



Regular Meeting Agenda

Steilacoom High School, 54 Sentinel Drive, Steilacoom, 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, July 27, 2022 07:00 PM

I. CALL TO ORDER

(Action)

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

II. 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.

III. RECESS TO PUBLIC HEARING

IV. PUBLIC HEARING

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

(Information)

Presenter: Melissa Beard

[SHSD 2022-23 Budget Hearing and 2021-22 Budget Extension.pdf \(p. 4\)](#)

B. Comments from the Audience

(Information)

V. RETURN TO REGULAR MEETING

VI. 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 \(p. 18\)](#)

[Approval of June and July 2022 Accounts Payable and June 2022 Payroll.pdf \(p. 28\)](#)

[Approval of June 22 2022 Regular Meeting Minutes.pdf \(p. 29\)](#)

[Approval of July 13 2022 Study Session Minutes.pdf \(p. 32\)](#)

[Approval of Certificated Personnel Report.pdf \(p. 34\)](#)

[Approval of Classified Personnel Report.pdf \(p. 35\)](#)

[Approval of Co-Curricular Personnel Report.pdf \(p. 36\)](#)

[Approval of Classified Exempt Personnel Report.pdf \(p. 37\)](#)

[Approval of Certificated Staff Out of Endorsement 2021-22 School Year.pdf \(p. 38\)](#)

[Approval of District Surplus.PDF \(p. 39\)](#)

[Approval of Maintenance Facility Change Order.PDF \(p. 48\)](#)

VII. OLD BUSINESS

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

(Action)

Presenter: Paul Harvey

[Policy 2021 Library Information and Technology Programs.pdf \(p. 88\)](#)

B. Second Reading of Policy 3211 Gender-Inclusive Schools

(Action)

Presenter: Gudrun Sullivan

[Policy 3211 Gender-Inclusive Schools.pdf \(p. 90\)](#)

VIII. NEW BUSINESS

A. School Resource Officer Interlocal Agreement

(Action)

Presenter: Susanne Beauchaine and Chief Newman

[SRO Interlocal Agreement City of DuPont and SHSD.PDF \(p. 92\)](#)

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

(Action)

Presenter: Superintendent Weight

[Revised 2021-22 SHSD Board Meeting Schedule.pdf \(p. 102\)](#)

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

Presenter: Shawn Lewis

[Resolution 897-07-27-22 Parent Family Teacher Conferences Waiver Request.pdf \(p. 103\)](#)

D. Approval of Comprehensive School Counseling Transition Plan (Action)

Presenter: Gudrun Sullivan

[SHSD Comprehensive School Counseling Program Transition Plan.pdf \(p. 108\)](#)

E. First Reading of Policy 2413 Equivalency Credit Opportunities (Action)

Presenter: Paul Harvey

[Policy 2413 Equivalency Credit Opportunities.pdf \(p. 123\)](#)

F. First Reading of Policy 3245 Students and Telecommunication Devices (Action)

Presenter: Shawn Lewis

[Policy 3245 Students and Telecommunication Devices.pdf \(p. 128\)](#)

G. Board Governance Goals (Discussion)

Presenter: Shawn Lewis

[Board Governance Goals.pdf \(p. 132\)](#)

IX. BOARD COMMUNICATION (Information)

X. ANNOUNCEMENTS (Information)

XI. ADJOURNMENT (Action)

Steilacoom Historical School District



Work Session for
22-23 Budget and
21-22 Budget
Extension
July 27, 2022

General Fund, Debt Service Fund, Capital Projects Fund,
ASB Fund, Transportation Vehicle Fund

2021-22 Budget Extension

- Originally budgeted for 2,884 FTE
 - Actually averaged 2,948 FTE
- Original budget: \$48,571,407
 - Requesting to increase to \$53,571,407
- Additional revenues
 - Apportionment and Enrollment Stabilization-\$2,170,603
 - Food Service-\$1,292,164
 - Elementary and Secondary School Emergency Relief (ESSER)-\$2,000,000

Budget Timeline

- ~~• ThoughtExchange results analyzed~~
- ~~• July 8th – Budget Draft due to PSESD~~
- ~~• July 13th – Budget Work Session~~
- **July 27th – Public Hearing for Budget**
- August 24th – Board adopts Budget
- September 2nd – District files adopted Budget with PSESD

Summary of Legislative Changes 2022-2023

- Physical, Social, and Emotional Support (PSES)
Staff allocation
 - Additional 2.931 FTE over 3 years, compliance required
 - Already exceed required staffing with 8.553 FTE

Summary of Legislative Changes 2022-2023

- Compensation and Materials, Supplies and Operating Costs (MSOCs) allocations increased by inflation (5.5%)

Staff Type	2022-23 SY Salary Allocation
Certificated Instructional	\$72,733
Classified	\$52,173
Certificated Administrative	\$107,955

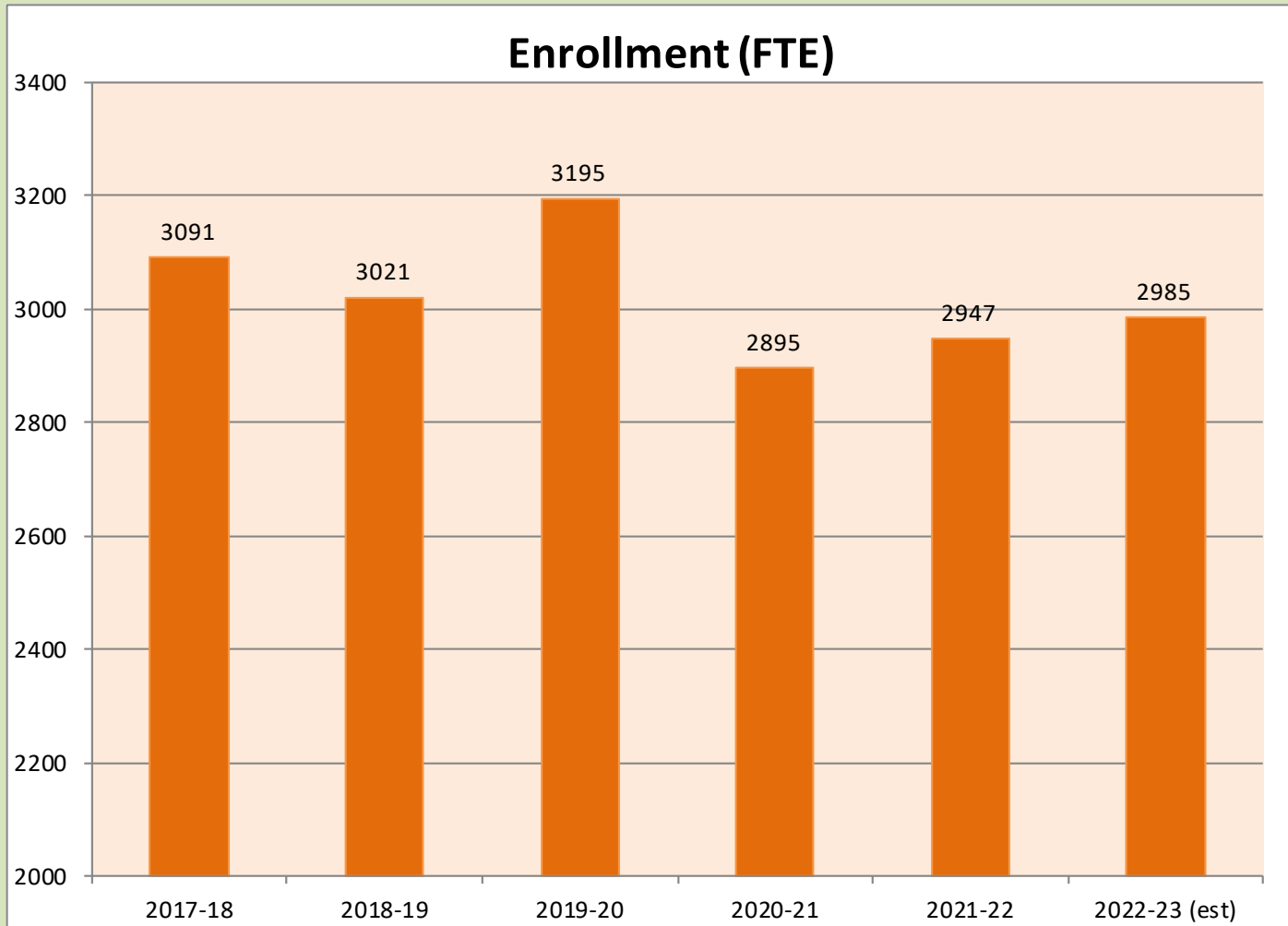
MSOC Category	2021-22	2022-23
General Education	\$1,340.13	\$1,438.84
Lab Science	\$184.09	\$194.21

- Regionalization decreases from 4% to 3%

ENROLLMENT HISTORY

Enrollment (FTE) Final Annual Average

2017-18	3091
2018-19	3021
2019-20	3195
2020-21	2895
2021-22	2947
2022-23 (est)	2985



FTE Enrollment

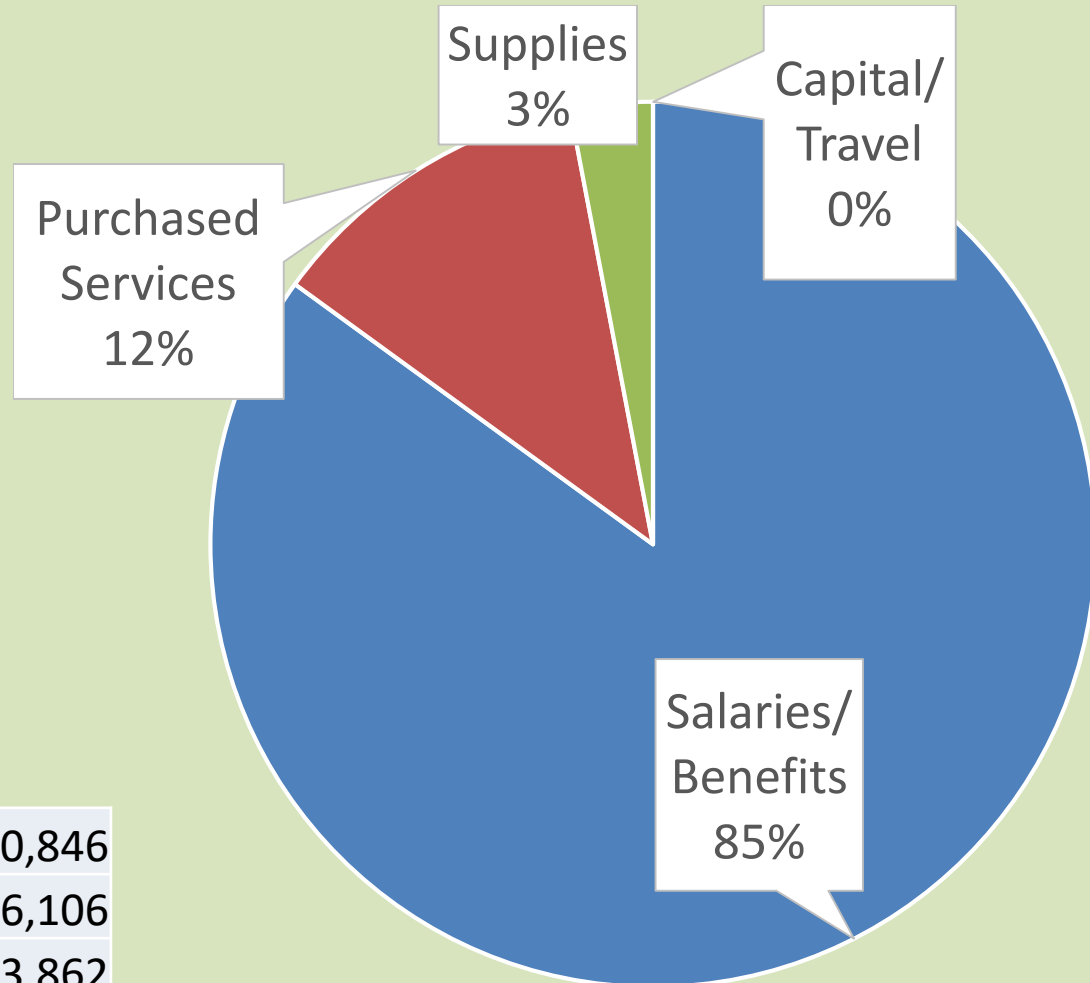
Grade	2018-19	2019-20	2020-21	2021-22	2022-23 Budget
K	241	254	210	231	276
1	238	266	234	227	229
2	229	264	252	242	226
3	253	246	232	258	242
4	216	245	224	229	258
5	259	229	224	228	229
6	239	301	227	239	229
7	258	249	264	233	238
8	226	257	237	270	233
9	289	231	233	235	270
10	266	294	222	240	236
11	178	193	176	151	166
12	128	166	160	165	153
District Total	3021	3195	2895	2948	2985
Running Start	137	153	186	154	159

General Fund

	Actual 2019-2020	Actual 2020-2021	Budget 2021-2022	Budget 2022-2023
Beginning Fund Balance	5,078,064	5,970,485	5,779,878	5,000,000
Revenues	47,140,542	47,685,387	47,399,394	49,024,462
Expenditures	46,148,121	48,524,370	48,571,407	50,132,164
Transfer Capital Project Fund	100,000	100,000	700,000	100,000
Ending Fund Balance	5,970,485	5,841,374	3,907,865	3,794,700
Change in Fund Balance	892,421	(938,983)	(1,872,013)	(1,207,702)

- Board Policy 6% prior expenditures of \$3,000,000

EXPENDITURES BY OBJECT



Salaries/Benefits	\$42,570,846
Purchased Services	\$6,176,106
Supplies	\$1,353,862
Capital/Travel	\$31,350
Total	\$50,132,164

General Fund

Materials, Supplies and Operating Costs

MSOC Allocation from State (F-203)	
Regular Instruction - Program 01	\$ 4,106,017
High School CTE - Program 31	\$ 386,408
Middle School CTE - Program 34	\$ 38,473
Total	\$ 4,530,898

District's MSOC Budgeted Expenditure	Totals	Prg 01,31,34	Prg 97 District Support
Supplies and Materials - Object 5	\$ 948,730	\$ 585,230	\$ 363,500
Purchased Services - Object 7	\$ 3,188,160	\$ 844,060	\$ 2,344,100
Travel - Object 8	\$ 28,350	\$ 12,350	\$ 16,000
Total	\$ 4,165,240		

Difference	\$ 365,658
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Capital Projects Fund

Beginning Fund Balance		\$ 9,585,395
Revenues and Other Financing Sources:		
Sale of Manchester property	\$ 9,600,000	
Impact Fees/Investment Earnings	\$ 170,000	
General Fund Transfer In	\$ 100,000	
	<u>Total</u>	<u>\$ 9,870,000</u>
Funds Available for Capital Projects		<u>\$ 19,455,395</u>
Expenditures for Capital Projects:		
Sites	\$ 5,721,000	
Buildings	\$ 1,995,000	
Energy	\$ 400,000	
Sale of Property	\$ 50,000	
Debt Repayment	\$ 4,084,841	
	<u>Total</u>	<u>\$ 12,250,841</u>
Ending Fund Balance-includes \$700,000 for Turf field		<u><u>\$ 7,204,554</u></u>

Debt Service Fund

Beginning Fund Balance		\$ 6,384,370
Local Excess Levy	\$ 8,711,454	
Timber Excise Tax	\$ 2,671	
Investment Earnings	\$ 2,000	
	<u>Total</u>	\$ 8,716,125
Matured Bond Expenditures	\$ 8,340,000	
Interest on Bonds	\$ 500,000	
Bond Transfer Fee	\$ 2,500	
	<u>Total</u>	\$ 8,842,500
Ending Fund Balance		<u>\$ 6,257,995</u>

September 1, 2022 outstanding bond debt = \$16,566,276

ASB and Transportation Funds

	Associated Student Body	Transportation
Beginning Fund Balance	\$324,270	\$135,125
Revenues Budgeted	\$1,083,342	\$7,000
Expenditures Budgeted	\$1,184,642	\$10,000
Ending Fund Balance	\$222,970	\$132,125
Change in Fund Balance	-\$101,300	-\$3,000

Questions/Comments

Steilacoom Historical School District No. 1
Financial Report - June 30, 2022
Budget/Year-End Projection/YTD Actual

The following information is a summary of the financial position as of June 30, 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	41,759,393	88.10%
Expenditures & Other Financing Uses	48,571,407	44,897,956	92.44%
Excess Revenues/Other Financing Sources			
Over (under) Expend & Other Financing Uses	(1,172,013)	(3,138,564)	
	Transfer to Capital Projects	(700,000)	
	Net Change in Unassigned Fund Balance	(3,838,564)	
Fund Balances	9/1/2021	6/30/2022	Variance
Committed to Other Purposes		(700,000)	
Unassigned Fund Balance	1,137,865	(67,189)	-1,205,054
Unassigned Minimum Fund Balance	2,770,000	2,770,000	0
Fund Balance	3,907,865	2,002,811	-1,905,054

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	4,866,040		
Expenses	1,842,228		
		3,023,812	
Ending Fund Balance 6/30/2022			8,476,556

	9/1/2021 Beginning Balance	6/30/2022 Ending Fund Balance	Variance
Debt Service Fund*:	5,517,203	6,326,879	809,676
ASB Fund:	336,896	326,975	(9,921)
Transportation Fund:	128,506	128,798	292

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

10--General Fund-- FUND BALANCE -- SPI 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 June, 2022

	ANNUAL	ACTUAL	ACTUAL			
	BUDGET	FOR MONTH	FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
<u>A. REVENUES/OTHER FIN. SOURCES</u>						
1000 LOCAL TAXES	6,370,728	34,065.79	6,355,862.05		14,865.95	99.77
2000 LOCAL SUPPORT NONTAX	187,400	21,430.13	112,309.25		75,090.75	59.93
3000 STATE, GENERAL PURPOSE	27,213,528	1,829,277.60	21,974,900.08		5,238,627.92	80.75
4000 STATE, SPECIAL PURPOSE	6,800,004	470,685.06	5,411,397.93		1,388,606.07	79.58
5000 FEDERAL, GENERAL PURPOSE	282,000	.00	323,632.33		41,632.33-	114.76
6000 FEDERAL, SPECIAL PURPOSE	6,545,734	980,849.41	7,514,149.66		968,415.66-	114.79
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
<u>Total REVENUES/OTHER FIN. SOURCES</u>	47,399,394	3,336,307.99	41,759,392.68		5,640,001.32	88.10
<u>B. EXPENDITURES</u>						
00 Regular Instruction	26,797,965	2,183,290.85	22,831,709.00	4,387,448.85	421,192.85-	101.57
10 Federal Stimulus	1,610,754	116,217.52	2,072,011.19	307,880.46	769,137.65-	147.75
20 Special Ed Instruction	5,898,981	610,676.02	5,461,158.34	1,014,030.24	576,207.58-	109.77
30 Voc. Ed Instruction	2,258,408	184,629.14	1,781,182.60	430,917.16	46,308.24	97.95
40 Skills Center Instruction	0	.00	.00	0.00	.00	0.00
50+60 Compensatory Ed Instruct.	962,500	152,974.70	1,396,208.06	235,403.98	669,112.04-	169.52
70 Other Instructional Pgms	502,101	26,594.04	353,997.10	15,355.81	132,748.09	73.56
80 Community Services	0	.00	.00	0.00	.00	0.00
90 Support Services	10,540,698	1,049,757.34	11,001,690.11	1,758,836.17	2,219,828.28-	121.06
<u>Total EXPENDITURES</u>	48,571,407	4,324,139.61	44,897,956.40	8,149,872.67	4,476,422.07-	109.22
C. <u>OTHER FIN. USES TRANS. OUT (GL 536)</u>	700,000	.00	700,000.00			
D. <u>OTHER FINANCING USES (GL 535)</u>	0	.00	.00			
E. <u>EXCESS OF REVENUES/OTHER FIN.SOURCES</u>						
<u>OVER (UNDER) EXP/OTH FIN USES (A-B-C-D)</u>	1,872,013-	987,831.62-	3,838,563.72-		1,966,550.72-	105.05
F. <u>TOTAL BEGINNING FUND BALANCE</u>	5,779,878		5,841,374.30			
G. <u>G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)</u>	XXXXXXXXXX		.00			
H. <u>TOTAL ENDING FUND BALANCE</u>	3,907,865		2,002,810.58			
<u>(E+F + OR - G)</u>						

I. ENDING FUND BALANCE ACCOUNTS:

G/L 810 Restricted For Other Items	0	.00
G/L 815 Restrict Unequalized Deduct Rev	0	.00
G/L 821 Restrictd 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-Insurance	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	67,189.42-
G/L 891 Unassigned Min Fnd Bal Policy	2,770,000	2,770,000.00
<u>TOTAL</u>	3,907,865	2,002,810.58

20--CAPITAL PROJECT FUND-- FUND BALANCE -- SPI 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 June, 2022

	ANNUAL	ACTUAL	ACTUAL			
	BUDGET	FOR MONTH	FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
<u>A. REVENUES/OTHER FIN. SOURCES</u>						
1000 Local Taxes	0	.00	.00		.00	0.00
2000 Local Support Nontax	170,000	23,871.70	166,039.84		3,960.16	97.67
3000 State, General Purpose	0	.00	.00		.00	0.00
4000 State, Special Purpose	0	.00	.00		.00	0.00
5000 Federal, General Purpose	0	.00	.00		.00	0.00
6000 Federal, Special Purpose	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	4,000,000.00	4,700,000.00		4,000,000.00	54.02
<u>Total REVENUES/OTHER FIN. SOURCES</u>	9,220,000	4,023,871.70	4,866,039.84		4,353,960.16	52.78
<u>B. EXPENDITURES</u>						
10 Sites	7,440,000	.00	1,748.90	80,221.59	7,358,029.51	1.10
20 Buildings	2,300,000	398,556.26	1,733,085.99	1,765,224.25	1,198,310.24-	152.10
30 Equipment	0	.00	.00	0.00	.00	0.00
40 Energy	300,000	.00	.00	0.00	300,000.00	0.00
50 Sales & Lease Expenditure	0	7,475.00	37,893.44	1,995.50	39,888.94-	0.00
60 Bond Issuance Expenditure	0	69,500.00	69,500.00	0.00	69,500.00-	0.00
90 Debt	0	.00	.00	0.00	.00	0.00
<u>Total EXPENDITURES</u>	10,040,000	475,531.26	1,842,228.33	1,847,441.34	6,350,330.33	36.75
<u>C. OTHER FIN. USES TRANS. OUT (GL 536)</u>	0	.00	.00			
<u>D. OTHER FINANCING USES (GL 535)</u>	0	.00	.00			
<u>E. EXCESS OF REVENUES/OTHER FIN. SOURCES</u>						
<u>OVER(UNDER) EXP/OTH FIN USES (A-B-C-D)</u>	820,000-	3,548,340.44	3,023,811.51		3,843,811.51	468.76-
<u>F. TOTAL BEGINNING FUND BALANCE</u>	4,424,836		5,452,744.31			
<u>G. G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)</u>	XXXXXXXXX		.00			
<u>H. TOTAL ENDING FUND BALANCE</u>	3,604,836		8,476,555.82			
<u>(E+F + OR - G)</u>						

I. ENDING FUND BALANCE ACCOUNTS:

G/L 810 Restricted For Other Items	0	.00
G/L 825 Restricted for Skills Center	0	.00
G/L 830 Restricted for Debt Service	0	.00
G/L 835 Restrictd For Arbitrage Rebate	0	.00
G/L 840 Nonspnd FB - Invent/Prepd Itms	0	.00
G/L 850 Restricted for Uninsured Risks	0	.00
G/L 861 Restricted from Bond Proceeds	0	40,000.00
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	441,812.45-
G/L 865 Restricted from Other Proceeds	0	.00
G/L 866 Restrictd from Impact Proceeds	835,395	830,855.54
G/L 867 Restricted from 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	7,547,512.73
G/L 890 Unassigned Fund Balance	0	.00
<u>TOTAL</u>	3,604,836	8,476,555.82

30--DEBT SERVICE FUND-- FUND BALANCE -- SPI 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 June, 2022

	ANNUAL	ACTUAL	ACTUAL			
	BUDGET	FOR MONTH	FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
A. REVENUES/OTHER FIN. SOURCES						
1000 Local Taxes	8,819,174	45,176.69	8,819,934.42		760.42-	100.01
2000 Local Support Nontax	2,000	1,056.83	3,611.14		1,611.14-	180.56
3000 State, General Purpose	0	.00	.00		.00	0.00
5000 Federal, General Purpose	0	.00	.00		.00	0.00
9000 Other Financing Sources	0	.00	17,223,730.50		17,223,730.50-	0.00
Total REVENUES/OTHER FIN. SOURCES	8,821,174	46,233.52	26,047,276.06		17,226,102.06-	295.28
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	103,724.44	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	103,724.44	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	57,490.92-	809,676.02		296,477.02	57.77
F. TOTAL BEGINNING FUND BALANCE	5,921,592		5,517,203.45			
G. G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)	XXXXXXXXX		.00			
H. TOTAL ENDING FUND BALANCE (E+F + OR - G)	6,434,791		6,326,879.47			
I. ENDING FUND BALANCE ACCOUNTS:						
G/L 810 Restricted for Other Items	0		.00			
G/L 830 Restricted for Debt Service	6,434,791		6,326,879.47			
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		6,326,879.47			

40--ASB FUND-- FUND BALANCE -- SPI 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 June, 2022

	ANNUAL	ACTUAL	ACTUAL			
	BUDGET	FOR MONTH	FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
A. REVENUES						
1000 General Student Body	203,800	10,836.84	102,778.34		101,021.66	50.43
2000 Athletics	150,709	3,467.00	21,345.28		129,363.72	14.16
3000 Classes	68,935	2,222.95	39,118.98		29,816.02	56.75
4000 Clubs	521,040	8,177.53	91,459.57		429,580.43	17.55
6000 Private Moneys	24,300	.00	1,639.96		22,660.04	6.75
Total REVENUES	968,784	24,704.32	256,342.13		712,441.87	26.46
B. EXPENDITURES						
1000 General Student Body	230,800	4,111.57	26,602.01	15,600.00	188,597.99	18.29
2000 Athletics	222,270	16,800.44	85,956.64	28.90	136,284.46	38.69
3000 Classes	84,929	27,273.05	37,022.93	2,063.00	45,843.07	46.02
4000 Clubs	641,674	19,643.57	107,420.63	3,360.01	530,893.36	17.26
6000 Private Moneys	33,887	6,444.39	9,261.24	0.00	24,625.76	27.33
Total EXPENDITURES	1,213,560	74,273.02	266,263.45	21,051.91	926,244.64	23.68
C. EXCESS OF REVENUES						
OVER (UNDER) EXPENDITURES (A-B)	244,776-	49,568.70-	9,921.32-		234,854.68	95.95-
D. TOTAL BEGINNING FUND BALANCE	366,565		336,895.92			
E. G/L 898 PRIOR YEAR ADJUSTMENTS(+OR-)	XXXXXXXX		.00			
F. TOTAL ENDING FUND BALANCE	121,789		326,974.60			
C+D + OR - E)						
G. ENDING FUND BALANCE ACCOUNTS:						
G/L 810 Restricted for Other Items	0		.00			
G/L 819 Restricted for Fund Purposes	121,789		326,974.60			
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		326,974.60			

90--TRANSPORTATION VEHICLE FUND-- FUND BALANCE -- SPI 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 June, 2022

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
<u>A. REVENUES/OTHER FIN. SOURCES</u>						
1000 Local Taxes	0	.00	.00		.00	0.00
2000 Local Nontax	500	100.79	292.06		207.94	58.41
3000 State, General Purpose	0	.00	.00		.00	0.00
4000 State, Special Purpose	6,500	.00	.00		6,500.00	0.00
5000 Federal, General Purpose	0	.00	.00		.00	0.00
6000 Federal, Special Purpose	0	.00	.00		.00	0.00
8000 Other Agencies and Associates	0	.00	.00		.00	0.00
9000 Other Financing Sources	0	.00	.00		.00	0.00
A. <u>TOTAL REV/OTHER FIN.SRCS (LESS TRANS)</u>	7,000	100.79	292.06		6,707.94	4.17
B. <u>9900 TRANSFERS IN FROM GF</u>	0	.00	.00		.00	0.00
C. <u>Total REV./OTHER FIN. SOURCES</u>	7,000	100.79	292.06		6,707.94	4.17
<u>D. EXPENDITURES</u>						
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
<u>Total EXPENDITURES</u>	10,000	.00	.00	0.00	10,000.00	0.00
E. <u>OTHER FIN. USES TRANS. OUT (GL 536)</u>	0	.00	.00			
F. <u>OTHER FINANCING USES (GL 535)</u>	0	.00	.00			
G. <u>EXCESS OF REVENUES/OTHER FIN SOURCES</u> <u>OVER(UNDER) EXP/OTH FIN USES (C-D-E-F)</u>	3,000-	100.79	292.06		3,292.06	109.74-
H. <u>TOTAL BEGINNING FUND BALANCE</u>	128,506		128,506.03			
I. <u>G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)</u>	XXXXXXXX		.00			
J. <u>TOTAL ENDING FUND BALANCE</u> <u>(G+H + OR - I)</u>	125,506		128,798.09			
<u>K. ENDING FUND BALANCE ACCOUNTS:</u>						
G/L 810 Restricted For Other Items	0		.00			
G/L 819 Restricted for Fund Purposes	125,506		128,798.09			
G/L 830 Restricted for Debt Service	0		.00			
G/L 835 Restrictd For Arbitrage Rebate	0		.00			
G/L 850 Restricted for Uninsured Risks	0		.00			
G/L 889 Assigned to Fund Purposes	0		.00			
G/L 890 Unassigned Fund Balance	0		.00			
<u>TOTAL</u>	125,506		128,798.09			

***** 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: July 27, 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.

Melissa Beard
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>					
June 22, 2022	Accounts Payable	131832	to	131834	\$ 174.85
June 22, 2022	Accounts Payable	131835	to	131860	\$ 74,594.74
June 22, 2022	Accounts Payable	131861	to	131863	\$ 10,884.06
June 24, 2022	Accounts Payable	131864	to	131864	\$ 67,325.21
	Payroll	800910	to	800910	\$ 1,428.28
	Payroll A/P	131865	to	131874	\$ 476,151.08
	Payrol ACH Payments				\$ 552,527.53
	Payroll Taxes				\$ 594,522.17
	Direct Deposit				\$ 1,704,084.53
June 30, 2022	Accounts Payable	131875	to	131900	\$ 262,145.92
July 5, 2022	Accounts Payable	131901	to	131904	\$ 22,844.59
July 6, 2022	Accounts Payable	131905	to	131942	\$ 487,853.29
July 13, 2022	Accounts Payable	131943	to	131966	\$ 216,833.17
July 14, 2022	Accounts Payable	131967	to	131967	\$ 210.20
July 15, 2022	Saved for Payroll	131968	to	131976	\$ -
July 20, 2022	Accounts Payable	131977	to	131983	\$ 65,005.41
July 21, 2022	Accounts Payable	131984	to	132012	\$ 455,995.68
TOTAL GENERAL FUND:					\$ 4,992,580.71
<u>CAPITAL PROJECTS FUND:</u>					
June 22, 2022	Accounts Payable	200481	to	200482	\$ 5,147.50
June 30, 2022	Accounts Payable	200483	to	200486	\$ 66,633.40
July 21, 2022	Accounts Payable	200487	to	200489	\$ 23,808.08
TOTAL CAPITAL PROJECTS FUND:					\$ 95,588.98
<u>ASSOCIATED STUDENT BODY FUND:</u>					
June 22, 2022	Accounts Payable	405028	to	405029	\$ 1,221.94
June 22, 2022	Accounts Payable	405030	to	405030	\$ 32,280.59
June 30, 2022	Accounts Payable	405031	to	405034	\$ 8,399.95
July 14, 2022	Accounts Payable	405035	to	405035	\$ 7.50
July 21, 2022	Accounts Payable	405036	to	405040	\$ 4,609.97
TOTAL ASSOCIATED STUDENT BODY FUND:					\$ 46,519.95
<u>TRANSPORTATION VEHICLE FUND:</u>					

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
Pioneer Middle School · 1750 Bob's Hollow Lane · DuPont, WA
June 22, 2022

STUDY SESSION:

- Agenda Review

REGULAR MEETING:

I. CALL TO ORDER

Director Scott called the meeting to order at 7:00 pm.

Executive Director Susanne Beauchaine led the Pledge of Allegiance.

Director Hogan, Director Scott, and Director Tinsley present.

Director Tinsley made a motion to excuse Chair Rohrer and Vice Chair McDonald, Director Hogan seconded the motion, and the motion passed (3/0).

Director Tinsley made a motion to approve the agenda, Director Hogan seconded the motion, and the motion passed (3/0).

II. COMMENTS FROM THE AUDIENCE

No comments.

III. REPORTS

A. Pioneer Middle School Athletics Recap

John Nystrom, Pioneer Middle School Assistant Principal and Athletic Director, shared a presentation recapping Pioneer Middle School's athletics for the 2021-22 school year.

B. Steilacoom High School Athletics Recap

Katie Redman, Steilacoom High School Assistant Principal and Athletic Director, shared an update on SHS spring athletics. Information was shared regarding boys' soccer, girls' tennis, baseball, fastpitch, and track and field. SHS also had 10 student athletes who signed commitments to pursue college athletics. SHS had more than 300 student athletes participate in spring sports this year. Alex Ruppe and Elliot Carlsson were the recipients of the first annual Gary Wusterbarth award.

IV. CONSENT AGENDA

Director Tinsley made a motion to approve the Consent Agenda, Director Hogan seconded the motion, and the motion passed (3/0). The Consent Agenda included attached Financial Reports; May and June 2022 Accounts Payable including May 2022 Payroll; May 25, 2022 Regular Board Meeting Minutes; June 8, 2022 Special Meeting and Study Session Minutes; Personnel Reports; Approval of Highly Capable Program and Multilingual Learner Program Annual Reports; and Approval of Chloe Clark PTA Donation.

V. NEW BUSINESS

A. Approval of 2022-2024 Steilacoom Education Association Collective Bargaining Agreement

Susanne Beauchaine, Executive Director for Human Resources, presented the 2022-24 Steilacoom Education Association Collective Bargaining Agreement. Director Hogan made a motion to approve the 2022-2024 Steilacoom Education Association Collective Bargaining Agreement, ratified on June 15, 2022, Director Tinsley seconded the motion, and the motion passed (3/0).

B. First Reading of Policy 2021 Library Information and Technology Programs

Paul Harvey, Executive Director of Student Achievement, shared Policy 2021 Library Information and Technology Programs. Revisions to Policy 2021 eliminate outdated language, simplify purpose statement, and name potential duties of librarian in support of student learning. Dr. Harvey recommended the board moved Policy 2021 to a second reading.

Director Tinsley made a motion to move Policy 2021 Library Information and Technology Programs to a second reading, Director Hogan seconded the motion, and the motion passed (3/0).

C. First Reading of Policy 1400 Meeting Conduct, Order of Business and Quorum

Executive Director Shawn Lewis shared Policy 1400 Meeting Conduct, Order of Business and Quorum. Revisions to Policy 1400 will reflect a new school board regular meeting schedule intended to provide the public greater access to hear and comment on board discussion and actions. It also provides greater flexibility for the board to address emergent needs of the district through the use of special meetings. Mr. Lewis recommended the board adopt Policy 1400 with an effective date of September 1, 2022, for implementation beginning in the 2022-23 school year.

Director Tinsley made a motion to approve Policy 1400 Meeting Conduct, Order of Business and Quorum as of September 1, 2022, Director Hogan seconded the motion, and the motion passed (3/0).

D. Approval of 2022-23 School Board Meeting Schedule

Director Tinsley made a motion to approve the 2022-23 School Board Meeting Schedule, Director Hogan seconded the motion, and the motion passed (3/0).

VI. BOARD COMMUNICATION

No board communication.

VII. ANNOUNCEMENTS

No announcements.

VIII. ADJOURNMENT

Director Hogan made a motion to adjourn the meeting at 7:21 pm, Director Tinsley seconded the motion, and the motion passed (3/0).

(Chair)

(Secretary/Superintendent)



Study Session of the Board of Directors
Meeting Minutes
Steilacoom High School · 54 Sentinel Drive · Steilacoom, WA
Wednesday, July 13, 2022

I. CALL TO ORDER

Chair Rohrer called the meeting to order at 6:00 pm.

Executive Director Susanne Beauchaine led the Pledge of Allegiance.

Director Scott made a motion to excuse Directors Hogan and McDonald, Director Tinsley seconded the motion, and the motion passed (3/0)

Chair Rohrer, Director Scott, and Director Tinsley all present.

Director Scott made a motion to approve the agenda with the amendment of moving Item B - Board Self-Assessment Results - to the July 27 Regular Board Meeting, when all directors will be present.

Director Tinsley seconded the motion, and the motion passed (3/0).

II. TOPIC FOR BOARD DISCUSSION

A. Budget and 4-Year Budget Forecast

Melissa Beard, Chief of Finance and Operations, shared the Steilacoom Historical School District 2022-23 draft budget presentation. Dr. Beard shared the budget timeline, with the next item being the Public Hearing for Budget which will occur at the July 27 Regular Board Meeting. She also shared a summary of legislative changes, enrollment history, general fund balances and expenditures, and the district's budgeting philosophy. Dr. Beard also shared information about the capital projects fund, the debt service fund, ASB funds, and transportation funds. Questions and discussion followed.

B. Board Self-Assessment Results

This agenda item will be moved to the July 27 Regular Board Meeting.

C. District Goals

Shawn Lewis, Executive Director of Community Relations & Planning, presented options for Board goals. On behalf of district staff, Mr. Lewis proposed a set of student achievement goals through 2027 that would be monitored for progress each year against a set of annual benchmarks. Also discussed were accountability areas for reporting and monitoring every year that include affirmative action, fiscal and facility stewardship, public communication, and school safety. The annual Board goal process will include adoption of Board-specific goals about how they will improve based on their self-assessment, review of district progress towards state accountability goals, review of district progress towards other goals required by policy, and review of district performance on key district requirements and actions. Questions and discussion followed.

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

D. Board Coffee Chat Update

Director Rohrer and Director Tinsley hosted three people at their Board Coffee Chat at Topside Coffee Cabin in Steilacoom. Topics discussed included CTE, discipline, and safety. Director Rohrer and Director Hogan hosted nine parents at the Anderson Island Elementary Board Coffee Chat. Parents shared that they love their school and Principal Susan Greer, they appreciate the preschool program, and they appreciate the Board members taking the time to go to the island to hear their thoughts and concerns. Additional Board Coffee Chats will be scheduled in August.

III. ADJOURNMENT

Director Tinsley made a motion to adjourn the meeting at 7:40 pm, Director Scott seconded the motion, and the motion passed (3/0).

(Secretary/Superintendent)

(Chair)

STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1
CERTIFICATED PERSONNEL REPORT - JULY 27, 2022

Name	Position	FTE	Location	Effective Date	Action	Comment
SUEK BLAIR	TEACHER/ATHLETIC CORDINATOR	1.00	HIGH SCHOOL	6/30/2022	RESIGNATION	
ANDERSON-GONZALEZ BARBIE	TEACHER	1.00	CHERRYDALE	8/15/2022	RESIGNATION	
SCHRIMSHER DAKTOA	TEACHER	0.80	HIGH SCHOOL	8/29/2022	NEW HIRE	
HAUSER NOBLE	TEACHER	1.00	HIGH SCHOOL	8/29/2022	NEW HIRE	
JAMIE GARRIEPY	TEACHER	1.00	SALTAR'S POINT	7/11/2022	RESIGNATION	NON-CONTINUING LEAVE REPLACEMENT

STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1
CLASSIFIED PERSONNEL REPORT - JULY 27, 2022

Name	Position	Hours	Location	Effective Date	Action	Comment
KHALIL DINA	LPN	7.00	DISTRICT WIDE	9/1/2022	NEW HIRE	
BRASSFIELD HEIDI	PARAEDUCATOR	6.50	CHLOE CLARK	9/1/2022	NEW HIRE	
LOVAN SARAH	PARAEDUCATOR	6.50	PIONEER	9/1/2022	NEW HIRE	
HOGAN MITCHELL	PARAEDUCATOR	6.50	CHERRYDALE	9/1/2022	NEW HIRE	

STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1
CO-CURRICULAR PERSONNEL REPORT - JULY 27, 2022

Name	Position	Location	Effective Date	Amount	Comment
VAN DUSEN JAMES	HEAD GIRLS SOCCER COACH	HIGH SCHOOL	8/22/2022		
ROBLES DAVID	HEAD BOYS BASKETBALL	HIGH SCHOOL	11/1/2022		
GIBBARD KRISTEN	ASSISTANT GIRLS SWIM COACH	HIGH SCHOOL	8/22/2022		
ROBBINS KELLY	JV VOLLEYBALL COACH	HIGH SCHOOL	8/22/2022		

STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1
CLASSIFIED EXEMPT PERSONNEL REPORT - JULY 27, 2022

Name	Position	Hours	Location	Effective Date	Action	Comment
EMERY SHAE	MAINTENANCE & FACILITIES MANAGER	8.00	DISTRICT OFFICE	9/1/2022		
FLORES RICHARD	PAYROLL MANAGER	8.00	DISTRICT OFFICE	9/1/2022		
HILES PAMELA	HUMAN RESOURCES MANAGER	8.00	DISTRICT OFFICE	9/1/2022		
MARTINEZ MARK	NETWORK MANAGER	8.00	DISTRICT OFFICE	9/1/2022		
MCGANN MELISSA	STUDENT RECORDS MANAGER	8.00	DISTRICT OFFICE	9/1/2022		
MILLER GWEN	EXECUTIVE ASSISTANT TO THE SUPERINTENDENT	8.00	DISTRICT OFFICE	9/1/2022		
SMITH EVA	ACCOUNTING MANAGER	8.00	DISTRICT OFFICE	9/1/2022		

Certificated Staff Out of Endorsement 2021-22 School Year

STAFF	BUILDING
Johnston, Breanne	Pioneer
Madsen, KC	Pioneer
Tiedman, Jakob	Pioneer
Yuckert, Heather	Pioneer
Cargill, Rebekah	Saltar's Point
Johnson, Kent	High School
Hurley, Michael	Contracted through Spokane Virutal Academy
Johnson, Willie	Contracted through Spokane Virutal Academy

Steilacoom Historical School District

Surplus Form - Pioneer

The items listed are no longer required by our department and may be declared surplus. Items may be picked-up from locations indicated. NOTE: All licensed software and proprietary information must be removed from technology equipment.

Date 6/8/2022

Location/Building	Pioneer Music Department
-------------------	--------------------------

Signature MURPHY

[illegible]

Steilacoom Historical School District

Surplus Form - CHERRYDALE

The items listed are no longer required by our department and may be declared surplus. Items may be picked-up from locations indicated. NOTE: All licensed software and proprietary information must be removed from technology equipment.

Date 6/7/2022

Location/Building Cherrydale

Signature

[illegible]

Steilacoom Historical School District

Surplus Form - CHLOE

The items listed are no longer required by our department and may be declared surplus. Items may be picked-up from locations indicated. NOTE: All licensed software and proprietary information must be removed from technology equipment.

Date 6/7/2022

Location/Building _____ Chloe

Signature

[illegible]

Steilacoom Historical School District

Surplus Form - SALTAR'S

The items listed are no longer required by our department and may be declared surplus. Items may be picked-up from locations indicated. NOTE: All licensed software and proprietary information must be removed from technology equipment.

Date 6/7/2022

Location/Building _____ *Saltar's Point*

Signature Mu-R

[illegible]

Steilacoom Historical School District

Surplus Form - PIONEER

The items listed are no longer required by our department and may be declared surplus. Items may be picked-up from locations indicated. NOTE: All licensed software and proprietary information must be removed from technology equipment.

Date 6/7/2022

Location/Building _____ *Pioneer* _____

Signature

[illegible]

Steilacoom Historical School District

Surplus Form - SHS

The items listed are no longer required by our department and may be declared surplus. Items may be picked-up from locations indicated. NOTE: All licensed software and proprietary information must be removed from technology equipment.

Date 6/7/2022

Location/Building _____ SHS

Signature

[illegible]

Surplus Form - DISTRICT OFFICE

Date 6/7/2022

Location/Building	District Office
-------------------	-----------------

Signature

Packet page 45 of 132

Steilacoom Historical School District

Surplus Form - Information Technology

The items listed are no longer required by our department and may be declared surplus. Items may be picked-up from locations indicated.
NOTE: All licensed software and proprietary information must be removed from technology equipment.

Date 4/19/2022

Location/Building _____ District Office

Signature _____

Quantity	Item Description	Surplus or Damage
8	Camera	Surplus
1	CD Player	Damage
37	Chromebook	Damage
1	Chromebook	Surplus
55	Computer	Surplus
1	Computer	Damage
5	Docking Station	Surplus
5	Docking Station	Damage
12	Document Camera	Surplus
6	Document Camera	Damage
74	Laptop	Surplus
2	Laptop	Damage
9	Monitor	Surplus
3	Monitor	Damage
8	Printer	Surplus
1	Printer	Damage
15	Projector	Surplus
1	Projector	Damage
31	Smartboards	Surplus
1	Sound Controller	Surplus
15	Switch	Surplus
10	Tablet	Surplus
1	UPS	Surplus

Surplus Form - ADD SCHOOL NAME HERE

Date 7/12/2022

Location/Building _____ *District Office*

District Office

[illegible]



AIA[®] Document G701[™] – 2017

Change Order

PROJECT: *(Name and address)*
District Maintenance Facility
Improvements
1100 Diggs Street,
Steilacoom, Washington 98388

CONTRACT INFORMATION:
Contract For: General Construction

Date: November 29, 2021

CHANGE ORDER INFORMATION:
Change Order Number: 001

Date: June 16, 2022

OWNER: *(Name and address)*
Steilacoom Historical School District No.
1
511 Chambers Street
Steilacoom, WA 98388

ARCHITECT: *(Name and address)*
Erickson McGovern, PLLC

101 East 26th Street, Suite 300
Tacoma, WA 98421

CONTRACTOR: *(Name and address)*
Pease & Sons, Inc.

PO Box 44100
Tacoma, WA 98448

THE CONTRACT IS CHANGED AS FOLLOWS:

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

The original Contract Sum was	\$	1,617,837.00
The net change by previously authorized Change Orders	\$	0.00
The Contract Sum prior to this Change Order was	\$	1,617,837.00
The Contract Sum will be increased by this Change Order in the amount of	\$	54,888.48
The new Contract Sum including this Change Order will be	\$	1,672,725.48

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

The new date of Substantial Completion will be Phase one: February 28, 2022; Phase two: July 15, 2022 (unchanged).

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

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

Erickson McGovern, PLLC

Pease & Sons, Inc.

Steilacoom Historical School District No.
1

ARCHITECT *(Firm name)*

CONTRACTOR *(Firm name)*

OWNER *(Firm name)*

SIGNATURE

SIGNATURE

SIGNATURE

Raymond Mow, Principal
PRINTED NAME AND TITLE

PRINTED NAME AND TITLE

Kathi Weight - Supt.
PRINTED NAME AND TITLE

06/16/2022

DATE

DATE

6-21-22
DATE

District Maintenance Facility Improvements Steilacoom Historical School District No. 1

Contractor: Pease & Sons, Inc.

EMA Project #: 2021-3

Change Order #: 1
June 16, 2022

Original Contract Sum	\$1,617,837.00
Net change by previously Change Order(s)	\$0.00
Contract Sum prior to this Change Order	\$1,617,837.00
This Change Order amount	\$54,888.48
New Contract Sum including this Change Order	\$1,672,725.48
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	REMARKS	COSTS	DAYS
COP 002 CCD 001	Remove Contaminated Soil	Remove contaminated soil from the northeast corner and haul off site to PRS for proper disposal of contaminated soil. Pump water out of the retention pond, into a baker tank and test water for contaminants. Pump contaminated water out of baker tank and remove off site.	\$54,888.48	0
TOTAL VALUE FOR CHANGE ORDER #1:			\$54,888.48	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 #:

002

Project No. 8049

Source/Ref. Documents:

CCD 001

Date:

5/25/2022

Contractor:

Pease & Sons, Inc.

Contract No.

Description:

Remove contaminated soil from the northeast corner and haul off site to PRS for proper disposal of contaminated soil. Pump water out of the retention pond, into a baker tank and test water for contaminants. Pump contaminated water out of baker tank and remove off site.

1. DIRECT CRAFT LABOR COST (from attached cost breakdown form) \$ 5,789.84

a. crew (apprentices, journeymen, & laborers)

\$ -

b. foreman

\$ 5,789.84

c. lead foreman

\$ -

DIRECT LABOR SUBTOTAL

\$ 5,789.84

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) \$ 25,471.90

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

SUBTOTAL 1 thru 4

\$ 31,261.74

5. OVERHEAD & PROFIT \$ 4,689.26

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

\$ 4,689.26

6. LOWER-TIER SUBCONTRACTORS \$ 16,538.18

a. Spartan Construction

\$ 8,542.80

b. Pro Vac

\$ 7,995.38

c.

\$ -

d.

\$ -

e.

\$ -

f.

\$ -

7. OVERHEAD & PROFIT ON SUB-TIER SUBCONTRACTORS \$ 1,323.05

a. 8% of Line 6 for each sub

\$ 1,323.05

8. PERFORMANCE BOND \$ 1,076.24

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

\$ 1,076.24

TOTAL COST \$ 54,888.48

Owner (Central Pierce Fire)

Architect (TCA)

Pease & Sons, Inc

1. *Journal of Management Studies*, 1996, 33, 1, 1-14.

COP/Issue No.:	001
Date:	5/25/2022
Contract No.:	0

Date: 5/25/2022

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

JC Detail

Jobs: 8049. . - 8049. .
Months: 01/01/50 - Last

Phases: 17001. . - 17001. .
Dates: 01/01/50 - 12/31/50

Cost Types: First - 999
All JC Transaction Types

Mth	Trans#	Posted Date	Actual Date	Trans Type	Source	Description	Hours	Cost
8049. . STEILACOOM DISTRICT MAINTENANCE FACILITY IMPROVEMENTS								
17001. .						CCD 001 - CONTAMINATED SOIL 1 LAB		
3/1/22	2271	3/31/22	3/27/22	PR	PR Entry	CARP 470/CARP FM Emp 45/,	0.00	117.54
3/1/22	2272	3/31/22	3/27/22	PR	PR Entry	CARP 470/CARP FM Emp 45/,	0.00	38.38
3/1/22	2273	3/31/22	3/27/22	PR	PR Entry	CARP 470/CARP FM Emp 45/,	0.00	304.16
3/1/22	2274	3/31/22	3/27/22	PR	PR Entry	CARP 470/CARP FM Emp 45/,	16.00	865.60
3/1/22	2514	4/5/22	4/3/22	PR	PR Entry	CARP 470/CARP FM Emp 45/,	0.00	21.04
3/1/22	2515	4/5/22	4/3/22	PR	PR Entry	CARP 470/CARP FM Emp 45/,	0.00	9.59
3/1/22	2516	4/5/22	4/3/22	PR	PR Entry	CARP 470/CARP FM Emp 45/,	0.00	76.04
3/1/22	2517	4/5/22	4/3/22	PR	PR Entry	CARP 470/CARP FM Emp 45/,	4.00	216.40
4/1/22	179	4/5/22	4/3/22	PR	PR Entry	CARP 470/CARP FM Emp 45/,	0.00	26.29
4/1/22	180	4/5/22	4/3/22	PR	PR Entry	CARP 470/CARP FM Emp 45/,	0.00	12.00
4/1/22	181	4/5/22	4/3/22	PR	PR Entry	CARP 470/CARP FM Emp 45/,	0.00	95.05
4/1/22	182	4/5/22	4/3/22	PR	PR Entry	CARP 470/CARP FM Emp 45/,	5.00	270.50
4/1/22	1004	4/21/22	4/17/22	PR	PR Entry	CARP 470/CARP FM Emp 45/,	0.00	28.74
4/1/22	1005	4/21/22	4/17/22	PR	PR Entry	CARP 470/CARP FM Emp 45/,	0.00	9.59
4/1/22	1006	4/21/22	4/17/22	PR	PR Entry	CARP 470/CARP FM Emp 45/,	0.00	76.04
4/1/22	1007	4/21/22	4/17/22	PR	PR Entry	CARP 470/CARP FM Emp 45/,	4.00	216.40
4/1/22	3042	4/28/22	4/24/22	PR	PR Entry	CARP 470/CARP FM Emp 45/,	0.00	35.90
4/1/22	3043	4/28/22	4/24/22	PR	PR Entry	CARP 470/CARP FM Emp 45/,	0.00	12.00
4/1/22	3044	4/28/22	4/24/22	PR	PR Entry	CARP 470/CARP FM Emp 45/,	0.00	95.05
4/1/22	3045	4/28/22	4/24/22	PR	PR Entry	CARP 470/CARP FM Emp 16/,	0.00	42.92
4/1/22	3046	4/28/22	4/24/22	PR	PR Entry	CARP 470/CARP FM Emp 16/,	0.00	2.47
4/1/22	3047	4/28/22	4/24/22	PR	PR Entry	CARP 470/CARP FM Emp 16/,	0.00	114.06
4/1/22	3048	4/28/22	4/24/22	PR	PR Entry	CARP 470/CARP FM Emp 45/,	5.00	270.50
4/1/22	3049	4/28/22	4/24/22	PR	PR Entry	CARP 470/CARP FM Emp 16/,	6.00	324.60
4/1/22	4674	5/5/22	5/1/22	PR	PR Entry	CARP 470/CARP FM Emp 45/,	0.00	28.74
4/1/22	4675	5/5/22	5/1/22	PR	PR Entry	CARP 470/CARP FM Emp 45/,	0.00	9.60
4/1/22	4676	5/5/22	5/1/22	PR	PR Entry	CARP 470/CARP FM Emp 45/,	0.00	76.04
4/1/22	4677	5/5/22	5/1/22	PR	PR Entry	CARP 470/CARP FM Emp 16/,	0.00	93.00
4/1/22	4678	5/5/22	5/1/22	PR	PR Entry	CARP 470/CARP FM Emp 16/,	0.00	5.35

JC Detail

Jobs: 8049. . - 8049. .
Months: 01/01/50 - Last

Phases: 17001. . - 17001. .
Dates: 01/01/50 - 12/31/50

Cost Types: First - 999
All JC Transaction Types

Mth	Trans#	Posted Date	Actual Date	Trans Type	Source	Description	Hours	Cost
8049. . STEILACOOM DISTRICT MAINTENANCE FACILITY IMPROVEMENTS - Continued								
4/1/22	4679	5/5/22	5/1/22	PR	PR Entry	CARP 470/CARP FM Emp 16/,	0.00	247.13
4/1/22	4680	5/5/22	5/1/22	PR	PR Entry	CARP 470/CARP FM Emp 45/,	4.00	216.40
4/1/22	4681	5/5/22	5/1/22	PR	PR Entry	CARP 470/CARP FM Emp 16/,	13.00	703.30
5/1/22	496	5/12/22	5/8/22	PR	PR Entry	CARP 470/CARP FM Emp 16/,	0.00	50.07
5/1/22	497	5/12/22	5/8/22	PR	PR Entry	CARP 470/CARP FM Emp 16/,	0.00	2.88
5/1/22	498	5/12/22	5/8/22	PR	PR Entry	CARP 470/CARP FM Emp 16/,	0.00	133.07
5/1/22	499	5/12/22	5/8/22	PR	PR Entry	CARP 470/CARP FM Emp 16/,	7.00	378.70
5/1/22	909	5/19/22	5/15/22	PR	PR Entry	CARP 470/CARP FM Emp 16/,	0.00	50.07
5/1/22	910	5/19/22	5/15/22	PR	PR Entry	CARP 470/CARP FM Emp 16/,	0.00	2.88
5/1/22	911	5/19/22	5/15/22	PR	PR Entry	CARP 470/CARP FM Emp 16/,	0.00	133.07
5/1/22	912	5/19/22	5/15/22	PR	PR Entry	CARP 470/CARP FM Emp 16/,	7.00	378.70
Total for Cost Type: 1							71.00	5,789.86
17001. . CCD 001 - CONTAMINATED SOIL 3 MATL								
3/1/22	2624	4/14/22	3/26/22	AP	AP Entry	10783-ADLER TANK RENTALS / TR# 429/1 / Ref# 4584614	0.00	330.00
3/1/22	2625	4/14/22	3/31/22	AP	AP Entry	10783-ADLER TANK RENTALS / TR# 430/1 / Ref# 4587386	0.00	234.47
4/1/22	3124	4/28/22	4/13/22	AP	AP Entry	10656-PRS GROUP, INC. / TR# 211/1 / Ref# 93765	0.00	1,753.75
4/1/22	3125	4/28/22	4/13/22	AP	AP Entry	10656-PRS GROUP, INC. / TR# 212/1 / Ref# 93775	0.00	1,903.75
4/1/22	3126	4/28/22	4/18/22	AP	AP Entry	10656-PRS GROUP, INC. / TR# 213/1 / Ref# 93857	0.00	1,986.25
4/1/22	3127	4/28/22	4/18/22	AP	AP Entry	10656-PRS GROUP, INC. / TR# 214/1 / Ref# 93849	0.00	1,861.25
4/1/22	3128	4/28/22	4/18/22	AP	AP Entry	10656-PRS GROUP, INC. / TR# 215/1 / Ref# 93844	0.00	1,953.75
4/1/22	3129	4/28/22	4/19/22	AP	AP Entry	10656-PRS GROUP, INC. / TR# 216/1 / Ref# 93878	0.00	1,993.75
4/1/22	3130	4/28/22	4/19/22	AP	AP Entry	10656-PRS GROUP, INC. / TR# 217/1 / Ref# 93885	0.00	1,911.25
4/1/22	3131	4/28/22	4/19/22	AP	AP Entry	10656-PRS GROUP, INC. / TR# 218/1 / Ref# 93872	0.00	1,711.25
4/1/22	3132	4/28/22	4/21/22	AP	AP Entry	10656-PRS GROUP, INC. / TR# 219/1 / Ref# 93916	0.00	1,480.00
4/1/22	3133	4/28/22	4/21/22	AP	AP Entry	10656-PRS GROUP, INC. / TR# 220/1 / Ref# 93909	0.00	1,480.00
4/1/22	3820	5/3/22	4/16/22	AP	AP Entry	10783-ADLER TANK RENTALS / TR# 262/1 / Ref# 4589035	0.00	832.43
4/1/22	4446	5/4/22	4/26/22	AP	AP Entry	10656-PRS GROUP, INC. / TR# 303/1 / Ref# 93975	0.00	1,823.75
4/1/22	4486	5/5/22	4/7/22	AP	AP Entry	10656-PRS GROUP, INC. / TR# 343/1 / Ref# 93645	0.00	4,216.25
4/1/22	6079	5/16/22	4/15/22	AP	AP Entry	10247-OLSON BROS. PRO-VAC, LLC / TR# 424/1 / Ref# 93021726	0.00	5,897.13
4/1/22	6080	5/16/22	4/21/22	AP	AP Entry	10247-OLSON BROS. PRO-VAC, LLC / TR# 425/1 / Ref# 142292	0.00	2,098.25

JC Detail

Jobs: 8049. . - 8049. .
Months: 01/01/50 - Last

Phases: 17001. . - 17001. .
Dates: 01/01/50 - 12/31/50

Cost Types: First - 999
All JC Transaction Types

Mth	Trans#	Posted Date	Actual Date	Trans Type	Source	Description	Hours	Cost
8049. . STEILACOOM DISTRICT MAINTENANCE FACILITY IMPROVEMENTS - Continued								
Total for Cost Type: 3							0.00	33,467.28
Total For Phase: 17001. .							71.00	39,257.14

Job TTD Cost

1	LABOR	71.00	5,789.86
3	MATERIAL	0.00	33,467.28
TOTAL FOR JOB: 8049. .		71.00	39,257.14

Company Totals

1	LABOR	71.00	5,789.86
3	MATERIAL	0.00	33,467.28
TOTAL FOR COMPANY:1		71.00	39,257.14



PRS Group, Inc.
3003 Taylor Way
Tacoma, WA 98421

10656
Invoice

APR 14 2022
Pease & Sons, Inc.

Date	Invoice #
4/13/2022	93765

Bill To:

Pease & Sons, Inc.
PO Box 44100
Tacoma, WA 98448-0100

POSTED
APR -- 2022
DUE 5/13

P.O. No.	Terms	Due Date	Profile #	Entry Log
24170 ✓	Net 30	5/13/2022	9061-b	105203

Item	Qty	Description	Rate	Amount
Sludge	14.03	Ton(s)	125.00	1,753.75

8049-17001-3

Subtotal	\$1,753.75
Sales Tax (10.3%)	\$0.00 ✓
Total	\$1,753.75

Phone #	Fax #	E-mail	Web Site
253-383-4175	253-383-4531	Prs@prsplant.net	www.prsplant.net



PRS Group, Inc.
3003 Taylor Way
Tacoma, WA 98421

10656
APR 14 2022
Pease & Sons, Inc.

Invoice

Date	Invoice #
4/13/2022	93775

Bill To:

Pease & Sons, Inc.
PO Box 44100
Tacoma, WA 98448-0100

POSTED

APR -- 2022

DUE _____

P.O. No.	Terms	Due Date	Profile #	Entry Log
24170 /	Net 30	5/13/2022	9061-b	105213

Item	Qty	Description	Rate	Amount
Sludge	15.23	Ton(s)	125.00	1,903.75
8049-17001-3				

Subtotal	\$1,903.75
Sales Tax (10.3%)	\$0.00
Total	\$1,903.75

Phone #	Fax #	E-mail	Web Site
253-383-4175	253-383-4531	Prs@prsplant.net	www.prsplant.net



PRS Group, Inc.
3003 Taylor Way
Tacoma, WA 98421

RECEIVED
APR 19 2022
Pease & Sons, Inc.

Invoice

Date	Invoice #
4/18/2022	93857

Bill To:

Pease & Sons, Inc.
PO Box 44100
Tacoma, WA 98448-0100

		P.O. No.	Terms	Due Date	Profile #	Entry Log
24170		8049-17601	Net 30	5/18/2022	9061-b	105295
Item	Qty	Description			Rate	Amount
Sludge	15.89	Ton(s)			125.00	1,986.25

Phone #	Fax #	E-mail	Web Site
253-383-4175	253-383-4531	Prs@prsplant.net	www.prsplant.net



PRS Group, Inc.
3003 Taylor Way
Tacoma, WA 98421

RECEIVED
APR 19 2022
Pease & Sons, Inc.

Invoice

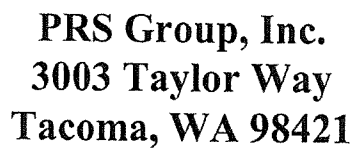
Date	Invoice #
4/18/2022	93849

Bill To:

Pease & Sons, Inc.
PO Box 44100
Tacoma, WA 98448-0100

		P.O. No.	Terms	Due Date	Profile #	Entry Log
24170		8049-17601	Net 30	5/18/2022	9061-b	105287
Item	Qty	Description			Rate	Amount
Sludge	14.89	Ton(s)			125.00	1,861.25
</						

Phone #	Fax #	E-mail	Web Site
253-383-4175	253-383-4531	Prs@prsplant.net	www.prsplant.net



APR 19 2022

Invoice

Bill To:

Pease & Sons, Inc.
PO Box 44100
Tacoma, WA 98448-0100

Subtotal	\$1,953.75
Sales Tax (10.3%)	\$0.00
Total	\$1,953.75

Packet page 59 of 132



PRS Group, Inc.
3003 Taylor Way
Tacoma, WA 98421

RECEIVED
APR 20 2022
Pease & Sons, Inc.

Invoice

Date	Invoice #
4/19/2022	93878

Bill To:

Pease & Sons, Inc.
PO Box 44100
Tacoma, WA 98448-0100

P.O. No.	Terms	Due Date	Profile #	Entry Log
24170 /	Net 30	5/19/2022	9061-b	105319

Item	Qty	Description	Rate	Amount
Sludge	15.95	Ton(s)	125.00	1,993.75

Subtotal	\$1,993.75
Sales Tax (10.3%)	\$0.00
Total	\$1,993.75

Phone #	Fax #	E-mail	Web Site
253-383-4175	253-383-4531	Prs@prsplant.net	www.prsplant.net



PRS Group, Inc.
3003 Taylor Way
Tacoma, WA 98421

RECEIVED
APR 20 2022
Pease & Sons, Inc.

Invoice

Date	Invoice #
4/19/2022	93885

Bill To:

Pease & Sons, Inc.
PO Box 44100
Tacoma, WA 98448-0100

P.O. No.	Terms	Due Date	Profile #	Entry Log
24170 ✓	Net 30	5/19/2022	9061-b	105326

Item	Qty	Description	Rate	Amount
Sludge	15.29	Ton(s)	125.00	1,911.25

Subtotal	\$1,911.25
Sales Tax (10.3%)	\$0.00
Total	\$1,911.25

Phone #	Fax #	E-mail	Web Site
253-383-4175	253-383-4531	Prs@prsplant.net	www.prsplant.net



PRS Group, Inc.
3003 Taylor Way
Tacoma, WA 98421

RECEIVED
APR 20 2022
Pease & Sons, Inc.

Invoice

Date	Invoice #
4/19/2022	93872

Bill To:

Pease & Sons, Inc.
PO Box 44100
Tacoma, WA 98448-0100

P.O. No.	Terms	Due Date	Profile #	Entry Log
24170	Net 30	5/19/2022	9061-b	105313

Item	Qty	Description	Rate	Amount
Sludge	13.69	Ton(s)	125.00	1,711.25

Subtotal	\$1,711.25
Sales Tax (10.3%)	\$0.00
Total	\$1,711.25

Phone #	Fax #	E-mail	Web Site
253-383-4175	253-383-4531	Prs@prsplant.net	www.prsplant.net



PRS Group, Inc.
3003 Taylor Way
Tacoma, WA 98421

RECEIVED
APR 25 2022
Pease & Sons, Inc.

Invoice

Date	Invoice #
4/21/2022	93916

Bill To:

Pease & Sons, Inc.
PO Box 44100
Tacoma, WA 98448-0100

POSTED
APR -- 2022
DUE _____

24170		P.O. No.	Terms	Due Date	Profile #	Entry Log
		142292	Net 30	5/21/2022	9062-b	105356
Item	Qty	Description			Rate	Amount
Oily Water	4,000	Gallons			0.37	1,480.00
</						

Phone #	Fax #	E-mail	Web Site
253-383-4175	253-383-4531	Prs@prsplant.net	www.prsplant.net



PRS Group, Inc.
3003 Taylor Way
Tacoma, WA 98421

RECEIVED
APR 25 2022
Pease & Sons, Inc

Invoice

Date	Invoice #
4/21/2022	93909

Bill To:

Pease & Sons, Inc.
PO Box 44100
Tacoma, WA 98448-0100

POSTED
APR -- 2022
DUE _____

24170		P.O. No.	Terms	Due Date	Profile #	Entry Log
		142292	Net 30	5/21/2022	9062-b	105349
Item	Qty	Description			Rate	Amount
Oily Water	4,000	Gallons			0.37	1,480.00

Phone #	Fax #	E-mail	Web Site
253-383-4175	253-383-4531	Prs@prsplant.net	www.prsplant.net



PRS Group, Inc.
3003 Taylor Way
Tacoma, WA 98421

RECEIVED
APR 27 2022
Pease & Sons, Inc.

10656

Invoice

Date	Invoice #
4/26/2022	93975

Bill To:

Pease & Sons, Inc.
PO Box 44100
Tacoma, WA 98448-0100

POSTED
APR -- 2022
DUE 5/25

P.O. No.	Terms	Due Date	Profile #	Entry Log
	Net 30	5/26/2022	9061-b	105414

Item	Qty	Description	Rate	Amount
Sludge	14.59	Ton(s)	125.00	1,823.75
8049-17001-3				

Subtotal \$1,823.75

Sales Tax (10.3%) \$0.00

Total \$1,823.75

Phone #	Fax #	E-mail	Web Site
253-383-4175	253-383-4531	Prs@prsplant.net	www.prsplant.net



PRS Group, Inc.
3003 Taylor Way
Tacoma, WA 98421

10656

Invoice

Date	Invoice #
4/7/2022	93645

Bill To:

Pease & Sons, Inc.
PO Box 44100
Tacoma, WA 98448-0100

POSTED
APR -- 2022
DUE

P.O. No.	Terms	Due Date	Profile #	Entry Log
Stellicom School	Net 30	5/7/2022		105109

Item	Qty	Description	Rate	Amount
Sludge	33.73	Ton(s)	125.00	4,216.25
8049-17001-3				

Subtotal	\$4,216.25
Sales Tax (10.3%)	\$0.00
Total	\$4,216.25

Phone #	Fax #	E-mail	Web Site
253-383-4175	253-383-4531	Prs@prsplant.net	www.prsplant.net

[illegible]



Pro-Vac
PO Box 24351
Seattle, WA 98124
253-435-4328

Project 93021726
Invoice Date 4/15/2022
Completed Date 4/15/2022
Customer PO 24063

Billing Address
Pease & Sons
PO Box 44100 #10601 Waller Rd E
Tacoma, WA 98448-0100 USA

NO CONTRACT OR SPO
ON FILE

Job Address
Pease & Sons #80949
1100 Diggs Street
Steilacoom, WA 98388 USA

Description of Work

ET to Clean Closed top Tank
Pump truck to pump

Task #	Description	Quantity	Your Price	Your Total
PTPW	4/15 #141794 PT - PW operator only	4.50	\$275.00	\$1,237.50
#403	4/15 #141794 Fuel Surcharge	1237.50	\$0.09	\$111.38
PRSG	4/15 #141794 PRS - Gallons	4000.00	\$0.52	\$2,080.00
PWOL	4/15 #141795 PW - Operator & Laborer	5.00	\$285.00	\$1,425.00
#403	4/15 #141795 Fuel Surcharge	1425.00	\$0.09	\$128.25
CSE	4/15 #141795 CSE	1.00	\$395.00	\$395.00
PRSG	4/15 #141795 PRS - Gallons	1000.00	\$0.52	\$520.00

SUBJECT TO PREVAILING WAGE
REQUIREMENTS

Sub-Total \$5,897.13
Tax \$0.00
Total Due \$5,897.13

Balance Due \$5,897.13

Thank you for choosing Pro-Vac

I hereby confirm that the work performed by Pro-Vac was of quality and in a timely manner.

I have inspected all the work performed by Pro-Vac and understand that I have been given the opportunity to address any concerns regarding the work performed. I have found no such concerns, or these concerns were addressed by the Pro-Vac operator to my satisfaction. My signature signifies my full acceptance of all work performed.



Pro-Vac
PO Box 24351
Seattle, WA 98124
253-435-4328

Invoice 142292
Invoice Date 4/21/2022
Completed Date 4/21/2022
Customer PO

Billing Address
Pease & Sons
PO Box 44100 #10601 Waller Rd E
Tacoma, WA 98448-0100 USA

Job Address
Pease & Sons #8049
1100 Diggs Street
Steilacoom, WA 98388 USA

Description of Work

Pump truck to pump water from a pond

Task #	Description	Quantity	Your Price	Your Total
PTPW	4/21 #142292 PT - PW Operator only	7.00	\$275.00	\$1,925.00
#403	4/21 #142292 Fuel Surcharge	1925.00	\$0.09	\$173.25
PRSG	4/21 #142292 PRS - Gallons	8000.00	\$0.52	\$4,160.00
FR	CREDIT/Disposal	-8000.00	\$0.52	\$-4,160.00
Sub-Total				\$2,098.25
Tax				\$0.00
Total Due				\$2,098.25
Balance Due				\$2,098.25

Thank you for choosing Pro-Vac

I hereby confirm that the work performed by Pro-Vac was of quality and in a timely manner.

4/21/2022

I have inspected all the work performed by Pro-Vac and understand that I have been given the opportunity to address any concerns regarding the work performed. I have found no such concerns, or these concerns were addressed by the Pro-Vac operator to my satisfaction. My signature signifies my full acceptance of all work performed.

4/21/2022



2751 Aaron Street
Deer Park TX 77535

RECEIVED

APR 05 2022

Pease & Sons, Inc.

20174 1 MB 0.485 E0093X I0183 D8886974832 S2 P8923868 0001:0001



PEASE AND SONS, INC.
PO BOX 44100
TACOMA WA 98448-0100

Location:
1100 Diggs Street
Steilacoom WA 98388

INVOICE

ACCOUNT NO	INVOICE NO	INVOICE DATE
103699	4584614	26-MAR-2022
CUSTOMER PO		
N/A		
INVOICE AMT	TERMS	CONTRACT
\$330.00	NET DUE UPON RECEIPT	219253
SALESPERSON	BUYER	BRANCH
Ross Fricke	Brian Smith	Tacoma, WA
NOTE		
Customer Name		
PEASE AND SONS, INC.		
Questions about this invoice?		
Contact Name: ATR-Ginger Allman		
Email: Ginger.Allman@adlertankrentals.com		
Phone: 281-715-2023		
Fax: 866-431-3255		
All Other Inquiries: 509-724-6797		

Asset #	Description	Tax	Qty	Days	Price Per	Total
	Mobilization - Fixed - Mob A3555 on 03/25/2022	Y	1.00		300.00	300.00

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download, access invoices and
more with our new customer portal.

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adlertankrentals.com/customerhub



CustomerHUB

REMIT TO	Total:	
Adler Tank Rentals	\$300.00	
P.O. Box 45081	Environmental Recovery Fee:	\$0.00
San Francisco CA 94145-0081	Total Tax:	\$30.00
	Remit Total:	\$330.00



2751 Aaron Street
Deer Park TX 77536

RECEIVED

APR 12 2022

Pease & Sons, Inc.

INVOICE

ACCOUNT NO	INVOICE NO	INVOICE DATE
103699	4587386	31-MAR-2022
CUSTOMER PO		
N/A		
INVOICE AMT	TERMS	CONTRACT
\$234.47	NET DUE UPON RECEIPT	219253
SALESPERSON	BUYER	BRANCH
Ross Fricke	Brian Smith	Tacoma, WA
NOTE		
Customer Name		
PEASE AND SONS, INC.		
Questions about this invoice?		
Contact Name: ATR-Ginger Allman		
Email: Ginger.Allman@adlertankrentals.com		
Phone: 281-715-2023		
Fax: 866-431-3255		
All Other Inquiries: 509-724-6797		

24787 1 MB 0.485 E0060X I0083 D8911777630 S2 P8935550 0001:0001



PEASE AND SONS, INC.
PO BOX 44100
TACOMA WA 98448-0100

Location:
1100 Diggs Street
Steilacoom WA 98388

Asset #	Description	Tax	Qty	Days	Price Per	Total
A3555	Mini Frac Tank - Rent 03/25/2022 to 03/31/2022 - A3555	Y	1.00	7	30.00	210.00

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more with our new customer portal.

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adlertankrentals.com/customerhub



CustomerHUB

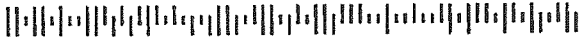
REMIT TO
Adler Tank Rentals
P.O. Box 45081
San Francisco CA 94145-0081

Total:	\$210.00
Environmental Recovery Fee:	\$3.15
Total Tax:	\$21.32
Remit Total:	\$234.47



2751 Aaron Street
Deer Park TX 77536

19963 1 MB 0.485 E0253X I0431 D8976034082 S2 P8967464 0001:0001



PEASE AND SONS, INC.
PO BOX 44100
TACOMA WA 98448-0100

Location:
100 Diggs Street
Steilacoom WA 98388

APR - 2022
5/16

INVOICE: 10185

ACCOUNT NO	INVOICE NO	INVOICE DATE
103699	4589035	16-APR-2022
CUSTOMER PO		
N/A		
INVOICE AMT	TERMS	CONTRACT
\$832.43	NET DUE UPON RECEIPT	219253
SALESPERSON	BUYER	BRANCH
Ross Fricke	Brian Smith	Tacoma, WA
NOTE		
Customer Name		
PEASE AND SONS, INC.		
Questions about this invoice?		
Contact Name: ATR-Ginger Allman		
Email: Ginger.Allman@adlertankrentals.com		
Phone: 281-715-2023		
Fax: 866-431-3255		
All Other Inquiries: 509-724-6797		

Asset #	Description	Tax	Qty	Days	Price Per	Total
A3555	Mini Frac Tank - Rent 04/01/2022 to 04/15/2022	Y	1.00	15	30.00	450.00
	- A3555					
	Demobilization - Fixed	Y	1.00		300.00	300.00
	- DeMob A3555 on 04/15/2022					

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CustomerHUB

REMIT TO

Adler Tank Rentals
P.O. Box 45081
San Francisco CA 94145-0081

Total:	\$750.00
Environmental Recovery Fee:	\$6.75
Total Tax:	\$75.68
Remit Total:	\$832.43

0001:0001

Thank you for the opportunity to serve you. We appreciate your business.
This transaction is subject to the terms and conditions of Adler Tank Rentals

Page 1 of 1

Packet page 72 of 132

Project Name: Steilacoom Maintenance Facility Improvements

COP/Issue #: 01

Project No. 8049

Source/Ref. Documents: CCD 001 Contaminated Soil

Date: 4/27/2022

Contractor: Spartan Construction

Contract No. 2021-3

Description: Excavator to load contaminated soil into dump trucks with operator, dump trucks to haul contaminated soil with dump truck driver and dump truck and trailer to bring excavator to site with driver for contaminated soil

1. DIRECT CRAFT LABOR COST (from attached cost breakdown form) \$ 2,425.66

a. crew (apprentices, journeymen, & laborers)	\$ 2,425.66
b. working foreman	\$ -
DIRECT LABOR SUBTOTAL	\$ 2,425.66

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

3. EQUIPMENT COST (from attached cost breakdown form) \$ 5,202.09

SUBTOTAL 1 thru 3 \$ 7,627.75

4. OVERHEAD & PROFIT \$ 915.33

a. 12% of Line 4 for item 1 thru 3 \$ 915.33

5. LOWER-TIER SUBCONTRACTORS \$ -

a.	\$ -
b.	\$ -
c.	\$ -
d.	\$ -
e.	\$ -
f.	\$ -

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

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

7. PERFORMANCE BOND \$ -

a. 0% of Subtotal (Line 1-7) \$ -

TOTAL COST \$ 8,543.08

Pease & Sons (General)

Spartan Construction

1. *What is the purpose of the study?*
 2. *What are the research questions or hypotheses?*
 3. *What is the study design?*
 4. *What is the sample size and how was it selected?*
 5. *What are the variables being measured?*
 6. *What are the data collection methods?*
 7. *What are the results of the study?*
 8. *What are the conclusions of the study?*
 9. *What are the limitations of the study?*
 10. *What are the implications of the study?*

COP/Issue No.:	01
Date:	4/27/2022
Contract No.:	2021-3

Date: 4/27/2022

Contract No.: 2021-3

Page 1 of 1 Packet page 74 of 1



INVOICE

Pease & Sons, Inc.
PO Box 44100
TACOMA WA 98448
USA

Invoice Date
May 18, 2022

Invoice Number
INV0362

Reference
Steilacoom Maintenance
Facility - CCD 001 - Bill for
Trucking Contaminated Soil

Spartan Construction
Attention: AP / AR
PO BOX 489
SUMNER WA 98390
UNITED STATES
(253)-359-1962

Description	Quantity	Unit Price	Tax	Amount USD
4/07/22 - PRS Group Ticket 105109 33,73 tons				
Dump Truck & Trailer - 5 hr minimum	5.00	120.45	Tax on Sales	602.25
Dump Truck Driver - 5 hr. minimum	5.00	64.55	Tax on Sales	322.75
320 Excavator to load truck - 1 hr.	1.00	243.73	Tax on Sales	243.73
Operator - 1 hr.	1.00	74.27	Tax on Sales	74.27
4/13/22 - PRS Group Ticket 105203 14.03 Tons Ticket 105213 15.23 Tons				
Solo Dump Truck - 5 hr. minimum	5.00	101.29	Tax on Sales	506.45
Dump Truck Driver - 5 hr. minimum	5.00	63.71	Tax on Sales	318.55
320 Excavator to load truck 2 hrs.	2.00	243.73	Tax on Sales	487.46
Operator - 2 hrs	2.00	74.27	Tax on Sales	148.54
4/18/22 - PRS Group Ticket 105282 15.63 Tons Ticket 105287 14.89 Tons Ticket 105295 15.89 Tons				

Description	Quantity	Unit Price	Tax	Amount USD
Solo Dump Truck - 5.9 hrs	5.90	101.29	Tax on Sales	597.61
Dump Truck Driver - 5.9 hrs.	5.90	63.71	Tax on Sales	375.89
320 Excavator to load truck - 3 hrs.	3.00	243.73	Tax on Sales	731.19
Operator - 3 hrs.	3.00	74.27	Tax on Sales	222.81
4/19/22 - PRS Group Ticket 105313 13.69 Tons Ticket 105319 15.95 Tons Ticket 105326 15.29 Tons				
Solo Dump Truck - 5.45 hrs.	5.45	101.29	Tax on Sales	552.03
Dump Truck Driver - 5.45 hrs.	5.45	63.71	Tax on Sales	347.22
320 Excavator to load truck - 3 hrs.	3.00	243.73	Tax on Sales	731.19
Operator - 3 hrs.	3.00	74.27	Tax on Sales	222.81
4/26/22 - PRS Group Ticket 105414 14.59 Tons				
Solo Dump Truck - 5 hr. minimum	5.00	101.29	Tax on Sales	506.45
Dump Truck Driver - 5 hr. minimum	5.00	63.71	Tax on Sales	318.55
320 Excavator to load truck - 1 hr.	1.00	243.73	Tax on Sales	243.73
Operator - 1 hr.	1.00	74.27	Tax on Sales	74.27
SUB TOTAL: \$7,627.75	1.00	915.33	Tax on Sales	915.33
12% MARK UP				
			Subtotal	8,543.08
			TOTAL USD	8,543.08

Due Date: Jun 18, 2022

Contractor: Pease and Sons Construction

CCD #: 001

CCD ITEM: Contaminated Soils

Reference drawing/specification:

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

1. Pump the water out of the excavation and into a banker tank for testing.
2. Tested soils can be removed per the attached e-mail and documents from Migizi.
3. Continue excavations to the South. Provide notice if additional questionable soils are discovered.

REASON FOR CHANGE: Discover of petroleum products during storm pond excavations.

PREPARED BY: Raymond Mow

FIRM: EMA

X



Architect

3/22/22

Date

X

School District Representative

Date

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

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

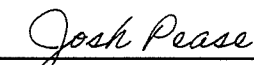
- ☐ Fixed Maximum Lump Sum
- ☒ Documented Actual Costs Per Article 7 of the General Conditions
- ☐ Documented Unit Price Costs
- ☐ No Cost Change
- ☐ Other:

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

- ☐ No Time Change
- ☐ Additional ____ days
- ☐ Decrease by ____ days
- ☐ Other:

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

X



Contractor's Representative

3-23-22

Date

Attachments: E-Mail From Migizi
Copies to:

Ray Mow

From: Doug Henry <dhenry@migizigroup.com>
Sent: Tuesday, March 22, 2022 1:48 PM
To: Ray Mow; Lewis, Shawn
Cc: Kyle Long
Subject: RE: Migizi
Attachments: 2203-170.pdf

PRS is probably a better location for this area.

Shawn and Ray,

The attached is the laboratory analytical data from the stockpile samples.

Surprising similar concentrations to the excavation but still below the MTCA Method A (unrestricted land uses) soil clean up level of 2,000 mg/kg. Technically, this is 'clean' soil but the attached data should be provided to the disposal facility for their consideration. This soil can go to LRI or PRS or even another non-hazardous location but this is not recyclable/composable soil. PRS is better from smaller quantities and materials that need processing (e.g., excessive moisture). PRS will be more expensive than LRI but to go to LRI requires going through the TPCHD Waste Disposal Authorization process. Not a difficult process but there is a processing fee and just an extra step.

Regards,

Doug Henry, CIH
President – Principal Environmental Services

Migizi Group, Inc.
17921 Bothell-Everett Hwy., Suite 102
Bothell, Washington 98012
(206) 390-6535 (mobile)
(425) 398-2300 (office)
(425) 398-2333 (fax)
dhenry@migizigroup.com

www.migizigroup.com

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- Health, Safety & Occupational Consulting
- Environmental & Geotechnical Construction Management
- Project Quality Control & Management
- Project Diversity Management & Inclusion

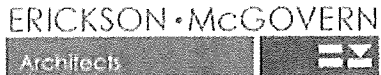


Migizi Group is a proud supporter of ASTRA Women's Business Alliance

From: Ray Mow <ray@ericksonmcgovern.com>
Sent: Monday, March 21, 2022 10:47 AM
To: Doug Henry <dhenry@migizigroup.com>
Cc: Lewis, Shawn <shlewis@steilacoom.k12.wa.us>; Kyle Long <sklong@migizigroup.com>
Subject: RE: Migizi

Yes ASAP please.

Raymond Mow, AIA
Principal
P: 253.531.0206 C: 253.208.3235



This email is confidential and may not be disseminated.

CONTRACTOR CORRESPONDENCE - PLEASE NOTE: The contractor must comply with the notice, claims, and dispute resolution procedures of the contract. In discussing this issue with you, the Owner and/or Consultants do not waive any claim or defense under the contract, including but not limited to your failure to follow the contract requirements.

From: Doug Henry <dhenry@migizigroup.com>
Sent: Monday, March 21, 2022 10:41 AM
To: Ray Mow <ray@ericksonmcgovern.com>
Cc: Lewis, Shawn <shlewis@steilacoom.k12.wa.us>; Kyle Long <sklong@migizigroup.com>
Subject: RE: Migizi

Ray,

Yes, we can sample the water and have it tested.

When do you need the data on the stockpile...ASAP?

Regards,

Doug Henry, CIH
President – Principal Environmental Services

Migizi Group, Inc.
17921 Bothell-Everett Hwy., Suite 102
Bothell, Washington 98012
(206) 390-6535 (mobile)
(425) 398-2300 (office)
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dhenry@migizigroup.com

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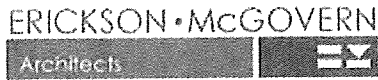
Migizi Group is a proud supporter of ASTRA Women's Business Alliance

From: Ray Mow <ray@ericksonmcgovern.com>
Sent: Monday, March 21, 2022 10:30 AM
To: Doug Henry <dhenry@migizigroup.com>

Cc: Lewis, Shawn <shlewis@steilacoom.k12.wa.us>; Kyle Long <sklong@migizigroup.com>
Subject: RE: Migizi

Please proceed with the soil testing. I will give direction on the tank to pump the water out. Can I have you test the water? I received you invoice to date and will be submitting to the Owner as a reimbursable.

Raymond Mow, AIA
Principal
P: 253.531.0206 C: 253.208.3235



This email is confidential and may not be disseminated.

CONTRACTOR CORRESPONDENCE - PLEASE NOTE: The contractor must comply with the notice, claims, and dispute resolution procedures of the contract. In discussing this issue with you, the Owner and/or Consultants do not waive any claim or defense under the contract, including but not limited to your failure to follow the contract requirements.

From: Doug Henry <dhenry@migizigroup.com>
Sent: Monday, March 21, 2022 10:12 AM
To: Ray Mow <ray@ericksonmcgovern.com>
Cc: Lewis, Shawn <shlewis@steilacoom.k12.wa.us>; Kyle Long <sklong@migizigroup.com>
Subject: RE: Migizi

Ray,

Sorry, the e-mail I sent on Thursday was supposed to give the contractor what they needed.

The water in the excavation needs to be pumped into a tank and tested for Diesel Fuel #2 and Lube Oil range petroleum hydrocarbons. If non-detect, the water may be discharged onsite as originally planned. If detectable, the analytical data needs to be provided to whomever will be taking the water. This can include the sanitary sewer but a permit is required along with the analytical data and anything else the public utility may require.

The stockpile needs to be tested if it is going to be 'disposed' of offsite. I understand the ~83 cy only contains a bit of the contaminated soil so our stockpile soil samples should be very low if detectable. This soil should be accepted by many facilities and does not need to go to the LRI landfill.

Test results provided.

What laboratory turnaround do you want for the stockpile soil samples? The samples are already at the lab in archive so I can just give them a call to get going.

The sampling/testing has determined that the contamination within the excavation is limited to the northeast corner. Excavation may continue to the south as planned without additional testing/characterization. Should another 'pocket' of suspect soil be encountered, Migizi is more than willing to provide additional assistance with characterization. Additional clean soil should not be placed in that 83 cy stockpile.

Regards,

Doug Henry, CIH
President – Principal Environmental Services

Migizi Group, Inc.
17921 Bothell-Everett Hwy., Suite 102
Bothell, Washington 98012
(206) 390-6535 (mobile)
(425) 398-2300 (office)
(425) 398-2333 (fax)
dhenry@migizigroup.com



14648 NE 95th Street, Redmond, WA 98052 • (425) 883-3881

March 22, 2022

Doug Henry
Migizi Group, Inc.
17921 Bothell-Everett Hwy. #102
Bothell, WA 98012

Re: Analytical Data for Project Z0263
Laboratory Reference No. 2203-170

Dear Doug:

Enclosed are the analytical results and associated quality control data for samples submitted on March 15, 2022.

The standard policy of OnSite Environmental, Inc. is to store your samples for 30 days from the date of receipt. If you require longer storage, please contact the laboratory.

We appreciate the opportunity to be of service to you on this project. If you have any questions concerning the data, or need additional information, please feel free to call me.

Sincerely,

A handwritten signature in black ink, appearing to read "DB", followed by a horizontal line extending to the right.

David Baumeister
Project Manager

Enclosures



OnSite Environmental, Inc. 14648 NE 95th Street, Redmond, WA 98052 (425) 883-3881

This report pertains to the samples analyzed in accordance with the chain of custody, and is intended only for the use of the individual or company to whom it is addressed.

Date of Report: March 22, 2022
Samples Submitted: March 15, 2022
Laboratory Reference: 2203-170
Project: Z0263

Case Narrative

Samples were collected on March 15, 2022 and received by the laboratory on March 15, 2022. They were maintained at the laboratory at a temperature of 2°C to 6°C.

Please note that any and all soil sample results are reported on a dry-weight basis, unless otherwise noted below.

General QA/QC issues associated with the analytical data enclosed in this laboratory report will be indicated with a reference to a comment or explanation on the Data Qualifier page. More complex and involved QA/QC issues will be discussed in detail below.



Date of Report: March 22, 2022
 Samples Submitted: March 15, 2022
 Laboratory Reference: 2203-170
 Project: Z0263

**DIESEL AND HEAVY OIL RANGE ORGANICS
 NWTPH-Dx**

Matrix: Soil
 Units: mg/Kg (ppm)

Analyte	Result	PQL	Method	Date Prepared	Date Analyzed	Flags
Client ID:	SP-1					
Laboratory ID:	03-170-01					
Diesel Fuel #2	160	28	NWTPH-Dx	3-21-22	3-21-22	N
Lube Oil	630	57	NWTPH-Dx	3-21-22	3-21-22	
Surrogate:	Percent Recovery	Control Limits				
<i>o</i> -Terphenyl	89	50-150				
Client ID:	SP-2					
Laboratory ID:	03-170-02					
Diesel Fuel #2	240	29	NWTPH-Dx	3-21-22	3-21-22	N
Lube Oil	600	57	NWTPH-Dx	3-21-22	3-21-22	
Surrogate:	Percent Recovery	Control Limits				
<i>o</i> -Terphenyl	82	50-150				
Client ID:	SP-3					
Laboratory ID:	03-170-03					
Diesel Range Organics	ND	250	NWTPH-Dx	3-21-22	3-21-22	U1
Lube Oil	1500	280	NWTPH-Dx	3-21-22	3-21-22	
Surrogate:	Percent Recovery	Control Limits				
<i>o</i> -Terphenyl	81	50-150				
Client ID:	SP-4					
Laboratory ID:	03-170-04					
Diesel Fuel #2	190	28	NWTPH-Dx	3-21-22	3-21-22	N
Lube Oil	740	56	NWTPH-Dx	3-21-22	3-21-22	
Surrogate:	Percent Recovery	Control Limits				
<i>o</i> -Terphenyl	77	50-150				
Client ID:	SP-5					
Laboratory ID:	03-170-05					
Diesel Fuel #2	190	29	NWTPH-Dx	3-21-22	3-21-22	N
Lube Oil	540	57	NWTPH-Dx	3-21-22	3-21-22	
Surrogate:	Percent Recovery	Control Limits				
<i>o</i> -Terphenyl	74	50-150				



OnSite Environmental, Inc. 14648 NE 95th Street, Redmond, WA 98052 (425) 883-3881

This report pertains to the samples analyzed in accordance with the chain of custody, and is intended only for the use of the individual or company to whom it is addressed.

Date of Report: March 22, 2022
 Samples Submitted: March 15, 2022
 Laboratory Reference: 2203-170
 Project: Z0263

**DIESEL AND HEAVY OIL RANGE ORGANICS
 NWTPH-Dx
 QUALITY CONTROL**

Matrix: Soil
 Units: mg/Kg (ppm)

Analyte	Result	PQL	Method	Date Prepared	Date Analyzed	Flags
METHOD BLANK						
Laboratory ID:	MB0321S2					
Diesel Range Organics	ND	25	NWTPH-Dx	3-21-22	3-21-22	
Lube Oil Range Organics	ND	50	NWTPH-Dx	3-21-22	3-21-22	
Surrogate:	Percent Recovery	Control Limits				
<i>o</i> -Terphenyl	106	50-150				

Analyte	Result	Spike Level	Source Result	Percent Recovery	Recovery Limits	RPD	RPD Limit	Flags
DUPLICATE								
Laboratory ID:	SB0321S2							
	ORIG	DUP						
Diesel Fuel #2	99.1	87.5	NA	NA	NA	NA	12	NA
Surrogate:								
<i>o</i> -Terphenyl				100	96	50-150		



Date of Report: March 22, 2022
Samples Submitted: March 15, 2022
Laboratory Reference: 2203-170
Project: Z0263

% MOISTURE

Client ID	Lab ID	% Moisture	Date Analyzed
SP-1	03-170-01	12	3-21-22
SP-2	03-170-02	12	3-21-22
SP-3	03-170-03	12	3-21-22
SP-4	03-170-04	11	3-21-22
SP-5	03-170-05	12	3-21-22



OnSite Environmental, Inc. 14648 NE 95th Street, Redmond, WA 98052 (425) 883-3881

This report pertains to the samples analyzed in accordance with the chain of custody,
and is intended only for the use of the individual or company to whom it is addressed.



Data Qualifiers and Abbreviations

- A - Due to a high sample concentration, the amount spiked is insufficient for meaningful MS/MSD recovery data.
 - B - The analyte indicated was also found in the blank sample.
 - C - The duplicate RPD is outside control limits due to high result variability when analyte concentrations are within five times the quantitation limit.
 - E - The value reported exceeds the quantitation range and is an estimate.
 - F - Surrogate recovery data is not available due to the high concentration of coeluting target compounds.
 - H - The analyte indicated is a common laboratory solvent and may have been introduced during sample preparation, and be impacting the sample result.
 - I - Compound recovery is outside of the control limits.
 - J - The value reported was below the practical quantitation limit. The value is an estimate.
 - K - Sample duplicate RPD is outside control limits due to sample inhomogeneity. The sample was re-extracted and re-analyzed with similar results.
 - L - The RPD is outside of the control limits.
 - M - Hydrocarbons in the gasoline range are impacting the diesel range result.
 - M1 - Hydrocarbons in the gasoline range (toluene-naphthalene) are present in the sample.
 - N - Hydrocarbons in the lube oil range are impacting the diesel range result.
 - N1 - Hydrocarbons in diesel range are impacting lube oil range results.
 - O - Hydrocarbons indicative of heavier fuels are present in the sample and are impacting the gasoline result.
 - P - The RPD of the detected concentrations between the two columns is greater than 40.
 - Q - Surrogate recovery is outside of the control limits.
 - S - Surrogate recovery data is not available due to the necessary dilution of the sample.
 - T - The sample chromatogram is not similar to a typical _____.
 - U - The analyte was analyzed for, but was not detected above the reported sample quantitation limit.
 - U1 - The practical quantitation limit is elevated due to interferences present in the sample.
 - V - Matrix Spike/Matrix Spike Duplicate recoveries are outside control limits due to matrix effects.
 - W - Matrix Spike/Matrix Spike Duplicate RPD are outside control limits due to matrix effects.
 - X - Sample extract treated with a mercury cleanup procedure.
 - X1 - Sample extract treated with a sulfuric acid/silica gel cleanup procedure.
 - X2 - Sample extract treated with a silica gel cleanup procedure.
 - Y - The calibration verification for this analyte exceeded the 20% drift specified in methods 8260 & 8270, and therefore the reported result should be considered an estimate. The overall performance of the calibration verification standard met the acceptance criteria of the method.
 - Y1 - Negative effects of the matrix from this sample on the instrument caused values for this analyte in the bracketing continuing calibration verification standard (CCVs) to be outside of 20% acceptance criteria. Because of this, quantitation limits and sample concentrations should be considered estimates.
 - Z -
- ND - Not Detected at PQL
 PQL - Practical Quantitation Limit
 RPD - Relative Percent Difference





OnSite Environmental Inc.
Analytical Laboratory Testing Services
14648 NE 95th Street • Redmond, WA 98052
Phone: (425) 883-3881 • www.onsite-env.com

Chain of Custody

Page 1 of 1

Turnaround Request
(in working days)

Laboratory Number:

03-170

Company:

Milizi Group

Project Number:

Z0263

Project Name:

1100 Digs St. Steilacoom, WA

Project Manager:

Doug Henry

Sampled by:

S. Kyle Long

Lab ID

Sample Identification

Date Sampled

Time Sampled

Matrix

Number of Containers

NWTPH-HCID	
NWTPH-Gx/BTEX (8021 <input type="checkbox"/> 8260 <input type="checkbox"/>)	
NWTPH-Gx	
NWTPH-Dx (Acid / SG Clean-up <input type="checkbox"/>)	
Volatiles 8260	
Halogenated Volatiles 8260	
EDB EPA 8011 (Waters Only)	
Semivolatiles 8270/SIM (with low-level PAHs)	
PAHs 8270/SIM (low-level)	
PCBs 8082	
Organochlorine Pesticides 8081	
Organophosphorus Pesticides 8270/SIM	
Chlorinated Acid Herbicides 8151	
Total RCRA Metals	
Total MTCA Metals	
TCLP Metals	
HEM (oil and grease) 1664	

% Moisture

☐ Same Day ☒ 2 Days ☐ 3 Days

☒ Same Day TAT

☒ HOLD ☐ DB

Lab ID	Sample Identification	Date Sampled	Time Sampled	Matrix	Number of Containers	NWTPH-HCID	NWTPH-Gx/BTEX (8021 <input type="checkbox"/> 8260 <input type="checkbox"/>)	NWTPH-Gx	NWTPH-Dx (Acid / SG Clean-up <input type="checkbox"/>)	Volatiles 8260	Halogenated Volatiles 8260	EDB EPA 8011 (Waters Only)	Semivolatiles 8270/SIM (with low-level PAHs)	PAHs 8270/SIM (low-level)	PCBs 8082	Organochlorine Pesticides 8081	Organophosphorus Pesticides 8270/SIM	Chlorinated Acid Herbicides 8151	Total RCRA Metals	Total MTCA Metals	TCLP Metals	HEM (oil and grease) 1664	% Moisture
1	SP-1	3/15/21	12:00	Soil	5				X														X
2	SP-2		12:02		5				X														X
3	SP-3		12:05		5				X														X
4	SP-4		12:07		5				X														X
5	SP-5		12:10		5				X														X

Signature

Company

Date

Time

Comments/Special Instructions

[Signature]

Milizi Group

3/15/21

15:20

HOLD All Samples

X-Added 3/21/22. DB (1 day TAT)

Relinquished

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Reviewed/Date

Reviewed/Date

Data Package: Standard ☐ Level III ☐ Level IV ☐

Chromatograms with final report ☐ Electronic Data Deliverables (EDDs) ☐

STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1 BOARD OF DIRECTORS

Board Meeting Date: July 27, 2022

Strategic Focus Area

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

BACKGROUND INFORMATION

POLICY 2021 Library Information and Technology Programs

- No changes since first reading.

RECOMMENDED ACTION:

It is recommended that the Board approve Policy 2021 Library Information and Technology Programs.

Report prepared by: Paul Harvey, Executive Director of Student Achievement

LIBRARY INFORMATION AND TECHNOLOGY PROGRAMS

The purpose of the Steilacoom Historical School District library information and technology programs is to support student mastery of state standards in all subject areas. The programs will provide a broad, flexible array of services, resources, and instruction.

The librarian, through the library information and technology programs, will collaborate as an instructional partner and information specialist to help all students meet the content goals in all subject areas and to assist high school students in completing their High School and Beyond Plans.

Additionally, the librarian's duties may include, but are not limited to, integrating information and technology into curriculum and instruction; providing instruction to students and staff regarding use of emerging learning technology; providing instruction to students as to appropriate use of computers and mobile devices at school; helping teachers and staff access and use information ethically; instructing students in digital citizenship; promoting a culture of reading within the school community; and providing individual support and guidance for students.

The superintendent will establish procedures for the selection of materials with the understanding that media literacy resources will consist of a balance of sources and perspectives. Residents or staff members of the district who wish to express a concern about specific material included in the collection may do so according to the procedures outlined in Procedure 2021P, with the understanding that the criteria and rationale for reconsideration of library resources differs from the criteria and rationale for reconsideration of classroom/curricular instructional materials.

Cross References: [2020 - Curriculum Development and Adoption of Instructional Materials](#)

[2020P - Procedure Curriculum Development and Adoption of Instructional Materials](#)

Legal References: [RCW 28A.320.230 - Instructional Materials — Instructional materials committee](#)

[RCW 28A.320.240 - School Library Media Programs — Stocking of libraries — Teacher - Librarians](#)

[WAC 392-204-005, 009, 020, 025, 055 Library Media Centers:](#)

[WAC 392-204-005 Purpose and authority](#)

[WAC 392-204-009 Definitions](#)

[WAC 392-204-020 School library media program](#)

[WAC 392-204-025 Services](#)

[WAC 392-204-055 Other sources](#)

Adoption Date: 2.27.08
Steilacoom Historical School District
No.1 Revised Dates: 9.9.15; 7.27.22

STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1 BOARD OF DIRECTORS

Board Meeting Date: July 27, 2022

Policy Number and Name

Policy 3211: Gender-Inclusive Schools

Strategic Focus Area

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

BACKGROUND INFORMATION

- No changes since first reading.

RECOMMENDED ACTION:

It is the recommendation of the superintendent to approve Policy 3211 Gender-Inclusive Schools.

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

GENDER-INCLUSIVE SCHOOLS

The board believes in fostering an educational environment that is safe and free of discrimination for all students, regardless of gender expression, gender identity, or sex. To that end, the board recognizes the importance of an inclusive approach toward transgender and gender-expansive students with regard to key terms, communication and the use of names and pronouns, student records, confidential health and education information, communication, restroom and locker room use and accessibility, sports and physical education, dress codes, and other school activities, in order to provide these students with an equal opportunity for learning and achievement.

This policy is a component of the district's responsibility to create and maintain a safe, civil, respectful and inclusive learning community and will be implemented in conjunction with comprehensive training of staff and volunteers. Specific training requirements are included in the accompanying procedure. The superintendent will appoint a primary contact to receive copies of all formal and informal complaints and ensure policy implementation. The name and contact information for the compliance officer will be communicated throughout the district. The district compliance officer will participate in at least one mandatory training opportunity offered by OSPI.

This policy and its procedure will support that effort by facilitating district compliance with local, state and federal laws concerning harassment, intimidation, bullying, and discrimination.

Cross References: [2145](#) – Suicide Prevention
 [3207](#) - Prohibition of Harassment, Intimidation and Bullying
 [3210](#) - Nondiscrimination
 [3231](#) - Student Records

Legal References: [RCW 28A.642](#) Discrimination Prohibition
 [20 U.S.C. 1232g, 34 C.F.R., Part 99](#) - Family Education Rights
 and Privacy Act

Management Resources: 2014 – December Issue
 2013 – December Issue
 [Prohibiting Discrimination in Washington Public Schools – OSPI](#)
 [Guidelines for school districts to implement Chapters 28A.640 and](#)
 [28A.642 RCW and Chapter 392-190 WAC \(February 2012\)](#)
 2019 – July Policy Issue

Adoption Date: 08.14.14
Steilacoom Historical School District No. 1
Revised: 07.27.22

STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1

BOARD OF DIRECTORS

Board Meeting Date: July 27, 2022

Strategic Focus Area

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

BACKGROUND INFORMATION

For the past several years, the District and the City of DuPont have been considering establishing an interlocal agreement to have a school resource officer from DuPont support the district's overall safety program. Earlier this year, the two jurisdictions began actively working to engage the community in discussions about the concept, including meetings with families and students, and a community webinar.

The vast majority of the feedback received by the District and the City supported establishing an SRO in Pioneer Middle School to serve both Pioneer and Chloe Clark Elementary School – as well as collaborating on overall school safety with the existing SRO from the Steilacoom Police Department. The concerns that were raised during these meetings were primarily focused on concerns about use of force, criminalizing school discipline, and creating a school to prison pipeline.

After listening to these concerns and weighing all the information the District has regarding our existing SRO in Steilacoom High School, the District determined that it was in the best interest of students to expand the SRO program into DuPont. The interlocal agreement drafted for consideration addresses many of the issues raised by concerned citizens, including clear language that the role of the focus of any SRO working in the District is to keep students out of the criminal justice system whenever possible. It also states that the primary responsibility for maintaining proper order and conduct in the schools resides with school principals or their designee, with the support of other school staff. The agreement also clearly identifies the state required training that an SRO will be required to complete as part of the assignment.

Earlier this month the City of DuPont approved the accompanying interlocal agreement. Approval by the School Board would authorize the district to expand the SRO program with a DuPont commissioned officer for the 2022-23 school year.

RECOMMENDED ACTION:

Approve the interlocal agreement with the City of DuPont for a School Resource Officer.

Report prepared by:

Susanne Beauchaine, Executive Director of Human Resources and Safety

**INTERLOCAL AGREEMENT
BETWEEN THE CITY OF DUPONT AND
THE STEILACOOM HISTORICAL SCHOOL DISTRICT
FOR SCHOOL RESOURCE OFFICER SERVICES**

This Agreement is made and entered into this 28th day June of 2022, between the City of DuPont (“City”) and the Steilacoom Historical School District (“District”) both municipal corporations of the State of Washington, located in Pierce County, Washington, with respect to the following facts:

WHEREAS, the City and the District have the power, authority and responsibility to provide security services within their respective jurisdictions and facilities; and

WHEREAS, the District has expressed a desire to execute an agreement with the City for the services of one full-time police officer, known as a School Resource Officer (“SRO”) to be stationed at Pioneer Middle School and serving the District’s schools located within the City’s corporate boundaries, on Anderson Island, and within the corporate boundaries of the City of DuPont; and

WHEREAS, both parties desire to enter into an agreement for the purpose of utilizing the City’s capabilities to provide the District with SRO services; and

WHEREAS, the District and the City believe that the services rendered by an SRO will enhance school security and benefit public safety; and

WHEREAS, the City is willing to assign a police officer to serve as an SRO as set forth herein, subject to the District’s commitment to reimburse the City for all of the costs of maintaining such position; and

WHEREAS, the City and the District agree to fund an SRO position in accordance with the terms and conditions set forth in this Agreement; and

WHEREAS, this Agreement is specifically authorized by the Interlocal Cooperation Act set forth in Chapter 39.34 of the Revised Code of Washington, NOW THEREFORE,

IN CONSIDERATION OF THE PROMISES AND AGREEMENTS CONTAINED HEREIN, IT IS AGREED AS FOLLOWS:

1. Provision of School Resource Officer Services. Commencing on July 1, 2022, and thereafter during the term of this Agreement, the City shall provide School Resource Officer (“SRO”) services (collectively referenced as “Services”). The SRO shall be stationed at Pioneer Middle School and shall serve all of the District’s schools in coordination with SROs from other jurisdictions. Services are more fully described in Exhibit “A”, attached hereto and incorporated by this reference. The City shall not employ anyone to provide the Services who has pled guilty or been convicted of any of the crimes listed in RCW 28A.400.322. The City shall have the authority to make SRO staffing decisions, subject to the District’s advance approval of all staff assigned to serve as an SRO in District facilities and District events. The City will replace any selected SRO upon request of the District that is based on any reason permissible by law applicable to the District. The City shall have sole discretion as to the equipment, uniform, and supplies that will be used by the SRO, and shall be the sole judge as to the most appropriate, efficient, and effective manner of handling and responding to calls for Services or the rendering thereof. The SRO will remain an employee of the City. The delivery of Services, the standards of performance, the discipline of officers, the supervision of the SRO and any other City personnel, and other matters incidental to the performance of the Services, shall remain under the control of the City.

2. Salary and Overtime. The District shall not assume any liability for the direct payment of any salaries, wages, or other compensation to an SRO performing the Services provided hereunder. The City shall be responsible for any cost of overtime as authorized by the chain of command of the SRO for work not covered within the scope of Services defined in Exhibit A. The District shall be responsible for any overtime caused by District related events. Except as otherwise specified herein, the District shall not be liable for compensation for wages or indemnity to any City employee for injury or sickness arising out of his/her employment pursuant to this Agreement, except for any injury or sickness that occurs as a result of the District's negligent or intentional acts.

3. Term. This Agreement shall be effective for a three-year term, from July 1, 2022, through June 30, 2025. Following expiration of the initial three-year term, this Agreement shall automatically be extended for additional one-year terms thereafter, unless a minimum of 180 days' notice of cancellation is provided by one party to the other. In all events, either party may terminate this Agreement, in the terminating party's discretion, upon 180 days' advance notice to the other party.

4. Payment for Services. The parties agree that the annual cost, including benefits and other directly related supply and equipment costs for maintaining an SRO position is presently \$115,000. The District will reimburse the aforementioned annual cost to the City for the services of one SRO, as provided by this Agreement, for the term of this Agreement. Annual charges will be billed in ten monthly installments of \$11,500 from September through June each year. The District shall remit payment to the City within thirty (30) days after receipt of a monthly invoice. The Finance Directors for each party are authorized to modify this payment schedule and process by subsequent mutual agreement, provided such understandings or modifications shall be in writing. The annual amount will be increased each January 1 by the amount of the negotiated pay and benefit rate increases in the collective bargaining agreement covering the individual performing the duties.

5. Emergency Situations. During days when school is in session, the SRO will not be assigned to duties other than those set forth herein, except for required Departmental training or in response to emergency conditions, as determine by the sole discretion of the Chief of Police, that necessitate the response of additional police personnel.

When it is known that an SRO will be unavailable (on leave, in training, other planned non-SRO assignment), the City will assign another officer on-site to serve as an SRO whenever possible.

When an SRO is, for any reason, present at a District school outside their jurisdiction and law enforcement intervention is required because a student's presence poses an immediate and continuing danger to others or an immediate and continuing threat of material and substantial disruption of the educational process the SRO will immediately contact law enforcement in the appropriate jurisdiction. This does not in any way inhibit the SROs ability to take actions to maintain safety within their legal authority.

6. Indemnification. The District agrees to defend at its own expense, indemnify and hold harmless the City, its hired, appointed and elected officers, officials, employees, agents, and volunteers from and against any and all liabilities, judgments, liens, losses, costs, damages and expenses, including costs and attorney fees in defense thereof, because of actions, claims or lawsuits of any kind that allege injury or death to a person, or damage, injury or destruction to property or the enjoyment of property caused or allegedly caused or occasioned in whole or in part by or arising out of the performance or carrying out of the terms of this Agreement and/or amendments to this Agreement, except to the extent that such injury or death to a person, or damage, injury, or destruction of property or the enjoyment of property is caused by the sole negligence or intentional acts of the City and/or its hired, appointed and elected officers, officials, employees, agents, and volunteers.

The City agrees to defend at its own expense, indemnify and hold harmless the District, its hired, appointed and elected officers, officials, employees, agents, and volunteers from and against any and all liabilities, judgments, liens, losses, costs, damages and expenses, including costs and attorney fees in defense thereof, because of actions, claims or lawsuits of any kind that allege injury or death to a person,

or damage, injury or destruction to property or the enjoyment of property caused or allegedly caused or occasioned in whole or in part by or arising out of the performance or carrying out of the terms of this Agreement and/or amendments to this Agreement, except to the extent that such injury or death to a person, or damage, injury, or destruction of property or the enjoyment of property is caused by the sole negligence or intentional acts of the District and/or its hired, appointed and elected officers, officials, employees, agents, and volunteers.

7. Compliance with Laws. The District acknowledges that, in addition to compliance by the City with all applicable laws and regulations relating to employee hiring, the City's Civil Service rules prohibit discrimination on the basis of non-merit factors. Additionally, the District acknowledges and agrees that the Services rendered hereunder may be affected by provisions of the collective bargaining agreement between the City and the union representing the SRO. Furthermore, both parties acknowledge that this Agreement shall be subject to all laws, rules, and regulations of the United States of America, State of Washington, and the City of DuPont. Should any such authority effectively prevent the performance of the obligations set forth herein or otherwise materially interfere with the achievement of the purposes of this Agreement, either party may terminate this Agreement upon thirty (30) days written notice to the other.

8. Modification. Either party may, in writing, request changes in the Agreement. Any and all agreed modification shall be in writing, signed by each of the parties and affixed to this Agreement.

9. Venue and Governing Law. In the event of litigation arising out of the construction or interpretation of any of the terms of this Agreement, the preferred venue of such action of litigation shall be in the courts of the State of Washington, County of Pierce. This Agreement shall be governed by the laws of the State of Washington.

10. Mediation/Arbitration Clause. If a dispute arises from or related to this Agreement or the breach thereof and if the dispute cannot be resolved through direct discussions, the parties agree to endeavor first to settle the dispute in an amicable manner by mediation administered by a mediator under Judicial Dispute Resolution LLC ("JDR") service rules or policies before resorting to litigation. If the parties are unable to agree on the selection of a mediator or are unable to resolve the dispute by mediation pursuant to this section, or the parties waive mediation by written agreement, then the parties agree that their dispute shall be subject to litigation. In the event of litigation, the parties agree each party shall be responsible for its own costs, expenses and legal fees incurred.

11. Confidentiality. Laws involving confidentiality govern both the District and the City. Both the District and the City agree that its employees, subcontractors, and others shall maintain the confidentiality of all information provided by the other to the extent authorized to do so by the laws governing each. The federal Family Educational Rights and Privacy Act governs the District, and the City understands that this act and other state and federal laws will restrict the issuance of certain information to the City. The District likewise understands that certain intelligence and law enforcement information is to remain confidential and in the sole control of the City. The District and the City further agree that as public agencies they are subject to the Washington State Public Records Act, that records related to this Agreement, the SRO program, and City-District relations may be disclosed and further agree to promptly notify and consult the other if a request for such records is received. Each agency agrees to respect the requirements imposed on the other and in the event of any judicial action being taken to promptly notify the other of any attempt to seek disclosure of information.

12. Notices. Any notices required to be given by the Parties shall be delivered at the addresses set forth below. Any notices may be delivered personally to the addressee of the notice or may be deposited in the United States mail, postage prepaid, to the address set forth below. Any notice so posted in the United States mail shall be deemed received three (3) days after the date of mailing.

13. Severability. If any term or condition of this Agreement or the application thereof to any person(s) or circumstances is held to be unconstitutional or invalid, such invalidity shall not affect the

validity of the remaining portion of this Agreement and the remainder shall remain in full force and effect. The terms and conditions of this Agreement are declared severable.

14. Captions. The captions used herein are for convenience only and are not a part of this Agreement and do not in any way limit or amplify the terms and provisions hereof.

15. No Waiver. Waiver of any breach or condition of this Agreement shall not be deemed a waiver of any prior or subsequent breach. No term or condition of this Agreement shall be held to be waived, modified or deleted except by an instrument, in writing, signed by the parties hereto.

16. Entire Agreement. This written Agreement represents the entire agreement between the parties and supersedes any prior oral statements, discussions, or understanding between the parties.

17. Counterpart Originals. This Agreement may be executed in two or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.

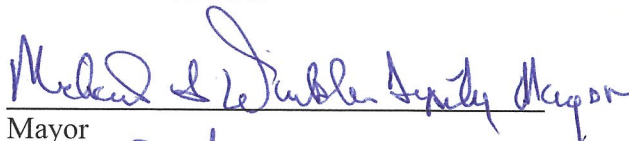
IN WITNESS WHEREOF, the parties below have executed this Agreement, and by doing so acknowledge that they have read this Agreement, understand its terms, and enter this Agreement in a knowing, intelligent, and voluntary manner.

**STEILACOOM HISTORICAL SCHOOL
DISTRICT**

Kathi Weight, Superintendent

DATE: _____

CITY OF DUPONT


Mayor

DATE: 28 June 2022

ATTEST:

City Manager

APPROVED AS TO FORM:



City Attorney

Date Approved by City of DuPont City Council: (considering on June 28, 2022)

| Date Approved by Steilacoom Historical School District Board of Directors: considering on _____,
2022

School Resource Officer – Job Description and other Mandatory Elements Required by Law

Exhibit “A”

Upon the Parties execution of this revision to Exhibit A of the Interlocal Agreement between the City of DuPont and the Steilacoom Historical School District, a copy of the Agreement shall be placed on file in the offices of the Chief and the Superintendent. The Parties shall also share copies of this Agreement with the SRO, any principals in schools where the SRO will work, and any other individuals whom they deem relevant or who request it.

The District and the Police Department will annually review the SRO program using a process that involves parents, students, and community members and adopt an updated Exhibit A to the SRO Interlocal Agreement as appropriate.

I. Mission and Purpose

The mission of the SRO program is to improve school safety and the educational climate at the school. The purpose of this Agreement is to fulfill the requirements of RCW 28A.320.124, which requires an agreement between school districts and the local law enforcement agency for implementation of a School Resource Officer (SRO) program and specifies elements that must be incorporated into such an agreement. Additionally, this Agreement fulfills the requirements of RCW 10.93.160 and formalizes and clarifies the partnership between the District and the Police Department. This Agreement is not intended to, does not, and may not be relied upon to create any rights, substantive or procedural, enforceable by any person in any civil or criminal matter.

II. SRO Roles, Duties, and Limitations

The role of the SRO on campus typically involves three parts: educator, informal counselor, and law enforcer. The focus of any SRO working in the District is to keep students out of the criminal justice system when possible. The District shall integrate the SRO into the school community through participation in faculty and student meetings and assemblies as appropriate. The SRO shall support a positive school climate by developing positive relationships with students, parents, and staff, and by helping to promote a safe, inclusive, and positive learning environment. The SRO is a valuable team member of School Based Threat Assessment Teams, which are preventative in purpose, and the SRO will participate consistent with Policy and Procedure 3225 – School Based Threat Assessment.

The primary responsibility for maintaining proper order and conduct in the schools resides with school principals or their designee, with the support of other school staff. This may include minor violations of the law occurring during school hours or at school activities. The SRO program does not diminish the District’s authority and shall not be used to attempt to impose criminal sanctions in matters that are more appropriately handled within the District. Principals or their designee maintain order and handle all student discipline matters consistent with Student Discipline Policy and Procedure 3241. SROs appropriately interact with students informally to reinforce school rules. Nothing within any part of this agreement shall inhibit the Police Department, or its commissioned officers (to include the SRO), in their discretion regarding violations of law within their jurisdiction.

III. Requests for Intervention

Teachers and school administrators may ask an SRO to intervene if a student's presence poses an immediate and continuing danger to others or an immediate and continuing threat of material and substantial disruption of the educational process or in other emergency circumstances consistent with 3432 – Emergencies. SROs do not need to be asked before intervening in emergencies.

As a general rule, law enforcement activity should take place at a location other than school premises. However, there are circumstances where formal law enforcement intervention/activity at school is warranted and may be conducted by an SRO. These law enforcement activities include, but are not limited to, interviews and interrogations; search of a student's person, possessions, or locker; citations, filing of delinquency petitions, referrals to a probation officer, actual arrests, and other referrals to the juvenile justice system, consistent with 3226 – Interview and Interrogations of Students on School Premises and 3230 – Student Privacy and Searches. Nothing within any part of this agreement shall inhibit the Police Department, or its commissioned officers (to include the SRO) from engaging in official activity pursuant to lawful authority.

Per RCW 10.93.160, the SRO duties do not extend to immigration enforcement and the SRO will not inquire into or collect information about an individual's immigration or citizenship status, or place of birth. Neither will the SRO provide information pursuant to notification requests from federal immigration authorities for the purposes of civil immigration enforcement, except as required by law, consistent with 4310 – District Relationship with Law Enforcement and other Government Agencies.

IV. Training of SRO

The SRO is an employee of the Police Department. The Police Department retains the authority and responsibility for training its employees, including the SRO. The Police Department confirms SROs assigned to the District have been trained in all the topics required by RCW 28A.310.515 including:

- Constitutional and civil rights of children in schools, including state law governing search and interrogation of youth in schools;
- Child and adolescent development;
- Trauma-informed approaches to working with youth;
- Recognizing and responding to youth mental health issues;
- Educational rights of students with disabilities, the relationship of disability to behavior, and best practices for interacting with students with disabilities;
- Bias free policing and cultural competency, including best practices for interacting with students from particular backgrounds, including English learner, LGBTQ, immigrant, female, and nonbinary students;
- Local and national disparities in the use of force and arrests of children;
- Collateral consequences of arrest, referral for prosecution, and court involvement;
- Resources available in the community that serve as alternatives to arrest and prosecution and pathways for youth to access services without court or criminal justice involvement;
- De-escalation techniques when working with youth or groups of youth;
- State law regarding restraint and isolation in schools, including RCW 28A.600.485;
- The federal family educational rights and privacy act (20 U.S.C. Sec. 1232g) requirements including limits on access to and dissemination of student records for noneducational purposes; and
- Restorative justice principles and practices.

V. Complaint Resolution

The Parties shall develop and implement a simple and objective complaint resolution system for all members of the school community that complies with Police Department policies. The complaint resolution system will register concerns regarding the SRO or the SRO Program, provide for the investigation by the Police Department of registered complaints, and provide for timely communication of the resolution of the complaint to the District and complainant. The complaint resolution system shall allow parents and guardians to submit complaints in their preferred language and in a confidential manner

to the District that protects the identity of the complainant from the SRO consistent with the SRO's due process rights and any applicable employment protections. The District will inform all students, parents, guardians, teachers, and administrators of the complaint resolution system at the beginning of each school year.

VI. Data Collection and Reporting

The SRO, Police Department, and the District shall work together to ensure the proper collection and reporting of data as required by law. Specifically, the district must annually collect the following information:

- Total number of safety and security staff working in the district and in each school building, and number of days per week that each staff works;
- The name of any law enforcement agency or private organization with which the district has an agreement for safety and security services;
- A description of each incident where safety and security staff were involved that resulted in student discipline, use of force against a student, or a student arrest.
- For each student involved in the incident, the description must include:
 - The student's race, ethnicity, and other demographics; and
 - Whether the student has an individualized education program or plan developed under section 504 of the rehabilitation act of 1973;
 - The number of complaints related to job duties and student interactions filed against safety and security staff; and
 - Other school safety and security information required by the office of the superintendent of public instruction.

The District must also annually submit any agreements adopted as required by RCW 28A.320.1242 and the information collected as required by this section at the time and in the manner required by the office of the superintendent of public instruction.

SCHOOL RESOURCE OFFICER DRAFT JOB DESCRIPTION

SRO TASKS/DUTIES:

A DPD SRO is a fully sworn law-enforcement officer with arrest powers who is assigned on a fulltime basis to serve in the public schools in and around DuPont, (within the Steilacoom Historical School District – serving the communities of DuPont, and the adjacent Town of Steilacoom).

While DPD School Resource Officers (SROs) are uniformed police officers, the program typically will fall under the Criminal Investigations Unit. This is due to:

- The nature of sensitive and complex investigations SROs may encounter, and may need support from CIU Detectives (e.g., forensic child abuse interviews).
- The need to have immediate access to various federal, state and local criminal intelligence sources in order to forecast, prepare for and respond to emerging threats to campus, staff and students (e.g., terrorist threats towards educational facilities, active shooter trends, new and emerging dangerous narcotics, etc.)

SROs are required to undergo specialized training on how to work with youths, educators and parents in an effort to foster increased public safety and a positive relationship with

law enforcement. This training includes, but is not limited to, the adolescent brain (development), cyber safety, bullying, investigating crimes with a nexus to juveniles, emotional intelligence, conflict resolution, interpersonal communication, dealing with and supporting special needs/special education students, traffic safety around schools, and violence prevention in schools.

The SROs are also responsible for vulnerability assessments of school facilities and events, staff training in response to extraordinary acts of violence, and when on campus - the respective SRO's individual duty to engage in immediate direct-to-threat confrontation and mitigation of targeted threats to the school, students and/or staff (e.g., active shooter response). Because of this additional, but equally important mission, specific to DPD, SROs also have the responsibility to achieve tactical proficiency and training above the standard patrol officer. This training may include but is not limited to Washington State SWAT Basic, tactical first aid, incident command, and active shooter instructor training.

When not assigned to any school (outside of the school year) DPD SRO's shall oversee the Patrol Division's tactical response training (e.g., the Department's active shooter training program).

Problem Solver and Liaison to Community Resources

- Establish positive relationships with staff and students to enhance the overall climate of our buildings
- Be visible within the school community. Attend and participate in school functions. Build working relationships with the school's staff as well as with student and parent groups
- Regular coordination meetings with building/district administration
- Develop mentor relationship with students
- Provide a conduit to community resources
- Support resolution of student-to-student issues such as bullying or disorderly behavior
- Responds to calls for in-building emergencies (e.g., accidents)
- Provide assistance with student welfare checks
- Provide assistance on custody disagreements
- Resource for Community Truancy Board in identifying student supports to attendance barriers
- Attend City of DuPont Police Department training as required

Educator

- Deliver specialized training to school staff to improve security and safety. Scheduled training will be delivered during ACE days, professional development days, and/or staff meetings
- Work collaboratively with the City of DuPont's Community Resource Officer to provide coordinated training to staff at DuPont schools
- Deliver specialized training to students to improve security and safety. Scheduled training will be delivered to students during assemblies and/or after school events
- Provide classroom presentations emphasizing principles and skills needed for responsible citizenship (e.g., alcohol and drug awareness)
- Present to parents and our communities information and training on the district's SRO program, crisis situations and crime prevention strategies

Safety Expert and Crime Prevention

- Provide a visible safety enhancement to our school district

- Lead Incident Command System and coordinate district emergency planning, including district safety work
- Lead Hazard Assessment RAS work with WSRMP
- Assist in developing protocols and coordinating emergency response plans (in conjunction with other emergency responders) between our communities for handling the district's various types of emergencies
- Work collaboratively with the City of DuPont's SRO to provide coordinated training to staff at DuPont schools
- Assist in identifying environmental changes that can reduce crime in schools
- Regular and periodic survey/inspection of building/campus security posture
- Monitor student activity during school day transitions, including the monitoring of school parking lots
- Enforcement of building/district/state policies or laws
- Takes action against unauthorized persons on school property
- Provide advice to School District personnel on law enforcement issues. Officers will assist in suggesting solutions to security problems that arise in the district

Other

- School administrators remain responsible for administering discipline policies and procedures. SRO will not be involved in school discipline process.
- SROs generally will not take any vacation during periods in which school is in session. If this should occur, the City agrees to make reasonable efforts to assign other officers to provide SRO services in the regular officer's absence.



Steilacoom Historical School District Board Meeting Schedule 2021-22

Meeting Date	Meeting Type	Location	Time
Wednesday, 09/08/21	Study Session Only	Steilacoom High School Library	6:00 P.M.
Wednesday, 09/22/21	Regular Business Meeting	Anderson Island Elementary School	5:30 P.M.
Wednesday, 10/13/21	Study Session Only	Pioneer Middle School Library	6:00 P.M.
Wednesday, 10/27/21	Study Session	Pioneer Middle School Library	6:30 P.M.
Wednesday, 10/27/21	Regular Business Meeting	Pioneer Middle School Library	7:00 P.M.
Wednesday, 11/17/21	Study Session	Steilacoom High School Library	6:30 P.M.
Wednesday, 11/17/21	Regular Business Meeting	Steilacoom High School Library	7:00 P.M.
Wednesday, 12/08/21	Study Session	Pioneer Middle School Multi-Purpose Room	6:30 P.M.
Wednesday, 12/08/21	Regular Business Meeting	Pioneer Middle School Multi-Purpose Room	7:00 P.M.
Wednesday, 01/12/22	Study Session Only	Steilacoom High School Library	6:00 P.M.
Wednesday, 01/26/22	Study Session	Steilacoom High School Library	6:30 P.M.
Wednesday, 01/26/22	Regular Business Meeting	Steilacoom High School Library	7:00 P.M.
Wednesday, 02/09/22	Study Session Only	Pioneer Middle School Library	6:00 P.M.
Wednesday, 02/23/22	Study Session	Pioneer Middle School Multi-Purpose Room	6:30 P.M.
Wednesday, 02/23/22	Regular Business Meeting	Pioneer Middle School Multi-Purpose Room	7:00 P.M.
Wednesday, 03/09/22	Study Session Only	Steilacoom High School Library	6:00 P.M.
Wednesday, 03/23/22	Study Session	Steilacoom High School Library	6:30 P.M.
Wednesday, 03/23/22	Regular Business Meeting	Steilacoom High School Library	7:00 P.M.
Wednesday, 04/13/22	Study Session Only	Pioneer Middle School Library	6:00 P.M.
Wednesday, 04/27/22	Study Session	Pioneer Middle School Library	6:30 P.M.
Wednesday, 04/27/22	Regular Business Meeting	Pioneer Middle School Library	7:00 P.M.
Wednesday, 05/11/22	Study Session Only	Steilacoom High School Library	6:00 P.M.
Wednesday, 05/25/22	Study Session	Steilacoom High School Library	6:30 P.M.
Wednesday, 05/25/22	Regular Business Meeting	Steilacoom High School Library	7:00 P.M.
Wednesday, 06/08/22	Study Session Only	Pioneer Middle School Library	6:00 P.M.
Wednesday, 06/22/22	Study Session	Pioneer Middle School Library	6:30 P.M.
Wednesday, 06/22/22	Regular Business Meeting	Pioneer Middle School Library	7:00 P.M.
Wednesday, 07/13/22	Study Session Only	Steilacoom High School Library	6:00 P.M.
Wednesday, 07/27/22	Study Session	Steilacoom High School Library	6:30 P.M.
Wednesday, 07/27/22	Regular Business Meeting	Steilacoom High School Library	7:00 P.M.
Wednesday, 08/10/22	Study Session Only	Pioneer Middle School Library	6:00 P.M.
Wednesday, 08/24/22	Study Session	Pioneer Middle School Library	6:30 P.M.
Wednesday, 08/24/22	Regular Business Meeting	Pioneer Middle School Library	7:00 P.M.

STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1

BOARD OF DIRECTORS

Board Meeting Date: July 27, 2022

Strategic Focus Area

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

BACKGROUND INFORMATION

Research clearly shows that early engagement with families in the educational process, along with creating individual connections with students prior to the start of instruction, leads to better educational outcomes. This year, the district intends to use the first two days of the school year to meet with first through fifth grade students and their families in "Success Conferences". We believe that these conferences will help set the stage for a better learning environment and higher academic achievement.

While there is a requirement to provide 180 days of instruction for all students, parent teacher conferences may be conducted in lieu of these days if a waiver is submitted to the state accompanied by a board resolution. In addition, the time for parent teacher conferences counts towards the instructional hour requirement for students.

While the district has other school conference days in the school calendar, a resolution and waiver request is only required when districts use a full day for parent teacher conferences.

This proposal has been discussed with our 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.

The accompanying resolution authorizes the superintendent to submit a waiver request for two days of Success Conferences in grades 1 through 5.

RECOMMENDED ACTION:

Staff recommends passage of resolution 897-07-27-22 authorizing the superintendent to submit a waiver request to use instructional days for parent/family/teacher conferences.

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

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

Resolution No. 897-07-27-22

Parent/Family/Teacher Conferences – Waiver Request

WHEREAS, Steilacoom Historical School District seeks a two (2) day waiver from the 180-day calendar for elementary schools within the District for the purpose of implementing full-day parent/family/teacher conferences; and

WHEREAS, the Steilacoom Historical School District has reviewed research which suggests a strong correlation between early family engagement and direct connections with students early in the school year; and

WHEREAS, the school district will continue to meet the minimum instructional hour requirements for all students within the school district; and

WHEREAS, the SHSD educators believe that these parent/family/teacher conferences will lead to improved behavior, social emotional learning, and academic achievement in the long term; and

WHEREAS, the waiver supports increased academic achievement and allows for longer and more meaningful dialogue and conferences than open house nights at the beginning of the school year; and

WHEREAS, these additional conferences permit the inclusion of more parents, families, and students in conferences and reduce the burden of families who may have other family responsibilities in the evening when traditional open house or other family connection opportunities have been made available;

NOW THEREFORE, BE IT RESOLVED that the Steilacoom Historical School District Board of Directors authorizes the superintendent to:

- Submit a waiver request for two (2) days from the 180-day school year requirement for elementary schools for the 2022-23 and the 2023-24 school years, to permit these schools to hold parent/family/teacher conferences on the first two days of the school year;
- Notify students that they are not required to attend school on those days accept to attend the conferences with their parents and families; and
- Provide assurances that the District will comply with the annual average requirement for instructional hours.

BE IT FURTHER RESOLVED that the Steilacoom Historical School District Board of Directors authorizes the Superintendent to take other actions deemed necessary to implement these conferences in accordance with this resolution.

Adopted by a majority of the Board of Directors of Steilacoom Historical School District No. 1 at the Regular Board Meeting held on July 27, 2022.

BOARD OF DIRECTORS

Chair

Director

Director

Director

Director

ATTESTED TO BY:

Secretary, Board of Directors

Parent-Teacher Conference Days Waiver

School districts can waive up to five (5) school days during the regular 180-day school year for the purpose of conducting parent-teacher conferences. The waiver can be effective for up to three years and is renewable. The district must continue to meet the annual instructional hour requirement described in [RCW 28A.150.220](#). A district seeking a waiver solely for the purpose of parent-teacher conference days may do so by providing notification to the Office of Superintendent of Public Instruction (OSPI) at least 30 days prior to implementation.

A district seeking a waiver for more than five conference days or for reasons other than parent-teacher conference days, must request a waiver through a different [180-day School Year Waiver process](#). For questions, please email at waivers@k12.wa.us.

The parent-teacher conference days waiver notification must include all of these items:

1. **Waiver Form:** 180-day Waiver Form for Parent-Teacher Conference Days (*see next page*).
2. **Adopted resolution**, approved and signed by the school district board of directors, including:
 - a. The number of school days designated for parent-teacher conferences (no more than five school days).
 - b. The school years for which the waiver will be implemented (up to three school years).
 - c. An attestation stating that the district will meet the minimum instructional hours requirement of RCW 28A.150.220(2) under the waiver plan.
3. **Proposed school year calendar(s)** indicating which days are planned for conferences.

Please submit the Parent-Teacher Conference Days Waiver notification to OSPI, via email: waivers@k12.wa.us

Waiver notifications must be submitted to OSPI at least 30 days before implementation. OSPI staff will review the district's waiver submittal to ensure all items have been included. When the review is complete, a letter will be emailed to the district concerning the parent-teacher conference days waiver plan.

Renewals: If the school district would like to renew an expiring parent-teacher conference days waiver, the renewal notification must follow the same process as described above.

For questions, please email at waivers@k12.wa.us.



180-day Waiver Form for Parent-Teacher Conference Days

School District: Steilacoom Historical School District	
Mailing Address: 511 Chambers St, Steilacoom WA 98388	
Superintendent: Kathi Weight	
Email: kweight@steilacoom.k12.wa.us	Phone: 2539832200
Person submitting application (if different): Shawn Lewis	
Email: shlewis@steilacoom.k12.wa.us	Phone: 2539832233

Parent-Teacher Conference Waiver Days (number of waiver days, up to 5 days)	2
When are conference waiver days scheduled? (example: 2 days in October & 2 days in March)	First 2 days of School
School Year(s) for Conference Waiver (list school years – up to 3 years)	2022-23 and 2023-24
District-wide or certain schools/grades? (if not district-wide, list grades and/or schools)	Grades 1-5
Instructional Hours – Will the district meet the annual instructional hour requirement? (If no, explain in detail)	Yes
Reduction of Partial Days – provide the number of partial days that will be reduced by implementing the parent-teacher conference waiver days plan.	No
All of these items must be submitted to OSPI before implementation: <ul style="list-style-type: none"> Completed Parent-Teacher Conference Days Waiver Form (this page, please save first) School Board Resolution – adopted and signed (see first page for more information) Proposed school year calendar(s) 	
Signed (Superintendent): Superintendent's signature (electronic is acceptable)	Date: 07/29/2022

Submit Waiver Request to OSPI: waivers@k12.wa.us



Washington Office of Superintendent of
PUBLIC INSTRUCTION

STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1 BOARD OF DIRECTORS

Board Meeting Date: July 27, 2022

Strategic Focus Area

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

BACKGROUND INFORMATION

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.

RECOMMENDED ACTION:

It is recommended that the Board adopt the Comprehensive School Counseling Transition Plan.

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

Comprehensive School Counseling Program Transition Plan Template

District Name: Steilacoom

Prepared By: Mary Snyder & Gudrun Sullivan

Manager Name: Mary Snyder & Gudrun Sullivan

SSB 5030, requiring the development of Comprehensive School Counseling Program Plans, specifies that a **transition plan** be created and adopted by the school board, with implementation beginning during the 2022–23 school year.

Transition Plan Components

Section 1: Use of Standards

A comprehensive school counseling program uses state and nationally recognized counselor frameworks and is systemically aligned to state learning standards.

District Self-Assessment & Template Section References: Section 1.1

Considerations for Districts:

- Alignment with district's Strategic Goals
- Collaboration with school counselors regarding the incorporation of standards
- Professional development around school counseling standards

Desired State of Expectations/Structures <i>What will this component look like once full implementation is achieved?</i>	School counselors' role in our schools will align with the American School Counselor Association framework, Washington state's Social Emotional Learning standards, and the district's commitment to raise the level of achievement for all students through a focus on SEL and inclusionary practices. District and building systems will allow school counselors to engage in professional activities that support ASCA's College, Career, and Life Readiness standards for every student.
Transition Action Plan <i>What steps will the district engage in to incorporate the Use of Standards components in the Comprehensive School Counseling Program plan?</i>	<ul style="list-style-type: none"> -Allocated time and support for school counselors to collaborate in their professional learning community focused on standards implementation -Continued analysis of current systems and structures that enable or impede counselors' implementation of standards -Revision of impeding systems and structures
Partners Involved <i>Which partners will be engaged in this portion of CSCP implementation?</i>	<ul style="list-style-type: none"> -School counselors -Building administrators -District administrators
Timeline toward full Implementation <i>What incremental steps during the 2022–2023 school year will your district take to ensure full implementation of this component by the 2023–2024 school year?</i>	<ul style="list-style-type: none"> -September 2022–June 2023: Monthly counselor PLC meetings -November 2022: Identification of structures in need of revision, discussions with district and school administrators -November 2022–June 2023: Work with all involved stakeholders to revise structures in preparation for 2023–2024 school year

Section 2: Use of Data

A comprehensive school counseling program provides a process for identifying student needs through a multilevel school data review and analysis that includes, at a minimum, use-of-time data, program results data, and data regarding communication with administrators, parents, students, and stakeholders.

District Self-Assessment & Template Section References: Sections 2.1–2.4

Considerations for Districts:

- Alignment with district's Strategic Goals
- Collaboration with school counselors regarding how data will be used to inform the identification of student needs
- Professional development around use-of-data
- Collaboration with district data support teams to procure necessary data

Desired State of Expectations/Structures <i>What will this component look like once full implementation is achieved?</i>	Multiple data measures will be used to inform and design specific counseling services for groups and individual students. Counselors will participate as members of their school's core teams to collaborate in data analysis and design and implementation of support for students.
Transition Action Plan <i>What steps will the district engage in to incorporate data into the delivery of the Comprehensive School Counseling Program plan?</i>	-Use Thoughtexchange to engage families and community members in identifying student needs -Use Panorama and attendance data to identify areas of student need and how counselors can appropriately support those areas
Partners Involved <i>Which partners will be engaged in this portion of CSCP implementation?</i>	-District administrators -Counselors -Principals -Families -Community members -Students
Timeline toward full Implementation <i>What incremental steps during the 2022–2023 school year will your district take to ensure full implementation of this component by the 2023–2024 school year?</i>	October 2022–June 2023: Analyze Panorama, attendance, Thoughtexchange and discipline data at monthly counselor PLC meetings to identify gaps and student needs

Section 3: Use of Time

School counselors or other educational staff assigned to implement CSCPs must allocate at least 80% of their work time to providing direct and indirect services to benefit students, as aligned with national school counseling standards.

District Self-Assessment & Template Section References: Sections 3.1 and 3.2

Considerations for Districts:

- Collective bargaining agreements/contracts and the allowable activities detailed within them
- Staffing considerations related to who will be providing which services considering the suggestions for use of school counselor time
- Professional development around use-of-time and effective teaming between school counselors and building administrative staff
- Stipends for staff to provide services that do not fall into the recommended use-of-time duties of school counselors

Desired State of Expectations/Structures <i>What will this component look like once full implementation is achieved?</i>	School counselors' roles will be defined and understood such that they are able to dedicate the majority of their time providing direct and indirect services to students, per the ASCA model. School counselors' use of time data will reflect that they spend close to 80% of their time providing direct and indirect services to students. 80% is the target, but this may not be possible due to staffing limitations. Counselors' services will also be aligned with their buildings' respective school improvement plans, supporting better outcomes for students through appropriate counseling activities.
Transition Action Plan <i>What steps will the district engage in to ensure that school counselors are able to use their time effectively and appropriately (according to use-of-time guidelines)?</i>	<ul style="list-style-type: none">-Training for administrators around the 80/20 time allocation and appropriate and inappropriate activities for school counselors identified by ASCA-Determine how inappropriate activities currently completed by school counselors will be reassigned
Partners Involved <i>Which partners will be engaged in this portion of CSCP implementation?</i>	<ul style="list-style-type: none">-Counselors-District and building administrators
Timeline toward full Implementation <i>What incremental steps during the 2022-2023 school year will your district take to ensure full implementation of this component by the 2023-2024 school year?</i>	<p>November 2022: Analyze use of time data for all schools</p> <p>December 2022: District office administration will review results and identify specific activities for reassignment</p> <p>January 2023: Review counselors' job descriptions to ensure alignment with the CSCP</p> <p>February 2023: Determine how activities will be reassigned</p> <p>February 2023-June 2023: Counselors will work in PLC to plan for restructured use of time for the 2023-2024 school year</p>

Section 4: Use of Personnel

The CSCP must be implemented by school counselors or other educational staff associates for the purpose of guiding students in academic pursuits, career planning, and social-emotional learning.

District Self-Assessment & Template Section References: Sections 4.1 and 4.2

Considerations for Districts:

- Collective bargaining agreements/contracts and the allowable activities detailed within them
- Staffing considerations related to who will be providing which services considering the suggestions for use of school counselor time
- Professional development around use-of-time and effective teaming between school counselors and building administrative staff
- Stipends for staff to provide services that do not fall into the recommended use-of-time duties of school counselors

Desired State of Expectations/Structures <i>What will this component look like once full implementation is achieved?</i>	School counselors will provide direct and indirect services to students that support students' mastery of state SEL and ASCA student standards. These services will enable students to be successful in grades K-12 and demonstrate readiness for college, careers, and life.
Transition Action Plan <i>What steps will the district engage in to ensure that the appropriate ESA-certified staff are available and able to implement the CSCP?</i>	<ul style="list-style-type: none">-Ensure each building is fully staffed with certificated school counselors-Revise systems and schedules to enable school counselors to spend 80% of their time providing direct and indirect services to students-Provide monthly training and collaboration opportunities with school counselors and the Director of Social Emotional Learning
Partners Involved <i>Which partners will be engaged in this portion of CSCP implementation?</i>	<ul style="list-style-type: none">-District administrators, including Human Resources and SEL-Building administrators-School counselors
Timeline toward full Implementation <i>What incremental steps during the 2022-2023 school year will your district take to ensure full implementation of this component by the 2023-2024 school year?</i>	<p>Summer 2022: Complete hiring of school counselors</p> <p>September 2022-June 2023: Monthly training and collaboration with Director of Social Emotional Learning</p> <p>November 2022-June 2023: Work with all involved stakeholders to revise structures in preparation for 2023-2024 school year</p>

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Olympia, WA 98504-7200

k12.wa.us



Washington Office of Superintendent of
PUBLIC INSTRUCTION
Chris Reykdal, Superintendent

November 4, 2021

(X) Action Required
Due date: By 2022–23
() Informational

BULLETIN NO. 083-21 ELEMENTARY EDUCATION & EARLY LEARNING AND SECONDARY EDUCATION & PATHWAY PREPARATION

TO: Educational Service District Superintendents
School District Superintendents
School District Business Managers

FROM: Chris Reykdal, Superintendent of Public Instruction

RE: Comprehensive School Counseling Programs, SSB 5030

CONTACT: Megan LaPalm, Program Supervisor, Elementary School Counseling
360-764-6074, megan.lapalm@k12.wa.us

Kim Reykdal, Director, Graduation and Pathway Preparation
360-725-6168, kim.reykdal@k12.wa.us

PURPOSE & BACKGROUND

During the 2021 legislative session, the Legislature passed [Substitute Senate Bill \(SSB\) 5030](#), which was the result of a multi-year effort by the Washington School Counselor Association (WSCA) and other statewide advocates to clarify the role of the school counselor in alignment with current best practices. SSB 5030 requires districts to develop and implement a comprehensive school counseling program (CSCP) for all schools within the district that addresses students' social/emotional, academic, and career development in alignment with the American School Counselor Association (ASCA) National Model.

School counselors provide universal learning supports for all students, often positioned to be the first school-employed professional to recognize and address students' social/emotional, career, and academic needs. They function as advocates, collaborators, and leaders to bring about the systemic changes necessary to provide an equitably administered CSCP aligned with the district's vision, mission, and school improvement goals. In alignment with [ASCAs ethical standards for school counseling](#), practitioners are compelled to deliver services in a universally accessible, strengths-based, and unbiased manner. School counseling staff demonstrate their

commitment to promoting equitable student outcomes by examining their own personal biases and engaging in professional development to recognize and break patterns of bias. They also authentically engage with their entire school community, advocating and collaborating to remove systemic barriers to help all students feel safe, valued, and supported in their academic, career, and social/emotional development.

Within this bulletin is an outline of the requirements for developing and implementing a district CSCP as an integral component within a larger framework for a tiered student support system. It is important to be clear that the legislature's intent is to align the role of the *school counselor* to the ASCA national model best practices. This bill does not require that other Educational Staff Associate (ESA) staff employed in Washington schools in the specific roles of school social worker, school psychologist, school nurse, and behavior consultant take on the role, activities, or professional identity of the school counselor. The ESA roles are distinct in their training and expertise, and ideally work collaboratively to provide a tiered support system for all students. Thus, acknowledging that districts' support needs and staffing options differ, the legislature recognizes in the bill that other ESA staff may be tasked with implementing components of a CSCP, either in collaboration with school counselors or as the school's existing support staff.

This bulletin also directs districts toward tools from the ASCA national school counseling model and other related national- and state-level resources, in accordance with the requirements of SSB5030. The national models of best practice for school social workers and other ESAs may be important resources for developing district policies and practices specific to offering a comprehensive student support system that integrates multiple ESA roles, although this additional alignment of best practices for other ESA roles is outside of the scope of this bill.

In collaboration with other state and regional organizations, the Office of Superintendent of Public Instruction (OSPI) intends to offer a variety of supports for school counseling staff and district support staff to learn more about the ASCA National Model and school counseling best practices over the next two years and beyond. At the time of this publication, these activities are under development. Event and resource information will be shared via the [OSPI School Counseling News & Notes newsletter](#) and the [OSPI School Counseling webpage](#).

REQUIRED PROGRAM COMPONENTS

This section will outline the minimum requirements included in Section 2 of SSB 5030.

A district comprehensive school counseling program (CSCP) plan, based on the national school counseling model, must be developed, and adopted prior to the start of the 2022–23 school year, with at least transitional implementation beginning in the 2022–23 school year, and full implementation in 2023–24 and beyond. Districts are encouraged to post their CSCP plan on their website so students, staff, families, and the community can learn more about available supports.

The district written plan must:

1. Include related state and national learning standards that align with the CSCP. The three domains that school counselors are trained to address include social/emotional, academic, and career development, and are listed below with related resource links.
 - **Social/Emotional Development:** Implement strategies and activities to support and maximize each student's ability to manage emotions, learn and apply interpersonal skills, and maintain positive mental health. CSCPs will systemically align with:
 - ASCAs [Student Mindsets and Behaviors Standards](#), especially the Self-Management and Social Skills Standards, and
 - [Washington SEL Standards](#).
 - **Academic Development:** Implement strategies and activities to support and maximize each student's ability to think critically and creatively, engage in their learning, access rigorous coursework, and make informed decisions.
 - CSCPs will systemically align with [ASCA's Student Mindsets and Behaviors Standards](#), especially, the Learning Strategies Standards.
 - District plans should articulate how staff implementing the CSCP will provide academic advising and supports that can be differentiated to meet students' unique learning needs and support each student in reaching their academic goals.
 - **Career Readiness:** Implement strategies and activities to support and maximize each student's ability to understand the connection between school and the world of work; plan for and make a successful transition from school to postsecondary education and career, and from job to job across their lifespan.
 - Social/emotional development is integral to building the foundational skills students need to make decisions that will prepare them for their career and postsecondary goals.
 - District plans should articulate how school counseling staff will provide P-12 career exploration and preparation information, including activities that can be differentiated to meet the unique interests and support needs of each student.
 - Staff should work to expand students' understanding of career options, in-demand skills, and post-secondary opportunities for further education and training.
2. Provide a process for identifying student needs through multi-level school data review and analysis. School counselors must incorporate at least the following tools and strategies into their process:
 - **Use-of-time data**
 - A breakdown of the time spent providing direct and indirect student services, program planning and school support, and non-school counseling tasks.
 - A template for ASCA's Use of Time Calculator is available [online](#).

- Many school counselors categorize their calendar appointments to track their activities without a template or special software or use other available tools (see Other Related Resources on pg. 9).
 - **Program results data**
 - Documents that instruction was delivered as planned, all students were served, and the impact of the services delivered.
 - Informs improvement of future activities and interventions to better meet students' needs.
 - Analysis of disaggregated data supports advocacy for systems change and closing opportunity gaps. (See link to templates in resource section for Closing the Gap Results Report).
 - The best use of the school counselor's time should be identified through data analysis and annual student outcome goals.
 - Related ASCA position statement – [Counselor evaluation & annual performance appraisal](#).
 - *Note: As with all interventions, results from school counseling activities take time and concerted, sustained effort to see positive results. It should be expected that outcome data will fluctuate due to the many factors that influence students' feelings, behavior, and school performance.
 - **Data regarding communications** with administrators, parents, students, and stakeholders
 - Key questions to consider:
 - How have CSCP staff engaged with school and community stakeholders this year?
 - What kinds of communications with families were most successful? Are they accessible for multi-lingual families?
 - How, when, and why did the school counseling staff communicate with students this year? How did students respond? What sources of student voice are being utilized to inform CSCP services?
 - Have the school counselor and building administrator(s) communicated regularly and effectively?
 - Are there communications needs not yet being met?
 - This multi-level school data review and analysis process may align well with existing school and district Multi-Tiered Systems of Support (MTSS) data-based decision-making processes. Incorporating school counseling data and interventions into the school's and district's MTSS is an important step to coordinating student supports.
 - [Washington MTSS Framework](#)
3. Explain how direct and indirect services will be delivered through the CSCP.
- This process may align well with the existing school and district MTSS continuum of student supports, evidence-based practices, team-driven shared leadership, and family, student, and community engagement. Incorporating school

counseling activities into the school's and district's MTSS is an important step to coordinating student supports.

- [Washington MTSS Framework](#)
 - Related [ASCA Position Statement on MTSS](#)
4. Establish an annual review and assessment process for the CSCP that includes building administrators and stakeholders
- Using the data collected to identify student needs that drive the interventions and supports provided during the year, school counselors report their outcomes and results to administrators and interested parties.
 - Two of the [templates](#) ASCA recommends that school counselors use to evaluate their program include:
 - Classroom and Group Mindsets & Behaviors Results Report
 - Closing-the-Gap Results Report
 - Data to consider may include participation, mindsets and behaviors changes, and student outcomes, including but not limited to, changes in attendance, discipline rates, postsecondary pathway attainment, grades, course choices, and behavior across all student groups.

IMPLEMENTATION DETAILS AND DEFINITIONS

This section outlines the minimum requirements included in Section 3 of SSB 5030.

The implementation considerations for comprehensive school counseling programs, which must also be incorporated in the district's written plan as required by Section 2 of this bill, must:

1. Be implemented by certified school counselors or other certified Educational Staff Associates (ESA) for the purpose of guiding students in their academic pursuits, career planning, and social/emotional development.
 - Created by the statewide associations representing school counselors, social workers, psychologists, and nurses, these descriptions of tiered ESA [staff roles](#) and [distinguishing factors between the different professions](#) may be helpful in understanding the expertise and strengths of each ESA role.
2. School counselors and other ESA staff assigned to implement the CSCP must allocate 80% of their **work time** to providing **direct** and **indirect services** to benefit students, aligned with the ASCA standards. This requirement may necessitate assessing the duties assigned to school counseling staff for alignment with the national school counseling model. The resources below will be helpful to undertake this evaluation and transition.
 - [National Model: Appropriate and Inappropriate Activities for School Counseling Staff](#)
 - Refer to [ASCA Position Statements](#) to learn more about the best practices for specific aspects of the school counselor role, such as anti-racist practices, school–family–community partnerships, career development and supporting students with disabilities or a 504 Plan, for example.

- **Direct Services** are in-person interactions between CSCP staff and students that help students improve achievement, attendance, and discipline. For example: instruction, appraisal, advisement, and counseling.
 - **Indirect Services** are provided on behalf of students to enhance student achievement and promote equity and access for all students. For example: collaboration, consultation, student advocacy, and referral.
 - **Program Planning and Support** includes the 20% of time used to plan and prepare, which includes activities such as analyzing data, goal setting, lesson planning, developing an annual calendar, and the annual administrative conference.
 - **Work Time** is the portion of an employee's contracted hours for which they are contracted to implement the CSCP.
3. Staff implementing the CSCP on a part-time basis will use the 80% requirement for direct and indirect services only for the time they're contracted to implement the CSCP.
- For example, a .5 FTE school counselor would spend 16 of their 20 contracted hours per week in direct and indirect support of students, in alignment with the ASCA National Model. That same person may also be contracted for .5 FTE in another role that does not implement the CSCP. The 80% requirement does not apply to the time spent in a role that does not implement the CSCP.

PROGRAM DEVELOPMENT AND IMPLEMENTATION TIMELINE

This chart gives a brief overview of the expected timeline for districts to develop a plan for providing a comprehensive school counseling program (CSCP) and implementing a transition to aligning CSCP services to national and state standards as outline in SSB5030.

2021–22 School Year	Develop district CSCP plan, ideally in collaboration with staff assigned to implement and supervise the program
	Adopt district CSCP plan through locally defined process prior to the 2022–23 school year
	Create transition plan to begin implementation of adopted CSCP in 2022–23 school year
2022–23 School Year	Begin implementation of district CSCP, utilizing transition plan to work toward full implementation
2023–24 and Beyond	Full implementation of district CSCP

SPECIAL CONSIDERATIONS

Small Districts

Based on feedback received from small school district superintendents and school counselors across Washington, there are challenges for small school districts that must be considered in this process:

1. How can small districts implement this bill if they do not have any certified ESA staff and face challenges with recruiting and retaining support staff?
 - In places where school counseling or other ESA staff are not available or are not adequately allocated for in the prototypical school funding model, other staff can assist with the implementation of the district CSCP without an ESA certification.
 - Consider supporting staff with an existing interest in or passion for social/emotional development, career exploration and planning, and/or academic development in delivering services to students that are aligned to the national school counseling model as closely as possible. Available training and professional learning resources for these three domains of student supports are included in this section.
 - It is considered best practice for all educators to understand and support students' social-emotional learning. OSPI has online professional learning resources to assist educators with developing their social-emotional learning support capacity.
 - [OSPI SEL Modules](#)
 - [OSPI Confident Action and Referral by Educators \(CARE\) Online Training](#)
 - In addition to providing the best possible academic supports to meet the unique learning needs of every student, OSPI has staff and online resources available to assist educators with facilitating the academic guidance and advising that students need to ensure their preparation for graduation and their postsecondary goals.
 - [Graduation Pathway Toolkit](#)
 - It is also considered best practice for all educators to understand and support students' career exploration and preparation. OSPI has a comprehensive curriculum that includes lessons meeting all three domains of student support and other resources to assist with career exploration, related academic planning, and post-high school preparation.
 - [Career Guidance WA lesson plans](#)
 - [High School and Beyond Plan template](#) (writable Word doc)

2. How would staff delivering comprehensive school counseling services juggle multiple roles and meet the 80%-20% stipulation?
 - The intent of this bill is to increase support services to students by only allocating school counseling duties to staff who are implementing the CSCP and assigning non-school counseling duties to non-school counseling staff.
 - It is possible that the realignment of existing staff roles may necessitate adjustments in staff contracts.
 - In small districts, staff serve in multiple roles. The 80%-20% stipulation does not apply to staff who provide direct and indirect services to students as 'other duties as assigned'.
 - However, districts should document in the CSCP plan how current resources and staff are addressing students' academic, career, and social/emotional development in alignment with comprehensive school counseling programming.

Reassignment of Duties

District and building administrators may find that some duties previously assigned to staff delivering the CSCP will need to be transitioned to other staff upon alignment to the 80% direct and indirect service stipulation. No more than 20% of a school counselor's time may be spent on school support activities or program planning.

- The [Appropriate and Inappropriate Activities for School Counseling Staff](#) resource from ASCA clarifies the activities that should be provided by other staff within the school building or district.

More Student Support Funding Allocated to High-Poverty Schools in the 2022–23 State Budget

The 2021–23 state biennial budget allocates an additional .5 FTE to every 'high-poverty' school in Washington starting in 2022–23 to increase students' access to support services. Qualifying schools have more than 50% of students eligible for free and reduced-price meals in the previous school year. ([ESSB 5092\(2\)\(d\)\(ii\)\(B\)](#), p.379). This is not a component of SSB5030 but is supportive to the CSCP work.

TOOLS AND RESOURCES

Some of these tools are referenced earlier in this guidance and some are additional resources that districts may find helpful.

Equity and Social Justice Resources:

OSPI [SEL Equity Brief](#)

Learning for Justice [Social Justice Standards](#)

ASCA Resources:

[ASCA National Model & Implementation Guide](#), *books available for purchase*

In-depth resource for understanding and implementing the national model

Complimentary copies were mailed to every Washington public school district superintendent in August 2021.

[ASCA National Model Executive Summary](#)

High-level overview of the national model

[ASCA Mindsets and Behaviors for Student Success](#)

Describe the knowledge, skills and attitudes students need to achieve academic success, college and career readiness and social/emotional development

[ASCA Ethical Standards](#)

"Specifies the obligation to the principles of ethical behavior necessary to maintain the high standards of integrity, leadership and professionalism."

[ASCA Templates and Resources](#), *no charge*

Includes Use of Time calculator, Annual Administrative Conference template, Annual Calendar example, data collection tools, data reporting templates, lesson planning outline, and Advisory Council guides.

[ASCA National Model Portal](#), *for a fee*

Create, store, and review CSCPs

Other Related Resources:

[SCUTA](#), *for a fee*

School Counseling Use of Time Application

[RAMP Ready](#), *no charge for 'base camp' service, other services for a fee*

ASCA-aligned resource from the American Student Achievement Institute. Includes tools for tracking time use, setting goals, and developing an annual calendar.

INFORMATION AND ASSISTANCE

For questions regarding this bulletin, please contact Megan LaPalm, Program Supervisor, Elementary School Counseling, at megan.lapalm@k12.wa.us; Kim Reykdal, Director, Graduation and Pathway Preparation, at kim.reykdal@k12.wa.us. The OSPI TTY number is 360-664-3631.

This bulletin is also available on the [Bulletins](#) page of the OSPI website.

Michaela W. Miller, Ed.D., NBCT
Deputy Superintendent

Becky Wallace
Assistant Superintendent
Secondary Education and Pathway Preparation

CR: ml

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STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1 BOARD OF DIRECTORS

Board Meeting Date: 7/27/22

Strategic Focus Area

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

BACKGROUND INFORMATION

POLICY 2413 EQUIVALENCY CREDIT OPPORTUNITIES

- Title was changed from Equivalency Credit for Career and Technical Education Courses because the rules extend beyond CTE
- Clarifies that the principal is the point of approval for EC opportunities
- Deletes old language that was specific to a 2021 deadline
- Affirms 1.0 mastery-based credit for core courses with eight options (including next higher-level course) for earning the credit: Locally created written or oral test; Written report by the student; Student-designed portfolio of work; Student presentation or oral defense of their learning in the course; Hands-on demonstration of knowledge and skills; A combination of assessment approaches, as defined by the district; or Other locally developed methods.
- Credit may be granted for passing grade in next high course (one means of earning the credit)
- There were other small revisions to grammar and syntax
- This policy eliminates the need for multiple content-specific policies that state the same information in repetition

RECOMMENDED ACTION:

It is recommended that the board approve the policy revision.

Report prepared by: Paul Harvey, Executive Director for Teaching and Learning

EQUIVALENCY CREDIT OPPORTUNITIES

I. Experiential Education Opportunities

The district may grant credit, including high school graduation credit, for school planned or approved learning experiences which may be conducted away from the facilities owned, operated, or supervised by the district or conducted primarily by individuals not employed by the district.

To grant credit for such experiences, a proposal for approval of credit must be submitted to the ~~district's designated team~~school principal.

The proposal ~~shall~~will include the following elements:

- (a) Name of program or planned learning experience;
- (b) Length of time for which approval is desired;
- (c) Objectives of the program or planned learning experience;
- (d) Which one or more of the state learning goals and related essential academic learning requirements are part of the program or planned learning experience;
- (e) Description of how credits shall be determined (completion of a district-defined course or satisfactory demonstration of proficiency/mastery in the related state learning standards in accord with [WAC 180-51-050\(1\)](#) and [WAC 180-51-051](#);
- (f) Content outline of the program and/or major learning activities and instructional materials to be used;
- (g) Description of how student performance will be assessed;
- (h) Qualifications of instructional personnel;
- (i) Plans for evaluation of program; and
- (j) How and by whom the student will be supervised.

Approved experiences may include, but are not limited to, the following: School planned or approved learning experiences such as travel study, work study, private lessons, and education programs sponsored by governmental agencies.

II. Career and Technical Education Courses Provided by the District

~~Until September 1, 2021, the district will offer high school students with the opportunity to access at least one career and technical education course that is considered a statewide equivalency course as determined by the Office of Superintendent of Public Instruction under [RCW 28A.700.070](#).~~

~~On or after September 1, 2021, a~~Any statewide equivalency course offered by the district or accessed at a skill center will be offered for academic credit.

The district may also adopt local course equivalencies for career and technical education courses that are not on the list of courses approved by the superintendent of public instruction under [RCW 28A.700.070](#).

Each high school will adopt core academic course equivalencies for high school career and technical courses, provided that the career and technical course has been reviewed and approved for equivalency credit by a district team appointed by the superintendent or a designee.

The district team will include a school administrator, the career and technical administrator, an instructor from the core academic subject area, an instructor from the appropriate career and technical course, a school counselor, and a representative from the curriculum department.

Career and technical courses approved for equivalency will be:

1. Aligned with the state's essential academic learning requirements and grade level expectations; and
2. Aligned with current industry standards, as evidenced in the curriculum frameworks. The local career and technical advisory committee will certify that courses meet industry standards.
3. Recorded on the student's transcripts as the academic course the equivalence credit fulfills.

III. Mastery/Competency-based credits

Students may obtain ~~(4)~~1.0 mastery-based credit for core required courses passing a district-created assessment that is aligned to state learning standards and course equivalency requirements adopted by the office of the superintendent of public instruction (OSPI). Students do not need to have attempted and failed a course before being eligible for these options.

- Locally created written or oral test;
- Written report by the student;
- Student-designed portfolio of work;
- Student presentation or oral defense of their learning in the course;
- Hands-on demonstration of knowledge and skills;
- A combination of assessment approaches, as defined by the district; or
- Other locally developed methods.

Successful completion of next higher-level course: Credit may be awarded for a course when the student successfully completes the next higher-level course in a sequence that includes a natural progression of the state learning standards from the previous course. State or locally determined learning standards will be used as the guide when making decisions regarding what courses should qualify.

Mastery-based credit is available in all courses if the student achieves a ~~C~~or higherpassing grade in the next-higher level course.

The mastery/competency examination must be offered in a proctored setting with appropriate technology. The district will approve the site(s) where the examination is offered, which could include individual schools, district buildings, community colleges, universities, education service districts, or other community settings. A student may take the examination 2 times. The district will

award credit based on the highest examination score. The student will be responsible for the cost of taking a mastery/competency examination. The district will offer financial assistance to students who demonstrate need, such as qualifying for free or reduced lunch. The district may pay for the cost of taking the examination for all students if it chooses.

The district will receive official test results for each student who takes a mastery/competency examination. The district will provide a letter to the student with a copy of the test results and an indication of how many credits the student will be awarded. Credits awarded will be recorded on the student's transcript with a grade of "Pass."

To ensure cultural responsiveness and equity in awarding mastery-based credit, the district will collect and annually review disaggregated data to see which subgroups of students are receiving mastery-based credit. If disproportionality is found, the district will take appropriate actions to ensure equitable access to these crediting opportunities.

Courses taken before attending high school

The district will award high school credit for computer science courses taken before attending high school if either of following occurs:

1. The course was taken with high school students, if the academic level of the course exceeds the requirements for seventh and eighth grade classes, and the student has successfully passed by completing the same course requirements and examinations as the high school students enrolled in the class; or
2. The academic level of the course exceeds the requirements for seventh and eighth grade classes and the course would qualify for high school credit, because the course is similar or equivalent to a course offered at a high school in the district determined by the board.

Students who have taken and successfully completed high school courses under the circumstances above ~~shall be~~ are not required to take an additional competency examination or perform any other additional assignment to receive credit.

IV. Computer Science Courses

AP Courses

The board will approve Advanced Placement (AP) computer science courses as equivalent to high school mathematics or science, and may be used by a student to meet math or science graduation requirements. The superintendent or designee will adopt procedures to denote on the student's transcript that AP computer science qualifies as a math-based quantitative course for students who complete it in their senior year.

Mastery-Competency-based credits

The district may award academic credit for computer science to students based on student completion of a mastery/competency examination that is aligned with the state learning standards for computer science or mathematics and course equivalency requirements adopted ~~by the office of the superintendent of public instruction (OSPI).~~

To receive mastery/competency-based credits for computer science, a student must take a mastery/competency examination that OSPI has found aligns with the state learning standards for computer science or mathematics and that aligns with course equivalency requirements adopted by OSPI. The number of credits awarded will be based on the student's performance on the mastery/competency examination.

Cross References: [Policy 2170](#) – Career and Technical Education
 [Policy 2410](#) – High School Graduation Requirements

Legal References: [Laws of 2019, ch. 180, 2](#) High school computer science courses – Availability – Competency testing
 [RCW 28A.230.010](#) Course content requirements – Access to career and Technical course equivalencies – Duties of school boards of directors – Waivers
 [RCW 28A.230.097](#) Career and technical high school course equivalencies
 [RCW 28A.230.120](#) High School Diplomas – Issuance – Option to receive Final transcripts – Notice
 [WAC 180-51](#) High school graduation requirements
 [WAC 392-410](#) Courses of study and equivalencies

Management

Resources: 2019 – July Policy Issue
 2018 – May Policy Issue
 2013 – September Issue
 Policy News, August 2006 Legislature Codifies Course Equivalency for Career and Technical Courses

Adoption Date: 2.27.08
Steilacoom Historical School District No. 1
Revised: 8.27.15; 10.24.18; 10.23.19; 04.22.20; 02.24.21; 03.24.21

STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1

BOARD OF DIRECTORS

Board Meeting Date: July 27, 2022

Strategic Focus Area

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

BACKGROUND INFORMATION

Policy 3245 Revision

During the past school year, school district staff and administrators have been working to address many issues regarding students and telecommunication devices. We have 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.

School administrators have reported disruptions and other issues related directly to cell phone and other telecommunication device use have dramatically increased in number and severity over the course of the school year. This proposal has been shared with our principals and they support the increased clarity and system support to further limit the use of cell phones in schools.

While not a full and complete ban on devices, the policy makes it clear that these devices may only be turned on and operated before and after the regular school day, during a student's lunch break, in an emergency situation or when a school administrator authorizes the use of the device. There are additional conditions in the policy that are intended to eliminate ambiguity about the use of devices in certain locations and purposes.

If the policy changes are approved, families and students will receive additional communication over the summer and these changes will be incorporated into student handbooks for the 2022-23 school year.

RECOMMENDED ACTION:

Staff recommends this policy be advanced to second reading at the August 2022 Board meeting.

Report prepared by:

Shawn Lewis, 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 telecommunications/~~electronic~~ devices, ~~including, but not limited to, pagers, beepers, and cellular phones, while on school property or while attending school-sponsored or school-related activities~~ will observe the following conditions:

- A. Telecommunication/electronic devices ~~will~~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.~~Students will not use telecommunication devices in a manner that poses a threat to academic integrity, disrupts the learning environment, or violates the privacy rights of others;~~
- 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.
- B-E. Students must have prior permission from an administrator or designee before recording photographs, video or audio on a school bus.

[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

STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1

BOARD OF DIRECTORS

Board Meeting Date: July 27, 2022

Board Governance Goals for 2022-23

Strategic Focus Area

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

BACKGROUND INFORMATION

In January 2022, the school board held a retreat and examined the results of its self-assessment. At the completion of that process, the board determined that the board should change its self-assessment timeline and should conduct the survey at the end of each school year instead of at the end of each calendar year. This decision was intended to address two factors:

- Conducting the self-assessment at the end of the school year would allow the board to assess its own performance for the previous school year, and use the results to set new goals and objectives for the upcoming school year'; and
- A summer self-assessment process would allow newly elected board members to have six months of experience prior to conducting future self-assessments.

After making this decision, the board asked to have the self-assessment conducted again in June/July of this year, allowing new board members to re-take the assessment and establishing the new cycle without going 18 months between assessments.

The self-assessment process included all board members and the results were compiled by WSSDA.

RECOMMENDED ACTION:

The board should review the results of their self-assessment and use the results as a part of their governance goal setting process (consistent with Board Policies 1810 and 1820).

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