX	187,400	6,405.52	118,714.77		68,685.23	63.35
3000 STATE, GENERAL PURPOSE	27,213,528	3,544,293.66	25,519,193.74		1,694,334.26	93.77
4000 STATE, SPECIAL PURPOSE	6,800,004	992,905.32	6,404,303.25		395,700.75	94.18
5000 FEDERAL, GENERAL PURPOSE	282,000	.00	323,632.33		41,632.33-	114.76
6000 FEDERAL, SPECIAL PURPOSE	6,545,734	163,887.54-	7,350,262.12		804,528.12-	112.29
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	.00	67,141.38		67,141.38-	0.00
Total REVENUES/OTHER FIN. SOURCES	47,399,394	4,394,397.22	46,153,789.90		1,245,604.10	97.37
B. EXPENDITURES						
00 Regular Instruction	26,797,965	2,291,343.23	25,123,052.23	4,321,100.35	2,646,187.58-	109.87
10 Federal Stimulus	1,610,754	187,890.97	2,259,902.16	287,509.25	936,657.41-	158.15
20 Special Ed Instruction	5,898,981	480,778.56	5,941,936.90	724,417.55	767,373.45-	113.01
30 Voc. Ed Instruction	2,258,408	151,245.76	1,932,428.36	385,236.97	59,257.33-	102.62
40 Skills Center Instruction	0	.00	.00	0.00	.00	0.00
50+60 Compensatory Ed Instruct.	962,500	148,525.20	1,534,135.93	283,182.35	854,818.28-	188.81
70 Other Instructional Pgms	502,101	10,614.07	375,208.50	15,071.36	111,821.14	77.73
80 Community Services	0	.00	.00	0.00	.00	0.00
90 Support Services	10,540,698	762,698.73	11,764,388.84	1,729,933.46	2,953,624.30-	128.02
Total EXPENDITURES	48,571,407	4,033,096.52	48,931,052.92	7,746,451.29	8,106,097.21-	116.69
C. OTHER FIN. USES TRANS. OUT (GL 536)	700,000	.00	700,000.00			
D. OTHER FINANCING USES (GL 535)	0	.00	.00			
E. EXCESS OF REVENUES/OTHER FIN.SOURCES OVER(UNDER) EXP/OTH FIN USES (A-B-C-D)	1,872,013-	361,300.70	3,477,263.02-		1,605,250.02-	85.75
F. TOTAL BEGINNING FUND BALANCE	5,779,878		5,841,374.30			
G. G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)	XXXXXXXX		.00			
H. TOTAL ENDING FUND BALANCE (E+F + OR - G)	3,907,865		2,364,111.28			

I. <u>ENDING FUND BALANCE ACCOUNTS:</u>		
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	700,000-	700,000.00-
G/L 872 Committd 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	1,837,865	294,111.28
G/L 891 Unassigned Min Fnd Bal Policy	2,770,000	2,770,000.00
<u>TOTAL</u>	3,907,865	2,364,111.28

STEILACOOM SCHOOL DISTRICT #1
2021-2022 Budget Status Report

08/17/22

Page:1
1:01 PM

20--CAPITAL PROJECT FUND-- FUND BALANCE -- AGENCY ACCOUNTS -- Original -- BUDGET-STATUS-REPORT
Fiscal Year 2021 (September 1, 2021 - August 31, 2022)

For the STEILACOOM SCHOOL DISTRICT #1 School District for the Month of July, 2022

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
A. REVENUES/OTHER FIN. SOURCES						
1000 Local Taxes	0	.00	.00		.00	0.00
2000 Local Support Nontax	170,000	17,348.11	183,387.95		13,387.95-	107.88
3000 State, General Purpose	0	.00	.00		.00	0.00
4000 State, Special Purpose	0	413,521.00	413,521.00		413,521.00-	0.00
5000 Federal, General Purpose	0	.00	.00		.00	0.00
6000 Federal, Special Purpose	350,000	.00	.00		350,000.00	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	8,700,000	.00	4,700,000.00		4,000,000.00	54.02
Total REVENUES/OTHER FIN. SOURCES	9,220,000	430,869.11	5,296,908.95		3,923,091.05	57.45
B. EXPENDITURES						
10 Sites	7,440,000	4,709,709.80	4,711,458.70	90,956.60	2,637,584.70	64.55
20 Buildings	2,300,000	20,793.58	1,753,879.57	2,043,577.02	1,497,456.59-	165.11
30 Equipment	0	.00	.00	0.00	.00	0.00
40 Energy	300,000	.00	.00	6,907.87	293,092.13	2.30
50 Sales & Lease Expenditure	0	3,014.50	40,907.94	450.00	41,357.94-	0.00
60 Bond Issuance Expenditure	0	.00	69,500.00	0.00	69,500.00-	0.00
90 Debt	0	.00	.00	0.00	.00	0.00
Total EXPENDITURES	10,040,000	4,733,517.88	6,575,746.21	2,141,891.49	1,322,362.30	86.83
C. OTHER FIN. USES TRANS. OUT (GL 536)	0	.00	.00			
D. OTHER FINANCING USES (GL 535)	0	.00	.00			
E. EXCESS OF REVENUES/OTHER FIN.SOURCES OVER(UNDER) EXP/OTH FIN USES (A-B-C-D)	820,000-	4,302,648.77-	1,278,837.26-		458,837.26-	55.96
F. TOTAL BEGINNING FUND BALANCE	4,424,836		5,452,744.31			
G. G/L 898 PRIOR YEAR ADJUSTMENTS(+OR-)	XXXXXXXXX		.00			
H. TOTAL ENDING FUND BALANCE (E+F + OR - G)	3,604,836		4,173,907.05			

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	453,521.00
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	413,521.26-
G/L 865 Restricted from Other Proceeds	0	.00
G/L 866 Restricted Impact Fees	835,395	831,184.54
G/L 867 Restrictd Mitigation Fees	0	.00
G/L 869 Restricted fr Undistr Proceeds	0	.00
G/L 870 Committed to Other Purposes	500,000	500,000.00
G/L 889 Assigned to Fund Purposes	2,269,441	2,802,722.77
G/L 890 Unassigned Fund Balance	0	.00
<u>TOTAL</u>	3,604,836	4,173,907.05

30--DEBT SERVICE FUND-- FUND BALANCE -- AGENCY ACCOUNTS -- Original -- BUDGET-STATUS-REPORT
Fiscal Year 2021 (September 1, 2021 - August 31, 2022)

For the STEILACOOM SCHOOL DISTRICT #1 School District for the Month of July, 2022

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
A. REVENUES/OTHER FIN. SOURCES						
1000 Local Taxes	8,819,174	19,497.39	8,839,431.81		20,257.81-	100.23
2000 Local Support Nontax	2,000	1,781.65	5,392.79		3,392.79-	269.64
3000 State, General Purpose	0	.00	.00		.00	0.00
5000 Federal, General Purpose	0	.00	.00		.00	0.00
9000 Other Financing Sources	0	.00	17,223,730.50		17,223,730.50-	0.00
Total REVENUES/OTHER FIN. SOURCES	8,821,174	21,279.04	26,068,555.10		17,247,381.10-	295.52
B. EXPENDITURES						
Matured Bond Expenditures	7,385,000	.00	7,444,850.00	0.00	59,850.00-	100.81
Interest On Bonds	920,475	.00	631,949.44	0.00	288,525.56	68.65
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	83,350.00	0.00	83,350.00-	0.00
Total EXPENDITURES	8,307,975	.00	8,160,149.44	0.00	147,825.56	98.22
C. OTHER FIN. USES TRANS. OUT (GL 536)	0	.00	.00			
D. OTHER FINANCING USES (GL 535)	0	.00	17,077,450.60			
E. EXCESS OF REVENUES/OTHER FIN.SOURCES OVER(UNDER) EXPENDITURES (A-B-C-D)	513,199	21,279.04	830,955.06		317,756.06	61.92
F. TOTAL BEGINNING FUND BALANCE	5,921,592		5,517,203.45			
G. G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)	XXXXXXXXXX		.00			
H. TOTAL ENDING FUND BALANCE (E+F + OR - G)	6,434,791		6,348,158.51			
I. ENDING FUND BALANCE ACCOUNTS:						
G/L 810 Restricted for Other Items	0		.00			
G/L 830 Restricted for Debt Service	6,434,791		6,348,158.51			
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			
TOTAL	6,434,791		6,348,158.51			

40--ASB FUND-- FUND BALANCE -- AGENCY ACCOUNTS -- Original -- BUDGET-STATUS-REPORT
Fiscal Year 2021 (September 1, 2021 - August 31, 2022)

For the STEILACOOM SCHOOL DISTRICT #1 School District for the Month of July, 2022

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
A. REVENUES						
1000 General Student Body	203,800	459.50	103,237.84		100,562.16	50.66
2000 Athletics	150,709	65.00	21,410.28		129,298.72	14.21
3000 Classes	68,935	.00	39,118.98		29,816.02	56.75
4000 Clubs	521,040	7,478.82	98,938.39		422,101.61	18.99
6000 Private Moneys	24,300	.00	1,639.96		22,660.04	6.75
Total REVENUES	968,784	8,003.32	264,345.45		704,438.55	27.29
B. EXPENDITURES						
1000 General Student Body	230,800	.00	26,602.01	0.00	204,197.99	11.53
2000 Athletics	222,270	4,057.13	90,013.77	445.06	131,811.17	40.70
3000 Classes	84,929	.00	37,022.93	0.00	47,906.07	43.59
4000 Clubs	641,674	1,002.84	108,423.47	0.00	533,250.53	16.90
6000 Private Moneys	33,887	.00	9,261.24	0.00	24,625.76	27.33
Total EXPENDITURES	1,213,560	5,059.97	271,323.42	445.06	941,791.52	22.39
C. EXCESS OF REVENUES OVER (UNDER) EXPENDITURES (A-B)						
	244,776-	2,943.35	6,977.97-		237,798.03	97.15-
D. TOTAL BEGINNING FUND BALANCE						
	366,565		336,895.92			
E. G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)						
	XXXXXXX		.00			
F. TOTAL ENDING FUND BALANCE						
	121,789		329,917.95			
G. ENDING FUND BALANCE ACCOUNTS:						
G/L 810 Restricted for Other Items	0		.00			
G/L 819 Restricted for Fund Purposes	121,789		329,917.95			
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			
TOTAL	121,789		329,917.95			

90--TRANSPORTATION VEHICLE FUND-- FUND BALANCE -- AGENCY ACCOUNTS -- Original -- BUDGET-STATUS-REPORT
Fiscal Year 2021 (September 1, 2021 - August 31, 2022)

For the STEILACOOM SCHOOL DISTRICT #1 School District for the Month of July, 2022

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
A. REVENUES/OTHER FIN. SOURCES						
1000 Local Taxes	0	.00	.00		.00	0.00
2000 Local Nontax	500	166.79	458.85		41.15	91.77
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. TOTAL REV/OTHER FIN.SRCS(LESS TRANS)	7,000	166.79	458.85		6,541.15	6.56
B. 9900 TRANSFERS IN FROM GF	0	.00	.00		.00	0.00
C. Total REV./OTHER FIN. SOURCES	7,000	166.79	458.85		6,541.15	6.56
D. EXPENDITURES						
Type 30 Equipment	10,000	.00	.00	0.00	10,000.00	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
Total EXPENDITURES	10,000	.00	.00	0.00	10,000.00	0.00
E. OTHER FIN. USES TRANS. OUT (GL 536)	0	.00	.00			
F. OTHER FINANCING USES (GL 535)	0	.00	.00			
G. EXCESS OF REVENUES/OTHER FIN SOURCES OVER(UNDER) EXP/OTH FIN USES (C-D-E-F)	3,000-	166.79	458.85		3,458.85	115.30-
H. TOTAL BEGINNING FUND BALANCE	128,506		128,506.03			
I. G/L 898 PRIOR YEAR ADJUSTMENTS(+OR-)	XXXXXXXX		.00			
J. TOTAL ENDING FUND BALANCE (G+H + OR - I)	125,506		128,964.88			
K. ENDING FUND BALANCE ACCOUNTS:						
G/L 810 Restricted For Other Items	0		.00			
G/L 819 Restricted for Fund Purposes	125,506		128,964.88			
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			
TOTAL	125,506		128,964.88			

***** 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: August 24, 2022

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
<u>GENERAL FUND:</u>					
	Payroll	800911	to	800911	\$ 366.45
	Payroll A/P	131968	to	131976	\$ 423,022.52
	Payrol ACH Payments				\$ 556,757.45
	Payroll Taxes				\$ 584,908.83
	Direct Deposit				\$ 1,650,181.54
July 27, 2022	Accounts Payable	132017	to	132029	\$ 93,809.57
August 3, 2022	Accounts Payable	132030	to	132056	\$ 59,629.22
August 9, 2022	Accounts Payable	123057	to	132089	\$ 138,243.17
August 9, 2022	Accounts Payable	132090	to	132095	\$ 35,446.15
August 16, 2022	Accounts Payable	132096	to	132098	\$ 27,307.32
August 16, 2022	Accounts Payable	132099	to	132099	\$ 410,282.20
TOTAL GENERAL FUND:					\$ 3,979,954.42
<u>CAPITAL PROJECTS FUND:</u>					
August 4, 2022	Accounts Payable	200490	to	200493	\$ 74,844.86
August 10, 2022	Accounts Payable	200494	to	200496	\$ 593,978.34
August 18, 2022	Accounts Payable	200497	to	200501	\$ 169,922.54
TOTAL CAPITAL PROJECTS FUND:					\$ 838,745.74
<u>ASSOCIATED STUDENT BODY FUND:</u>					
July 27, 2022	Accounts Payable	405401	to	405401	\$ 450.00
August 16, 2022	Accounts Payable	405042	to	405042	\$ 75.00
			to		
			to		
TOTAL ASSOCIATED STUDENT BODY FUND:					\$ 525.00
<u>TRANSPORTATION VEHICLE FUND:</u>					
			to		
			to		
TOTAL TRANSPORTATION VEHICLE FUND:					\$ -

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



Regular Meeting Minutes
Steilacoom High School · 54 Sentinel Drive · Steilacoom, WA
July 27, 2022

STUDY SESSION:

- Agenda Review

REGULAR MEETING:

I. CALL TO ORDER

Chair Rohrer called the meeting to order at 7:00 pm.

Executive Director Susanne Beauchaine led the Pledge of Allegiance.

Director McDonald made a motion to excuse Director Tinsley, Director Scott seconded the motion, and the motion passed (4/0).

Chair Rohrer, Vice Chair McDonald, Director Hogan, and Director Scott all present.

Director Scott made a motion to approve the agenda, Director Hogan seconded the motion, and the motion passed (4/0).

II. COMMENTS FROM THE AUDIENCE

No comments.

III. RECESS TO PUBLIC HEARING

Chair Rohrer recessed to public hearing at 7:01 pm.

IV. PUBLIC HEARING

A. 2022-2023 Budget Hearing and 2021-2022 Budget Extension Presentation

Melissa Beard, Chief of Operations and Finance, shared the Steilacoom Historical School District 2022-2023 Budget and 2021-2022 Budget Extension presentation.

B. Comments from the Audience

No comments.

V. RETURN TO REGULAR MEETING

Chair Rohrer returned to the Regular Board Meeting at 7:09 pm.

VI. CONSENT AGENDA

Director Scott made a motion to approve the Consent Agenda, Director McDonald seconded the motion, and the motion passed (4/0). The Consent Agenda included Financial Reports; June and July 2022 Accounts Payable including June 2022 Payroll; June 22, 2022 Regular Board Meeting

Regularly scheduled meetings of the Board of Directors of the Steilacoom Historical School District No. 1 are digitally recorded.

Page 1 of 4

Minutes; July 13, 2022 Study Session Minutes; Personnel Report; District Surplus; and Maintenance Facility Change Order.

VII. OLD BUSINESS

A. Second Reading of Policy 2021 Library Information and Technology Programs

Executive Director Paul Harvey shared Policy 2021 Library Information and Technology Programs. There have been no changes made to the policy since its first reading at the June 22, 2022 Regular Board Meeting. Director McDonald made a motion to approve Policy 2021 Library Information and Technology Programs, Director Hogan seconded the motion, and the motion passed (4/0).

B. Second Reading of Policy 3211 Gender-Inclusive Schools

Executive Director Gudrun Sullivan shared Policy 3211 Gender-Inclusive Schools. There have been no changes made to the policy since its first reading at the May 25, 2022 Regular Board Meeting. Director Hogan made a motion to approve Policy 3211 Gender-Inclusive Schools, Director McDonald seconded the motion, and the motion passed (4/0).

VIII. NEW BUSINESS

A. School Resource Officer Interlocal Agreement

Executive Director Susanne Beauchaine recognized Andy Takata and Kelly Limata from the City of DuPont, as well as SRO Justin Hamrick, who were all in attendance. Director Beauchaine then introduced Chief of Police Doug Newman, who shared the School Resource Officer Interlocal Agreement. The agreement will expand the district's SRO program to include working with the City of DuPont Police Department. Questions and discussion followed. Director McDonald made a motion to approve the School Resource Officer Interlocal Agreement, Director Hogan seconded the motion, and the motion passed (4/0).

B. Approval of Revised SHSD 2021-22 Board Meeting Schedule

Superintendent Weight shared the revised SHSD 2021-22 Board Meeting Schedule, removing the Board Study Session scheduled for August 10, 2022 due to lack of agenda items. Director Scott made a motion to approve the revised 2021-22 Board Meeting Calendar, Director Hogan seconded the motion, and the motion passed (4/0).

C. Approval of Resolution 897-07-27-22 Parent/Family/Teacher Conferences Waiver Request

Executive Director Shawn Lewis shared Resolution 897-07-27-22 Parent/Family/Teacher Conferences Waiver Request. This proposal has been discussed with school principals and with the Steilacoom Education Association, and both groups support the proposal and the focus on connecting directly with students and families before the school year starts. This resolution authorizes the superintendent to submit a waiver request for two days of Success Conferences in grades 1 through 5. Director Scott made a motion to approve Resolution 897-07-27-22 Parent/Family/Teacher Conferences Waiver Request, Director McDonald seconded the motion, and the motion passed (4/0).

D. Approval of Comprehensive School Counseling Transition Plan

Substitute Senate Bill 5030 requires all school districts in the state to develop and implement comprehensive school counseling plans that address students' social/emotional, academic, and career development needs in alignment with the American School Counselor Association (ASCA) national model. With the Board's approval, we will begin to implement our transition plan during the 2022-2023 school year and refine the plan as needed for full implementation the following year.

Director McDonald made a motion to approve the Comprehensive School Counseling Transition Plan, Director Scott seconded the motion, and the motion passed (4/0).

E. First Reading of Policy 2413 Equivalency Credit Opportunities

Executive Directory Paul Harvey shared Policy 2413 Equivalency Credit Opportunities. Revisions to this policy include clarifying that the principal is the point of approval for Equivalency Credit opportunities, and affirming 1.0 mastery-based credit for courses with eight possible options for earning the credit. Credit may be granted for passing grade in next highest course. The policy also eliminates the need for multiple content-specific policies that state the same information in repetition.

Director Scott made a motion to approve Policy 2413 Equivalency Credit Opportunities, Director Hogan seconded the motion, and the motion passed (4/0).

F. First Reading of Policy 3245 Students and Telecommunication Devices

Executive Director Shawn Lewis shared Policy 3245 Students and Telecommunication Devices. During the past school year, school district staff and administrators have been working to address many issues regarding students and telecommunication devices. The district has also received concerns from families regarding the use of telecommunication devices directed to all levels of the school system, including to the school board. The proposed policy revisions are intended to clarify the expectations regarding the use of computers, pagers, smart watches, MP3 players, cell phones, tablets, or any photographic and or video devices on school property or while attending school sponsored or related events.

Questions and discussion followed.

Director Scott made a motion to move Policy 3245 to a second reading, Director McDonald seconded the motion, and the motion passed (4/0).

G. Board Governance Goals

Executive Director Shawn Lewis shared board self-assessment results, and recommended the board review the results of their self-assessment and use the results as a part of their governance goal setting process. Chair Rohrer commented on the growth of the board in terms of communication with the community, and shared improvement may be needed in the area of board professional development.

IX. BOARD COMMUNICATION

No board communication.

X. ANNOUNCEMENTS

- Superintendent Weight welcomed Jake Tyrrell back to the district. Mr. Tyrrell is the district's Director of Secondary Education.
- Chair Rohrer thanked the district staff for their hard work.

Regularly scheduled meetings of the Board of Directors of the Steilacoom Historical School District No. 1 are digitally recorded.

XI. **ADJOURNMENT**

Director McDonald made a motion to adjourn the meeting at 7:56 pm, Director Scott seconded the motion, and the motion passed (4/0).

(Chair)

(Secretary/Superintendent)

STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1
CERTIFICATED PERSONNEL REPORT - AUGUST 24, 2022

Name	Position	FTE	Location	Effective Date	Action	Comment
COOK NICOLE	TEACHER	1.00	SALTAR'S POINT	8/29/2022	NEW HIRE	Non-Continuing Leave Replacement
CHONTOFALSKY VALERIE	COUNSELOR	1.00	CHLOE CLARK	8/29/2022	NEW HIRE	
ROBLES DAVID 'MATT'	TEACHER	1.00	HIGH SCHOOL	8/29/2022	NEW HIRE	
SAYRE HAYLEY	TEACHER	1.00	HIGH SCHOOL	8/26/2022	RESIGNATION	

STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1
CLASSIFIED PERSONNEL REPORT - AUGUST 24, 2022

Name	Position	Hours	Location	Effective Date	Action	Comment
KHALIL DINA	LPN	7.00	DISTRICT WIDE	8/1/2022	RESIGNATION	
MILLER GINA	PARAPROFESSIONAL	6.50	CHLOE CLARK	9/1/2022	NEW HIRE	
BRANCH IVELINA	PARAPROFESSIONAL	6.50	CHLOE CLARK	9/1/2022	NEW HIRE	
RIVERA VILMARIE	PARAPROFESSIONAL	6.50	CHLOE CLARK	9/1/2022	NEW HIRE	
POLSON INGRID	PARAPROFESSIONAL	6.50	SALTAR'S POINT	9/1/2022	NEW HIRE	
FOIT ERIK	PARAPROFESSIONAL	6.50	SALTAR'S POINT	9/1/2022	NEW HIRE	
SEEMAN KENDAL	PARAPROFESSIONAL	6.50	SALTAR'S POINT	9/1/2022	NEW HIRE	
FORD JESSICA	PARAPROFESSIONAL	6.50	SALTAR'S POINT	9/1/2022	NEW HIRE	
TRULL AMBER	DEPARTMENT SPECIALIST	8.00	DISTRICT OFFICE	8/29/2022	LEAVE OF ABSENCE	0.2 FTE LOA from 8/29/2022 to 2/28/2023
LEARY JANET	PARAPROFESSIONAL	6.50	HIGH SCHOOL	9/1/2022	NEW HIRE	
POE JACQUELINE	PARAPROFESSIONAL	6.50	CHLOE CLARK	8/19/2022	RESIGNATION	

STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1
CO-CURRICULAR PERSONNEL REPORT - AUGUST 24, 2022

Name	Position	Location	Effective Date	Amount	Comment
ANDERSON ERIN	BOWLING ASSISTANT COACH	HIGH SCHOOL	11/7/2022	\$3,038.25	
ANDERSON ERIN	CROSS COUNTRY HEAD COACH	HIGH SCHOOL	8/22/2022	\$4,051.00	
ANDERSON MATT J	ASSISTANT FOOTBALL COACH	HIGH SCHOOL	8/17/2022	\$4,352.63	
ANDERSON MATT J	TRACK ASSISTANT COACH	HIGH SCHOOL	2/27/2023	\$3,408.75	
ANDERSON MATT T	BASEBALL ASSISTANT COACH	HIGH SCHOOL	2/27/2023	\$3,341.81	
BARKHURST RANDY	WRESTLING HEAD COACH	HIGH SCHOOL	11/7/2022	\$5,928.00	
BRADBURY THOMAS	BOWLING HEAD COACH	HIGH SCHOOL	11/7/2022	\$4,051.00	
BRADBURY THOMAS	ASSISTANT FOOTBALL COACH	PIONEER	9/1/2022	\$3,176.25	
CASEY KATHY	BOYS SWIMMING HEAD COACH	HIGH SCHOOL	11/7/202	\$4,930.00	
CASEY KATHY	GIRLS SWIMMING HEAD COACH	HIGH SCHOOL	8/22/2022	\$4,930.00	
CRAWFORD ANTHONY	FOOTBALL ASSISTANT COACH	HIGH SCHOOL	8/17/2022	\$4,626.00	
CRAWFORD ANTHONY	TRACK ASSISTANT COACH	HIGH SCHOOL	2/27/2023	\$3,695.63	
DOWDELL, MICHAEL	FOOTBALL HEAD COACH	PIONEER	9/1/2022	\$3,500.00	
FAAMAUSILI TAUSALA	ASSISTANT VOLLEYBALL COACH	HIGH SCHOOL	8/22/2022	\$3,404.44	
FORD JOHN	BOYS GOLF COACH	HIGH SCHOOL	8/22/2022	\$4,051.00	
GIBBARD KRISTIN	GIRLS ASSISTANT SWIMMING COACH	HIGH SCHOOL	8/22/2022	\$3,258.75	
GIDLEY AMANDA	BASKETBALL HEAD COACH GIRLS	PIONEER	11/7/2022	\$4,235.00	
GIDLEY AMANDA	FASTPITCH HEAD COACH	PIONEER	9/1/2022	\$4,235.00	
GIDLEY AMANDA	TALENT SHOW ADVISOR	PIONEER	6/16/2022	\$600.00	
GUILLEN BRITTNEY	VOLLEYBALL ASSISTANT COACH	PIONEER	4/10/2023	\$2,900.63	
HALLER KYLE	FOOTBALL HEAD COACH	HIGH SCHOOL	8/17/2022	\$5,803.50	
HALLER KYLE	TRACK HEAD COACH	HIGH SCHOOL	2/27/2023	\$4,927.50	
HARDY JOHNATHAN	ASSISTANT FOOTBALL COACH	HIGH SCHOOL	8/17/2022	\$4,352.63	
HAYES BRUCE	BASEBALL HEAD COACH	PIONEER	4/10/2023	\$4,235.00	
HAYES BRUCE	BOYS BASKETBALL HEAD COACH	PIONEER	1/30/2023	\$3,176.25	
HOGAN MITCHELL	WRESTLING HEAD COACH	PIONEER	11/7/2022	\$4,235.00	
HOGAN MITCHELL	FOOTBALL ASSISTANT COACH	PIONEER	9/1/2022	\$3,175.25	
IVY RUSSELL	GIRLS BASKETBALL HEAD COACH	HIGH SCHOOL	11/7/2022	\$6,066.50	
JOHNSON BREANNE	GIRLS SOCCER ASSISTANT COACH	PIONEER	1/30/2023	\$2,900.00	
JOHNSON BREANNE	GIRLS BASKETBALL ASSISTANT COACH	PIONEER	11/7/2022	\$2,900.00	
LEVI JOHN	GIRLS BASKETBALL ASSISTANT COACH	HIGH SCHOOL	11/7/2022	\$4,549.88	
LOVELL MATT	ASSISTANT FOOTBALL COACH	HIGH SCHOOL	8/17/2022	\$4,352.63	

STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1
CO-CURRICULAR PERSONNEL REPORT - AUGUST 24, 2022

MACDONALD ANDY	ASSISTANT FOOTBALL COACH	HIGH SCHOOL	8/17/2022	\$4,079.25	
MAGAWAY ALAN	BOYS ASSISTANT TENNIS COACH	HIGH SCHOOL	8/22/2022	\$3,566.33	
MAGAWAY ALAN	GIRLS ASSISTANT TENNIS COACH	HIGH SCHOOL	2/27/2023	\$3,566.63	
MANNING ERNIE	BOYS TENNIS HEAD COACH	HIGH SCHOOL	8/22/2022	\$4,755.50	
MANNING ERNIE	GIRLS TENNIS HEAD COACH	HIGH SCHOOL	2/27/2023	\$4,755.50	
MARTIN MICHAEL	ASSISTANT FOOTBALL COACH	HIGH SCHOOL	8/17/2022	\$4,626.00	
MATELSKI CAROLINE	GIRLS GOLF COACH	HIGH SCHOOL	8/22/2022	\$4,051.00	
MATEUS STEPHANIE	VOLLEYBALL HEAD COACH	PIONEER	4/0/2023	\$4,235.00	
MATEUS STEPHANIE	FASTPITCH ASSISTANT COACH	PIONEER	9/1/2022	\$3,175.25	
MCAVOY ROB	BASEBALL ASSISTANT COACH	PIONEER	4/10/2023	\$3,176.25	
MCAVOY ROB	WRESTLING ASSISTANT COACH	PIONEER	11/7/2022	\$3,176.25	
MCJUNKINS MICHAEL	FOOTBALL ASSISTANT COACH	PIONEER	9/1/2022	\$3,176.25	
MCJUNKINS MICHAEL	GIRLS SOCCER ASSISTANT COACH	PIONEER	1/30/2023	\$3,176.25	
MCJUNKINS MICHAEL	TRACK ASSISTANT COACH	PIONEER	4/10/2022	\$3,176.25	
MCJUNKINS TRINA	FASTPITCH ASSISTANT COACH	PIONEER	9/1/2022	\$3,175.25	
MCJUNKINS TRINA	GIRLS BASKETBALL ASSISTANT COACH	PIONEER	11/7/2022	\$3,176.25	
MCJUNKINS TRINA	GIRLS SOCCER HEAD COACH	PIONEER	1/30/2023	\$4,235.00	
MCJUNKINS TRINA	TRACK ASSISTANT COACH	PIONEER	4/10/2023	\$3,176.25	
MILLER CAMERON	ASSISTANT WRESTLING COACH	HIGH SCHOOL	11/7/2022	\$4,446.00	
PORCHE CHARLES	FASTPITCH HEAD COACH	HIGH SCHOOL	2/27/2023	\$4,841.50	
PROPEs ANDREW	ASSISTANT FOOTBALL COACH	HIGH SCHOOL	8/27/2023	\$4,626.00	
RASCHKE RAGAN	DANCE TEAM	PIONEER	9/1/2022	\$4,235.00	
RASCHKE RAGAN	VOLLEYBALL ASSISTANT COACH	PIONEER	4/10/2023	\$3,176.25	
RENNER NATE	BOYS SOCCER HEAD COACH	HIGH SCHOOL	2/27/2023	\$4,841.50	
ROBBINS KELLY	ASSISTANT VOLLEYBALL COACH	HIGH SCHOOL	8/22/2022	\$3,117.75	
ROBLES MATT 'DAVID'	BOYS BASKETBALL HEAD COACH	HIGH SCHOOL	11/7/2022	\$6,066.50	
SARAVIA REBECCA	VOLLEYBALL HEAD COACH	HIGH SCHOOL	8/22/2022	\$4,921.50	
SEEFELDT JAMES	CROSS COUNTRY ASSISTANT COACH	HIGH SCHOOL	8/22/2022	\$3,038.25	
SEEFELDT JAMES	TRACK ASSISTANT COACH	HIGH SCHOOL	8/22/2022	\$3,695.63	
SORTORE PATRICIA	CHEER COACH	HIGH SCHOOL	8/22/2022	\$3,926.68	
STUGELMEYER SCOTT	TRACK ASSISTANT COACH	PIONEER	4/10/2023	\$3,176.25	
TAYLOR-SPARKS BROOKLYN	FASTPITCH ASSISTANT COACH	HIGH SCHOOL	2/27/2023	\$3,341.81	
VAN DUSEN JAMES	GIRLS SOCCER HEAD COACH	HIGH SCHOOL	8/22/2022	\$4,841.50	
WALTERS VANESSA	GIRLS SOCCER ASSISTANT COACH	HIGH SCHOOL	8/22/2022	\$3,631.13	

STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1
CO-CURRICULAR PERSONNEL REPORT - AUGUST 24, 2022

WIDMAN COREY	BASEBALL HEAD COACH	HIGH SCHOOL	2/27/2023	\$4,841.50	
WOLPERT VALERIE	ASSISTANT CHEER COACH	HIGH SCHOOL	8/22/2022	\$3,926.68	
WOOD SEAN	BOYS SOCCER ASSISTANT COACH	HIGH SCHOOL	2/27/2023	\$3,040.50	

STEILACOOM HISTORICAL SCHOOL DISTRICT #1

RESOLUTION # 900-08-24-22

CANCELLATION OF OUTSTANDING WARRANTS

WHEREAS, RCW 39.56.040 requires the cancellation of warrants not presented for payment within one (1) year of the date of issue, and

WHEREAS, the following outstanding warrants have not been presented for payment:

Payment Date	Fund	Accounting Date	Warrant No.	Vendor	Payment Amount
7/10/2019	General	7/10/2019	126362	Daniel Ardia	19.75
8/18/2020	General	8/18/2020	128476	Rachel Kuzu	9.90
8/18/2020	General	8/18/2020	128491	Andrew Viloudaki	51.75
8/18/2020	General	8/18/2020	128493	Mary Jane Wood	39.00
10/28/2020	General	10/28/2020	128876	Aleece Michele Jenne	30.09
10/28/2020	General	10/28/2020	128889	Jamell Goree	11.50
10/28/2020	General	10/28/2020	128894	Jodi Mathis	71.95
12/3/2020	General	12/3/2020	129026	Sandy Lee	43.68
12/22/2020	General	12/22/2020	129164	Scott Evans	50.00
12/22/2020	General	12/22/2020	129168	Jessica Pamintuan	19.75
2/25/2021	General	2/25/2021	129423	Brianna Cope	112.35
3/11/2021	General	3/11/2021	129517	Ray Balderson	7.30
3/11/2021	General	3/11/2021	129518	Nida Bautista	10.10
3/11/2021	General	3/11/2021	129520	Patricia Bishop	15.75
3/11/2021	General	3/11/2021	129549	Mark Pires	5.65
3/11/2021	General	3/11/2021	129552	Amy Scroggins	7.00
3/11/2021	General	3/11/2021	129559	Amy Williams	10.35
4/15/2021	General	4/15/2021	129684	Reginald Logerman	6.50
4/15/2021	General	4/15/2021	129707	Shardahna Swain-Wiggins	5.65
4/28/2021	General	4/28/2021	129757	Yesenia Rock	14.35
5/14/2021	General	5/14/2021	129812	Sandy Lee	8.04
5/14/2021	General	5/14/2021	129841	Ashley Bradley	59.20
5/14/2021	General	5/14/2021	129843	Rachel Devault	10.00
5/14/2021	General	5/14/2021	129844	Melinda Essy	30.00
5/14/2021	General	5/14/2021	129846	Michelle Kannitzer	38.10
5/14/2021	General	5/14/2021	129849	Donny Oluokun	5.00
5/14/2021	General	5/14/2021	129852	Samantha Tatum	42.95
5/14/2021	General	5/14/2021	129856	Christine Warren	31.20
5/20/2021	General	5/20/2021	129875	Krista Yearwood	151.18
6/3/2021	General	6/3/2021	129944	RSD	399.22
6/10/2021	General	6/10/2021	129977	Andrew Senko	65.89
6/24/2021	General	6/24/2021	130014	Amy Fernelius	81.05
6/24/2021	General	6/24/2021	130017	Melissa Holbrook	100.00
6/24/2021	General	6/24/2021	130020	Rith Nuon	56.75

Payment Date	Fund	Accounting Date	Warrant No.	Vendor	Payment Amount
10/31/2019	ASB	10/31/2019	404255	Heather Yuckert	40.45
3/20/2020	ASB	3/20/2020	404421	Stephanie Feller	150.00
3/20/2020	ASB	3/20/2020	404441	William McGowan	150.00
3/20/2020	ASB	3/20/2020	404451	Nicole Perez	75.00
10/28/2020	ASB	10/28/2020	404806	Deloria Dixon	75.00
6/11/2021	ASB	6/11/2021	404861	Aaron Weed	420.00

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Pierce County Auditor and the Pierce County Treasurer be authorized to cancel the above listed outstanding warrants.

Adopted this 24th day of August 2022

STEILACOOM SCHOOL DISTRICT #1
BOARD OF DIRECTORS

ATTEST:

Secretary to the Board

Chairperson

Director

Director

Director

Director



AIA[®] Document G701[™] – 2017

Change Order

PROJECT: <i>(Name and address)</i> 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: 002 Date: July 26, 2022
OWNER: <i>(Name and address)</i> Steilacoom Historical School District No. 1 511 Chambers Street Steilacoom, WA 98388	ARCHITECT: <i>(Name and address)</i> Erickson McGovern, PLLC 101 East 26th Street, Suite 300 Tacoma, WA 98421	CONTRACTOR: <i>(Name and address)</i> 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 #2 Items:

COP 008 \$4,282.00; COP 012 PR 004 \$10,941.50; COP 016 \$25,676.58; COP 019 \$973.31

TOTAL VALUE FOR CHANGE ORDER #2: ADD \$41,873.39

The original Contract Sum was	\$ 1,617,837.00
The net change by previously authorized Change Orders	\$ 54,888.48
The Contract Sum prior to this Change Order was	\$ 1,672,725.48
The Contract Sum will be increased by this Change Order in the amount of	\$ 41,873.39
The new Contract Sum including this Change Order will be	\$ 1,714,598.87

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

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

- Project delay days, associated impacts, and updated Substantial Completion date will be addressed in pending CO, associated with PR-001

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.

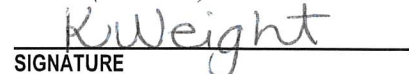
ARCHITECT *(Firm name)*

CONTRACTOR *(Firm name)*

OWNER *(Firm name)*


SIGNATURE


SIGNATURE


SIGNATURE

Raymond MowAIA, Principal

Darron C. Pease, President

Kathi Weight, Superintendent

PRINTED NAME AND TITLE

PRINTED NAME AND TITLE

PRINTED NAME AND TITLE

07/26/2022

7/29/22

8-3-22

DATE

DATE

DATE

District Maintenance Facility Improvements Steilacoom Historical School District No. 1

Contractor: Pease & Sons, Inc.

EMA Project #: 2021-3

Change Order #: 2
July 26, 2022

Original Contract Sum	\$1,617,837.00
Net change by previously Change Order(s)	\$54,888.48
Contract Sum prior to this Change Order	\$1,672,725.48
This Change Order amount	\$41,873.39
New Contract Sum including this Change Order	\$1,714,598.87
The Contract Time will be unchanged by (0) days	
The Substantial date of Completion will be unchanged to Friday, July 15, 2022	

REF #	WORK COMPLETED	COSTS	DAYS
COP 008	Roll up door on the finish schedule says height at 9'. Actual height of roll up door opening is 12'	\$4,282.00	0
COP 012 PR 004	Remove and replace fencing and swing gate on the North end of the property. All material is galvaniz	\$10,941.50	0
COP 016	Remove and replace fencing on east side of phase 1	\$25,676.58	0
COP 019	Demo and replace wood frame on door 102A. Replace with HM frame for a 2X4 wall.	\$973.31	0
TOTAL VALUE FOR CHANGE ORDER #2:		\$41,873.39	0



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 #: 008

Project No. 8049

Source/Ref. Documents:

Date: 7/23/2022

Contractor: Pease & Sons, Inc.

Contract No.

Description: Roll up door on the finish schedule says height at 9'. Actual height of roll up door opening is 12'

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

a. crew (apprentices, journeymen, & laborers)	\$ -
b. foreman	\$ -
c. lead foreman	\$ -
DIRECT LABOR SUBTOTAL	\$ -
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 \$ 3,887.07

a. Overhead Innovations	\$ 3,887.07
b.	
c.	\$ -
d.	\$ -
e.	\$ -
f.	\$ -

7. OVERHEAD & PROFIT ON SUB-TIER SUBCONTRACTORS \$ 310.97

a. 8% of Line 6 for each sub \$ 310.97

8. PERFORMANCE BOND \$ 83.96

a. 2% of Subtotal (Line 1-7) \$ 83.96

TOTAL COST \$ 4,282.00

Owner (Central Pierce Fire)

Architect (TCA)

Pease & Sons, Inc

COP Wage Rates

Project Name: Steliacom 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
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		
Subtotal	\$ 76.67	\$ 71.53	\$ 59.30	\$ 56.80	\$ 89.24	\$ 83.47	\$ -	\$ -
3. FUI	\$ 0.32	\$ 0.30	\$ 0.20	\$ 0.25	\$ 0.38	\$ 0.35	\$ -	\$ -
4. FICA	\$ 3.35	\$ 3.05	\$ 2.71	\$ 2.56	\$ 3.94	\$ 3.58	\$ -	\$ -
5. MEDICARE	\$ 0.78	\$ 0.71	\$ 0.63	\$ 0.60	\$ 0.92	\$ 0.84	\$ -	\$ -
6. SUI	\$ 3.21	\$ 2.82	\$ 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
8. FMLA	\$ 0.09	\$ 0.08	\$ 0.07	\$ 0.07	\$ 0.10	\$ 0.09	\$ -	\$ -
9. WA ST PD SICK LEAVE	\$ 1.55	\$ 1.41	\$ 1.25	\$ 1.18	\$ 1.82	\$ 1.65	\$ -	\$ -
Total	\$ 88.64	\$ 82.62	\$ 69.34	\$ 66.41	\$ 100.13	\$ 93.37	\$ 3.00	\$ 3.00
Normal 1.5x Overtime Rates Calculate Automatically								
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	\$ -	\$ -
Subtotal	\$ 100.16	\$ 92.78	\$ 79.02	\$ 73.57	\$ 119.74	\$ 111.08	\$ -	\$ -
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
Total Overtime Rate	\$ 121.80	\$ 112.76	\$ 95.92	\$ 89.59	\$ 135.71	\$ 125.83	\$ 3.00	\$ 3.00
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

Overhead Innovations

PO Box 850
Rainier WA, 98576

Guy Baryo, Estimator (253.329.6305) *Call for bid questions.
Tina Addington, PM (509.230.9437)
Brandon Bell, Owner (brandon@ohdinnovations.com)

Proposal

DATE:

7/19/2022

QUOTE #:

GWB2607Rev01

VALID UNTIL:

30 Days

Customer

Pease & Sons, Inc.
10601 Waller Rd E
Tacoma WA, 98446
253.531.7700

Project Name: Steilacoom Maint Facility
Contact: Estimating
Email: bids@peaseandsons.com

08.36.13 - Sectional Door Original Quote @ 9' Tall	\$22,666.97
08.36.13 - Sectional Door Change To 12' Tall COP Cost Add	\$3,887.07
Subtotal: \$26,554.04	
Material Tax: \$0.00	
Total Amount Due: \$26,554.04	

PROJECT SCOPE

Drawings Dated: 10/20/21

Prevailing Wage/Certified Payroll Yes

Buy American Act: No

Material Use Tax are Included: No

Addendums: 1-6

LEAD TIMES ARE LONGER THAN EVER AND SUBJECT TO CHANGE.
A deposit is required for custom materials and for placing advance orders prior to the site being ready for field verification.

Supply and Install

(01) 7'0" x 7'0" – Door 101D

Overhead Door Corporation Model Stormtite 625 Insulated Steel Overhead Coiling Service Door. Weather seals, hood baffle. Finish is G90 Primed Gray. RSX-H 1/2HP 1Ph motor op w/ brake, electric sensing edge, chain backup. Above lintel, face of wall application

(01) 20'0" x 12'0" – Door 101C

C.H.I. Overhead Door Model 3297R Aluminum Overhead Sectional Door. Finish is powder coat to match dark bronze. High lift application. Head and jamb seals. AFV, 6 Pnl, 1/2"

IGU, Tempered, Clear, DSB, S1: Insulated Panels, S2: Insulated Panels, S3: Insulated Panels, S4: Insulated Panels, S5: AFV, 6 Pnl, Top: AFV. RSX-H 3/4HP 1PH motor op w/ brake, elec sensing edge, key switch, hand chain backup.

We are a SBE contractor.

OVERHEAD INNOVATIONS SPECIFIC EXCLUSIONS:

- Bonds, permits, & taxes, unless specifically noted
- Warranty beyond 1 year. Unless specifically noted and priced in this bid, a 1-year subcontractor warranty will be provided. This does not cover general maintenance that the owner must perform. Note: Manufacturer's warranty may be longer. Please see manufacturer's warranty.
- Preparation of openings, including tube steel jams, structural supports, header construction, etc. Opening preparation and clearances must be in accordance with shop drawings provided. We shall not be held responsible for corrections or delays due to this.
- Backing and blocking to receive door frames, hardware, and accessories.
- Miscellaneous angles, trim, shimming, or access panels.
- ALL electrical work such as wiring, conduit, disconnection switches, junction boxes, connections, etc is to be performed by others. Wiring diagrams can be provided.
- Field and finish painting, cleaning prior to finish painting, and custom paint and/or finishes. Unless specifically noted and priced in this bid, these can be provided at an additional cost. Otherwise standard manufacturer colors are available as part of the bid.
- Pollution insurance. This coverage is not necessary for our scope of work.
- Umbrella/excess liability limits above \$2MIL. (Example COI can be provided upon request).
- Blanket forms CG8870 1208 and CG8583 0413 are "follow form" and provided at no charge (Example COI & forms can be provided upon request). Any other insurance form requirements, endorsements, or amendments would be an additional cost to the prime contractor.
- Expedited shipping and additional shipments. This bid is based on ONE standard shipping only. If orders must be broken into phased and/or expedited shipments, additional costs will apply for each shipment.
- Multiple mobilization and site visits. One field verification and one continuous and uninterrupted installation mobilization is included in this bid pricing. If phased or additional mobilizations are needed, there will be added costs involved for both travel and shipping.
- Material price increases. Pricing can NOT be held beyond the manufacturers quote expiration date. Only an order can lock-in pricing. Price increase letters can be provided to substantiate any change orders due to material price increases that occur after bid proposal expiration and prior to ordering.
- Manufacturing and shipping delays. Lead times are longer than ever and subject to change. OHI can NOT be held accountable in any way for manufacturing and shipping delays.
- Electric interlocks and locks, unless otherwise noted in bid.
- Owner training. We can provide an owner training video, if desired. If a site visit is required for owner training, add cost for travel and time.
- Resolution of opening obstructions and conflicts. We require 15ft on both sides of the opening to be free and clear prior to arriving for installation. All obstructions with opening clearance issues such as HVAC, sprinklers, drop ceilings, etc must be removed and/or addressed by the GC prior to installation. Often these items are not in place at the time of our field verification. If this occurs, we will need an approved CO to cover labor and materials required to wait, clear, and/or address opening and installation obstructions before that work can be performed.
- Safe storage of materials left on-site. GC assumes this risk if they desire materials to be delivered and stored on-site.
- Overnight installations. If this will be required, this needs to be communicated in advance to determine if a cost consideration is required.
- Demolition of existing doors, unless specifically noted and priced in the bid.
- On-site dumpster/garbage service costs. OHI will gladly perform site clean-up, but dumpster services will be provided by prime contractor.

OVERHEAD INNOVATIONS TERMS & CONDITIONS:

- This bid is tendered in the interests of providing labor and materials, in the quantities listed above, for a specific job. Unless specifically mentioned in the bid text, items such as custom paint and finishes, electrical work, demolition, etc are not included. Read the bid carefully to be sure all items you want are mentioned. Specific bid proposal exclusions are listed above.
- Pricing can NOT be held beyond the manufacturers quote expiration date. Only an order can lock-in pricing. Price increase letters can be provided to substantiate any change orders due to material price increases that occur after bid proposal expiration and prior to ordering.
- A deposit may be required for custom materials and for placing advance orders prior to the site being ready for field verification field verification.
- Payment is due in full when work is completed.
- Terms are Net 15 days, 1.5% per month thereafter.
- If delinquent, customer shall be liable for all attorney fees and costs for collections.
- All warranties are void if invoice has not been paid.

Contractor: Pease and sons Construction
Tacoma, WA

PR #: 004

PR ITEM: Fencing

Reference

drawing/specification: L1.0

DESCRIPTION OF CHANGE:

Remove and replace fencing and SWING gate on the North property per the attached.

REASON FOR CHANGE: Owner Request

PREPARED BY: Raymond Mow

FIRM: EMA

Please submit an itemized proposal for changes in the Contract Sum and Contract Time for proposed modifications to the Contract Documents described herein. Within 14 days, the Contractor must submit this proposal or notify the Architect, in writing, of the date on which proposal submission is anticipated. The submitted proposal shall be in full compliance with Article 7 of the AIA 201 General Conditions of the Contract for Construction.

X



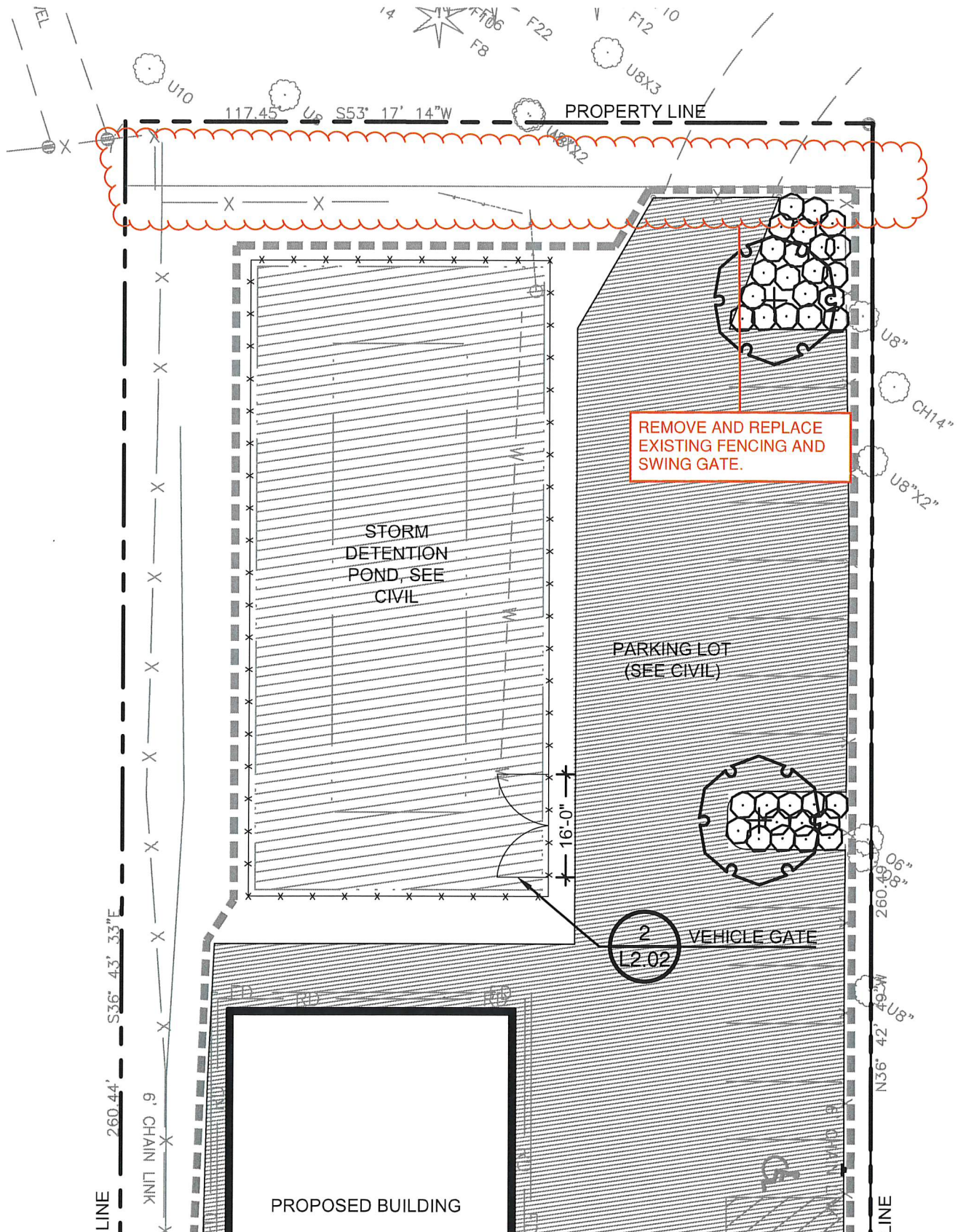
Architect

June 8, 2022

Date

THIS IS NOT A CHANGE ORDER, A CONSTRUCTION CHANGE DIRECTIVE OR A DIRECTION TO PROCEED WITH THE WORK DESCRIBED IN THE PROPOSED MODIFICATIONS.

Attachments: PARTIAL L1.00





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 #: 012

Project No. 8049

Source/Ref. Documents: PR 004

Date: 6/13/2022

Contractor: Pease & Sons, Inc.

Contract No.

Description: Remove and replace fencing and swing gate on the North end of the property. All material is galvanized finish

1. DIRECT CRAFT LABOR COST (from attached cost breakdown form) \$ 253.98

a. crew (apprentices, journeymen, & laborers)	\$ -
b. foreman	\$ 253.98
c. lead foreman	\$ -
DIRECT LABOR SUBTOTAL	\$ 253.98
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) \$ 400.00

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

SUBTOTAL 1 thru 4 \$ 653.98

5. OVERHEAD & PROFIT \$ 98.10

a. 15% portion of 1, 2, 3, & 4 \$ 98.10

6. LOWER-TIER SUBCONTRACTORS \$ 9,236.00

a. Sparrow Fence LLC	\$ 9,236.00
b.	
c.	\$ -
d.	\$ -
e.	\$ -
f.	\$ -

7. OVERHEAD & PROFIT ON SUB-TIER SUBCONTRACTORS \$ 738.88

a. 8% of Line 6 for each sub \$ 738.88

8. PERFORMANCE BOND \$ 214.54

a. 2% of Subtotal (Line 1-7) \$ 214.54

TOTAL COST \$ 10,941.50

Owner (Central Pierce Fire)

Architect (TCA)

Pease & Sons, Inc

COP Wage Rates

Project Name: Steelacoom 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
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		
Subtotal	\$ 73.11	\$ 68.19	\$ 57.12	\$ 52.92	\$ 87.99	\$ 82.22	\$ -	\$ -
3. FUI	\$ 0.32	\$ 0.30	\$ 0.26	\$ 0.25	\$ 0.38	\$ 0.35	\$ -	\$ -
4. FICA	\$ 3.35	\$ 3.05	\$ 2.71	\$ 2.56	\$ 3.94	\$ 3.58	\$ -	\$ -
5. MEDICARE	\$ 0.78	\$ 0.71	\$ 0.63	\$ 0.60	\$ 0.92	\$ 0.84	\$ -	\$ -
6. SUI	\$ 3.21	\$ 2.82	\$ 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
8. FMLA	\$ 0.09	\$ 0.08	\$ 0.07	\$ 0.07	\$ 0.10	\$ 0.09	\$ -	\$ -
9. WA ST PD SICK LEAVE	\$ 1.55	\$ 1.41	\$ 1.25	\$ 1.18	\$ 1.82	\$ 1.65	\$ -	\$ -
Total	\$ 84.66	\$ 78.89	\$ 66.89	\$ 62.26	\$ 100.13	\$ 93.37	\$ 3.00	\$ 3.00
Normal 1.5x Overtime Rates Calculate Automatically								
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	\$ -	\$ -
Subtotal	\$ 100.16	\$ 92.78	\$ 79.02	\$ 73.57	\$ 119.74	\$ 111.08	\$ -	\$ -
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
Total Overtime Rate	\$ 116.36	\$ 107.71	\$ 92.55	\$ 84.59	\$ 134.46	\$ 124.58	\$ 3.00	\$ 3.00
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

Sparrow Fence LLC

1424 Maple Drive
Enumclaw, WA 98022
PH 253-348-5198
FAX# 253-220-2669
License # SPARRFL884QA
Date: 9/10/2022

Estimate

Project: Steilacoom Maintenance Facility
Steilacoom Wa

Attention: Estimating

We hereby propose to furnish the materials and perform the labor necessary for the completion of this project:

The total cost of this Estimate is: \$ 9,236.00

PR #004 --- Replace fencing & swing gates on north property
All material is galvanized finish

Exclusions: Insurance premiums for Waiver of Subrogation or primary wording, clearing and grading, concrete saw cutting and core drilling, bonding, surveys, signs, electrical grounding of fences, traffic control, painting, permits, surveying, labor agreements, staking the fence line, hazardous waste training or removal, temporary fence, concrete mowing strips, post sleeves/setting of post sleeves, damage to irrigation lines, padlocks, fence removal, sales tax and use tax.

SUBMITTALS MUST BE APPROVED AND RETURNED PRIOR TO ORDERING MATERIAL

THIS ESTIMATE IS TO BE INCLUDED AS AN EXHIBIT IN THE CONTRACT

Due to the current steel markets, Sparrow Fence LLC. will not be held liable for any materials that their suppliers are unable to deliver due to industry shortages.

Sparrow Fence LLC. requests that retainage be paid 30 days after their work has been completed, provided that all paperwork, warranties, payroll reports, releases, etc. have been satisfied.

***Quote** good for 25 days. Materials must be **ordered** and **shipped** immediately in order to guarantee price. Material orders not received immediately are subject to any price increase initiated by our suppliers.

IN WITNESS OF WHEREOF, the parties have hereunto caused this Agreement to be executed.

Respectfully Submitted: _____ Date: 9/10/2022

Lee Pohlman: Phone 253-348-5198, leesparrowfence@gmail.com

Note: This proposal may be withdrawn by us if not accepted within 25 Days.

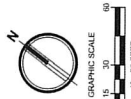
Accepted _____ Date: _____

Title: _____

STEILACOOM MAINTENANCE FACILITY IMPROVEMENTS

A PORTION OF THE NW 1/4 OF THE NW 1/4 OF SEC. 32, TWN. 20N., RGE. 02 E.
WM., TOWN OF STEILACOOM, PIERCE COUNTY, WASHINGTON

ERICKSON • MCGOVERN
101 E. 2nd Street, Suite 300, Tacoma, WA 98401
ERICKSON MCGOVERN PLLC



FOR CONTINUATION SEE RIGHT

KEYNOTES

1. REMOVE TREES
2. REMOVE FENCE
3. NEAR SAWCUT ASPHALT AND REMOVE
4. PROTECT POWER POLE TO REMAIN
5. REMOVE STRIPING
6. PROTECT OUTWIRE TO REMAIN
7. REMOVE EXISTING GRAVEL
8. SAWCUT AND REMOVE CONCRETE
9. REMOVE EXISTING BUILDING AND FEATURES
10. REMOVE EXISTING VEGETATION
11. REMOVE EXISTING POWER POLE
12. REMOVE EXISTING POWERLINE
13. SAWCUT AND REMOVE EXISTING CONCRETE TANK FOUNDATION AS NECESSARY TO CONSTRUCT NEW FOOTING. EXISTING FOUNDATION IS APPROXIMATELY 5' THICK AND REINFORCED.
14. MAINTAIN/REDUCE EXISTING SEWER AND WATER SERVICE FOR EXISTING BUILDING. NEW SERVICE SHALL BE INSTALLED TO NEW BUILDING. SWEEP PAVEMENT DAILY TO KEEP DETAIL FROM BEING TRACKED INTO RIGHT OF WAY.
15. REMOVE EXISTING STORM STRUCTURE
16. REMOVE AND REPLACE FENCE TO MATCH EXISTING
17. REMOVE FENCE AND GRADE AS NECESSARY TO CONSTRUCT NEW FENCE AND DATE. SEE SHEET L22 FOR DETAILS.

I need a COP to remove and replace this existing fence

This needs to match the new front fence

NOTES

1. THESE SHALL BE AS SHOWN AND AS NOTED ON THE SITE. LIMIT THE MIGRATION OF SEDIMENT LATER RUNOFF TO EXISTING DRAINAGE CONVEYANCE NETWORKS.
2. CONSTRUCT CATCH BASIN PROTECTION FOR ALL EXISTING STRUCTURES ON SITE THAT ARE DESIGNATED TO REMAIN. AS STRUCTURES ARE REMOVED, THE CATCH BASIN SHALL BE IN PLACE UNTIL SUCH TIME AS ALL SURFACING TREATMENTS HAVE BEEN STABILIZED. SEE CONSTRUCTION SEQUENCE, THIS SHEET.
3. SEE GRADING AND DRAINAGE REPORT FOR SITE DEMOLITION AND CONSTRUCTION REQUIREMENTS.

CESCL NOTES:

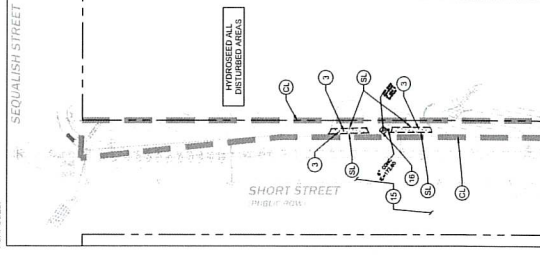
A CERTIFIED EROSION AND SEDIMENT CONTROL LEAD PERSON OR FIRM SHALL BE ON SITE ON A DAILY BASIS AT ALL TIMES. THE PERSON / FIRM IS TO BE DETERMINED BY THE PERSON / FIRM. CONTACT INFORMATION: [REDACTED] TO BE DETERMINED BY THE PERSON / FIRM. THE PERSON / FIRM SHALL BE RESPONSIBLE FOR ALL REQUIREMENTS OF THE PERMIT.

MULCHING NOTES:

1. MULCHING SHALL BE APPLIED AT THE RATE OF 2 TONS PER ACRE (MIN. 2" THICK).
2. MULCHES SHALL BE APPLIED IN ALL AREAS WITH EXPOSED SLOPES GREATER THAN 2:1.
3. MULCHING SHALL BE USED IMMEDIATELY AFTER CONSTRUCTION OF THE FACILITY. MULCHING SHALL NOT BE SEEDING BECAUSE OF THE SEASON.
4. ALL AREAS NEEDING MULCH SHALL BE COVERED BY NOVEMBER 1.

CONSTRUCTION SEQUENCE

1. SURVEY AND CLEARLY MARK CLEARING LIMITS BY PAINT LINES OR FLAGGING.
2. ARRANGE AND ATTEND A PRE-CONSTRUCTION MEETING WITH TOWN OF STEILACOOM.
3. POthOLE EXISTING SITE UTILITIES INDICATED ON PLANS. CONSTRUCT ALL UTILITIES AND PROTECT THEM AS SHOWN ON PLANS. CONSTRUCT ALL UTILITIES AND PROTECT THEM AS SHOWN ON PLANS. CONSTRUCT ALL UTILITIES AND PROTECT THEM AS SHOWN ON PLANS.
4. PROVIDE INLET SEDIMENT PROTECTION ON EXISTING CATCH BASINS.
5. PROVIDE INLET SEDIMENT PROTECTION ON EXISTING SWALES AND TEMPORARY SEDIMENT TRAP AND POND.
6. APPLY COVER MEASURES (MULCHING AND MULCHING) AS REQUIRED TO STABILIZE DEGRADED AREAS AND PREVENT TRANSPORT OF SEDIMENT LOADED STORMWATER OFF-SITE.
7. INSPECT EROSION CONTROL MEASURES A MINIMUM OF ONCE WEEKLY AND REPAIR EROSION CONTROL MEASURES AS REQUIRED.
8. RELOCATE SURFACE WATER CONTROLS AND EROSION CONTROL MEASURES OR INSTALL NEW MEASURES SO THAT AS SITE CONDITIONS CHANGE, THE MEASURES REMAIN EFFECTIVE. COORDINATE WITH THE TOWN OF STEILACOOM AND THE WASHINGTON STATE DEPARTMENT OF ECOLOGY. ANNUALLY COVER ALL AREAS THAT WILL BE UNWORKED FOR MORE THAN SEVEN DAYS DURING THE DRY SEASON (MAY 1 - SEPT 30) OR TWO DAYS DURING THE WET SEASON (OCT 1 - APRIL 1). REPAIR AND MAINTAIN CATCH BASIN.
9. GRADE AND STABILIZE CONSTRUCTION ROADS AND PARKING/LANDDOWN AREAS.
10. CONSTRUCT SURFACE WATER CONTROLS IMMEDIATELY WITH CLEARING AND GRADING. CONSTRUCT SURFACE WATER CONTROLS IMMEDIATELY WITH CLEARING AND GRADING. CONSTRUCT SURFACE WATER CONTROLS IMMEDIATELY WITH CLEARING AND GRADING.
11. DESIGN, COORDINATE, AND INSTALL ANY NECESSARY BYPASS UTILITIES TO REPAIR TEMPORARY INTERSECTION SWALES AND ROCK CHECK DAMS AS DEMOLITION INDICATED ON PLANS.
12. CLEAN AND GRUB THE REMAINDER OF THE SITE WITHIN THE CLEARING LIMITS.
13. COMPLETE ROUGH GRADE OF DRIVE WHEELS, PARKING AREAS, AND BUILDING PAD. PROVIDE BUILDING FOUNDATION AS REQUIRED FOR GRADING PURPOSES.



FOR CONTINUATION SEE LEFT

Sheet: **C1.0**

THIS SHEET IS NOT PRINTED AT 3" x 3" OR 3" x 4" OR 3" x 5" OR 3" x 6" OR 3" x 7" OR 3" x 8" OR 3" x 9" OR 3" x 10" OR 3" x 11" OR 3" x 12" OR 3" x 13" OR 3" x 14" OR 3" x 15" OR 3" x 16" OR 3" x 17" OR 3" x 18" OR 3" x 19" OR 3" x 20" OR 3" x 21" OR 3" x 22" OR 3" x 23" OR 3" x 24" OR 3" x 25" OR 3" x 26" OR 3" x 27" OR 3" x 28" OR 3" x 29" OR 3" x 30" OR 3" x 31" OR 3" x 32" OR 3" x 33" OR 3" x 34" OR 3" x 35" OR 3" x 36" OR 3" x 37" OR 3" x 38" OR 3" x 39" OR 3" x 40" OR 3" x 41" OR 3" x 42" OR 3" x 43" OR 3" x 44" OR 3" x 45" OR 3" x 46" OR 3" x 47" OR 3" x 48" OR 3" x 49" OR 3" x 50" OR 3" x 51" OR 3" x 52" OR 3" x 53" OR 3" x 54" OR 3" x 55" OR 3" x 56" OR 3" x 57" OR 3" x 58" OR 3" x 59" OR 3" x 60" OR 3" x 61" OR 3" x 62" OR 3" x 63" OR 3" x 64" OR 3" x 65" OR 3" x 66" OR 3" x 67" OR 3" x 68" OR 3" x 69" OR 3" x 70" OR 3" x 71" OR 3" x 72" OR 3" x 73" OR 3" x 74" OR 3" x 75" OR 3" x 76" OR 3" x 77" OR 3" x 78" OR 3" x 79" OR 3" x 80" OR 3" x 81" OR 3" x 82" OR 3" x 83" OR 3" x 84" OR 3" x 85" OR 3" x 86" OR 3" x 87" OR 3" x 88" OR 3" x 89" OR 3" x 90" OR 3" x 91" OR 3" x 92" OR 3" x 93" OR 3" x 94" OR 3" x 95" OR 3" x 96" OR 3" x 97" OR 3" x 98" OR 3" x 99" OR 3" x 100" OR 3" x 101" OR 3" x 102" OR 3" x 103" OR 3" x 104" OR 3" x 105" OR 3" x 106" OR 3" x 107" OR 3" x 108" OR 3" x 109" OR 3" x 110" OR 3" x 111" OR 3" x 112" OR 3" x 113" OR 3" x 114" OR 3" x 115" OR 3" x 116" OR 3" x 117" OR 3" x 118" OR 3" x 119" OR 3" x 120" OR 3" x 121" OR 3" x 122" OR 3" x 123" OR 3" x 124" OR 3" x 125" OR 3" x 126" OR 3" x 127" OR 3" x 128" OR 3" x 129" OR 3" x 130" OR 3" x 131" OR 3" x 132" OR 3" x 133" OR 3" x 134" OR 3" x 135" OR 3" x 136" OR 3" x 137" OR 3" x 138" OR 3" x 139" OR 3" x 140" OR 3" x 141" OR 3" x 142" OR 3" x 143" OR 3" x 144" OR 3" x 145" OR 3" x 146" OR 3" x 147" OR 3" x 148" OR 3" x 149" OR 3" x 150" OR 3" x 151" OR 3" x 152" OR 3" x 153" OR 3" x 154" OR 3" x 155" OR 3" x 156" OR 3" x 157" OR 3" x 158" OR 3" x 159" OR 3" x 160" OR 3" x 161" OR 3" x 162" OR 3" x 163" OR 3" x 164" OR 3" x 165" OR 3" x 166" OR 3" x 167" OR 3" x 168" OR 3" x 169" OR 3" x 170" OR 3" x 171" OR 3" x 172" OR 3" x 173" OR 3" x 174" OR 3" x 175" OR 3" x 176" OR 3" x 177" OR 3" x 178" OR 3" x 179" OR 3" x 180" OR 3" x 181" OR 3" x 182" OR 3" x 183" OR 3" x 184" OR 3" x 185" OR 3" x 186" OR 3" x 187" OR 3" x 188" OR 3" x 189" OR 3" x 190" OR 3" x 191" OR 3" x 192" OR 3" x 193" OR 3" x 194" OR 3" x 195" OR 3" x 196" OR 3" x 197" OR 3" x 198" OR 3" x 199" OR 3" x 200" OR 3" x 201" OR 3" x 202" OR 3" x 203" OR 3" x 204" OR 3" x 205" OR 3" x 206" OR 3" x 207" OR 3" x 208" OR 3" x 209" OR 3" x 210" OR 3" x 211" OR 3" x 212" OR 3" x 213" OR 3" x 214" OR 3" x 215" OR 3" x 216" OR 3" x 217" OR 3" x 218" OR 3" x 219" OR 3" x 220" OR 3" x 221" OR 3" x 222" OR 3" x 223" OR 3" x 224" OR 3" x 225" OR 3" x 226" OR 3" x 227" OR 3" x 228" OR 3" x 229" OR 3" x 230" OR 3" x 231" OR 3" x 232" OR 3" x 233" OR 3" x 234" OR 3" x 235" OR 3" x 236" OR 3" x 237" OR 3" x 238" OR 3" x 239" OR 3" x 240" OR 3" x 241" OR 3" x 242" OR 3" x 243" OR 3" x 244" OR 3" x 245" OR 3" x 246" OR 3" x 247" OR 3" x 248" OR 3" x 249" OR 3" x 250" OR 3" x 251" OR 3" x 252" OR 3" x 253" OR 3" x 254" OR 3" x 255" OR 3" x 256" OR 3" x 257" OR 3" x 258" OR 3" x 259" OR 3" x 260" OR 3" x 261" OR 3" x 262" OR 3" x 263" OR 3" x 264" OR 3" x 265" OR 3" x 266" OR 3" x 267" OR 3" x 268" OR 3" x 269" OR 3" x 270" OR 3" x 271" OR 3" x 272" OR 3" x 273" OR 3" x 274" OR 3" x 275" OR 3" x 276" OR 3" x 277" OR 3" x 278" OR 3" x 279" OR 3" x 280" OR 3" x 281" OR 3" x 282" OR 3" x 283" OR 3" x 284" OR 3" x 285" OR 3" x 286" OR 3" x 287" OR 3" x 288" OR 3" x 289" OR 3" x 290" OR 3" x 291" OR 3" x 292" OR 3" x 293" OR 3" x 294" OR 3" x 295" OR 3" x 296" OR 3" x 297" OR 3" x 298" OR 3" x 299" OR 3" x 300" OR 3" x 301" OR 3" x 302" OR 3" x 303" OR 3" x 304" OR 3" x 305" OR 3" x 306" OR 3" x 307" OR 3" x 308" OR 3" x 309" OR 3" x 310" OR 3" x 311" OR 3" x 312" OR 3" x 313" OR 3" x 314" OR 3" x 315" OR 3" x 316" OR 3" x 317" OR 3" x 318" OR 3" x 319" OR 3" x 320" OR 3" x 321" OR 3" x 322" OR 3" x 323" OR 3" x 324" OR 3" x 325" OR 3" x 326" OR 3" x 327" OR 3" x 328" OR 3" x 329" OR 3" x 330" OR 3" x 331" OR 3" x 332" OR 3" x 333" OR 3" x 334" OR 3" x 335" OR 3" x 336" OR 3" x 337" OR 3" x 338" OR 3" x 339" OR 3" x 340" OR 3" x 341" OR 3" x 342" OR 3" x 343" OR 3" x 344" OR 3" x 345" OR 3" x 346" OR 3" x 347" OR 3" x 348" OR 3" x 349" OR 3" x 350" OR 3" x 351" OR 3" x 352" OR 3" x 353" OR 3" x 354" OR 3" x 355" OR 3" x 356" OR 3" x 357" OR 3" x 358" OR 3" x 359" OR 3" x 360" OR 3" x 361" OR 3" x 362" OR 3" x 363" OR 3" x 364" OR 3" x 365" OR 3" x 366" OR 3" x 367" OR 3" x 368" OR 3" x 369" OR 3" x 370" OR 3" x 371" OR 3" x 372" OR 3" x 373" OR 3" x 374" OR 3" x 375" OR 3" x 376" OR 3" x 377" OR 3" x 378" OR 3" x 379" OR 3" x 380" OR 3" x 381" OR 3" x 382" OR 3" x 383" OR 3" x 384" OR 3" x 385" OR 3" x 386" OR 3" x 387" OR 3" x 388" OR 3" x 389" OR 3" x 390" OR 3" x 391" OR 3" x 392" OR 3" x 393" OR 3" x 394" OR 3" x 395" OR 3" x 396" OR 3" x 397" OR 3" x 398" OR 3" x 399" OR 3" x 400" OR 3" x 401" OR 3" x 402" OR 3" x 403" OR 3" x 404" OR 3" x 405" OR 3" x 406" OR 3" x 407" OR 3" x 408" OR 3" x 409" OR 3" x 410" OR 3" x 411" OR 3" x 412" OR 3" x 413" OR 3" x 414" OR 3" x 415" OR 3" x 416" OR 3" x 417" OR 3" x 418" OR 3" x 419" OR 3" x 420" OR 3" x 421" OR 3" x 422" OR 3" x 423" OR 3" x 424" OR 3" x 425" OR 3" x 426" OR 3" x 427" OR 3" x 428" OR 3" x 429" OR 3" x 430" OR 3" x 431" OR 3" x 432" OR 3" x 433" OR 3" x 434" OR 3" x 435" OR 3" x 436" OR 3" x 437" OR 3" x 438" OR 3" x 439" OR 3" x 440" OR 3" x 441" OR 3" x 442" OR 3" x 443" OR 3" x 444" OR 3" x 445" OR 3" x 446" OR 3" x 447" OR 3" x 448" OR 3" x 449" OR 3" x 450" OR 3" x 451" OR 3" x 452" OR 3" x 453" OR 3" x 454" OR 3" x 455" OR 3" x 456" OR 3" x 457" OR 3" x 458" OR 3" x 459" OR 3" x 460" OR 3" x 461" OR 3" x 462" OR 3" x 463" OR 3" x 464" OR 3" x 465" OR 3" x 466" OR 3" x 467" OR 3" x 468" OR 3" x 469" OR 3" x 470" OR 3" x 471" OR 3" x 472" OR 3" x 473" OR 3" x 474" OR 3" x 475" OR 3" x 476" OR 3" x 477" OR 3" x 478" OR 3" x 479" OR 3" x 480" OR 3" x 481" OR 3" x 482" OR 3" x 483" OR 3" x 484" OR 3" x 485" OR 3" x 486" OR 3" x 487" OR 3" x 488" OR 3" x 489" OR 3" x 490" OR 3" x 491" OR 3" x 492" OR 3" x 493" OR 3" x 494" OR 3" x 495" OR 3" x 496" OR 3" x 497" OR 3" x 498" OR 3" x 499" OR 3" x 500" OR 3" x 501" OR 3" x 502" OR 3" x 503" OR 3" x 504" OR 3" x 505" OR 3" x 506" OR 3" x 507" OR 3" x 508" OR 3" x 509" OR 3" x 510" OR 3" x 511" OR 3" x 512" OR 3" x 513" OR 3" x 514" OR 3" x 515" OR 3" x 516" OR 3" x 517" OR 3" x 518" OR 3" x 519" OR 3" x 520" OR 3" x 521" OR 3" x 522" OR 3" x 523" OR 3" x 524" OR 3" x 525" OR 3" x 526" OR 3" x 527" OR 3" x 528" OR 3" x 529" OR 3" x 530" OR 3" x 531" OR 3" x 532" OR 3" x 533" OR 3" x 534" OR 3" x 535" OR 3" x 536" OR 3" x 537" OR 3" x 538" OR 3" x 539" OR 3" x 540" OR 3" x 541" OR 3" x 542" OR 3" x 543" OR 3" x 544" OR 3" x 545" OR 3" x 546" OR 3" x 547" OR 3" x 548" OR 3" x 549" OR 3" x 550" OR 3" x 551" OR 3" x 552" OR 3" x 553" OR 3" x 554" OR 3" x 555" OR 3" x 556" OR 3" x 557" OR 3" x 558" OR 3" x 559" OR 3" x 560" OR 3" x 561" OR 3" x 562" OR 3" x 563" OR 3" x 564" OR 3" x 565" OR 3" x 566" OR 3" x 567" OR 3" x 568" OR 3" x 569" OR 3" x 570" OR 3" x 571" OR 3" x 572" OR 3" x 573" OR 3" x 574" OR 3" x 575" OR 3" x 576" OR 3" x 577" OR 3" x 578" OR 3" x 579" OR 3" x 580" OR 3" x 581" OR 3" x 582" OR 3" x 583" OR 3" x 584" OR 3" x 585" OR 3" x 586" OR 3" x 587" OR 3" x 588" OR 3" x 589" OR 3" x 590" OR 3" x 591" OR 3" x 592" OR 3" x 593" OR 3" x 594" OR 3" x 595" OR 3" x 596" OR 3" x 597" OR 3" x 598" OR 3" x 599" OR 3" x 600" OR 3" x 601" OR 3" x 602" OR 3" x 603" OR 3" x 604" OR 3" x 605" OR 3" x 606" OR 3" x 607" OR 3" x 608" OR 3" x 609" OR 3" x 610" OR 3" x 611" OR 3" x 612" OR 3" x 613" OR 3" x 614" OR 3" x 615" OR 3" x 616" OR 3" x 617" OR 3" x 618" OR 3" x 619" OR 3" x 620" OR 3" x 621" OR 3" x 622" OR 3" x 623" OR 3" x 624" OR 3" x 625" OR 3" x 626" OR 3" x 627" OR 3" x 628" OR 3" x 629" OR 3" x 630" OR 3" x 631" OR 3" x 632" OR 3" x 633" OR 3" x 634" OR 3" x 635" OR 3" x 636" OR 3" x 637" OR 3" x 638" OR 3" x 639" OR 3" x 640" OR 3" x 641" OR 3" x 642" OR 3" x 643" OR 3" x 644" OR 3" x 645" OR 3" x 646" OR 3" x 647" OR 3" x 648" OR 3" x 649" OR 3" x 650" OR 3" x 651" OR 3" x 652" OR 3" x 653" OR 3" x 654" OR 3" x 655" OR 3" x 656" OR 3" x 657" OR 3" x 658" OR 3" x 659" OR 3" x 660" OR 3" x 661" OR 3" x 662" OR 3" x 663" OR 3" x 664" OR 3" x 665" OR 3" x 666" OR 3" x 667" OR 3" x 668" OR 3" x 669" OR 3" x 670" OR 3" x 671" OR 3" x 672" OR 3" x 673" OR 3" x 674" OR 3" x 675" OR 3" x 676" OR 3" x 677" OR 3" x 678" OR 3" x 679" OR 3" x 680" OR 3" x 681" OR 3" x 682" OR 3" x 683" OR 3" x 684" OR 3" x 685" OR 3" x 686" OR 3" x 687" OR 3" x 688" OR 3" x 689" OR 3" x 690" OR 3" x 691" OR 3" x 692" OR 3" x 693" OR 3" x 694" OR 3" x 695" OR 3" x 696" OR 3" x 697" OR 3" x 698" OR 3" x 699" OR 3" x 700" OR 3" x 701" OR 3" x 702" OR 3" x 703" OR 3" x 704" OR 3" x 705" OR 3" x 706" OR 3" x 707" OR 3" x 708" OR 3" x 709" OR 3" x 710" OR 3" x 711" OR 3" x 712" OR 3" x 713" OR 3" x 714" OR 3" x 715" OR 3" x 716" OR 3" x 717" OR 3" x 718" OR 3" x 719" OR 3" x 720" OR 3" x 721" OR 3" x 722" OR 3" x 723" OR 3" x 724" OR 3" x 725" OR 3" x 726" OR 3" x 727" OR 3" x 728" OR 3" x 729" OR 3" x 730" OR 3" x 731" OR 3" x 732" OR 3" x 733" OR 3" x 734" OR 3" x 735" OR 3" x 736" OR 3" x 737" OR 3" x 738" OR 3" x 739" OR 3" x 740" OR 3" x 741" OR 3" x 742" OR 3" x 743" OR 3" x 744" OR 3" x 745" OR 3" x 746" OR 3" x 747" OR 3" x 748" OR 3" x 749" OR 3" x 750" OR 3" x 751" OR 3" x 752" OR 3" x 753" OR 3" x 754" OR 3" x 755" OR 3" x 756" OR 3" x 757" OR 3" x 758" OR 3" x 759" OR 3" x 760" OR 3" x 761" OR 3" x 762" OR 3" x 763" OR 3" x 764" OR 3" x 765" OR 3" x 766" OR 3" x 767" OR 3" x 768" OR 3" x 769" OR 3" x 770" OR 3" x 771" OR 3" x 772" OR 3" x 773" OR 3" x 774" OR 3" x 775" OR 3" x 776" OR 3" x 777" OR 3" x 778" OR 3" x 779" OR 3" x 780" OR 3" x 781" OR 3" x 782" OR 3" x 783" OR 3" x 784" OR 3" x 785" OR 3" x 786" OR 3" x 787" OR 3" x 788" OR 3" x 789" OR 3" x 790" OR 3" x 791" OR 3" x 792" OR 3" x 793" OR 3" x 794" OR 3" x 795" OR 3" x 796" OR 3" x 797" OR 3" x 798" OR 3" x 799" OR 3" x 800" OR 3" x 801" OR 3" x 802" OR 3" x 803" OR 3" x 804" OR 3" x 805" OR 3" x 806" OR 3" x 807" OR 3" x 808" OR 3" x 809" OR 3" x 810" OR 3" x 811" OR 3" x 812" OR 3" x 813" OR 3" x 814" OR 3" x 815" OR 3" x 816" OR 3" x 817" OR 3" x 818" OR 3" x 819" OR 3" x 820" OR 3" x 821" OR 3" x 822" OR 3" x 823" OR 3" x 824" OR 3" x 825" OR 3" x 826" OR 3" x 827" OR 3" x 828" OR 3" x 829" OR 3" x 830" OR 3" x 831" OR 3" x 832" OR 3" x 833" OR 3" x 834" OR 3" x 835" OR 3" x 836" OR 3" x 837" OR 3" x 838" OR 3" x 839" OR 3" x 840" OR 3" x 841" OR 3" x 842" OR 3" x 843" OR 3" x 844" OR 3" x 845" OR 3" x 846" OR 3" x 847" OR 3" x 848" OR 3" x 849" OR 3" x 850" OR 3" x 851" OR 3" x 852" OR 3" x 853" OR 3" x 854" OR 3" x 855" OR 3" x 856" OR 3" x 857" OR 3" x 858" OR 3" x 859" OR 3" x 860" OR 3" x 861" OR 3" x 862" OR 3" x 863" OR 3" x 864" OR 3" x 865" OR 3" x 866" OR 3" x 867" OR 3" x 868" OR 3" x 869" OR 3" x 870" OR 3" x 871" OR 3" x 872" OR 3" x 873" OR 3" x 874" OR 3" x 875" OR 3" x 876" OR 3" x 877" OR 3" x 878" OR 3" x 879" OR 3" x 880" OR 3" x 881" OR 3" x 882" OR 3" x 883" OR 3" x 884" OR 3" x 885" OR 3" x 886" OR 3" x 887" OR 3" x 888" OR 3" x 889" OR 3" x 890" OR 3" x 891" OR 3" x 892" OR 3" x 893" OR 3" x 894" OR 3" x 895" OR 3" x 896" OR 3" x 897" OR 3" x 898" OR 3" x 899" OR 3" x 900" OR 3" x 901" OR 3" x 902" OR 3" x 903" OR 3" x 904" OR 3" x 905" OR 3" x 906" OR 3" x 907" OR 3" x 908" OR 3" x 909" OR 3" x 910" OR 3" x 911" OR 3" x 912" OR 3" x 913" OR 3" x 914" OR 3" x 915" OR 3" x 916" OR 3" x 917" OR 3" x 918" OR 3" x 919" OR 3" x 920" OR 3" x 921" OR 3" x 922" OR 3" x 923" OR 3" x 924" OR 3" x 925" OR 3" x 926" OR 3" x 927" OR 3" x 928" OR 3" x 929" OR 3" x 930" OR 3" x 931" OR 3" x 932" OR 3" x 933" OR 3" x 934" OR 3" x 935" OR 3" x 936" OR 3" x 937" OR 3" x 938" OR 3" x 939" OR 3" x 940" OR 3" x 941" OR 3" x 942" OR 3" x 943" OR 3" x 944" OR 3" x 945" OR 3" x 946" OR 3" x 947" OR 3" x 948" OR 3" x 949" OR 3" x 950" OR 3" x 951" OR 3" x 952" OR 3" x 953" OR 3" x 954" OR 3" x 955" OR 3" x 956" OR 3" x 957" OR 3" x 958" OR 3" x 959" OR 3" x 960" OR 3" x 961" OR 3" x 962" OR 3" x 963" OR 3" x 964" OR 3" x 965" OR 3" x 966" OR 3" x 967" OR 3" x 968" OR 3" x 969" OR 3" x 970" OR 3" x 971" OR 3" x 972" OR 3" x 973" OR 3" x 974" OR 3" x 975" OR 3" x 976" OR 3" x 977" OR 3" x 978" OR 3" x 979" OR 3" x 980" OR 3" x 981" OR 3" x 982" OR 3" x 983" OR 3" x 984" OR 3" x 985" OR 3" x 986" OR 3" x 987" OR 3" x 988" OR 3" x 989" OR 3" x 990" OR 3" x 991" OR 3" x 992" OR 3" x 993" OR 3" x 994" OR 3" x 995" OR 3" x 996" OR 3" x 997" OR 3" x 998" OR 3" x 999" OR 3" x 1000" OR 3" x 1001" OR 3" x 1002" OR 3" x 1003" OR 3" x 1004" OR 3" x 1005" OR 3" x 1006" OR 3" x 1007" OR 3" x 1008" OR 3" x 1009" OR 3" x 1010" OR 3" x 1011" OR 3" x 1012" OR 3" x 1013" OR 3" x



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 #: 016

Project No. 8049

Source/Ref. Documents:

Date: 6/30/2022

Contractor: Pease & Sons, Inc.

Contract No.

Description: Remove and replace fencing on east side of phase 1

1. DIRECT CRAFT LABOR COST (from attached cost breakdown form) \$ 253.98

a. crew (apprentices, journeymen, & laborers)	\$ -
b. foreman	\$ 253.98
c. lead foreman	\$ -
DIRECT LABOR SUBTOTAL	\$ 253.98
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 \$ 253.98

5. OVERHEAD & PROFIT \$ 38.10

a. 15% portion of 1, 2, 3, & 4 \$ 38.10

6. LOWER-TIER SUBCONTRACTORS \$ 23,038.00

a. Sparrow Fence LLC	\$ 23,038.00
b.	
c.	\$ -
d.	\$ -
e.	\$ -
f.	\$ -

7. OVERHEAD & PROFIT ON SUB-TIER SUBCONTRACTORS \$ 1,843.04

a. 8% of Line 6 for each sub \$ 1,843.04

8. PERFORMANCE BOND \$ 503.46

a. 2% of Subtotal (Line 1-7) \$ 503.46

TOTAL COST \$ 25,676.58

Owner (Central Pierce Fire)

Architect (TCA)

Josh Pease
Pease & Sons, Inc

COP Wage Rates

Project Name: Stellacoom 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
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		
Subtotal	\$ 73.11	\$ 68.19	\$ 57.12	\$ 52.92	\$ 87.99	\$ 82.22	\$ -	\$ -
3. FUI	\$ 0.32	\$ 0.30	\$ 0.26	\$ 0.25	\$ 0.38	\$ 0.35	\$ -	\$ -
4. FICA	\$ 3.35	\$ 3.05	\$ 2.71	\$ 2.56	\$ 3.94	\$ 3.58	\$ -	\$ -
5. MEDICARE	\$ 0.78	\$ 0.71	\$ 0.63	\$ 0.60	\$ 0.92	\$ 0.84	\$ -	\$ -
6. SUI	\$ 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
8. FMLA	\$ 0.09	\$ 0.08	\$ 0.07	\$ 0.07	\$ 0.10	\$ 0.09	\$ -	\$ -
9. WA ST PD SICK LEAVE	\$ 1.55	\$ 1.41	\$ 1.25	\$ 1.18	\$ 1.82	\$ 1.65	\$ -	\$ -
Total	\$ 84.66	\$ 78.89	\$ 66.89	\$ 62.26	\$ 100.13	\$ 93.37	\$ 3.00	\$ 3.00
Normal 1.5x Overtime Rates Calculate Automatically								
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	\$ -	\$ -
Subtotal	\$ 100.16	\$ 92.78	\$ 79.02	\$ 73.57	\$ 119.74	\$ 111.08	\$ -	\$ -
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
Total Overtime Rate	\$ 116.36	\$ 107.71	\$ 92.55	\$ 84.59	\$ 134.46	\$ 124.58	\$ 3.00	\$ 3.00
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

Sparrow Fence LLC

1424 Maple Drive
Enumclaw, WA 98022
PH 253-348-5198
FAX 253-220-2669
License # SPARRFL884QA
Date: 6/30/2022

Estimate

Project: Steilacoom Maintenance Facility
Attention: Josh Steilacoom Wa

We hereby propose to furnish the materials and perform the labor necessary for the completion of this project:

The total cost of this Estimate is: see below

Scope of work to be completed:

240' of 6' tall black coated fence on east side of site ----- \$18,774
Remove & dispose of old fence on east side of site ----- \$4,264

Exclusions: Insurance premiums for Waiver of Subrogation or primary wording, clearing and grading, concrete saw cutting and core drilling, bonding, surveys, signs, electrical grounding of fences, traffic control, painting, permits, surveying, labor agreements, staking the fence line, hazardous waste training or removal, temporary fence, concrete mowing strips, post sleeves/settling of post sleeves, damage to irrigation lines, padlocks, fence removal, sales tax and use tax.

SUBMITTALS MUST BE APPROVED AND RETURNED PRIOR TO ORDERING MATERIAL.

THIS ESTIMATE IS TO BE INCLUDED AS AN EXHIBIT IN THE CONTRACT

Due to the current steel markets, Sparrow Fence LLC. will not be held liable for any materials that their suppliers are unable to deliver due to industry shortages.

Sparrow Fence LLC. requests that retainage be paid 30 days after their work has been completed, provided that all paperwork, warranties, payroll reports, releases, etc. have been satisfied.

*Quote good for 25 days. Materials must be ordered and shipped immediately in order to guarantee price. Material orders not received immediately are subject to any price increase initiated by our suppliers.

IN WITNESS OF WHEREOF, the parties have hereunto caused this Agreement to be executed.

Respectfully Submitted: _____ Date: 6/30/2022
By: Lee Pohlman, Cell No. 253-348-5198, leesparrowfence@gmail.com

Note: This proposal may be withdrawn by us if not accepted within 25 Days.

Accepted _____ Date: _____
Title: _____



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 #: 019

Project No. 8049

Source/Ref. Documents:

Date: 7/20/2022

Contractor: Pease & Sons, Inc.

Contract No.

Description: Demo and replace wood frame on door 102A. Replace with HM frame for a 2X4 wall.

FYI, the expected delivery date for our door frames is August 8th. Due to shipping and lead time issues, frame 102A could be delivered and installed after substantial completion.

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 \$ 506.00

a. Steve Borders	\$ 506.00
b.	
c.	\$ -
d.	\$ -
e.	\$ -
f.	\$ -

7. OVERHEAD & PROFIT ON SUB-TIER SUBCONTRACTORS \$ 40.48

a. 8% of Line 6 for each sub \$ 40.48

8. PERFORMANCE BOND \$ 19.08

a. 2% of Subtotal (Line 1-7) \$ 19.08

TOTAL COST \$ 973.31

Owner (Central Pierce Fire)

Architect (TCA)

Pease & Sons, Inc

COP/Issue No.:	019
----------------	-----

Date: 7/20/2022

Contract No.: 0

[illegible]

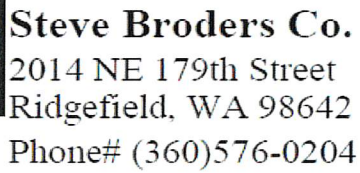
COP Wage Rates

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
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	
Subtotal	\$ 76.67	\$ 71.53	\$ 59.30	\$ 56.80	\$ 89.24	\$ 83.47	\$ -
Rate							
3. FUI	\$ 0.34	\$ 0.31	\$ 0.27	\$ 0.26	\$ 0.38	\$ 0.35	\$ -
4. FICA	\$ 3.51	\$ 3.19	\$ 2.81	\$ 2.66	\$ 3.94	\$ 3.58	\$ -
5. MEDICARE	\$ 0.82	\$ 0.75	\$ 0.66	\$ 0.62	\$ 0.92	\$ 0.84	\$ -
6. SUI	\$ 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
8. FMLA	\$ 0.09	\$ 0.08	\$ 0.07	\$ 0.07	\$ 0.10	\$ 0.09	\$ -
9. WA ST PD SICK LEAVE	\$ 1.62	\$ 1.47	\$ 1.30	\$ 1.23	\$ 1.82	\$ 1.65	\$ -
Total	\$ 88.64	\$ 82.62	\$ 69.34	\$ 66.41	\$ 101.38	\$ 94.62	\$ 3.00
Normal 1.5x Overtime Rates Calculate Automatically							
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	\$ -
Subtotal	\$ 104.96	\$ 97.25	\$ 81.98	\$ 78.23	\$ 120.99	\$ 112.33	\$ -
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
Total Overtime Rate	\$ 121.80	\$ 112.76	\$ 95.92	\$ 89.59	\$ 135.71	\$ 125.83	\$ 3.00
Premium Portion Only	\$ 33.16	\$ 30.14	\$ 26.56	\$ 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



Date: **7/20/22**
Change Order # **COR01**

Peas and Sons Inc
10601 Waller Road E
Tacoma, WA 98446

Pease and Sons Inc
1100 Diggs St
Steilacoom, WA 98388
Hillsboro, OR

Document of Change: Added Frame at 102A

QTY	Description	Sell
1	Hollow Metal Frame at 102A	\$506
Total		\$506.00

Approved By: _____ Date: _____



Door / Frame Schedule

Page 1 of 6
7/20/2022

for









Steilacoom SD Maintenance Building Improvements
1100 Diggs St
Steilacoom, WA 98388

Architect:		Job Number:	22091AS
Contractor:	Pease and Sons, Inc. 10601 Waller Rd E. Tacoma, WA 98446 USA Phone: (253)377-2982	Date:	6/3/2022
Supplier:	Steve Broders Co. 2014 NE 179th Street Ridgefield, WA 98642 Phone: (360)576-0204 /www.stevebrodersco.com		
Salesperson:	Anthony Steinmeyer Email: Anthony@BrodersCo.com		
Project Manager:	Anthony Steinmeyer		

Areas used in this report: C01

Door / Frame Schedule
Steilacoom SD Maintenance Building Improvements

Job Number: 22091AS

DOOR HANDING CHART				▲ INDICATES KEY SIDE
SINGLE DOORS		PAIRS OF DOORS		
	RIGHT HAND		LEFT HAND	
	RIGHT HAND REVERSE		LEFT HAND REVERSE	
	RIGHT HAND ACTIVE		LEFT HAND ACTIVE	
	RIGHT HAND REVERSE ACTIVE		LEFT HAND REVERSE ACTIVE	

Doors By:
Stiles Hollow Metal

Frames By:
Stiles Hollow Metal

Prehangs By:

Areas used in this report: C01

LOCATION & GENERAL OPENING INFO										FRAME DATA					DOOR DATA								
Door#	Location	Qty	Label	Opening Size/Type	Hand	Series / Type	Jamb Depth	Ga	Material / Finish	Hd	Anch / W Type	Prof	Elev	Series / Type	Width / Height	Thk	Material / Finish	Ga	Core / Door Design	Elev	Ucut	Hdwe Set	Door Edge
102A		1		3-0 X 6-8 Exterior	RHR	A60 Full Weld	5 7/8	16	Hollow Metal Primed	1 3/4	T-24	MER	HM102 A	A60 HG	3-0 X 6-8	1 3/4	Hollow Metal Primed	18	Steel Stiffened HG	HG10 2A	5/8	HW-6	X
Door Accessories: GLASS - INSULATED TEMPERED 19-3/4" x 29-3/4" x 1" Insulated (1/4" x 1/2" x 1/4")																							

Total Door Count: 1

Total Frame / Window Count: 1

Door Edge Codes

X - Tack-Welded / Bondo Seamless (Hollow Metal)

Profiles

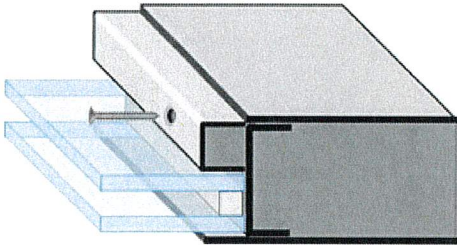
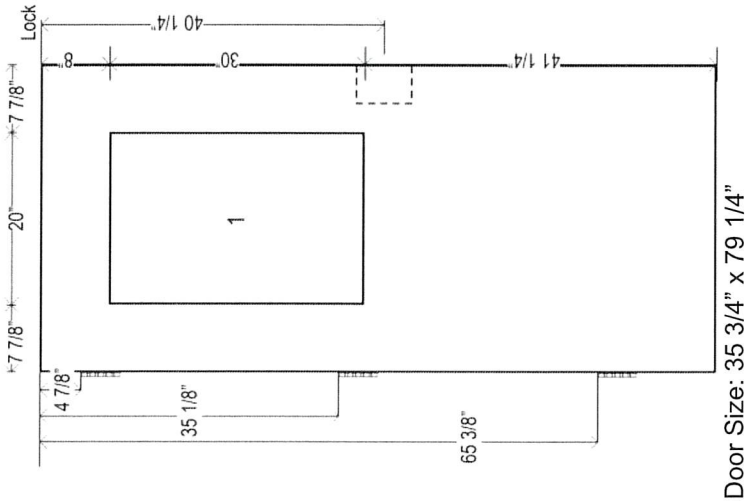
MER - Masonry Equal Rabbet

Anchors

T-24 - P & D 3/8" (bolt by others)

Door / Frame Schedule
Steilacoom SD Maintenance Building Improvements
Elevation: HG102A

Job Number: 22091AS



C
1-3/4" Door
5/8" X 5/8" Glass Stops
1" Insulated Glass

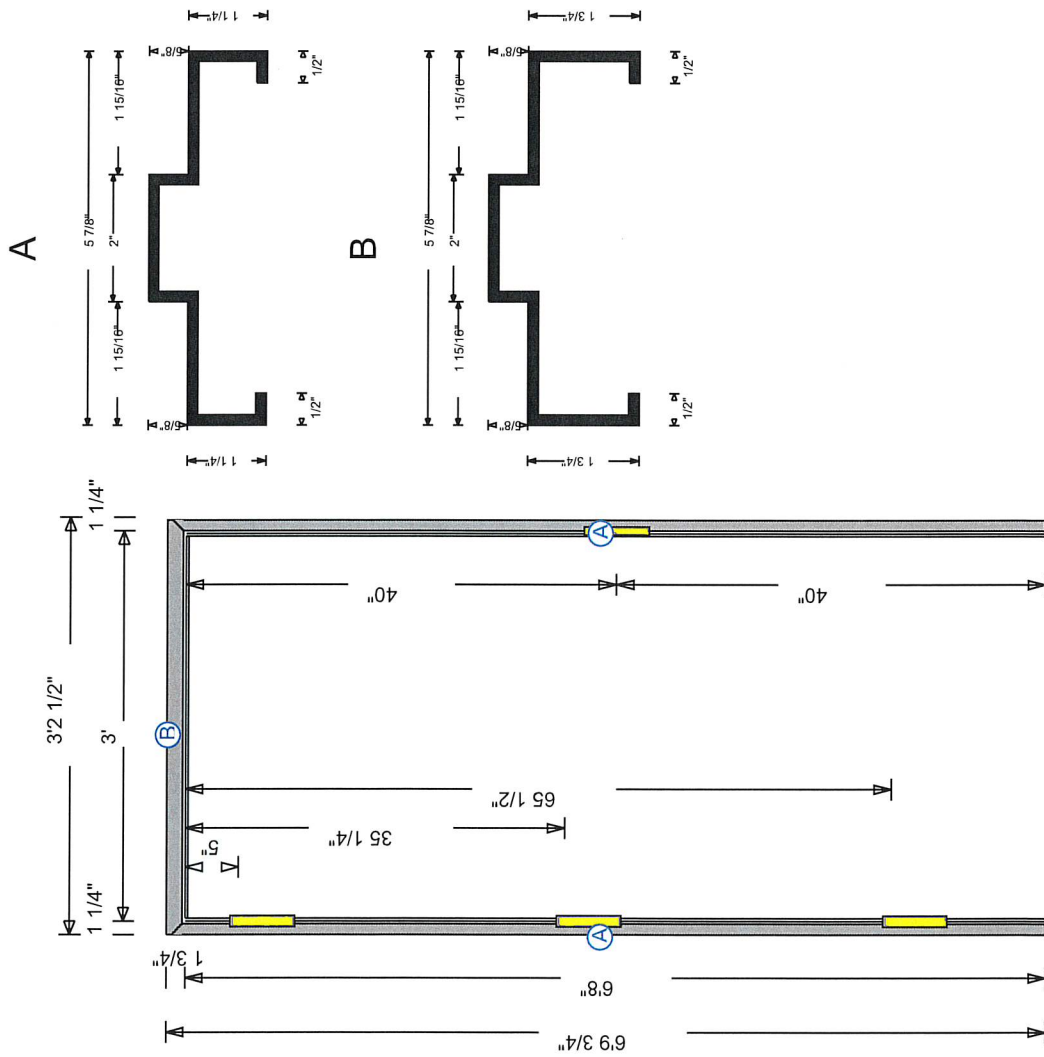
Notes
Integral Lite Kit by Manufacturer

Tag#:
102A

ID	Type	Ctr	Width*	Height*	Visible Glass	Lock Stile*	Top Rail*	Bottom Rail*
1	Lite	X	20"	30"	20" w x 30" h	7 7/8"	8"	41 1/4"

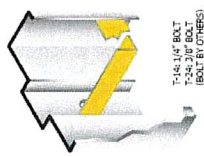
Door / Frame Schedule
Steilacoom SD Maintenance Building Improvements
Elevation: HM102A

Job Number: 22091AS



Tag#: 102A

Frame Anchors Used On This Job:



PUNCH & DIMPLE
(FOR EXISTING WALLS)

T-24
P & D 3/8" (bolt by
others)

AIA® Document G701™ – 2017

Change Order

PROJECT: <i>(Name and address)</i> 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: 003 Date: August 2, 2022
OWNER: <i>(Name and address)</i> Steilacoom Historical School District No. 1 511 Chambers Street Steilacoom, WA 98388	ARCHITECT: <i>(Name and address)</i> Erickson McGovern, PLLC 101 East 26th Street, Suite 300 Tacoma, WA 98421	CONTRACTOR: <i>(Name and address)</i> 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 #3 Items:

COP 017 RFI 015 \$18,108.70

TOTAL VALUE FOR CHANGE ORDER #3: ADD \$18,108.70

The original Contract Sum was	\$ 1,617,837.00
The net change by previously authorized Change Orders	\$ 96,761.87
The Contract Sum prior to this Change Order was	\$ 1,714,598.87
The Contract Sum will be increased by this Change Order in the amount of	\$ 18,108.70
The new Contract Sum including this Change Order will be	\$ 1,732,707.57

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

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

Project delay days, associated impacts, and updated Substantial Completion date will be addressed in pending CO, associated with PR-001

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

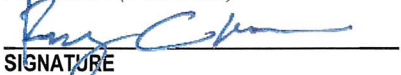
Pease & Sons, Inc.

Steilacoom Historical School District No. 1

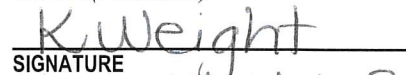
ARCHITECT *(Firm name)*

CONTRACTOR *(Firm name)*

OWNER *(Firm name)*


SIGNATURE

Darron C. Pease
Digitally signed by Darron C. Pease
 Date: 2022.08.04 10:45:13 -07'00'
SIGNATURE


SIGNATURE

Raymond Mow, AIA, Principal

Darron C. Pease, President

Kathi Weight-Supt.

PRINTED NAME AND TITLE

PRINTED NAME AND TITLE

PRINTED NAME AND TITLE

08/02/2022

8/4/22

8-17-22

DATE

DATE

DATE

District Maintenance Facility Improvements Steilacoom Historical School District No. 1

Contractor: Pease & Sons, Inc.

EMA Project #: 2021-3

Change Order #: 3
August 2, 2022

Original Contract Sum	\$1,617,837.00
Net change by previously Change Order(s)	\$96,761.87
Contract Sum prior to this Change Order	\$1,714,598.87
This Change Order amount	\$18,108.70
New Contract Sum including this Change Order	\$1,732,707.57
The Contract Time will be unchanged by (0) days	
The Substantial date of Completion will be unchanged to Friday, July 15, 2022	

REF #	WORK COMPLETED	COSTS	DAYS
COP 017 RFI 015	Cut Vertical Channel Per RFI 015 Channels & Existing Roof Trusses	\$18,108.70	0
TOTAL VALUE FOR CHANGE ORDER #3:		\$18,108.70	0



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

Change Order Proposal/Breakdown Summary

Project Name: Stellacoom Maintenance Facility Improvements

COP/Issue #: 017

Project No. 8049

Source/Ref. Documents: RFI 015

Date: 7/19/2022

Contractor: Pease & Sons, Inc.

Contract No.

Description: Cut Vertical Channel Per RFI 015 Channels & Existing Roof Trusses

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 \$ 16,061.00

a. Iron Star Welding	\$ 16,061.00
b.	
c.	\$ -
d.	\$ -
e.	\$ -
f.	\$ -

7. OVERHEAD & PROFIT ON SUB-TIER SUBCONTRACTORS \$ 1,284.88

a. 8% of Line 6 for each sub \$ 1,284.88

8. PERFORMANCE BOND \$ 355.07

a. 2% of Subtotal (Line 1-7) \$ 355.07

TOTAL COST \$ 18,108.70

Owner (Central Pierce Fire)

Architect (TCA)

Pease & Sons, Inc

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
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		
Subtotal	\$ 76.67	\$ 71.53	\$ 59.30	\$ 56.80	\$ 89.24	\$ 83.47	\$ -	\$ -
Rate								
3. FUI	\$ 0.34	\$ 0.31	\$ 0.27	\$ 0.26	\$ 0.38	\$ 0.35	\$ -	\$ -
4. FICA	\$ 3.51	\$ 3.19	\$ 2.81	\$ 2.66	\$ 3.94	\$ 3.58	\$ -	\$ -
5. MEDICARE	\$ 0.82	\$ 0.75	\$ 0.66	\$ 0.62	\$ 0.92	\$ 0.84	\$ -	\$ -
6. SUI	\$ 3.36	\$ 3.05	\$ 2.69	\$ 2.54	\$ 3.76	\$ 3.42	\$ -	\$ -
7. L&I W/C Premium	\$ 2.24	\$ 2.24	\$ 2.24	\$ 2.24	\$ 1.22	\$ 1.22	\$ 3.00	\$ 3.00
8. FMLA	\$ 0.09	\$ 0.08	\$ 0.07	\$ 0.07	\$ 0.10	\$ 0.09	\$ -	\$ -
9. WA ST PD SICK LEAVE	\$ 1.62	\$ 1.47	\$ 1.30	\$ 1.23	\$ 1.82	\$ 1.65	\$ -	\$ -
Total	\$ 88.64	\$ 82.62	\$ 69.34	\$ 66.41	\$ 101.38	\$ 94.62	\$ 3.00	\$ 3.00
Normal 1.5x Overtime Rates Calculate Automatically								
OT Wage Rate @ 1.5x	\$ 84.87	\$ 77.16	\$ 65.04	\$ 64.29	\$ 95.24	\$ 86.58	\$ -	\$ -
Benefits	\$ 20.09	\$ 20.09	\$ 13.94	\$ 13.94	\$ 25.75	\$ 25.75	\$ -	\$ -
Subtotal	\$ 104.96	\$ 97.25	\$ 81.98	\$ 78.23	\$ 120.99	\$ 112.33	\$ -	\$ -
Taxes: Lines 3-6	\$ 14.60	\$ 13.27	\$ 11.70	\$ 9.12	\$ 13.50	\$ 12.28	\$ -	\$ -
L&I W/C Premium	\$ 2.24	\$ 2.24	\$ 2.24	\$ 2.24	\$ 1.22	\$ 1.22	\$ 3.00	\$ 3.00
Total Overtime Rate	\$ 121.80	\$ 112.76	\$ 95.92	\$ 89.59	\$ 135.71	\$ 125.83	\$ 3.00	\$ 3.00
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

IRON STAR WELDING INC.

13827 84TH ST NE LAKE STEVENS WA 98258

360-691-3088 FAX : 360-386-9035

Date: July 15th 2022

RE: Steilacoom RFI 15, Change order 1

Acknowledge: RFI 15, SSK01

We are pleased to provide you this quotation as a material supplier and installer based on the 9th edition AISC manual for steel construction.

Our quote for steel, F.O.B. Truck, Jobsite.

INCLUDES:

- Modification of (8) HSS6x6x5/16 tubes to fit field conditions per SSK01
- (8) Shim plates to fit field conditions

CONDITIONS: Delivery schedule to be mutually agreed upon at time of award, and is subject to available shop time, and material availability. Net 30 days for Payment of material after order. Rest of Payment Net 30. No retention. Credit subject to approval. Price is good for 15 days due to the volatility of raw material costs. After 15

days re-pricing may be required. Payment in advance for raw materials may be required to lock in a price. Steel to be primed with S-W Kem Kromik Universal Metal Primer B50 shop coat unless no paint is required.

Material:	\$930.00
Labor:	\$14,111.00
Equipment:	\$1,020.00

Grand total: \$16,061.00

EXCLUDES: Engineering, Inspections, Taxes, bolts to or for other trades including wood. Joists, metal studs, weld through deck studs. Stair nosings. Aluminum, Stainless Steel (Stairs, Railing, bollards, Ect.) , GA. Metal, Epoxy, grout, Mechanical and Electrical related items. Landscaping and Civil Drawings. Simpson connectors. Soldier Piles, Light Poles, No finish Coat of Paint on any Steel, Waterproofing of bolts into walls, backing in walls, Decking for the Roof, Canopies, and Trash Gates, Placement of embeds in CMU, Installation of Mechanical Curbs, Roof Hatch, Installation of Gutters, Scuppers, and Downspouts, Demo of Roof for new Mechanical Openings, Permits,

Fabric for Canopies, Placement of Anchor Bolts, Demo, Welding of Gage Metal, Chainlink Fence, Finish over galvanized surfaces, Xray scan of slab prior to drilling for anchor rods. Unless listed in inclusions above. AISC certified plant and fabricator requirements.

Sincerely,
Iron Star Welding
Ana McLean
(425) 327-1617

Contractor: IRON STAR WELDING INC

RFI #: 15

RFI ITEM:

Reference drawing/specification: N/A

QUESTION: Channels and the existing Roof Trusses	Impact on Contract Sum	Impact on Contract Time
We have a few issues with the 6x6 Tube Steel that goes between the Channels and the existing Roof Trusses.		
1) Some of the existing Roof Trusses are not centered on the Pilaster so there isn't enough room to fit a 6" wide Tube Steel between the new Channel and the Truss, it sounds like the dimensions are all different and Tube Steel only comes in 1" increments after 4" wide so could we add plates to the tube to close the gap? Would we still use 5/16" thick tubes on the smaller tubes or would we need to upsize the wall thickness of the smaller tubes?		
2) There is an existing Flat Bar Strap and Angle that interferes with the bottom end of the Tube, can we cut out the backside of the Tube to miss the Strap and Angle?		
3) My welder says there isn't enough room to weld the Tube to the new Channel that is closest to the wall, can we get away with only welding the one side of the channel to the tube and if that's the case we might be able to take care of the issue with the Straps and Angle because the Tube wouldn't need to go all of the way past the Channel that is closest to the wall.		

PREPARED BY: Candace Bruce	FIRM: Pease & Sons, Inc.	DATE: 7/1/2022 UTC
SUGGESTED RESOLUTION:	Impact on Contract Sum	Impact on Contract Time
PREPARED BY:	FIRM:	DATE:

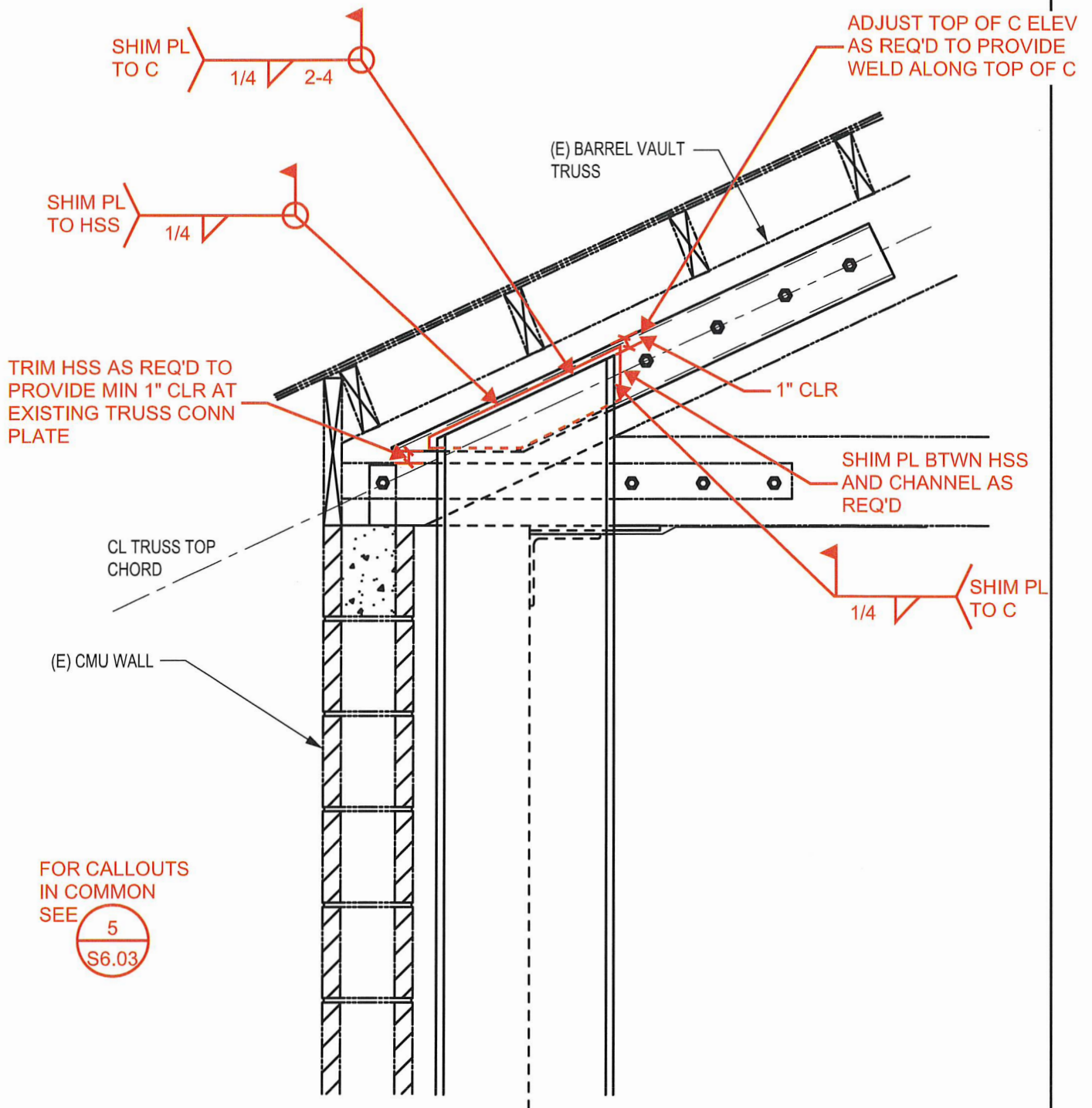
The structural response is as follows:

- 1) It is structurally acceptable to provide a 4" wide HSS as necessary to achieve the required fit-up. The HSS wall thickness and depth should remain unchanged. Provide a steel plate shim between the vertical channel and HSS as required.
- 2) The existing steel strap and bearing angle should not be notched or cut at the existing truss. These members are required to resisting the truss bottom chord tension forces.
- 3) We recommend that the top of the vertical channel be cut down in order to get the required welds. See attached detail SSK-01 for additional information.

Drew McEachern / AHBL
7/5/22

This response is not an authorization to proceed with work involving additional costs and/or time.

Notification must be given in accordance with the contract documents if any response results in a change to the contract sum or time



2215 North 30th Street, Suite 300
Tacoma, WA 98403
253.383.2422 TEL 253.383.2572 FAX

STEILACOOM SD MAINTENANCE BLDG IMPROVEMENTS

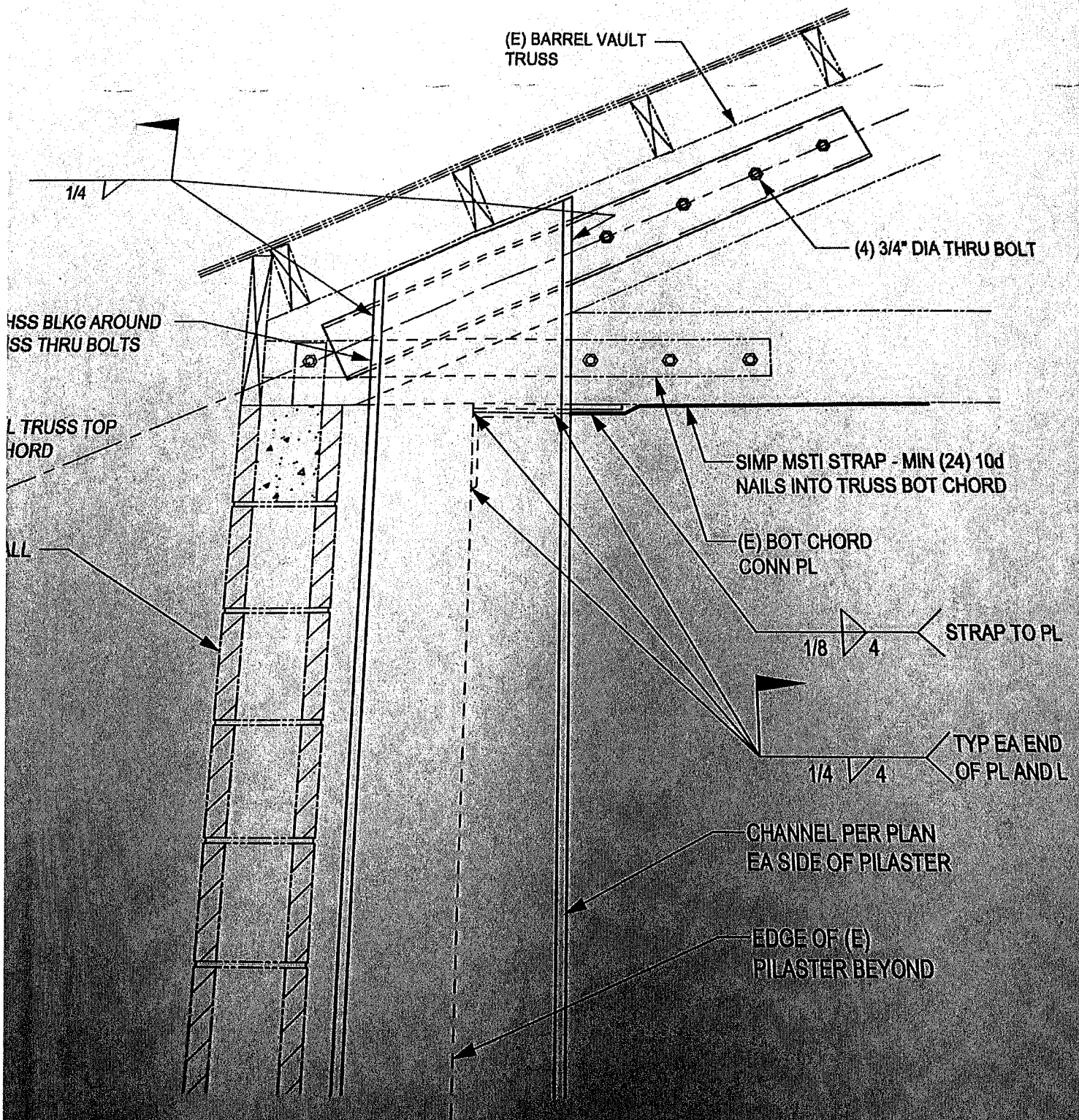
RFI #015 - REVISED TRUSS / COLUMN CONNECTION

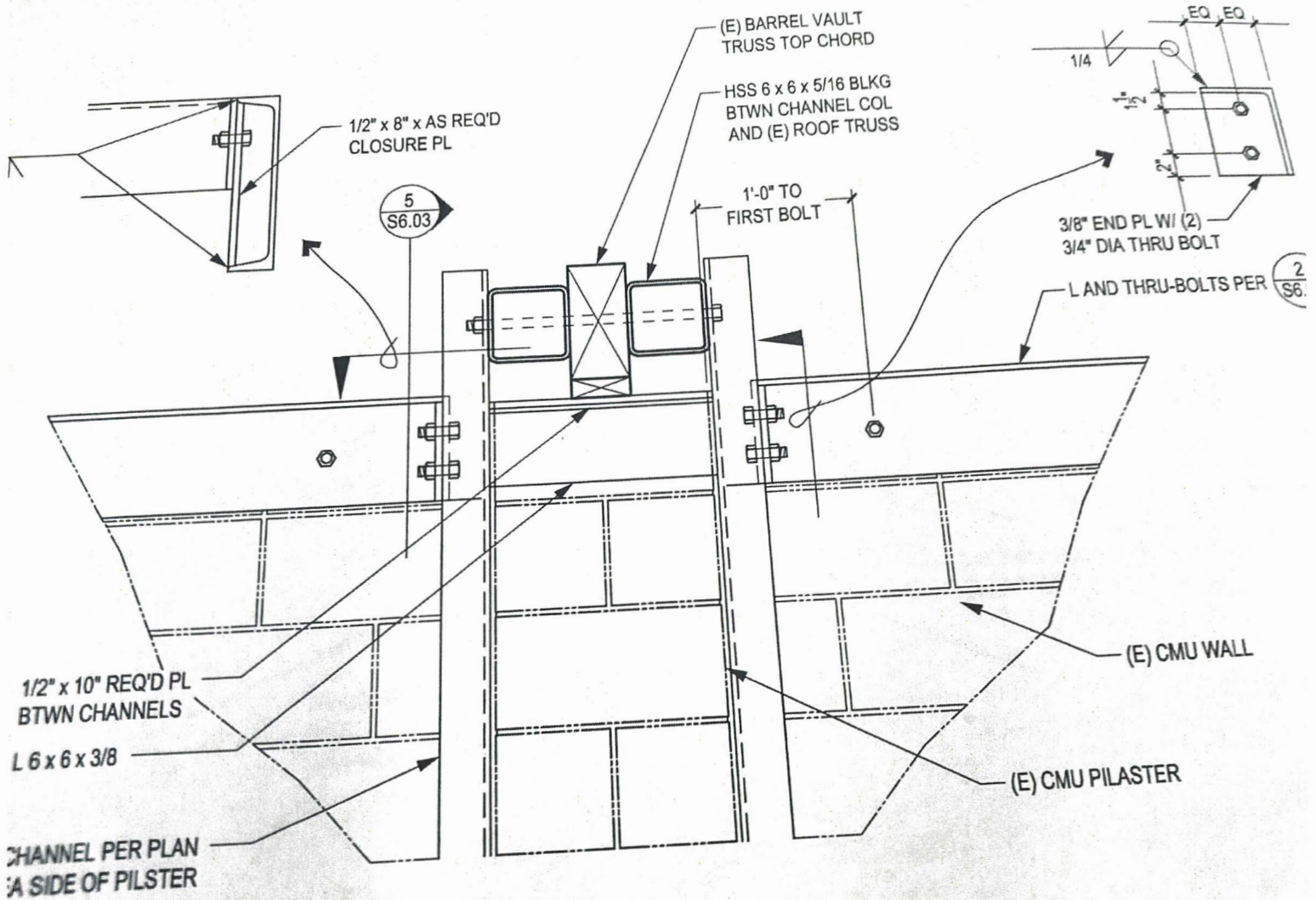
DRAWN BY: ADM

DATE: 7/5/2022

JOB NO.: 2200788.20

SSK-01





STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1 BOARD OF DIRECTORS

Board Meeting Date: August 24, 2022

Strategic Focus Area

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

BACKGROUND INFORMATION

A public hearing was advertised and held on July 27, 2022 for public comment on the 2022-23 school year draft budget.

RECOMMENDED ACTION:

It is the recommendation of the Superintendent to approve Resolution 898-08-24-22 Budget Adoption for the 2022-23 school year.

Report prepared by:
Dr. Melissa Beard, Chief of Finance and Operations

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

Resolution 898-08-24-22
BUDGET ADOPTION 2022-2023 SCHOOL YEAR

A RESOLUTION of the Board of Directors of Steilacoom Historical School District No. 1, Pierce County, Washington, fixing and determining fund appropriations; adopting the 2022-23 budget, the four year budget plan summary and the four-year enrollment projection; approving certain fund transfers; and providing for other related matters.

BE IT RESOLVED BY THE BOARD OF DIRECTORS OF STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1, PIERCE COUNTY, WASHINGTON, AS FOLLOWS:

Section 1. Findings and Determinations. The Board of Directors (the "Board") of Steilacoom Historical School District No. 1, Pierce County, Washington (the "District"), takes note of the following facts and hereby makes the following findings and determinations:

(a) Pursuant to RCW 28A.505.040, the District has completed the budget for the 2022-23 fiscal year and published electronic notice of the same on its website. The 2022-23 budget includes, among other things, a transfer from General Fund to the Capital Projects Fund in the amount of \$100,000, a complete financial plan of the District for the ensuing 2022-23 fiscal year and a summary of the four-year budget plan that includes a four-year enrollment projection.

(b) Pursuant to RCW 28A.505.060, the Board shall adopt the 2022-23 budget on or before September 1, 2022. Prior to adoption of the 2022-23 budget, the Board met and conducted a public hearing to allow any person to be heard for or against any part of the 2022-23 budget, the four year budget plan, or any proposed changes to uses of enrichment funding under RCW 28A.505.240 (a/k/a educational programs and operation levy).

(c) The Board, following notice thereof being published in a newspaper of general circulation within the District, conducted a public hearing on July 27, 2022, in accordance with the requirements of RCW 28A.505.060 for the purpose of adopting the 2022-23 budget.

Section 2. Certification of 2023 Excess Property Taxes, Fixing and Determining Fund Appropriations; Adoption of 2022-23 Budget, Four-Year Budget Summary and Four-Year Enrollment Projection.

(a) The Board certifies to the Board of County Commissioners of Pierce County, Washington and the Superintendent of Puget Sound ESD, the excess levies for the calendar year 2023, as follows:

Educational Programs and Operations	\$7,000,000
Debt Service Fund	\$8,663,000

(b) The Board hereby fixes and determines the appropriation from each fund contained in the 2022-23 Budget, as follows:

General Fund	\$50,132,164
Capital Projects Fund	\$12,250,841
Transportation Vehicle Fund	\$10,000
Debt Service Fund	\$13,042,500
Associated Student Body Fund	\$1,184,642

(c) The Board hereby adopts the 2022-23 Budget that includes certified General Fund educational programs and operation excess property taxes and Debt Service Fund excess property taxes to pay debt service, the four-year budget plan summary, and the four-year enrollment projection and the appropriations as fixed and determined above, all of which are on file with the District and incorporated herein by this reference.

Section 3. Fund Transfers. The Board approves and adopts the fund transfer of \$100,000 from the General Fund to the Capital Projects Fund for the purpose of replacing the turf field at Steilacoom High School and a transfer of \$4,200,000 from the Capital Projects Fund to the Debt Service Fund for the purpose of paying for bonds sold.

Section 4. General Authorization and Ratification. The Secretary to the Board, the Chair of the Board, the District's Business Manager and other appropriate officers of the District are hereby further authorized to take all other action, to do all other things consistent with this resolution, and to execute all other documents necessary to effectuate the provisions of this resolution, and all actions heretofore taken in furtherance thereof and not inconsistent with the provisions of this resolution are hereby ratified and confirmed in all respects.

Section 5. Certification of General Fund Excess Property Tax Levy; Assessor Authorization. The Assessor of Pierce County, Washington is authorized and directed, without further Board action, to reduce the General Fund excess property tax levy amount to be extended upon the tax rolls and collected in calendar year 2023 to be consistent with the limitations imposed by RCW 84.52.0531.

ADOPTED by the Board of Directors of Steilacoom Historical School District No. 1, Pierce County, Washington, at a regular open public meeting thereof, held this 24th day of August 2022, the following Directors being present and voting in favor of the resolution.

STEILACOOM HISTORICAL SCHOOL DISTRICT NO.1
PIERCE COUNTY, WASHINGTON

Chair

Vice-Chair

Superintendent/Secretary

STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1

BOARD OF DIRECTORS

Board Meeting Date: August 24, 2022

Strategic Focus Area

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

BACKGROUND INFORMATION

The 2021-22 school year budget was adopted at the July 28, 2021 school board meeting. The Steilacoom Historical School District General Fund budget needs to be increased to include additional spending in staff, curriculum, maintenance and COVID-19 activities. A public hearing was held July 27, 2022 to hear public comment on increasing the General Fund. The budget extension request is to increase the General Fund budget from \$48,571,407 to \$54,571,407.

RECOMMENDED ACTION:

It is the recommendation of the Superintendent to approve Resolution 899-08-24-22 increasing the General Fund budget for the 2021-22 school year.

Report prepared by:
Dr. Melissa Beard, Chief of Finance and Operations

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

Resolution 899-08-24-22
RESOLUTION OF BUDGET EXTENSION

WHEREAS, WAC 392-123-071 through 392-123-074 and WAC 392-123-078 and 392-123-079 allows a first class district to file an increase of the amount of appropriation from any fund, and

WHEREAS, the General Fund of Steilacoom Historical School District No. 1 has unexpected expenditures in the 2021-22 school year as a result of increased revenues and additional expenses related to COVID-19 which will require an increase in appropriation of \$6,000,000, and

WHEREAS, the General Fund beginning fund balance plus anticipated revenues is sufficient to provide for the additional expenditures.

THEREFORE, BE IT RESOLVED the Board of Directors of Steilacoom Historical School District No. 1, Pierce County, Washington, hereby petition OSPI to increase the 2021-22 General Fund appropriation amount from \$48,571,407 to \$54,571,407.

Approved by the Board of Directors of Steilacoom Historical School District No. 1, Pierce County, Washington during a regularly scheduled meeting on the 24th day of August 2022.

BY: _____
Chair

Vice-Chair

ATTEST:

Superintendent/Secretary

STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1 BOARD OF DIRECTORS

Board Meeting Date: August 24, 2022

Strategic Focus Area

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

BACKGROUND INFORMATION

At the July 2022 study session and board meeting, the board reviewed the results of their self-assessment and discussed setting board governance goals for the 2022-23 school year. Specifically, the board identified “engaging the local community”(board standard 5) as an area they would like to improve in.

Analyzing the overall assessment, the data suggest that the board would like to:

- a. Ensure policies are aligned with research based best practices (Q13);
- b. Establish and follow a more defined process for gathering input (Q7);
- c. Seek community and staff input in its decision making (Q71);
- d. Provide more information to the public that supports their decisions (Q6);
- e. Communicate proactively to disseminate information (Q69);
- f. Improve progress monitoring of goals (Q30);
- g. Pursue professional development to improve board members knowledge (Q20); and
- h. Collaborate with colleagues across the region, state and nation regarding current and emerging trends (Q15).

Of the 72 questions on the self-assessment, these 8 are the only ones where a majority of the board did not identify the highest rating of “**always**”. In 7 of the 8 questions above, at least 4 board members identified this was happening at least “**most of the time**” – so it is important to note that the board did not identify itself as not meeting standard – only that there was room for improvement.

Based on the board review and discussion, staff has provided on the accompanying sheet the established processes or actions the board could consider focusing on over the next year to improve their practice in board governance.

RECOMMENDED ACTION:

I move the board adopt a governance goal in accordance with board policy 1810 to improve engagement with the community as measured by our annual self–assessment using, at a minimum, the engagement processes identified in established policies.

Report prepared by:

Shawn Lewis, Director of Community Relations and Planning

The Board's governance model and established policies provide numerous feedback mechanisms, which are designed to give frequent and immediate opportunities to receive community and staff input on district issues. Examples include:

- Proposed new policies and proposed changes in existing policies shall be presented in writing for reading and discussion. Unless it is deemed by the board that immediate action would be in the best interests of the district, the final vote for adoption shall take place not earlier than the next succeeding regular or special board meeting. (Policy 1310)
- Any written statement by any person relative to a proposed policy or amendment should be directed to the board secretary prior to the second reading. (Policy 1310)
- The board of directors will provide an opportunity for public written and oral comment on such policies before adoption or amendment. (Policy 1310)
- The board recognizes the value of public comment on educational issues and the importance of involving members of the public in its meetings. In order to permit fair and orderly expression of public comment, the board will provide a period at the beginning of the meeting during which visitors may address the board on any topic within the scope of the board's responsibility. (Policy 1400)
- The district must advertise all meetings, including study sessions and retreats, as meetings that are open to the public. (1400P)
- The board will advocate for education and on behalf of students and their schools by keeping the community informed about its schools, participating in school and community activities, and encouraging citizen involvement in the schools. (Procedure 1820P). This includes, but is not limited to:
 - Directly encouraging residents to sign up to volunteer in schools and with parent/family support organizations;
 - Speaking with service clubs and other community organizations about what is happening in schools;
 - Providing updates at Town and City Council meetings periodically;
 - Attending school plays, sporting events, school events, music performances to support students and staff – and report to the community the good work that is happening in schools;
 - Utilizing personal social media accounts to broadcast current events taking place in schools and the district, and amplify district messages.
 - Ensuring residents know where to find information about board meetings and how to provide written and verbal testimony to the board on topics of interest.
- Survey instruments and/or questionnaires may be developed in order to gain a broad perspective of community opinion. (Policy 4000)
- Community opinion may be solicited through parent organizations, parent-teacher conferences, open houses and other such events or activities which may bring staff and citizens together. (Policy 4000)
- [The] public information program will provide for a district annual report, news releases at appropriate times, news media coverage of district programs and events, and regular direct communication between individual schools and the community members they serve. (Policy 4000)

STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1 BOARD OF DIRECTORS

Board Meeting Date: August 24, 2022

Strategic Focus Area

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

BACKGROUND INFORMATION

POLICY 3245 Students and Telecommunication Devices

- No changes since first reading.

RECOMMENDED ACTION:

I move to adopt Policy 3245 Students and Telecommunication Devices.

Report prepared by:
Shawn Lewis, Executive Director of Community Relations and Planning

STUDENTS AND TELECOMMUNICATION DEVICES

All students are strongly encouraged not to possess any telecommunication or other electronic device that may interfere with the creation and existence of a positive learning atmosphere while on school district property. The District, however, recognizes that many parents and students view these devices as valuable safety and communication aids. To reconcile the District's desire to foster a positive learning environment with parental and student concerns for safety and communication, the District has implemented the following policy.

While on school property or while attending school sponsored or school-related activities, students may possess and use personal telecommunication/electronic devices only in accordance with this policy.

These telecommunication/electronic devices include, but are not limited to, computers, pagers, smart watches, MP3 players and cellular/wireless phones, tablets, or any photographic and/or video devices. These devices may not be used in a manner that threatens academic integrity, disrupts the learning environment, violates the privacy rights of others, or harasses other students or staff. Any device used in such a manner or in violation of the conditions identified below may be confiscated.

Students in possession of telecommunication/electronic devices will observe the following conditions:

- A. Telecommunication/electronic devices can be turned on and operated only before and after the regular school day and during the student's lunch break, unless an emergency situation exists that involves imminent physical danger or a school administrator authorizes the student to use the device;
- B. Telecommunication/electronic devices will not be used to harass other students or staff, to bully other students, or to disrupt the educational process, including, but not limited to, posing a threat to academic integrity or violating confidentiality or privacy rights of another individual;
- C. Students will not use telecommunication/electronic devices of any kind in restrooms, locker rooms, or in any other location where individuals have an expectation of privacy at any time before, during, or after school on school premises or at any school-related activities.
- D. Students must have prior permission from an administrator or designee before recording photographs, video or audio during the school day, including during the student's lunch break.
- E. Students must have prior permission from an administrator or designee before recording photographs, video or audio on a school bus.

- F. Students will not send, share, view, or possess pictures, text messages, emails, or other material depicting sexually explicit conduct, as defined in [RCW 9.68A.011](#), in electronic or any other form on a telecommunication/electronic device, during school hours or school activities on or off campus; while on school district property, during any recess, lunch or leave periods on or off school district property; or beyond the hours of school operation if the behavior detrimentally affects the personal safety or well-being of school-related individuals, the governance, climate or efficient operation of the school; or the educational process or experience of staff and students. Any student who receives a sexually explicit message must immediately inform school administration of the message and only delete the message when instructed to do so by a school administrator or law enforcement officer;
- G. When a school official has reasonable suspicion, based on objective and articulable facts, that a student is using a telecommunication/electronic device in a manner that violates the law or school rules, the official may confiscate the device, which will only be returned to the student's parent or legal guardian;
- H. By bringing a telecommunication/electronic device to school or school-sponsored events, the student and their parent/guardian consent to the search of the device when school officials have a reasonable suspicion, based on objective and articulable facts, that such a search will reveal a violation of the law or school rules. The scope of the search will be limited to the violation of which the student is accused. Content or images that violate state or federal laws will be referred to law enforcement;
- I. Students are responsible for telecommunication/electronic devices they bring to school. The district will not be responsible for loss, theft or destruction of devices brought onto school property or to school-sponsored events;
- J. Students will comply with any additional rules developed by the school concerning the appropriate use of telecommunication/electronic devices; and
- K. Students who violate this policy will be subject to disciplinary action consistent with Policy 3241. Violations of this policy that constitute exceptional misconduct, such as use that harasses other students or staff or violates the privacy rights of others, may result in immediate suspension or expulsion.

Cross References: [Board Policy 4310](#) - District Relationships with Law Enforcement and other Government Agencies

3241 - Classroom Management, Corrective Actions Or Punishment

3207 - Prohibition of Harassment, Intimidation and Bullying

2022 - Electronic Resources

Management Resources: *Policy News*, 2010 - October Issue

2010 - June Issue

Adoption Date: 2.27.08

Steilacoom Historical School District No. 1

Revised: 5.28.14; 2.12.20; X.XX.XX

STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1

BOARD OF DIRECTORS

Board Meeting Date: August 24, 2022

Strategic Focus Area

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

BACKGROUND INFORMATION

Policy 1400: Meeting Conduct, Order of Business and Quorum

This policy was recently updated by the Board to reflect a new meeting schedule adopted in June 2022. After the new policy language was adopted, WSSDA provided a new, updated model policy with additional language focused on meetings in cases of emergency. This new language is consistent with new statutory language in the Open Public Meetings Act.

Specifically, this policy reflects the Board's intent to only hold remote meetings in cases of emergency. It also sets forth the conditions that constitute an emergency, the process for holding remote meetings or meetings with limited attendance, and the conditions that must exist for board action to take place at these meetings.

Given the events of the past several years, staff recommends this policy change be adopted after first reading as an emergency issue, necessary for the board to implement should a public health or other emergency arise.

RECOMMENDED ACTION:

I move to adopt Policy 1400, Meeting Conduct, Order of Business and Quorum, as immediate adoption is in the best interest of the District.

Report prepared by:
Shawn Lewis, Director of Community Relations and Planning

MEETING CONDUCT, ORDER OF BUSINESS AND QUORUM

The board will schedule its meetings in compliance with the law, and as deemed by the board to be in the best interests of the district and community. The board will function through (1) regular meetings, (2) special meetings, and (3) emergency meetings.

Regular Meetings

Regular meetings are held at 6:00 p.m. on the 3rd Wednesday of each month at times and places as determined by the presiding officer or by majority vote of the board. An agenda of the business the board will transact must be posted on the district website not less than twenty-four hours in advance of the published start time of the meeting.

If the board adjourns to times other than a regular meeting time, the board will provide notice of the meeting in the same manner as provided for special meetings. All regular meetings of the board will be held within the district boundaries.

The district will hold remote or physical attendance limited meetings only in cases of emergency declared by federal, state or local government, or in cases of local emergency, fire, flood, earthquake or other emergency, and at such meetings will provide real-time telephonic, electronic, internet or other readily available means of remote access that do not require an additional cost to access the meeting.

Special Meetings

Special meetings may be called by the chair or at the request of a majority of the board members. A written notice of a special meeting, stating the time and place of the special meeting and the business to be transacted will be delivered to each board member. Written notice will also be delivered to each newspaper and radio or television station that has filed a written request for such notices. Written notice may be delivered personally, by mail, facsimile, or electronic mail. The notice must be posted on the district's website.

The district must also prominently display the notice at the main entrance of the district's headquarters as well as at the location of the meeting if the meeting is held at a location other than the headquarters.

All required notices must be delivered or posted not less than twenty-four (24) hours prior to the meeting.

A board member waives the written notice requirement if he or she:

1. Submits a written waiver of notice to the board secretary at or prior to the time the meeting convenes. The waiver may be given by telegram, fax, or electronic mail; or
2. Is actually present at the time the meeting convenes.

The board will not take final disposition on any matter other than those items stated in the meeting notice.

If the district calls a special meeting of the board to deal with an emergency involving injury or damage to persons or property or the likelihood of such injury or damage, when time requirements of such notice would make notice impractical and increase the likelihood of such injury or damage, or when the required notice cannot be posted or displayed with reasonable safety, including but not limited to declared emergencies in which travel to physically post notice is barred or advised against, the board may meet immediately with no prior notice.

Emergency Meetings

If the district determines, by reason of fire, flood, earthquake, or other emergency, that there is a need for expedited action by the board to meet the emergency, the chair may provide for a meeting site other than the regular meeting site, for a remote meeting without a physical location, or for a meeting at which the physical attendance by some or all members of the public is limited due to a declared emergency. The chair may provide for an emergency meeting without providing notice.

If, after the declaration of an emergency by a local or state government or agency, or by the federal government, the district determines that it cannot hold a board meeting with its members or with public attendance in person with reasonable safety because of the emergency, the district will either:

1. Hold a remote meeting without a physical location, or
2. Hold a meeting at which the physical attendance by some or all members of the public is limited due to the declared emergency.

Members of the board may appear at a remote meeting telephonically or by other electronic means that allows for real-time, remote communication.

For a remote meeting or a meeting at which the physical attendance by some or all members of the public is limited due to a declared emergency, the district must provide an option for the public to listen to the proceedings telephonically or by using a readily available alternative in real-time that does not require any additional cost for participation. Free readily available options include, but are not limited to, broadcast by the public agency on a locally available cable television station that is available throughout the jurisdiction or other electronic, internet, or other means of remote access that does not require any additional cost for access to the program. The district may also permit the other electronic means of remote access.

The district will provide notice for remote meetings or meetings at which the physical attendance by some or all members of the public is limited due to a declared emergency according to this Policy. The notice for meetings pursuant to a declared emergency must include instructions on how the public may listen live to proceedings and how the public may access any other electronic means of remote access offered by the district.

The district will not take final disposition on any matter during a remote meeting or a meeting at which the physical attendance by some or all members of the public is limited due to a declared

emergency unless the district has provided an option for the public to listen to the proceedings, except for an executive session, pursuant to this Policy.

~~In the event of an emergency involving fire, flood, earthquake, possible personal injury, or property damage, the board may meet immediately and take official action without prior notification.~~

Public Notice

The board will give proper public notice for any special meeting; whenever a regular meeting is adjourned to another time; or, when a regular meeting location is changed.

All meetings will be open to the public with the exception of executive or closed sessions authorized by law. The board will take final action resulting from executive session discussions during a meeting open to the public as required by law.

Individuals with disabilities who may need a modification to participate in a meeting should contact the superintendent's office no later than three days before a regular meeting and as soon as possible in advance of a special meeting so that special arrangements can be made.

During the interim between meetings, the office of the superintendent, as board secretary, will be the office of the board. The district's public records will be open for inspection in the manner provided by and subject to the limitation of the law.

Quorum and Voting

A quorum consists of the majority of all board members. For school boards with five members, three board members constitute a quorum. A quorum is required for the transaction of business, including voting. Board members are not required to be physically present to attend a board meeting. Any or all board members may attend a board meeting and vote via any communication platform that provides simultaneous aural communication with those in attendance.

Additionally, any meeting held via a communication platform must: 1) include proper notice with any required passwords or authorization codes; 2) be known and accessible to the public; and 3) accommodate any member of the public who wishes to participate.

The board will take no action by secret ballot at any meeting required to be open to the public. Generally, the board votes on motions and resolutions by "voice" vote, unless a board member requests to vote by oral roll call, in which case the board will do so. A motion passes when a majority of those board members present and voting vote in favor. However, a majority vote of *all* board members is required to elect or select a superintendent or board officer and the board must vote on these matters by an oral roll call. The board will vote by an oral roll call whenever required by law.

Meeting Conduct and Order of Business

The board will conduct all board meetings in a civil, orderly, and business-like manner. The board uses *Roberts Rules of Order (Revised)* as a guide, except when board bylaws or policies

supersede such rules. During board meetings, board members will refrain from communicating electronically (e.g., by e-mail, text, social media) with their fellow board members.

The board will use the agenda to establish its regular order of business. However, either the superintendent or a board member may request additions or changes to the prepared agenda, and the board may adopt a revised agenda or order of business by a majority vote of the board members present. At a special meeting, the board may take final action only on that business contained in the notice of the special meeting.

Public Attendance and Comment

Any member of the public may attend board meetings, including individuals who do not live within district boundaries. The board will not require people to sign in, complete questionnaires, or establish other conditions for attendance.

The board recognizes the value of public comment on educational issues and the importance of involving members of the public in its meetings. In order to permit fair and orderly expression of public comment, with the exception of emergency situations, the board will provide a period at the beginning of the meeting during which visitors may address the board on any topic within the scope of the board's responsibility. During public comment period, visitors may address the board on any topic within the scope of the board's responsibility. Public comment may occur orally or through written comments submitted before the meeting. Written comments must adhere to the standards of civility discussed below and must be received 24 hours before the board meeting. All written public comments timely submitted will be distributed to each board member.

The board may structure the public comment period, including determining the total time allotted for public comment and equally apportioning the minutes for each speaker. The board is not obligated to provide additional public comment time to accommodate everyone in attendance who wishes to speak. Any structure the board imposes will be content neutral.

The board may require those who wish to speak (but not all attendees) to sign in so that the board has a tally of individuals who wish to speak and can call them forward. When called forward, individuals will identify themselves and proceed to make comments within the time limits established by the board. The board is not obligated to respond to questions or challenges made during the public comment period and the board's silence will not signal agreement or endorsement of the speaker's remarks. The board may control the time, place, and manner of public comment. The chair may terminate an individual's statement when the allotted time has passed and may interrupt a speaker to require the same standard of civility that the board imposes on itself. Examples of uncivil comments include comments that:

- Are libelous or slanderous;
- Are an unwarranted invasion of privacy;
- Are obscene or indecent pursuant to the Federal Communications Act or any rule or regulation of the Federal Communications Commission;
- Violate school district policy or procedure related to harassment, intimidation, bullying, or discrimination;
- Incite an unlawful act on school premises or violate a lawful school regulation; or

- Create a material and substantial disruption of the orderly operation of the board meeting

The board as a whole has the final decision in determining the appropriateness of all such rulings and can maintain order by removing those who are disruptive. However, the board recognizes the distinction between uncivil discourse, which it will not tolerate, and comments about the board and/or the district that are negative yet still civil in nature, and will exercise its authority to maintain order in a content neutral manner.

In addition to the public comment period at the beginning of the meeting, the board will identify the agenda items that require a public hearing and provide those opportunities as part of the meeting agenda before taking final action. Individuals or groups who wish to present to the board are encouraged to request and schedule such presentations in advance. Opportunity for public comment—both oral and written—is required before the board adopts or amends a policy that is not expressly or by implication authorized under state or federal law, but which will promote the education of K-12 students, or will promote the effective, efficient, or safe management and operation of the district. Additionally, the board will provide an opportunity for a representative of a firm eligible to bid on materials or services solicited by the board to present about his or her firm.

Cross References: [1220](#) - Board Officers and Duties of Board Members
 [1410](#) - Executive or Closed Sessions
 [1420](#) - Proposed Agenda and Consent Agenda

Legal References: [RCW 28A.330.020](#) Certain board elections, manner and vote required - Selection of personnel, manner
 [RCW 28A.320.040](#) Bylaws for board and school government
 [RCW 28A.330.070](#) Office of board — Records available for public inspection
 [RCW 28A.343.370](#) Vacancies
 [RCW 28A.343.380](#) Meetings
 [RCW 28A.343.390 Quorum](#) — Failure to attend meetings
 [RCW 42.30.030](#) Meetings declared open and public
 [RCW 42.30.050](#) Interruptions - Procedure
 [RCW 42.30.060](#) Ordinances, rules, resolutions, regulations, etc., adopted at public meetings — Notice — Secret voting prohibited
 [RCW 42.30.070](#) Times and places for meetings - Emergencies - Exception
 [RCW 42.30.080](#) Special Meetings
 [42 U.S.C. §§ 12101-12213](#) Americans with Disabilities Act

Management Resources: 2018 - August 2018 - August Policy Issue
 2014 - June Issue
 2013 - April Issue
 2012 - June Issue
 Policy News, June 2005 Special Meeting Notice Requirements

Adoption Date: 2.27.08
Steilacoom Historical School District No. 1
Revised: 5.28.08, 5.25.11; 3.23.16; 9.26.18; 9.1.22

STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1 BOARD OF DIRECTORS

Board Meeting Date: August 24, 2022

Strategic Focus Area

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

BACKGROUND INFORMATION

Policy 4218: Language Access Plan

State law requires schools to provide limited English proficient parents and families notification about all programs, services, and activities that are communicated to other parents and families in the district.

This policy revision brings the district into compliance with state and federal requirements regarding language access services. It also provides additional requirements for the district to gather data, and for this data to be reviewed annually by the school board.

Finally, this policy requires the superintendent to designate a staff person to serve as the Language Access Liaison, who will monitor and facilitate compliance with state and federal laws related to language access and family engagement.

RECOMMENDED ACTION:

I move policy 4218 be placed on second reading as part of Old Business at the next regularly scheduled board meeting.

Report prepared by:
Shawn Lewis, Director of Community Relations and Planning

LANGUAGE ACCESS PLAN

The Board of Directors is committed to improving meaningful, two-way communication and promoting access to District programs, services and activities for students and their parents and families. The Board recognizes that students whose family members have limited English proficiency might also speak or be learning multiple languages and are assets to the community. It is crucial that the District seek to address language barriers and do so free of charge. To that end and as required by law the District will develop and adopt a plan for implementing and maintaining a language access program that is culturally responsive, provides for systematic family engagement developed through meaningful stakeholder engagement, and is tailored to the District's current population of students and families who have limited English proficiency.

At a minimum, the District's plan for a language access program will adhere to the principles of an effective language access program for culturally responsive, systematic family engagement, which are:

- Accessibility and equity. This means that schools provide access to all; two-way communication is a priority and is woven into the design of all programs and services.
- Accountability and transparency. This means that the language access program and decision-making processes at all levels are: Open, accessible, and usable to families; readily available; continuously improved based on ongoing feedback from families and staff; and regulated by a clear and just complaint process.
- Responsive culture. This means that schools are safe, compassionate places where each family's opinions are heard, needs are met, and contributions are valued. School staff are humble and empathetic towards families.
- Focus on relationships. This means that schools seek to understand families without judgment on an individual level, building trust through respectful relationships that recognize the unique strengths that each family and student possesses.

The District will implement its Language Access Program by the 2023-2024 school year. and parents with limited English proficiency (LEP) free of charge. To that end, the Board of Directors requires the District to implement and maintain a language access plan tailored to the District's current LEP parent population.

At a minimum, the District's language access plan will incorporate the procedures that accompany this policy, and address:

-

Parent Identification

The District will accurately and in a timely manner identify parents/family members of students with limited English proficiency~~LEP parents~~ and provide them information in a language they can understand regarding the language service resources available within the District.

Oral Interpretation

The District will take reasonable steps to provide parents/family members with limited English proficiency with LEP parents competent oral interpretation of materials or information about any program, service, and activity provided to non-LEP parents and to facilitate any interaction with district staff significant to the student's education. The District may provide such services upon request of the LEP parent(s) and/or when it may be reasonably anticipated by District staff that such services will be necessary.

Written Translation

The District will provide a written translation of vital documents for each limited English proficient group that constitutes at least 5 percent of the District's total parent population or 1000 persons, whichever is less. For purposes of this policy, "vital documents" include, but are not limited to, those related to:

- registration, application, and selection;
- academic standards and student performance;
- safety, discipline, and conduct expectations;
- special education and related services, Section 504 information, and McKinney-Vento services;
- policies and procedures related to school attendance;
- requests for parent permission in activities or programs;
- opportunities for students or families to access school activities, programs, and services;
- student/parent handbook;
- the District's Language Access Plan and related services or resources available;
- school closure information; and
- any other documents notifying parents of their rights under applicable state laws and/or containing information or forms related to consent or filing complaints under federal law, state law, or District policy.

If the District is unable to translate a vital document due to resource limitations or if a small number of families require the information in a language other than English such that document translation is unreasonable, the District will still provide the information to parents in a language they can understand through competent oral interpretation.

Staff Guidance

The Superintendent will designate a staff member to serve as the Language Access Liaison / Coordinator, who will monitor and facilitate compliance with state and federal laws related to language access and family engagement. The Language Access Coordinator's name and contact information will be widely shared so parents, school staff, and community members may contact them to inquire about language access services.

All school administrators, particularly those who have the most interaction with the public such as registrars and enrollment staff, certificated staff and other appropriate staff as determined by the Language Access Coordinator/Liaison~~superintendent~~, will receive guidance on meaningful

communication with parents/family members with limited English proficiency~~LEP parents~~, best practices for working with an interpreter, how to access an interpreter or translation services in a timely manner, language services available within the District and other information deemed necessary by the superintendent to effectuate the language access plan.

Appropriate district staff, as determined by the Language Access Coordinator/~~Liaison~~superintendent, will also receive guidance on the interaction between this policy and the District's policy on effective communication with students, families, and community members with disabilities.

The superintendent is authorized to establish procedures and practices for implementing this policy.

Review and Update

The Board will periodically review, evaluate, and further update this policy and its associated procedure based on pertinent data, including the data collected according to the accompanying procedure. This review will also include community feedback collected according to this policy and procedure and with opportunity for participation from the school community, including school personnel, students, parents, families, and the community members. .

The Board will annually review the District's spending on language access services and consider whether budget adjustments are needed to effectively engage with families who would benefit from Language Access services.

The District will provide effective communication for students' families who are deaf, deaf and blind, blind, hard of hearing, or need other communication assistance according to 4217 – Effective Communication.

Cross References: [3210](#) - Nondiscrimination
 [4217](#) - Effective Communication

Legal References: [Chapter 28A.642 RCW](#) Discrimination prohibition
 [Chapter 49.60 RCW](#) Discrimination – Human Rights
 Commission
 [Chapter 392-400 WAC](#) Pupils
 [WAC 392-400-215](#) Student rights
 Title VI of the Civil Rights Act of 1964
 [Chapter 28A.155 RCW](#) Special Education

Management Resources: 2016 - July Issue
OSPI website: Interpretation and Translation Services

Adoption Date: 10.26.16
Steilacoom Historical School District No. 1
Revised: 11.14.18
Reviewed: 9.1.19

STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1 BOARD OF DIRECTORS

Board Meeting Date: August 24, 2022

Strategic Focus Area

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

BACKGROUND INFORMATION

Policy 6970: Naming Schools and Facilities

The current policy restricts the names of school facilities to be after persons who have attained national or local prominence or after geographic characteristics. As the board considers a future bond issue that will include a new school, staff is suggesting the board adopt policy revisions that allow for a greater number of options for naming schools and facilities.

Specifically, the community should have an opportunity to engage in names that have a connection to the surrounding community or historical significance in the area, beyond being named only for a geographic characteristic or historical figure.

RECOMMENDED ACTION:

I move policy 6970 be placed on second reading as part of Old Business at the next regularly scheduled board meeting.

Report prepared by:

Shawn Lewis, Director of Community Relations and Planning

NAMING SCHOOLS AND FACILITIES

New district buildings and facilities will be named using the following criteria:

1. Representative of the geography in the area,
2. Representative of the historical significance of the area,
3. A name with significance or connections to the surrounding community, or
4. After persons who have attained national or local prominence in the fields of education, arts and sciences, politics, military achievements and statesmanship, after past U.S. presidents or Washington national senators or representatives. ~~or after the geographic characteristics of the area in which the facility is located.~~

It is the responsibility of the Board of Directors to adopt official names for District facilities.

In fulfilling this responsibility, the Board will make every effort to respect community preferences. The superintendent will develop procedures for broad-based involvement whenever possible.

School and team mascots, logos or images will not be of Native American names, symbols, or images.

Adoption Date: 2.27.08
Steilacoom Historical School District No. 1
Revised: 4.22.15; 11.17.21

STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1 BOARD OF DIRECTORS

Board Meeting Date: August 24, 2022

Strategic Focus Area

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

BACKGROUND INFORMATION

Policy 3432 Emergencies is revised to align with changes due to the passage of HB 1941, Prohibiting Active Shooter Scenarios for School Safety-Related Drills.

HB 1941 mandates that students, teachers and staff should continue to be provided with the content taught in active shooter training. However, this content is now required to be implemented in a “trauma-informed and age and developmentally appropriate” manner.

Additional revisions to the policy provide clarity regarding specific requirements of our district and school plans and our annual reviews.

RECOMMENDED ACTION:

*I move to adopt **Policy 3432 Emergencies** to align with Washington state law.*

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

EMERGENCIES

The Steilacoom Historical School District is committed to having current safe school plans and procedures in place to maximize safety for all students and staff. A commitment to safety enables teaching and learning. The District and its schools shall develop comprehensive all-hazard emergency operations plans that address prevention, mitigation, preparedness, response, and recovery strategies.

District and school plans shall:

- Include required school safety policies and procedures;
- Address emergency mitigation, preparedness, response, and recovery;
- Include provisions for assisting and communicating with students and staff, including those ~~the~~ with special needs ~~or disabilities; of staff and students;~~
- Include a family-student reunification plan, including procedures for communicating the reunification plan to staff, students, families, and emergency responders;
- Use the training guidance provided by the Washington emergency management division of the state military department in collaboration with the state school safety center in the office of the superintendent of public instruction, established under RCW 28A.300.630, and the school safety and student well-being advisory committee, established under RCW 28A.300.635;
- Require the building principal to be certified on the incident command system;
- Consider ~~how community use of~~ school facilities ~~may be used as a community asset in the event of a community-wide~~ emergencies; and
- Set guidelines for requesting city or county law enforcement agencies, local fire departments, emergency service providers, and county emergency management agencies to meet with the district and participate in safety-related drills.

To the extent that funds are available, the district will do the following annually:

- ~~Be annually r~~Reviewed and update the safe school plans in collaboration with emergency response agencies;
- Conduct an inventory of all hazardous materials;
- Identify all staff members who are trained on the national incident management system, trained on ~~and~~ the incident command system, or are certified on the incident command system;
- ~~Collaborate with community agencies to update emergency first aid procedures, including training, use, funding, and placement of public access automated external defibrillators (AEDs);~~
- Identify school transportation procedures for evacuation, to include bus staging areas, evacuation routes, communication systems, parent-student reunification sites, and secondary transportation agreements; and;
- Provide information to all staff on the use of emergency supplies and alert procedures.;

Drills:

Drills are an essential component of safety planning. Drills teach students and staff basic functional responses to potential threats and hazards. The four functional responses are adaptable and can be applied to a variety of situations. Additionally, some threats or hazards may require the use of more than one basic functional response. Therefore, each school in the district will conduct at least one safety-related drill per month, including summer months when school is in session with students. Drill planning and implementation shall consider and accommodate the needs of all students.

Basic Functional Drills

The basic functional responses include shelter-in-place, lockdowns, evacuations, and earthquakes (drop-cover-hold –on):

Lockdowns

Lockdowns are meant to isolate students and staff from threats of violence, such as suspicious trespassers, armed intruders, and other threats that may occur in a school or in the vicinity of a school. Staff and students will receive instruction so that in the event of the breach of security of a school building or campus; staff, students and visitors will be able to take positions in secure enclosures. Lockdown drills will not include live simulations of or reenactments of active shooter scenarios that are not trauma-informed and age and developmentally appropriate.

Evacuations

When an emergency within a school or its surrounding area necessitates evacuation and/or total or partial closure of the schools within the district, staff will be responsible for aiding in the safe evacuation of the students within the endangered school or its surrounding area.

Staff and students will receive instruction so that in the event the school or district needs to be evacuated, due to threats, such as fires, oil train spills, or tsunamis, they will be able to leave the building in the shortest time possible and take the safest route possible to a designated reunification site another school or facility.

Shelter-in-Place

Shelter in place is designed to limit the exposure of students and staff to hazardous materials, such as chemical, biological, or radiological contaminants that are released into the environment by isolating the inside environment from the outside. Staff and Students will receive instruction so that in the case of a hazardous vapor release that doesn't allow time to evacuate the campus, they will be able to remain inside, and take the steps necessary to eliminate or minimize the health and safety hazard.

Earthquakes: Drop-Cover-Hold on

The board recognizes the importance of protecting staff, students and facilities in the event of an earthquake. Facilities will be designed and maintained in a manner that recognizes the potential danger from such an occurrence. Likewise, staff must be prepared to take necessary action to protect students and staff from harm.

“Drop – cover – hold on” is the basic functional earthquake response.

The superintendent or designee will establish guidelines and action taken by building principals should an earthquake occur while school is in session.

Additional Drills

In addition to the above four functional response drills, the District shall, at a minimum, also develop response plans for the following:

Bomb Threats

The superintendent or designee will establish procedures for action in the event that any —threat is received toward the school by telephone, letter, orally or by other means.

Emergency School Closure or Evacuation

When weather conditions or other circumstances make it unsafe to operate schools the superintendent is directed to determine whether schools should be started late, closed for the day or transportation will be provided only on emergency routes. Those decisions will be communicated through community media resources pursuant to a plan developed by the superintendent or designee.

When an emergency within a school or its surrounding area necessitates evacuation and/or total or partial closure of the schools within the district, staff will be responsible for aiding in the safe evacuation of the students within the endangered school or its surrounding area. The superintendent or designee will establish procedures for the emergency closure of a building or department.

Pandemic/Epidemic

The board recognizes that a pandemic outbreak is a serious threat that could affect students, staff and the community. The superintendent or designee will serve as a liaison between the school district and local health officials. The district liaison, in consultation with local health officials, will ensure that a pandemic/epidemic plan exists in the district and establish procedures to provide for staff and student safety during such an emergency.

~~When an emergency within a school or its surrounding area necessitates evacuation and/or total or partial closure of the schools within the district, staff will be responsible for aiding in the safe evacuation of the students within the endangered school or its surrounding area. The superintendent or designee will establish procedures for the emergency closure of a building or department.~~

All safety plans and drills shall include protocols for both internal and external communications, as well as procedures for drill documentation. Evacuation plans shall also include reunification

plans. Schools shall document the dates and time of such drills. Each school will maintain the time and type of drill follow district procedures.

- Cross References: [Policy 4310](#) District Relationships with Law
Enforcement, and other Child Government Agencies
- Legal References: [RCW 19.27.110](#) International Fire Code — Administration
and Enforcement by Counties, other political subdivisions
and municipal counties
[RCW 28A.320.125](#) Safe school plans — Requirements —
Duties of school districts, and
schools, ~~and educational service~~
~~districts — Reports —~~ Drills —
Rules – First responder agencies
- Management Resources: [2022- June Issue](#)
Policy News, July 2017
Policy News, June 2013
June 2008 OSPI School Safety Planning Manual
Policy News, August 2008 School Safety Plans
Policy News, October 2006 Pandemic Flu Planning for School
Districts
Policy News, February 1999 Fire drills required Monthly

STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1 BOARD OF DIRECTORS

Board Meeting Date: August 24, 2022

Strategic Focus Area

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

BACKGROUND INFORMATION

The following three (3) Personnel Policies are revised to align with changes due to the passage of HB 1699- School district employees-Retired Individuals-Pension.

Policy 5001 Hiring of Retired School Employees

Policy 5610 Substitute Employment

Policy 5612 Temporary Administrators

Retirees from the Public Employees' Retirement System (PERS) Plans 2 and 3, the School Employees' Retirement System (SERS) Plans 2 and 3, and the Teacher Retirement System (TRS) Plans 2 and 3 may continue to receive benefits while working for a school district in a nonadministrative position for up to 1,040 hours per year. The provision expires July 1, 2025.

These provisions provide a way for school districts to hire experienced and highly qualified employees. Any additional minor revisions are for clarity.

RECOMMENDED ACTION:

*I move to adopt **Policy 5001 Hiring of Retired School Employees, Policy 5610 Substitute Employment, and Policy 5612 Temporary Administrators** to align with Washington state law.*

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

HIRING OF RETIRED SCHOOL EMPLOYEES

The district will recruit, select and employ the best-qualified individuals as employees. The district may employ persons retired from the Teachers' Retirement System (TRS), the School Employees' Retirement System (SERS) or the Public Employees' Retirement System (PERS). A retired employee will only be rehired pursuant to this district policy.

~~Until August 1, 2020, the district may employ teachers in TRS Plan 2 or 3 who have retired under the alternate early retirement provisions of RCW 41.32.765(3)(b) or RCW 41.32.875(3)(b). Such employment is subject to the following conditions: 1) One calendar month must have elapsed since the retiree's accrual date; 2) the retiree must be employed exclusively as either a substitute teacher as defined in RCW 41.32.010(48)(a) or in an instructional capacity (as opposed to an administrative or supervisory capacity); and 3) the district must compensate its substitute teachers at a rate that is at least 85% of the full daily amount allocated by the state to the district for substitute teacher compensation.~~

~~All retirees of TRS, SERS or PERS may work an annual threshold of eight hundred sixty-seven (867) hours per year while receiving retirement benefits. The annual threshold for TRS Plan 1 retirees is calculated per fiscal year. All other plans are calculated per calendar year. Qualified hours are determined by whether the retiree works in an eligible position as defined by the Department of Retirement Systems (DRS).~~

TRS Plan 1 Retirees

~~TRS Plan 1 retirees who reenter employment more than one calendar month after their accrual date may be employed in a non-administrative position for up to 867 hours in a school year without suspension of their pension benefits.~~

~~Until July 1, 2025, TRS Plan 1 retirees who enter reemployment more than one calendar month after their accrual date may work in a school district in a non-administrative position for up to 1,040 hours in a school year and continue to receive their pension payments.~~

TRS Plan 2 & Plan 3 Retirees

~~TRS Plan 2 and Plan 3 retirees who reenter employment more than one calendar year after their accrual date may be employed in an eligible position as defined in RCW 41.32.010, 41.35.010, or 41.40.010 for up to 867 hours in a calendar year without suspension of their pension benefits.~~

~~TRS Plan 2 and Plan 3 retirees who have retired under the alternate early retirement provisions of RCW 41.32.765(3)(b) or 41.32.875(3)(b) and who reenter employment more than one calendar month after their accrual date and after June 9, 2016, may be employed in a non-administrative capacity for up to 867 hours in a calendar year without suspension of their pension benefits.~~

~~Until July 1, 2025, TRS Plan 2 and Plan 3 retirees who enter reemployment more than one calendar month after their accrual date may work in a school district in a non-administrative position for up to 1,040 hours in a calendar year and continue to receive their pension payments.~~

SERS Plan 2 & 3 Retirees

SERS Plan 2 and Plan 3 retirees who reenter employment more than one calendar year after their accrual date may be employed in an eligible position as defined in RCW 41.32.010, 41.35.010, or 41.40.010 for up to 867 hours in a calendar year without suspension of their pension benefits.

SERS Plan 2 and Plan 3 retirees who have retired under the alternate early retirement provisions of RCW 41.35.420(3)(b) and who reenter employment more than one calendar month after their accrual date may be employed in a non-administrative capacity for up to 867 hours in a calendar year without suspension of their pension benefits.

Until July 1, 2025, SERS Plan 2 and Plan 3 retirees who enter reemployment more than one calendar month after their accrual date, including those who have retired under the alternate early retirement provisions of RCW 41.35.420(3)(b) or 41.35.680(3)(b), may work in a school district in a non-administrative position for up to 1,040 hours in a calendar year and continue to receive their pension payments.

PERS Retirees

PERS retirees who reenter employment more than one calendar year after their accrual date may be employed in an eligible position as defined in RCW 41.32.010, 41.35.010, or 41.40.010 for up to 867 hours in a calendar year without suspension of their pension benefits.

Until July 1, 2025, PERS retirees who enter reemployment more than 100 days after their accrual date, including those who have retired under the alternate early retirement provisions of RCW 41.40.630(3)(b) or 41.40.820(3)(b), may work in a school district in a non-administrative position for up to 1,040 hours in a calendar year and continue to receive their pension payments.

District Responsibilities

The district will abide by the following process when considering a retiree for employment:

- A. The board of directors will approve a process for recruitment and selection of employees, including those vacancies for which a retiree applicant may be considered;
- B. Applicant(s) will be evaluated and considered equally, selecting the candidate who best meets the needs of the district;
- C. There will be no prearranged employment agreement or commitment to rehire an employee after retirement. Mere inquiries about post-retirement employment do not constitute an agreement;
- D. Employment will be limited to a maximum of a one-year, non-continuing contract or appointment;
- E. Subject to any applicable bargaining agreements, vacancies filled by retirees will be annually reviewed by the board to determine whether the retiree will be rehired for another year of employment;
- F. The district will provide the retiree with the same terms and conditions of employment as other appointees or employees in comparable positions with the exception of sick-leave cash-out, and;
- G. The district will report the number of hours worked by the retiree to DRS.

Retired Employee Responsibilities

The following conditions of employment will apply to retirees that are re-employed:

- A. Retired applicants will disclose to the district whether they are retired from a Washington state retirement plan.
- B. Employees must satisfy the DRS requirement for separation and retirement from service prior to accepting a retire/rehire position with the district.
- C. Retirees are subject to the same collective bargaining membership as other one-year temporary employees.
- D. Retirees are responsible for tracking service hours during post-retirement employment among multiple employers.

Cross References: [Board Policy 5610](#)
[Board Policy 5612](#)
[Board Policy 5050](#)

Substitute Employment
Temporary Administrators
Contracts

Legal References:	RCW 28A.405.900	Certain certificated employees exempt from chapter provisions
	Chapter RCW 41.32 RCW 41.32.570	Teachers' retirement
		Post-retirement employment—
		Reduction or suspension of pension payments
	RCW 41.32.802	Reduction of retirement allowance upon reemployment or if covered by plan under RCW 28B.10.400—
		Reestablishment of membership
	Chapter 41.35 RCW	Washington school employees' retirement system
	RCW 41.35.060	Reduction of retirement allowance upon reemployment or if covered by plan under RCW 28B.10.400—
		Reestablishment of membership
	Chapter ————	41.40 RCW
		Washington public employees' retirement system
	RCW 41.40.037	Service by retirees—Break in employment requirement—
		Reduction of retirement allowance upon reemployment—
		Reestablishment of membership

Management Resources:

[2022–June Issue](#)
2016 – July Issue
Policy News, August 2011
Policy News, June 2007

Legislature refines the retire/rehire law
Revisions to Retire/Rehire Law

Adoption Date: 2.27.08
Steilacoom Historical School District No. 1
Revised: 2.13.13; 9.28.16

SUBSTITUTE EMPLOYMENT

The board authorizes the employment of a certificated substitute in the absence of a certificated staff member. In addition, the district may use a substitute in place of a regularly ~~contracted~~ staff member when:

- A. Enrollment uncertainties exist at the beginning of a school year; or
- B. Resignations of regular staff do not allow sufficient time for the district to employ an immediate replacement.

On either of the latter occasions the district will employ a contracted staff person within a reasonable time.

The superintendent or designee will be responsible for establishing procedures by which teachers request substitutes and by which substitute teachers are assigned, employed and compensated.

Substitute teachers who have served for 20 full consecutive working days in the same assignment will from the 21st day of service ~~on~~, be paid according to the regular salary schedule of certificated staff.

The board authorizes the employment of a spouse of an officer as a substitute teacher when the superintendent deems that there is a shortage of substitute teachers in the district.

~~Retired teachers or administrators may work up to eight hundred sixty seven (867) hours of employment. Retired school employees may be employed as substitutes in accordance with Policy 5001.~~

If the superintendent reasonably anticipates that the list of qualified, willing substitutes will be exhausted, emergency substitute certification may be sought from the Office of the Superintendent of Public Instruction for persons not fully qualified for a teaching or substitute certificate. Substitutes holding emergency certification may only be assigned work when the list of fully-qualified substitutes is exhausted.

The board authorizes the employment of a classified substitute in the absence of a classified staff member when a program will be adversely affected by the regular staff member's absence and when a substitute can perform the duties in a reasonable manner. A classified substitute employee's eligibility to purchase retirement service credit will be determined according to RCW 41.35 and retirement system rules. Substitute classified employee means a classified employee who is employed by the district exclusively as a substitute for an absent employee. The superintendent is authorized to establish procedures relating to the use of substitute classified staff.

By October 1 of each year, the ~~d~~District will report to the Office of the Superintendent of Public Instruction: 1) The number of substitute teachers hired per school year; 2) the number of hours worked by each substitute teachers~~substitute teachers hired under the expedited certification process for out-of-state teachers~~; 3) the number of substitute teachers that received benefits under the school employees' benefits board; 4) the full daily compensation rate per substitute teacher; and 54) the reason for hiring the substitute teacher.

Cross References: [Board Policy 1610](#)
[Board Policy 5612](#)

Conflicts of Interest
Temporary Administrators

Legal References:	<u>RCW 28A.300.615</u>	<u>Substitute teachers – Hiring and compensation reporting</u>
	<u>RCW 28A.330.240</u>	Employment Contracts
	<u>RCW 28A.400.300</u>	Hiring and discharging employees — Written leave policies — Seniority and leave benefits for employees transferring between school districts and other educational employers
	<u>RCW 28A.405.900</u>	Certain certificated employees exempt from chapter provisions
	<u>RCW 28A.410.010</u>	Certification — Duty of professional educator standards board — Rules — Record check — Lapsed certificates — Superintendent of Public Instruction as administrator
	<u>RCW 41.32.570</u>	Postretirement employment — Reduction or suspension of pension payments
	<u>RCW 41.32.802</u>	<u>Reduction of retirement allowance upon reemployment or if covered by plan under RCW 28B.10.400—</u> <u>Reestablishment of membership</u>
	<u>RCW 42.23.030(9)</u>	<u>Interest in contracts prohibited—</u> <u>Exceptions</u>
	<u>RCW 41.35.033</u>	<u>Membership – Service credit-Substitute employees Washington school employees' retirement system</u>
	<u>RCW 42.23.030</u>	<u>Interest in contracts prohibited —</u> <u>Exceptions</u>
	<u>WAC 181-79A-231</u>	<u>Limited certificates</u>

Management Resources:	2016 – July Issue	
	2011 – August Issue	
	<i>Policy News</i> , June 2008	Substitute Employment
	<i>Policy News</i> , August 2001	Legislature Authorizes “Retire-Rehire”

Adoption Date: 2.27.08
Steilacoom Historical School District No. 1
Revised: 10.26.11; 9.28.16

TEMPORARY ADMINISTRATORS

Persons appointed as temporary replacements to perform administrative tasks in emergency situations, during times of workload fluctuations or employee absences, or on special projects of short-term duration shall be considered temporary administrative employees. They shall be employed and assigned by action of the board and shall be compensated for services on the basis of salary rates within board approved budgetary allocations.

The appointment and service of a temporary administrative employee shall be based on principles of performance, ability and qualifications, as for any other employment action, with consideration for the urgency and other circumstances of the district's need and for the immediate availability of persons qualified to fill the need.

~~If a retired administrator is hired as a temporary administrator, he/she may work up to 867 hours without affecting his/her retirement. Retired administrators may be employed as temporary administrators in accordance with Policy 5001 – Hiring of Retired School Employees.~~

Legal References: [RCW 28A.400.300](#)

Hiring and discharging employees-
Written leave policies – Seniority
and leave benefits of employees
transferring between school districts
and other educational employers

[RCW 28A.405.900](#)

Certain certificated employees exempt
from chapter provisions

[RCW 41.32.570](#)

Postretirement employment-Reduction
or suspension of pension payments

[RCW 41.32.802](#)

Reduction of retirement allowance upon
reemployment or if covered by plan
under RCW 28B.10.400—

[RCW 41.32.862](#)

Reestablishment of membership
Reduction of retirement allowance upon
reemployment or if covered by plan
under RCW 28B.10.400—
Reestablishment of membership

Management Resources:

2022 – June Issue

Policy News, October 2001, “Retire-Rehire” Correction

Adoption Date: 2.27.08

Steilacoom Historical School District No. 1

Revised: 10.26.11