



## Regular Meeting Agenda

Steilacoom High School, 54 Sentinel Drive, Steilacoom, WA

Wednesday, March 15, 2023 06:00 PM

### I. CALL TO ORDER

(Action)

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

### II. PRESENTATIONS

#### A. Community Champion Award - Western Washington Therapy Dogs

(Presentation)

**Presenter:** Mary Snyder

#### B. Recognition of Education Support Professionals

(Presentation)

**Presenter:** Susanne Beauchaine

### III. COMMENTS FROM THE AUDIENCE

(Information)

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

### IV. REPORTS

#### A. Steilacoom High School CTE Update

(Information)

**Presenter:** Jessica Soete

[SHS CTE Update.pdf \(p. 4\)](#)

**B. Steilacoom High School Athletics Recap and Winter Student Athlete Recognition** (Information)

**Presenter:** Katie Redman

[SHS Winter Sports 2022-23.pdf \(p. 14\)](#)

**C. Budget Status Report** (Information)

**Presenter:** Shawn Lewis

[Budget Status Report March 2023.pdf \(p. 22\)](#)

**D. Legislative Update** (Information)

**Presenter:** Victor Hogan

**V. CONSENT AGENDA** (Action)

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

[Approval of February and March 2023 Accounts Payable and February 2023 Payroll.pdf \(p. 42\)](#)

[Approval of February 15 2023 Regular Board Meeting Minutes.pdf \(p. 81\)](#)

[Approval of February 21 2023 Special Meeting Minutes.pdf \(p. 91\)](#)

[Approval of Certificated Personnel Report.pdf \(p. 95\)](#)

[Approval of Classified Personnel Report.pdf \(p. 96\)](#)

[Approval of Co-Curricular Personnel Report.pdf \(p. 97\)](#)

[Approval of SHS Literature Club Field Trip to Portland OR.pdf \(p. 98\)](#)

[Approval of Settlement Consent Package Related to Resolution 891-04-27-22..pdf \(p. 100\)](#)

[Approval of Transportation Contract.pdf \(p. 101\)](#)

[Approval of IT Department Surplus.pdf \(p. 149\)](#)

**VI. NEW BUSINESS**

**A. Approval of Resolution 904-03-15-23 Month of the Military Child** (Action)

**Presenter:** Mary Snyder

[Resolution 904-03-15-23 Month of the Military Child.pdf \(p. 156\)](#)

**B. Special Board Meeting on April 12 for Budget Extension** (Action)

**Presenter:** Superintendent Weight

[April 12 Special Board Meeting.pdf \(p. 159\)](#)

**C. IMC recommendation to Board on STI Core Curriculum** (Action)

**Presenter:** Paul Harvey

[IMC Recommendation to Board on STI Core Curriculum.pdf \(p. 160\)](#)

**VII. BOARD COMMUNICATION**

**(Information)**

**VIII. ANNOUNCEMENTS**

**(Information)**

**IX. ADJOURNMENT**

**(Action)**



# CTE Update 2022-2023



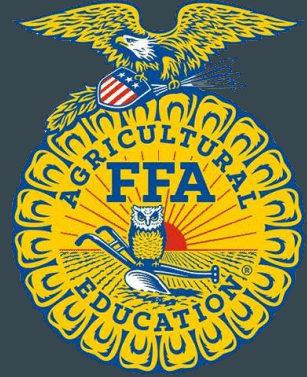
Steilacoom Historical School District





# Agriculture

## 3 Current SHS Course Offerings



## CTSO: Environmental Stewards Club -Miguel Stutz & Noble Hauser

-Pacific NW Plants & Wildlife SAMSUNG Grant

\*Students are designing hydroponic systems (won phase 1: \$2500)

# Business & Marketing

## 5 Current SHS Course Offerings

### CTSO: DECA -Tina Hayden

3: Attended State Conference & Competition

1: Apparel & Accessories indiv. role play event

1: Retail Merchandising indiv. role play event

\*Looking to host 2nd Blood DDrive this year through Bloodworks NW



# Family & Consumer Sciences

## 12 Current SHS Course Offerings

### CTSO: FCCLA -Keri Schultz-Brace & Megga Zajack-Mattes

4: Attending State Conference & Competition

3: Competing at State STAR Events

\*Fundraisers: Emergency Kits & Dress Drive

### CTSO: American Sign Language Club

Ashley Williams



# Health Sciences

## 3 Current SHS Course Offerings

### CTSO: HOSA -Trish Sortore

- Prosthetic arm build challenge
- Standard phlebotomy blood draw
- Kinesiology of athletic movements
- Blood pressure manually



# Skilled & Technical Sciences :MS

## 1 Current PMS Course Offerings



## CTSO: TSA -Derek Beaulieu & Jake Tiedman

-Live stream Girls Basketball league championships (play-by-play & commentary)

# Skilled & Technical Sciences: HS

CTSO: AJROTC -Lt. Col McGee & SSG Pierce

Mar 12



Feb 11 Drill Comp

-4th Color Guard

-3rd Color Guard Commander: Isabel Warner

-3rd Drill Down: Daniel Villacrusis

-Bronze Patrick Henry Award Nikolaus Olive  
(Military Order of World Wars)

\*Recognition for youth outstanding patriotic  
activities in the community

Mar 4 Drill Comp.

-3rd Team Academics

-2nd Individual Academics Achievement Daniel  
Villacrusis

-2nd Drill Down Lola Cordero





# Skilled & Technical Sciences: HS

## Yearbook/Journalism

Lindsay Webster

12: Attended WA Journalism Education Association Conference Tips on interviewing, ways to research and find information when writing articles, how to improve layouts and online publications

## Wet Plate Photography Club

Carl Jones

## Art Club

Janelle Mock



# STEM: MS & HS

## 2 Current PMS Course Offerings

CTSO: TSA \*S&TS



## 2 Current SHS Course Offerings

CTSO: Wet Plate Photo \*S&TS



# PCSC 22-23: 26 students in 10/14 programs



Aerospace Composites

Culinary Arts

Aerospace Machining & Fabrication

ITS & Cybersecurity

Automotive

Medical Careers

Construction Trades

Pre-PT & Sports Med

Criminal Justice

Video Game Development

CTSO: Skills USA



# Steilacoom High School

## Winter Athletics Recap

# Bowling - Coached by Tom Bradbury and James Ford

Girls' bowling had a very successful season.

They placed 2nd at both the league and district tournaments.

They qualified for state and placed 5th overall.

Janelle Ford was named first team all league. Emma Owen, Emily Medina, and Viktoria Beggeran were all named second team all league.

The girls set a school record with a single game score of 770 and a match score of 1757.



# Girls Basketball - Coached by Russell Ivy and Shawn Williams

The Girls' Basketball team had a really solid season.

They placed 4th in league and qualified for the district tournament.

Their season ended in a winner to state game.

Cathy Bird made second team all league.

Ina McCloud, Bella Brady and Kimori Douglass all received honorable mention.

Coach Ivy was named coach of the year for the SPSL.

The girls also received the SPSL sportsmanship award.



# Boys Basketball - Coached by Matt Robles, Michael Dowdell, and Aaron Bluit

Boys Basketball has a great season under their new head coach Matt Robles.

They finished 5th in the SPSL and qualified for the district tournament.

Tyshawn Cordon made first team all league. He also set a school record for the most points in a game, scoring 45 points against Orting.





# Boys and Girls Wrestling - Coached by Randy Barkhurst and Cam Miller

The Boys' and Girls' Wrestling teams had successful seasons.

Several wrestlers qualified for the district tournament and Rene Cordero qualified for state in the 170 lb weight class.

Rene was named second team all league for the boys and Amina Thomas was named second team all league for the girls.



# Boys' Swim and Dive - Coached by Kathy Casey and Steven Froehle

Boys' Swim and Dive had a great season and took first at the League Championship and second at the district championship

The team took 5th overall at State. In diving, Carlo Zavala placed second, Connor McPhail placed third and Nate Englund placed 7th.

200 Medley Relay placed seventh, Marcos Rivera placed fifth in the 100 Fly, 200 Free Relay placed 5th, and the 400 Free Relay placed 5th.

Nixon Chase, Marcos Rivera and Cooper Wyant were all names first team all league. Carlo Zavala, Connor McPhail, Aidan Koshinsky and Max Lamb were all second team all league. Nate Englund, Conner Towle, and Mitch Myers all received honorable mention.

Coach Casey was names SPSL coach of the year.



## Cheer - Coached by Trish Sortore and Valarie Wolpert

The cheer team did a great job supporting and cheering on our athletes this year and had a great showing at the state competition.

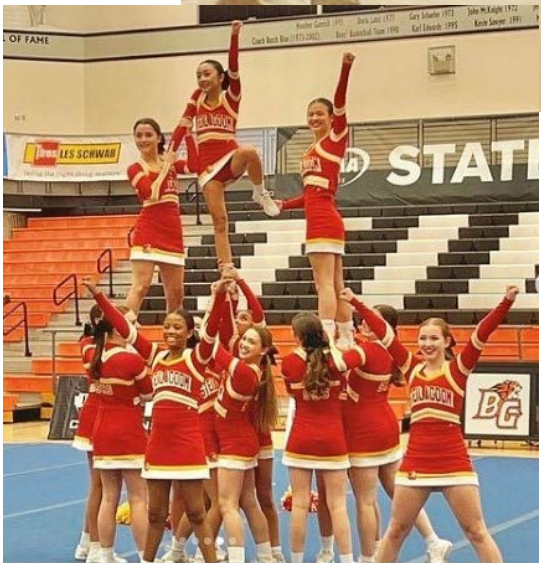
In the Game Day (medium) they placed second in state.

In the non-tumbling competition they placed sixth in state.





# Questions?





March 9, 2023

To: Dr. Kathi Weight, Superintendent

From: Shawn Lewis

Subject: Financial Update

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

Consistent with last month, our financial condition in the general fund is poor and the District is overspending the Board adopted budget. Due to an additional discovery, detailed under the heading "TRANSFERS" below, the financial position of the capital projects fund has also changed from the board adopted budget and previous reports that you and the board have received. This new discovery adversely impacts the capital projects fund, but partially addresses the current year fund balance issue in the general fund. Additional details follow:

Our average annual actual enrollment continues to be under budget, as it has been since the beginning of the school year, with a significant variance in Running Start enrollment. Non-running start enrollment has returned to the same level as 2021-22, but is still under budgeted levels. Through February, our annual average enrollment is 79.52 FTE below our original budget projections.

At the end of February, the district's capital projects fund loaned the general fund \$400,000 to meet cash flow requirements. This ensured the district could meet cash flow obligations for expenditures incurred in February, but were paid in early March. We expect the total amount of the interfund loan to be paid off in March and we do not expect to need any further interfund loans for this fiscal year, as explained under the heading "TRANSFERS" below.

We have authorized one exception to the hiring freeze for an LPN at Cherrydale Elementary due to a resignation. We continue to authorize only mandatory expenses.

### **TRANSFERS**

As we continued to explore options for the board to use resources in all funds to address the current budget deficit in the general fund, we determined that previous transfers from the general fund to the capital projects fund were not in accordance with state laws and regulations. Specifically, the transfers

from the general fund to the capital projects fund for field turf replacement and for other future capital needs did not meet the criteria for a redirection of state apportionment and the process for a redirection, including OSPI approval, was not followed. In addition, local levy funding is not eligible for transfer to the capital projects fund. In speaking with legal counsel, they advised correcting this error through a transfer back to the general fund. The resolutions that authorized the transfer were annual budget resolutions and Resolution 767.04-11-12. The following original transfers to the capital projects fund will be transferred back to the general fund in March:

- \$600,000 set aside for new field turf at Stadium (budget resolutions)
- \$250,000 set aside for Saltar's Point HVAC (R767 - already accomplished using federal funds)
- \$250,000 set aside for Cherrydale HVAC (R767 - planned in 2023 bond proposal)
- \$250,000 set aside for Chloe Clark HVAC (R767 - not currently planned for the next 6 years)
- \$800,000 set aside for other facility and grounds projects (R767 and budget resolutions)

The total amount of the transfer from the Capital Projects fund to the general fund will be \$2.15 million. This will eliminate the need for a resolution to use receivables to balance this year's budget and should eliminate the need for additional interfund loans. See attached table titled "Transfer Impacts".

#### **BUDGET EXTENSION**

Based on this new information, I recommend the board consider adopting a budget extension on April 12, 2023. The detailed information for this budget extension will be available for the board and community to review by March 29, 2023. There have been no major changes from the information provided to the board at the February meeting other than the increase in fund balance due to the transfer identified above.

#### **LIMITED GENERAL OBLIGATION BOND REFUNDING**

We have worked with bond counsel and our financial advisers to reach agreement with Key Governmental Finance on a refunding of our \$4,000,000 loan for the McNeil Street property that was due to be paid in full on June 1, 2023. The terms of that agreement are based on current interest rates and extend the final maturity to June 1, 2028. There would be annual payments towards principal and interest, and would allow for a full payment of the new loan earlier with no penalty if we pass a voted bond proposal or sell other property that would provide adequate financing. This refinancing would capitalize the current interest and issuance costs into the loan. The impact to this year's budget is a savings of approximately \$50,000 in interest and the cost to the 2023-24 budget is approximately \$460,000 from the general fund, \$240,000 from anticipated impact fees in the capital projects fund, and \$100,000 from the debt service fund from accumulated interest and timber tax revenue. All these sources have been confirmed as allowable with bond counsel.

# Steilacoom Historical School District No. 1

## Monthly Budget Report

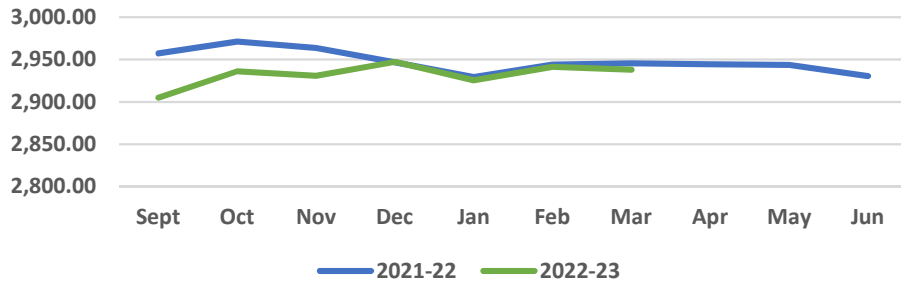
### 2022-23 Executive Summary

#### Feb-23

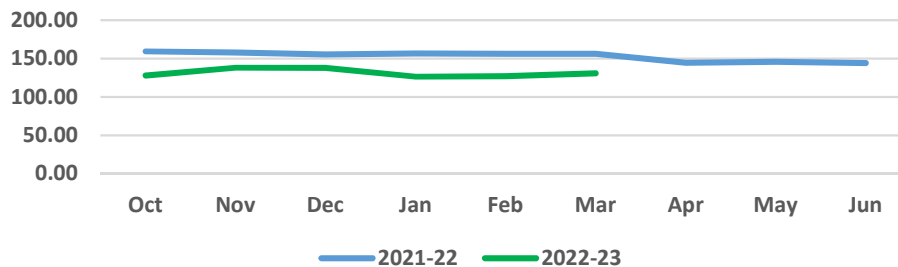
#### Enrollment

Budgeted FTE	3,159.00
Actual Average Annual FTE to Date (Feb)	3,079.48
FTE Over/Under Budget	(79.52)

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



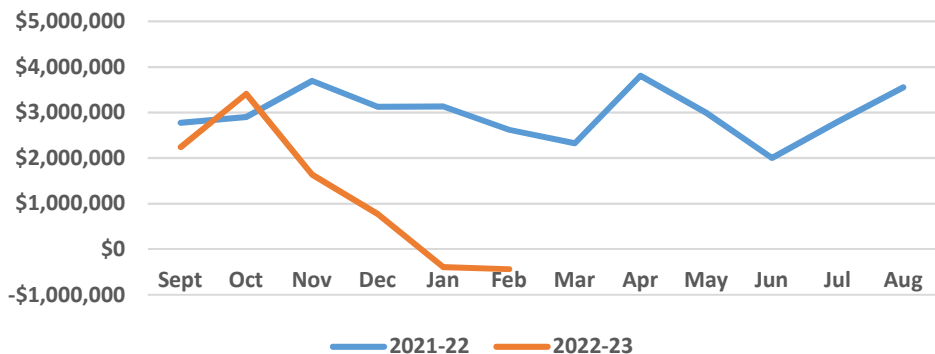
#### Running Start Enrollment



#### General Fund Balance

Actual as of Prior Month	(\$164,767)
Actual as of Current Month	(\$437,792)
Increase/Decrease in Fund Balance	(\$273,025)
Fund Balance as a % of Budgeted Expenditures	-0.87%
Fund Balance as a % of Expected Expenditures	-0.83%

#### Fund Balance by Month

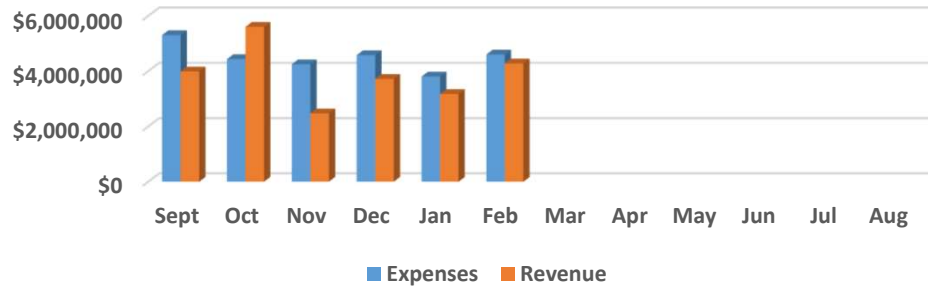


## General Fund Cash and Investment Balance

As of Month End

	2021-22	2022-23	Change From Prior Year
Sept	\$3,699,925	\$2,127,134	(\$1,572,792)
Oct	\$4,954,039	\$3,382,880	(\$1,571,159)
Nov	\$4,196,404	\$1,628,957	(\$2,567,447)
Dec	\$3,792,454	\$751,911	(\$3,040,543)
Jan	\$3,830,686	\$370,061	(\$3,460,625)
Feb	\$3,317,966	(\$1,964)	\$ (3,319,931)
Mar	\$2,991,604		
Apr	\$4,489,799		
May	\$3,627,568		
Jun	\$2,705,656		
Jul	\$2,773,910		
Aug	\$2,924,278		

### Monthly Expenses and Revenue



## Interfund Loans

Jan 18 2023	Authorized Amount by Board		\$1,500,000
Jan 25 2023	Transferred from CP to GF	(\$250,000)	
Feb 28 2023	Transferred from CP to GF	(\$400,000)	
	Authority Remaining on Feb 28, 2023		\$850,000

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

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
<u>A. REVENUES/OTHER FIN. SOURCES</u>						
1000 LOCAL TAXES	6,835,703	169,634.94	3,056,467.25		3,779,235.75	44.71
2000 LOCAL SUPPORT NONTAX	791,400	69,873.15	448,069.87		343,330.13	56.62
3000 STATE, GENERAL PURPOSE	30,597,692	2,682,790.45	14,414,412.19		16,183,279.81	47.11
4000 STATE, SPECIAL PURPOSE	6,968,363	885,118.87	3,716,614.82		3,251,748.18	53.34
5000 FEDERAL, GENERAL PURPOSE	292,000	175,291.00	180,823.49		111,176.51	61.93
6000 FEDERAL, SPECIAL PURPOSE	3,541,706	299,426.30	1,252,511.26		2,289,194.74	35.36
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	248,578.80		248,578.80-	0.00
 <u>Total REVENUES/OTHER FIN. SOURCES</u>	 49,026,864	 4,282,134.71	 23,317,477.68		 25,709,386.32	 47.56
 <u>B. EXPENDITURES</u>						
00 Regular Instruction	28,188,298	2,627,739.07	14,708,186.66	13,434,272.22	45,839.12	99.84
10 Federal Stimulus	0	3,386.88-	12,257.00	0.00	12,257.00-	0.00
20 Special Ed Instruction	7,460,271	616,548.17	3,943,397.09	3,724,070.74	207,196.83-	102.78
30 Voc. Ed Instruction	2,153,604	194,239.36	1,164,123.42	1,032,950.84	43,470.26-	102.02
40 Skills Center Instruction	0	.00	.00	0.00	.00	0.00
50+60 Compensatory Ed Instruct.	1,395,511	151,446.64	710,268.46	677,994.31	7,248.23	99.48
70 Other Instructional Pgms	211,449	38,964.02	331,338.51	253,496.40	373,385.91-	276.58
80 Community Services	0	548.10	2,438.73	0.00	2,438.73-	0.00
90 Support Services	10,723,031	978,447.73	6,440,115.56	6,065,746.23	1,782,830.79-	116.63
 <u>Total EXPENDITURES</u>	 50,132,164	 4,604,546.21	 27,312,125.43	 25,188,530.74	 2,368,492.17-	 104.72
 <u>C. OTHER FIN. USES TRANS. OUT (GL 536)</u>	 100,000	 .00	 .00			
 <u>D. OTHER FINANCING USES (GL 535)</u>	 0	 .00	 .00			
 <u>E. EXCESS OF REVENUES/OTHER FIN.SOURCES OVER(UNDER) EXP/OTH FIN USES (A-B-C-D)</u>	 1,205,300-	 322,411.50-	 3,994,647.75-		 2,789,347.75-	 231.42
 <u>F. TOTAL BEGINNING FUND BALANCE</u>	 5,000,000		 3,556,855.65			
 <u>G. G/L 898 PRIOR YEAR ADJUSTMENTS(+OR-)</u>	 XXXXXXXXXX		 .00			
 <u>H. TOTAL ENDING FUND BALANCE (E+F + OR - G)</u>	 3,794,700		 437,792.10-			



I. ENDING FUND BALANCE ACCOUNTS:

G/L 810 Restricted For Other Items	0	.00
G/L 815 Restrict Unequalized Deduct Rev	0	.00
G/L 821 Restricted for Carryover	0	.00
G/L 825 Restricted for Skills Center	0	.00
G/L 828 Restricted for C/O of FS Rev	0	.00
G/L 830 Restricted for Debt Service	0	.00
G/L 835 Restrictd For Arbitrage Rebate	0	.00
G/L 840 Nonspnd FB - Invent/Prepd Itms	0	.00
G/L 845 Restricted for Self Insur	0	.00
G/L 850 Restricted for Uninsured Risks	0	.00
G/L 870 Committed to Other Purposes	100,000-	.00
G/L 872 Committed to Econmc Stabilizatr	0	.00
G/L 875 Assigned Contingencies	0	.00
G/L 884 Assigned to Other Cap Projects	0	.00
G/L 888 Assigned to Other Purposes	0	.00
G/L 890 Unassigned Fund Balance	894,700	3,437,792.10-
G/L 891 Unassigned Min Fnd Bal Policy	3,000,000	3,000,000.00
<u>TOTAL</u>	3,794,700	437,792.10-

20--CAPITAL PROJECT FUND-- FUND BALANCE -- AGENCY ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT  
Fiscal Year 2022 (September 1, 2022 - August 31, 2023)

For the STEILACOOM SCHOOL DISTRICT #1 School District for the Month of February, 2023

	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	13,445.06	84,006.82		85,993.18	49.42
3000 State, General Purpose	0	.00	.00		.00	0.00
4000 State, Special Purpose	0	.00	.00		.00	0.00
5000 Federal, General Purpose	0	.00	.00		.00	0.00
6000 Federal, Special Purpose	0	.00	.00		.00	0.00
7000 Revenues Fr Oth Sch Dist	0	.00	.00		.00	0.00
8000 Other Agencies and Associates	0	.00	.00		.00	0.00
9000 Other Financing Sources	9,700,000	.00	1,828,679.10		7,871,320.90	18.85
<u>Total REVENUES/OTHER FIN. SOURCES</u>	9,870,000	13,445.06	1,912,685.92		7,957,314.08	19.38
<u>B. EXPENDITURES</u>						
10 Sites	5,721,000	7,317.04	11,964.54	0.00	5,709,035.46	0.21
20 Buildings	1,995,000	61,242.33	1,024,886.86	202,369.74	767,743.40	61.52
30 Equipment	0	.00	21,143.74	0.00	21,143.74-	0.00
40 Energy	400,000	.00	2,481.78	0.00	397,518.22	0.62
50 Sales & Lease Expenditure	50,000	.00	3,102.50	702.50	46,195.00	7.61
60 Bond Issuance Expenditure	0	.00	.00	0.00	.00	0.00
90 Debt	4,084,841	.00	.00	0.00	4,084,841.00	0.00
<u>Total EXPENDITURES</u>	12,250,841	68,559.37	1,063,579.42	203,072.24	10,984,189.34	10.34
<u>C. OTHER FIN. USES TRANS. OUT (GL 536)</u>	4,200,000	.00	.00			
<u>D. OTHER FINANCING USES (GL 535)</u>	0	.00	.00			
<u>E. EXCESS OF REVENUES/OTHER FIN.SOURCES</u>						
<u>OVER(UNDER) EXP/OTH FIN USES (A-B-C-D)</u>	6,580,841-	55,114.31-	849,106.50		7,429,947.50	112.90-
<u>F. TOTAL BEGINNING FUND BALANCE</u>	9,585,395		1,577,853.07			
<u>G. G/L 898 PRIOR YEAR ADJUSTMENTS(+OR-)</u>	XXXXXXXXX		.00			
<u>H. TOTAL ENDING FUND BALANCE</u>	3,004,554		2,426,959.57			
<u>(E+F + OR - G)</u>						



I. ENDING FUND BALANCE ACCOUNTS:

G/L 810 Restricted For Other Items	0	.00
G/L 825 Restricted for Skills Center	0	.00
G/L 830 Restricted for Debt Service	0	.00
G/L 835 Restrictd For Arbitrage Rebate	0	.00
G/L 840 Nonspnd FB - Invent/Prepd Itms	0	.00
G/L 850 Restricted for Uninsured Risks	0	.00
G/L 861 Restricted from Bond Proceeds	0	.00
G/L 862 Committed from Levy Proceeds	0	.00
G/L 863 Restricted from State Proceeds	0	.00
G/L 864 Restricted from Fed Proceeds	0	.00
G/L 865 Restricted from Other Proceeds	0	.00
G/L 866 Restricted Impact Fees	935,395	44,097.16
G/L 867 Restrictd Mitigation Fees	0	.00
G/L 869 Restricted fr Undistr Proceeds	0	.00
G/L 870 Committed to Other Purposes	600,000	600,000.00
G/L 889 Assigned to Fund Purposes	1,469,159	1,782,862.41
G/L 890 Unassigned Fund Balance	0	.00
<u>TOTAL</u>	3,004,554	2,426,959.57

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

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
<u>A. REVENUES/OTHER FIN. SOURCES</u>						
1000 Local Taxes	8,714,126	210,909.31	4,023,963.59		4,690,162.41	46.18
2000 Local Support Nontax	2,000	2,993.47	19,224.76		17,224.76-	961.24
3000 State, General Purpose	0	.00	.00		.00	0.00
5000 Federal, General Purpose	0	.00	.00		.00	0.00
9000 Other Financing Sources	4,199,999	.00	.00		4,199,999.00	0.00
<u>Total REVENUES/OTHER FIN. SOURCES</u>	12,916,125	213,902.78	4,043,188.35		8,872,936.65	31.30
<u>B. EXPENDITURES</u>						
Matured Bond Expenditures	12,340,000	.00	8,340,000.00	0.00	4,000,000.00	67.59
Interest On Bonds	700,000	.00	372,381.00	0.00	327,619.00	53.20
Interfund Loan Interest	0	.00	.00	0.00	.00	0.00
Bond Transfer Fees	2,500	.00	.00	0.00	2,500.00	0.00
Arbitrage Rebate	0	.00	.00	0.00	.00	0.00
Underwriter's Fees	0	.00	.00	0.00	.00	0.00
<u>Total EXPENDITURES</u>	13,042,500	.00	8,712,381.00	0.00	4,330,119.00	66.80
<u>C. OTHER FIN. USES TRANS. OUT (GL 536)</u>	0	.00	.00			
<u>D. OTHER FINANCING USES (GL 535)</u>	0	.00	.00			
<u>E. EXCESS OF REVENUES/OTHER FIN.SOURCES OVER(UNDER) EXPENDITURES (A-B-C-D)</u>	126,375-	213,902.78	4,669,192.65-		4,542,817.65-	> 1000
<u>F. TOTAL BEGINNING FUND BALANCE</u>	6,384,370		6,382,865.52			
<u>G. G/L 898 PRIOR YEAR ADJUSTMENTS(+OR-)</u>	XXXXXXXXX		.00			
<u>H. TOTAL ENDING FUND BALANCE (E+F + OR - G)</u>	6,257,995		1,713,672.87			
<u>I. ENDING FUND BALANCE ACCOUNTS:</u>						
G/L 810 Restricted for Other Items	0		.00			
G/L 830 Restricted for Debt Service	6,257,995		1,713,672.87			
G/L 835 Restrictd For Arbitrage Rebate	0		.00			
G/L 870 Committed to Other Purposes	0		.00			
G/L 889 Assigned to Fund Purposes	0		.00			
G/L 890 Unassigned Fund Balance	0		.00			
<u>TOTAL</u>	6,257,995		1,713,672.87			

40--ASB FUND-- FUND BALANCE -- AGENCY ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT  
Fiscal Year 2022 (September 1, 2022 - August 31, 2023)

For the STEILACOOM SCHOOL DISTRICT #1 School District for the Month of February, 2023

	ANNUAL	ACTUAL	ACTUAL			
	BUDGET	FOR MONTH	FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
<u>A. REVENUES</u>						
1000 General Student Body	234,994	7,949.51	85,728.82		149,265.18	36.48
2000 Athletics	166,314	3,704.35	19,485.70		146,828.30	11.72
3000 Classes	69,014	2,036.00	9,451.57		59,562.43	13.70
4000 Clubs	593,640	11,472.52	78,612.29		515,027.71	13.24
6000 Private Moneys	19,380	280.00	2,358.78		17,021.22	12.17
<u>Total REVENUES</u>	1,083,342	25,442.38	195,637.16		887,704.84	18.06
<u>B. EXPENDITURES</u>						
1000 General Student Body	229,532	.00	3,314.94	21,624.32	204,592.74	10.87
2000 Athletics	202,169	3,976.77	45,454.96	25,023.11	131,690.93	34.86
3000 Classes	76,500	1,098.50	7,246.43	6,935.00	62,318.57	18.54
4000 Clubs	654,761	8,398.73	58,498.63	24,936.57	571,325.80	12.74
6000 Private Moneys	21,680	.00	1,549.50	0.00	20,130.50	7.15
<u>Total EXPENDITURES</u>	1,184,642	13,474.00	116,064.46	78,519.00	990,058.54	16.43
<u>C. EXCESS OF REVENUES</u>						
<u>OVER (UNDER) EXPENDITURES</u> (A-B)	101,300-	11,968.38	79,572.70		180,872.70	178.55-
<u>D. TOTAL BEGINNING FUND BALANCE</u>	324,270		331,790.97			
<u>E. G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)</u>	XXXXXXXXXX		.00			
<u>F. TOTAL ENDING FUND BALANCE</u>	222,970		411,363.67			
<u>C+D + OR - E)</u>						
<u>G. ENDING FUND BALANCE ACCOUNTS:</u>						
G/L 810 Restricted for Other Items	0		.00			
G/L 819 Restricted for Fund Purposes	222,970		411,363.67			
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			
<u>TOTAL</u>	222,970		411,363.67			

50--Employee Health Benefits Fund-- FUND BALANCE -- AGENCY ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT  
Fiscal Year 2022 (September 1, 2022 - August 31, 2023)

For the STEILACOOM SCHOOL DISTRICT #1 School District for the Month of February, 2023

	ANNUAL	ACTUAL	ACTUAL			
	BUDGET	FOR MONTH	FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
<u>A. REVENUES/OTHER FIN. SOURCES</u>						
1000 General Student Body	0	.00	.00		.00	0.00
2000 Athletics	0	.00	.00		.00	0.00
3000 Classes	0	.00	.00		.00	0.00
4000 Clubs	0	.00	.00		.00	0.00
5000 Investment Income	0	.00	.00		.00	0.00
6000 Private Moneys	0	.00	.00		.00	0.00
<u>Total REVENUES</u>	0	.00	.00		.00	0.00
<u>B. EXPENDITURES</u>						
1000 General Student Body	0	.00	.00	0.00	.00	0.00
2000 Athletics	0	.00	.00	0.00	.00	0.00
3000 Classes	0	.00	.00	0.00	.00	0.00
4000 Clubs	0	.00	.00	0.00	.00	0.00
5000 Investment Income	0	.00	.00	0.00	.00	0.00
6000 Private Moneys	0	.00	.00	0.00	.00	0.00
<u>Total EXPENDITURES</u>	0	.00	.00	0.00	.00	0.00
<u>C. EXCESS OF REVENUES</u>						
<u>OVER(UNDER) EXPENDITURES</u>	0	.00	.00		.00	0.00
<u>D. TOTAL BEGINNING FUND BALANCE</u>	0		.00			
<u>E. G/L 898 PRIOR YEAR ADJUSTMENTS(+OR-)</u>	XXXXXXXXXX		.00			
<u>F. TOTAL ENDING FUND BALANCE</u>	0		.00			
<u>C+D + OR - E)</u>						
<u>G. ENDING FUND BALANCE ACCOUNTS:</u>						
G/L 810 Restricted For Other Items	0		.00			
G/L 830 Restricted For Debt Service	0		.00			
G/L 840 Nonspnd FB - Invent/Prepd Itms	0		.00			
G/L 845 Restricted Risk Pool Net Postn	0		.00			
G/L 850 Restricted for Uninsured Risks	0		.00			
G/L 865 Restricted For Other Items	0		.00			
G/L 870 Committed to Other Purposes	0		.00			
G/L 885 Restricted for Joint Ventures	0		.00			
G/L 890 UNRESERVED FUND BALANCE	0		.00			
<u>TOTAL</u>	0		.00			

51--INSURANCE FUND-- FUND BALANCE -- AGENCY ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT  
Fiscal Year 2022 (September 1, 2022 - August 31, 2023)

For the STEILACOOM SCHOOL DISTRICT #1 School District for the Month of February, 2023

	ANNUAL	ACTUAL	ACTUAL			
	BUDGET	FOR MONTH	FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
<u>A. REVENUES/OTHER FIN. SOURCES</u>						
1000 General Student Body	0	.00	.00		.00	0.00
2000 Athletics	0	.00	.00		.00	0.00
3000 Classes	0	.00	.00		.00	0.00
4000 Clubs	0	.00	.00		.00	0.00
5000 Investment Income	0	.00	.00		.00	0.00
6000 Private Moneys	0	.00	.00		.00	0.00
<u>Total REVENUES</u>	0	.00	.00		.00	0.00
<u>B. EXPENDITURES</u>						
1000 General Student Body	0	.00	.00	0.00	.00	0.00
2000 Athletics	0	.00	.00	0.00	.00	0.00
3000 Classes	0	.00	.00	0.00	.00	0.00
4000 Clubs	0	.00	.00	0.00	.00	0.00
5000 Investment Income	0	.00	.00	0.00	.00	0.00
6000 Private Moneys	0	.00	.00	0.00	.00	0.00
<u>Total EXPENDITURES</u>	0	.00	.00	0.00	.00	0.00
<u>C. EXCESS OF REVENUES</u>						
<u>OVER(UNDER) EXPENDITURES</u>	0	.00	.00		.00	0.00
<u>D. TOTAL BEGINNING FUND BALANCE</u>	0		.00			
<u>E. G/L 898 PRIOR YEAR ADJUSTMENTS(+OR-)</u>	XXXXXXXXXX		.00			
<u>F. TOTAL ENDING FUND BALANCE</u>	0		.00			
<u>C+D + OR - E)</u>						
<u>G. ENDING FUND BALANCE ACCOUNTS:</u>						
G/L 810 Restricted For Other Items	0		.00			
G/L 830 Restricted For Debt Service	0		.00			
G/L 840 Nonspnd FB - Invent/Prepd Itms	0		.00			
G/L 845 Restricted Risk Pool Net Postn	0		.00			
G/L 850 Restricted for Uninsured Risks	0		.00			
G/L 865 Restricted For Other Items	0		.00			
G/L 870 Committed to Other Purposes	0		.00			
G/L 885 Restricted for Joint Ventures	0		.00			
G/L 890 UNRESERVED FUND BALANCE	0		.00			
<u>TOTAL</u>	0		.00			

## 52--WORKERS COMPENSATION TRUST-- FUND BALANCE -- AGENCY ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT

Fiscal Year 2022 (September 1, 2022 - August 31, 2023)

For the STEILACOOM SCHOOL DISTRICT #1 School District for the Month of February, 2023

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
<u>A. REVENUES/OTHER FIN. SOURCES</u>						
1000 General Student Body	0	.00	.00		.00	0.00
2000 Athletics	0	.00	.00		.00	0.00
3000 Classes	0	.00	.00		.00	0.00
4000 Clubs	0	.00	.00		.00	0.00
5000 Investment Income	0	.00	.00		.00	0.00
6000 Private Moneys	0	.00	.00		.00	0.00
<u>Total REVENUES</u>	0	.00	.00		.00	0.00
<u>B. EXPENDITURES</u>						
1000 General Student Body	0	.00	.00	0.00	.00	0.00
2000 Athletics	0	.00	.00	0.00	.00	0.00
3000 Classes	0	.00	.00	0.00	.00	0.00
4000 Clubs	0	.00	.00	0.00	.00	0.00
5000 Investment Income	0	.00	.00	0.00	.00	0.00
6000 Private Moneys	0	.00	.00	0.00	.00	0.00
<u>Total EXPENDITURES</u>	0	.00	.00	0.00	.00	0.00
<u>C. EXCESS OF REVENUES</u>						
<u>OVER(UNDER) EXPENDITURES</u>	0	.00	.00		.00	0.00
<u>D. TOTAL BEGINNING FUND BALANCE</u>	0		.00			
<u>E. G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)</u>	XXXXXXXXX		.00			
<u>F. TOTAL ENDING FUND BALANCE</u>	0		.00			
<u>C+D + OR - E)</u>						
<u>G. ENDING FUND BALANCE ACCOUNTS:</u>						
G/L 810 Restricted For Other Items	0		.00			
G/L 830 Restricted For Debt Service	0		.00			
G/L 840 Nonspnd FB - Invent/Prepd Itms	0		.00			
G/L 845 Restricted Risk Pool Net Postn	0		.00			
G/L 850 Restricted for Uninsured Risks	0		.00			
G/L 865 Restricted For Other Items	0		.00			
G/L 870 Committed to Other Purposes	0		.00			
G/L 885 Restricted for Joint Ventures	0		.00			
G/L 890 UNRESERVED FUND BALANCE	0		.00			
<u>TOTAL</u>	0		.00			

70--TRUST & AGENCY FUND PRIVATE PURPOSE-- FUND BALANCE -- AGENCY ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT  
Fiscal Year 2022 (September 1, 2022 - August 31, 2023)

For the STEILACOOM SCHOOL DISTRICT #1 School District for the Month of February, 2023

80--PERMANENT FUND-- FUND BALANCE -- AGENCY ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT  
Fiscal Year 2022 (September 1, 2022 - August 31, 2023)

For the STEILACOOM SCHOOL DISTRICT #1 School District for the Month of February, 2023



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

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
<u>A. REVENUES/OTHER FIN. SOURCES</u>						
1000 Local Taxes	0	.00	.00		.00	0.00
2000 Local Nontax	500	438.59	2,284.95		1,784.95-	456.99
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	438.59	2,284.95		4,715.05	32.64
 B. <u>9900 TRANSFERS IN FROM GF</u>	 0	 .00	 .00		 .00	 0.00
C. <u>Total REV./OTHER FIN. SOURCES</u>	7,000	438.59	2,284.95		4,715.05	32.64
 <u>D. EXPENDITURES</u>						
Type 30 Equipment	10,000	.00	.00	0.00	10,000.00	0.00
Type 40 Energy	0	.00	.00	0.00	.00	0.00
Type 60 Bond Levy Issuance	0	.00	.00	0.00	.00	0.00
Type 90 Debt	0	.00	.00	0.00	.00	0.00
 <u>Total EXPENDITURES</u>	 10,000	 .00	 .00	 0.00	 10,000.00	 0.00
 E. <u>OTHER FIN. USES TRANS. OUT (GL 536)</u>	 0	 .00	 .00			
F. <u>OTHER FINANCING USES (GL 535)</u>	0	.00	.00			
G. <u>EXCESS OF REVENUES/OTHER FIN SOURCES</u> <u>OVER(UNDER) EXP/OTH FIN USES (C-D-E-F)</u>	3,000-	438.59	2,284.95		5,284.95	176.17-
H. <u>TOTAL BEGINNING FUND BALANCE</u>	135,125		137,302.99			
I. <u>G/L 898 PRIOR YEAR ADJUSTMENTS(+OR-)</u>	XXXXXXXXXX		.00			
J. <u>TOTAL ENDING FUND BALANCE</u> <u>(G+H + OR - I)</u>	132,125		139,587.94			
 K. <u>ENDING FUND BALANCE ACCOUNTS:</u>						
G/L 810 Restricted For Other Items	0		.00			
G/L 819 Restricted for Fund Purposes	132,125		139,587.94			
G/L 830 RES FOR DEBT SERVICE	0		.00			
G/L 835 Restrictd For Arbitrage Rebate	0		.00			
G/L 850 Restricted for Uninsured Risks	0		.00			
G/L 889 Assigned to Fund Purposes	0		.00			
G/L 890 Unassigned Fund Balance	0		.00			
 <u>TOTAL</u>	 132,125		 139,587.94			

E0--UNEMPLOYMENT COMPENSATION FUND-- FUND BALANCE -- AGENCY ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT  
Fiscal Year 2022 (September 1, 2022 - August 31, 2023)

For the STEILACOOM SCHOOL DISTRICT #1 School District for the Month of February, 2023

F0--General Fixed Asset Group-- FUND BALANCE -- AGENCY ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT

Fiscal Year 2022 (September 1, 2022 - August 31, 2023)

For the STEILACOOM SCHOOL DISTRICT #1 School District for the Month of February, 2023

T0--GENERAL LONG TERM DEBT GROUP-- FUND BALANCE -- AGENCY ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT  
Fiscal Year 2022 (September 1, 2022 - August 31, 2023)

For the STEILACOOM SCHOOL DISTRICT #1 School District for the Month of February, 2023

\*\*\*\*\* 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:** March 15, 2023

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

  
**Shawn Lewis, Executive Director Of Administrative Services**

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

FUND NAME		WARRANTS (INCLUSIVE)			AMOUNT
<b><u>GENERAL FUND:</u></b>					
	Payroll	800924	to	800926	\$ 9,424.64
	Payroll A/P	132881	to	132891	\$ 464,150.53
	Payrol ACH Payments				\$ 610,451.97
	Payroll Taxes				\$ 625,206.28
	Direct Deposit				\$ 1,786,143.34
February 28, 2023	Accounts Payable	132892	to	132933	\$ 661,746.67
March 1, 2023	Accounts Payable	132934	to	132934	\$ 53.67
March 7, 2023	Accounts Payable	132935	to	132969	\$ 165,263.16
March 7, 2023	Accounts Payable	132934	to	132934	\$ (53.67)
March 8, 2023	Accounts Payable	132970	to	132970	\$ 53.67
<b>TOTAL GENERAL FUND:</b>					\$ 4,322,440.26
<b><u>CAPITAL PROJECTS FUND:</u></b>					
March 8, 2023	Accounts Payable	200545	to	200545	\$ 180.00
<b>TOTAL CAPITAL PROJECTS FUND:</b>					\$ 180.00
<b><u>ASSOCIATED STUDENT BODY FUND:</u></b>					
March 1, 2023	Accounts Payable	405156	to	405156	\$ 69.89
March 8, 2023	Accounts Payable	405157	to	405157	\$ 14,774.40
March 8, 2023	Accounts Payable	405156	to	405156	\$ (69.89)
March 8, 2023	Accounts Payable	405158	to	405158	\$ 69.89
03/08/203	Accounts Payable	405159	to	405167	\$ 16,077.31
<b>TOTAL ASSOCIATED STUDENT BODY FUND:</b>					\$ 30,921.60
<b><u>TRANSPORTATION VEHICLE FUND:</u></b>					
			to		
			to		
<b>TOTAL TRANSPORTATION VEHICLE FUND:</b>					\$ -

Board of Directors of Steilacoom Historical School District No. 1

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

*Kathi Weight, Secretary to the Board*



# GENERAL FUNDS

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

As of March 15, 2023, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$661,746.67. The payments are further identified in this document.

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

Warrant Numbers 132892 through 132933, totaling \$661,746.67

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

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

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

Check Nbr	Vendor Name Vendor on Invoice	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
132892	ANDERSON ISLAND GENERAL STORE	02/28/2023	1532134	AIE SCHOOL BUS FUEL	82223049	273.64	957.85
			1533585	ANDERSON ISLAND ELEMENTARY SCHOOL BUS FUEL SUPPLY FY 2022-2023	82223049	168.90	
			1535189	ANDERSON ISLAND ELEMENTARY SCHOOL BUS FUEL SUPPLY FY 2022-2023	82223049	273.15	
			1536353	AIE SCHOOL BUS FUEL	82223049	242.16	
132893	BATTERIES PLUS	02/28/2023	P58871577	OPEN PURCHASE ORDER 2022-2023 for BATTERIES/BULBS	102223001	65.08	65.08
<b>132894</b>	<b>BMO FINANCIAL GROUP</b>	<b>02/28/2023</b>		<b>CREDIT CARD PAYMENT CHECK</b>			<b>30,644.15</b>
	AMAZON.COM SALES, INC		GFC230200000	GFC Credit Card Payment AP Invoice.	0	3,850.05	
	BIO RAD LABORATORIES		GFC230200044	GFC Credit Card Payment AP Invoice.	0	184.11	
	BMO FINANCIAL GROUP		GFC230200002	GFC Credit Card Payment AP Invoice.	0	2,856.52	
	CAROLINA BIOLOGICAL SUPPLY CO		GFC230200043	GFC Credit Card Payment AP Invoice.	0	81.98	
	CLAY ART CENTER		GFC230200013	GFC Credit Card Payment AP	0	625.90	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
	Vendor on Invoice						
				Invoice.			
	COSTCO BUSINESS CENTER - PCARD		GFC230200042	GFC Credit Card	0	812.26	
				Payment AP			
				Invoice.			
	DEMCO INC		GFC230200046	GFC Credit Card	0	77.48	
				Payment AP			
				Invoice.			
	DEPT OF HEALTH (WA STATE)		GFC230200039	GFC Credit Card	0	20.00	
				Payment AP			
				Invoice.			
	GOPHER SPORT		GFC230200045	GFC Credit Card	0	325.95	
				Payment AP			
				Invoice.			
	HAROLD LEMAY ENTERPRISES		GFC230200017	GFC Credit Card	82223027	207.56	
				Payment AP			
				Invoice.			
	HAROLD LEMAY ENTERPRISES		GFC230200018	GFC Credit Card	82223023	232.36	
				Payment AP			
				Invoice.			
	HAROLD LEMAY ENTERPRISES		GFC230200019	GFC Credit Card	82223022	128.54	
				Payment AP			
				Invoice.			
	HAROLD LEMAY ENTERPRISES		GFC230200020	GFC Credit Card	82223023	1,052.36	
				Payment AP			
				Invoice.			
	HAROLD LEMAY ENTERPRISES		GFC230200021	GFC Credit Card	82223013	520.49	
				Payment AP			
				Invoice.			
	HAROLD LEMAY ENTERPRISES		GFC230200022	GFC Credit Card	82223022	961.04	
				Payment AP			
				Invoice.			
	HAROLD LEMAY ENTERPRISES		GFC230200024	GFC Credit Card	82223027	128.54	
				Payment AP			
				Invoice.			
	HAROLD LEMAY ENTERPRISES		GFC230200025	GFC Credit Card	82223013	202.55	
				Payment AP			
				Invoice.			
	HAROLD LEMAY ENTERPRISES		GFC230200026	GFC Credit Card	82223027	207.56	
				Payment AP			
				Invoice.			
	HAROLD LEMAY ENTERPRISES		GFC230200027	GFC Credit Card	82223025	763.84	
				Payment AP			
				Invoice.			
	HAROLD LEMAY ENTERPRISES		GFC230200028	GFC Credit Card	82223025	1,551.76	
				Payment AP			
				Invoice.			
	HAROLD LEMAY ENTERPRISES		GFC230200034	GFC Credit Card	82223024	531.60	
				Payment AP			
				Invoice.			

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
	Vendor on Invoice						
	HAROLD LEMAY ENTERPRISES		GFC230200035	GFC Credit Card Payment AP Invoice.	82223024	1,908.51	
	HAROLD LEMAY ENTERPRISES		GFC230200037	GFC Credit Card Payment AP Invoice.	82223027	128.54	
	HENRY SCHEIN		GFC230200048	GFC Credit Card Payment AP Invoice.	0	108.70	
	I.V. NURSE CONSULTANTS INC		GFC230200001	GFC Credit Card Payment AP Invoice.	0	441.80	
	JOSTENS INC		GFC230200047	GFC Credit Card Payment AP Invoice.	0	3.85	
	KCDA		GFC230200015	GFC Credit Card Payment AP Invoice.	0	82.66	
	KCDA		GFC230200049	GFC Credit Card Payment AP Invoice.	1622223008	920.55	
	LEMAY MOBILE SHREDDING		GFC230200023	GFC Credit Card Payment AP Invoice.	82223019	57.85	
	LEMAY MOBILE SHREDDING		GFC230200029	GFC Credit Card Payment AP Invoice.	82223017	77.50	
	LEMAY MOBILE SHREDDING		GFC230200031	GFC Credit Card Payment AP Invoice.	82223020	81.05	
	LEMAY MOBILE SHREDDING		GFC230200033	GFC Credit Card Payment AP Invoice.	82223021	153.10	
	MURREY'S DISPOSAL CO., INC.		GFC230200036	GFC Credit Card Payment AP Invoice.	82223014	15.00	
	ODP SOLUTIONS, LLC		GFC230200038	GFC Credit Card Payment AP Invoice.	0	2,006.23	
	PIERCE COUNTY REFUSE		GFC230200030	GFC Credit Card Payment AP Invoice.	82223026	180.95	
	PIERCE COUNTY REFUSE		GFC230200032	GFC Credit Card Payment AP Invoice.	82223026	23.92	
	PIERCE COUNTY FERRY		GFC230200003	GFC Credit Card Payment AP Invoice.	0	2,136.91	
	SCHOLASTIC INC		GFC230200016	GFC Credit Card	0	193.23	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
	Vendor on Invoice						
				Payment AP Invoice.			
	SCHOLASTIC TESTING SERVICE		GFC230200050	GFC Credit Card	0	60.20	
				Payment AP Invoice.			
	TACOMA-PIERCE CO HEALTH DEPT		GFC230200005	GFC Credit Card	102223071	87.00	
				Payment AP Invoice.			
	TACOMA-PIERCE CO HEALTH DEPT		GFC230200006	GFC Credit Card	102223071	561.00	
				Payment AP Invoice.			
	TACOMA-PIERCE CO HEALTH DEPT		GFC230200007	GFC Credit Card	102223071	561.00	
				Payment AP Invoice.			
	TACOMA-PIERCE CO HEALTH DEPT		GFC230200008	GFC Credit Card	102223071	561.00	
				Payment AP Invoice.			
	TACOMA-PIERCE CO HEALTH DEPT		GFC230200009	GFC Credit Card	102223071	561.00	
				Payment AP Invoice.			
	TACOMA-PIERCE CO HEALTH DEPT		GFC230200010	GFC Credit Card	102223071	561.00	
				Payment AP Invoice.			
	TACOMA-PIERCE CO HEALTH DEPT		GFC230200011	GFC Credit Card	102223071	2,070.00	
				Payment AP Invoice.			
	THE HOME DEPOT PRO		GFC230200041	GFC Credit Card	0	584.40	
				Payment AP Invoice.			
	UNC TEACCH AUTISM PROGRAM		GFC230200014	GFC Credit Card	0	-515.00	
				Payment AP Invoice.			
	USPS - PCARD		GFC230200004	GFC Credit Card	0	55.60	
				Payment AP Invoice.			
	WALMART - PCARD		GFC230200012	GFC Credit Card	0	319.26	
				Payment AP Invoice.			
	WEBSTaurantStore.com		GFC230200040	GFC Credit Card	0	1,334.89	
				Payment AP Invoice.			
132895	BUILDER'S HARDWARE & SUPPLY	02/28/2023	s3842619.001	OPEN PURCHASE	102223003	131.23	131.23
				ORDER 2022-2023 for HARDWARE SUPPLIES			
132896	CARDCONNECT LLC	02/28/2023	REMI1640072	INTERCHANGE/ASSESS	82223072	1,289.53	1,289.53
				MENT, DISCOUNT/SERVICE CHARGE & MONTHLY			

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
	Vendor on Invoice						
132897	CENTURYLINK #300493944	02/28/2023	3004934944 2302	FEES NOV 2022- AUG 2023 PHONE SERVICE FEES FY 2022-2023 ACCT #300493944	82223048	251.55	251.55
132898	CENTURYLINK #78245209	02/28/2023	624725793	Account 78245209	0	0.60	0.60
132899	CENTURYLINK #206-Z25-0055-467B	02/28/2023	206Z250055467B 2302	PHONE SERVICE FEES FY 2022-23 ACCT # 206-Z25-055-457B	82223033	1,466.88	1,466.88
132900	DURHAM SCHOOL SERVICES	02/28/2023	91947131	STUDENT TRANSPORTATION SERVICES	82223058	290,961.93	290,961.93
132901	ESD 113	02/28/2023	6402300337	23 FEB WESPAC SUPPORT CRISC	82223011	14,542.72	14,678.47
132902	FERGUSON ENTERPRISES, INC.	02/28/2023	7422300317 1176710	Fingerprinting OPEN PURCHASE 2022-2023 for PLUMBING SUPPLIES	182223010 102223009	135.75 925.60	925.60
132903	FIRST-CITIZENS BANK & TRUST CO	02/28/2023	41667863	COPIER LEASE	82223028	7,530.95	7,530.95
132904	FOLLETT SCHOOL SOLUTIONS LLC	02/28/2023	1499769	POLYTHERMAL LABELS LIBRARY	0	116.85	116.85
132905	G12 COMMUNICATIONS, LLC	02/28/2023	97055	SERVICE CHARGES FOR FY 2022-2023	82223007	736.29	736.29
132906	GRADUATION ALLIANCE, INC.	02/28/2023	GA62339-0	2023 FEB	272223035	11,294.40	11,294.40
132907	GRAINGER	02/28/2023	9570397340	OPEN PURCHASE ORDER 2022-2023 for SUPPLIES	102223012	55.95	794.01
			9576821558	OPEN PURCHASE ORDER 2022-2023 for SUPPLIES	102223012	37.84	
			9602282346	OPEN PURCHASE ORDER 2022-2023 for SUPPLIES	102223012	700.22	
132908	INSTITUTE FOR SYTEMS BIOLOGY	02/28/2023	ARI 12475	DODEA 2019 INSPIRE GRANT PURCHASE - PROVIDING SERVICES TO SHSD K-8 SCIENCE PROJECT FOR SERVICES THAT WILL HAPPEN BETWEEN JANUARY 2023 AND MAY 2024	272223100	30,000.00	30,000.00
132909	ISLAND PROPANE INC	02/28/2023	234638	AIE PROPANE SUPPLY	0	1,483.41	1,483.41
132910	JOSTENS INC	02/28/2023	30149477	Diplomas and	4312223009	13.64	13.64



Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
	Vendor on Invoice						
132911	KELLEY PIANO SERVICE	02/28/2023	20230117SHSCHOIR	Covers TUNING GRAND PIANO & BALDWIN SPINET	0	230.00	230.00
132912	KING, BRIDGET K	02/28/2023	SPPLYREIM BK 210911	REIMBURSEMENT FOR SLP LICENSE RENEWAL ON 2022.10.11	0	91.00	91.00
132913	LEADER SERVICES	02/28/2023	WA12267	ACCT: 03-W285 Medicaid Billing	92223023	22.40	22.40
132914	MAXIM HEALTHCARE STAFFING SERV	02/28/2023	E8306810294	Maxim, CNA,	92223016	1,500.00	8,514.76
			E8306880294	LPN, Graham, Float	92223008	1,616.96	
			E8307050294	Maxim, Para, SP, Parsons	92223013	1,013.84	
			E8386740294	Maxim, Para, SP, Parsons	92223013	1,194.34	
			E8387100294	LPN, Graham, Float	92223008	1,473.12	
			E8387190294	Maxim, CNA, Affriseo, SHS	92223016	1,716.50	
132915	MICROK12	02/28/2023	0552762	Micro K12: toner cartridges for color printer	1462223013	214.86	214.86
132916	MILLER, KAMI	02/28/2023	MILEREIM KM 230202	MILE REIM FOR 23JAN03-31	0	30.56	187.56
			SPPLYREIM KM 230202	REIMBURSEMENT FOR SLP LICENSE RENEWAL ON 2022.12.09	0	157.00	
132917	NATIONAL ARCHERY IN THE SCHOOL	02/28/2023	275624	National Archery in the Schools Program Inc Bows and Arrows for JROTC	142223006	2,514.00	2,514.00
132918	ODP SOLUTIONS, LLC	02/28/2023	287413727001	Stamp	182223011	61.92	274.72
			288490559001	Workroom Supplies	82223073	192.82	
			288490559002	Workroom Supplies	82223073	5.76	
			288490561001	Workroom Supplies	82223073	14.22	
132919	OSPI-AGENCY ACCOUNTING	02/28/2023	23-218	ANNUAL K-20 NETWORK FEE 22-23	82223082	7,500.00	7,500.00
132920	PARTS TOWN, LLC.	02/28/2023	31770256	OPEN PURCHASE ORDER 2022-2023 for KITCHEN SUPPLIES	102223027	83.52	83.52
132921	PATHS PROGRAM LLC	02/28/2023	SPY_#2926	SEL RESOURCES FOR K-5 SHIPPING 23.01.18 TO	272223096	30,693.00	30,693.00

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
	Vendor on Invoice						
132922	PETROCARD, INC.	02/28/2023	C076412	MULTIPLE SITES MOBILE FLEET FUELING	82223008	27,156.24	27,156.24
132923	PREZI INC.	02/28/2023	INV03284750	Prezi (Infogram) Business Team Subscription 12-Month Renewal	282223014	1,788.00	1,788.00
132924	PROCARE THERAPY	02/28/2023	20577902	RBT/Roberts/1:1	92223002	1,598.00	20,803.30
			20577903	CBT, Barlow, 1:1	92223003	2,040.00	
			20577906	CNA, MA Dizon, Float	92223006	1,927.80	
			20577908	Procare, Juarez, 1:1 RBT, SP	92223019	2,088.18	
			20584335	CBT, Barlow, 1:1	92223003	2,329.00	
			20584336	SHS TRAINER: DUPEA, BRADLEY, SCHOOL ADAPTIVE PE TEACHER FY 2022-23	82223057	3,762.00	
			20584337	Procare, Juarez, 1:1 RBT, SP	92223019	2,339.54	
			20584338	CNA, MA Dizon, Float	92223006	2,168.78	
			20591012	CBT, Barlow, 1:1	92223003	2,550.00	
132925	PUGET SOUND ENERGY	02/28/2023	200002143960 2302	PIO GAS & ELECTRICITY	82223032	15,107.53	34,912.50
			200008146082 2302	DAC GAS	82223029	550.97	
			200018787412 2302	SHS GAS	82223030	5,322.83	
			200023874882 2302	CCE ELECTRICITY	82223031	13,394.78	
			223335466069 2302	DAC GAS	82223029	536.39	
132926	SECURE PACIFIC CORP	02/28/2023	360591	BURGLARY, FIRE & ELEVATOR MONITORING	102223040	2,509.97	2,509.97
132927	SLATER, MICHAEL W	02/28/2023	SPPLYREIM MS 230202	REIMBURSEMENT FOR SUPPLIES PURCHASED FROM TPT 09/6-12/8/22	0	67.10	67.10
132928	SODEXO INC & AFFILIATES	02/28/2023	1002234115	FOOD SERVICE MANAGEMENT FY 202-23	82223038	125,192.88	125,192.88
132929	TANNER ELECTRIC	02/28/2023	72131000 2302	ANDERSON ISLAND ELEMENTARY ELECTRIC UTILITIES FY 2022-23	82223077	1,026.46	1,026.46
132930	THERAPYTRAVELERS	02/28/2023	INV79700	Behavior Specialist Pioneer, Keeney	92223009	1,971.45	1,971.45
132931	UNIFIRST CORPORATION	02/28/2023	330 1935176	OPEN PURCHASE	102223049	168.33	336.66

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
	Vendor on Invoice						
				ORDER 2022-2023 for UNIFORMS			
			330 1939543	OPEN PURCHASE	102223049	168.33	
				ORDER 2022-2023 for UNIFORMS			
132932	WEX BANK	02/28/2023	87191704	MOTOR POOL FUEL	82223042	1,956.62	1,956.62
				SUPPLY FY 2022-2023			
132933	WSIPC	02/28/2023	1002201335	IEPOL Translation	92223024	32.52	357.25
				Services			
			1002201421	New Student	182223009	324.73	
				Online Enrollment			
				42 Computer	Check(s) For a Total of		661,746.67

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	42	Computer	Checks For a Total of	661,746.67
Total For	42	Manual, Wire Tran, ACH & Computer Checks		661,746.67
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	661,746.67

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

As of March 15, 2023, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$53.67. The payments are further identified in this document.

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

Warrant Numbers 132934 through 132934, totaling \$53.67

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

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

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

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
132934	DEPT OF REVENUE (WA STATE)	03/01/2023	CTAX11 20230221AAB	Comp Tax owed for Cash Account 11 through 01/31/2023	0	53.67	53.67
			1	Computer	Check(s) For a Total of		53.67

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	1	Computer	Checks For a Total of	53.67
Total For	1	Manual, Wire Tran, ACH & Computer Checks		53.67
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	53.67



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

As of March 15, 2023, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$165,263.16. The payments are further identified in this document.

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

Warrant Numbers 132935 through 132969, totaling \$165,263.16

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

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

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

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
132935	ANDERSON ISLAND GENERAL STORE	03/09/2023	1540032	ANDERSON ISLAND ELEMENTARY SCHOOL BUS FUEL SUPPLY FY 2022-2023	82223049	231.63	231.63
132936	ARTHUR J GALLAGHER RISK MGMT S	03/09/2023	4585436	ITEM #29860289 23-24 SHAWN LEWIS PUBLIC OFFICIALS BOND	0	175.00	175.00
132937	BRIGHT STAR CHILDREN'S THEATER	03/09/2023	INV-5591	BRIGHT START CHILDREN'S THEATRE LLC. - MLK ASSEMBLY	2372223007	1,820.00	1,820.00
132938	BRINKHAUS, ANGELA MARY	03/09/2023	MILEREIM AB 20230214	REIMBURSEMENT FOR IN DISTRICT MILEAGE FROM 23.01.11 TO 23.02.10	0	91.14	91.14
132939	BUFFALO INDUSTRIES LLC	03/09/2023	0105055-IN	Custodial Cleaning Rags	102223002	769.45	769.45
132940	CAPITAL BUSINESS MACHINES INC	03/09/2023	INV138937	ACCOUNT 983200 DAC	82223059	258.65	2,514.53
			INV138938	ACCOUNT 983200 510 CHAMBERS	82223059	102.49	
			INV138939	ACCOUNT 983200 CDP	82223059	348.08	
			INV138940	ACCOUNT 983200 PIO	82223059	293.40	
			INV138941	ACCOUNT 983200 SHS	82223059	480.16	
			INV138942	ACCOUNT 983200 SPE	82223059	412.41	
			INV138943	ACCOUNT NUMBER 983200 CCE	82223059	518.98	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
			INV138944	ACCOUNT NUMBER	82223059	9.06	
				983200 DAC			
			INV138945	ACCOUNT 983200	82223059	0.00	
				MAINT			
			INV138946	ACCOUNT NUMBER	82223059	91.30	
				983200 AIE			
132941	CC'S CLASSY CHASSIS INC.	03/09/2023	5688	OIL CHANGES	102223004	57.62	57.62
132942	CENTURYLINK #78245209	03/09/2023	628900918	Account 78245209	0	4.59	4.59
132943	CLOVER PARK TECHNICAL COLLEGE	03/09/2023	MSC-0000016039	RUNNING START FY	82223062	3,188.13	3,188.13
				2022-23			
132944	COMCAST	03/09/2023	167225541	NETWORK SERVICES	82223036	15,073.24	15,073.24
				FY 2022-23			
132945	CONSOLIDATED ELECTRICAL DISTRI	03/09/2023	8541-1042276	ELECTRICAL/LIGHTS	102223005	127.10	127.10
				SUPPLIES			
132946	CROSS CULTURAL COMMUNICATIONS	03/09/2023	41	CONTROL NO 30,789	272223109	88.00	88.00
				INTERPRETOR			
				SERVICES			
132947	CULLIGAN SEATTLE, WA	03/09/2023	380587 0223	WATER COOLER	0	124.98	124.98
				SERVICE			
132948	DEPT OF LICENSING (WA STATE)	03/09/2023	L0193811407	DRIVERS ABSTRACTS	102223006	15.00	15.00
				FOR TYPE II			
				LICENSING			
132949	DEPT OF L&I / ELEVATOR SECTION	03/09/2023	315858	ANNUAL INVOICE	0	163.40	163.40
				SHS PASSENGER			
				HYDRO			
132950	FAIRFAX HOSPITAL	03/09/2023	8187	NWSoil Ed	92223028	9,780.23	9,780.23
				Services			
132951	FIRST-CITIZENS BANK & TRUST CO	03/09/2023	41867021	COPIER LEASE FY	82223028	7,530.95	7,530.95
				2022-2023			
132952	HONEY BUCKET	03/09/2023	0553202173	SHS FIELD	82223010	139.95	279.90
				STANDARD WEEKLY			
				SERVICES			
			0553300936	SHSL FIELD	82223010	139.95	
				STANDARD WEEKLY			
				SERVICES			
132953	ISLAND PROPANE INC	03/09/2023	234779	AIE PROPANE	0	775.44	775.44
				SUPPLY			
132954	J&I POWER EQUIPMENT INC	03/09/2023	703513	J&I POWE000	102223016	246.05	1,901.50
			703514	OPEN PURCHASE	102223016	107.85	
				ORDER 2022-2023			
				for GROUNDS			
				SUPPLIES/REPAIRS			
			703515	GROUNDS	102223016	371.37	
				SUPPLIES/REPAIRS			
			703518	GROUNDS	102223016	123.59	
				SUPPLIES/REPAIRS			
			703519	GROUNDS	102223016	109.10	
				SUPPLIES/REPAIRS			
			704708	GROUNDS	102223016	306.54	
				SUPPLIES/REPAIRS			

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
			704709	OPEN PURCHASE ORDER 2022-2023 for GROUNDS SUPPLIES/REPAIRS	102223016	340.16	
			704711	GROUNDS SUPPLIES/REPAIRS	102223016	162.58	
			704716	GROUNDS SUPPLIES/REPAIRS	102223016	134.26	
132955	JOSTENS INC	03/09/2023	30247180	Diplomas and Covers	4312223009	732.88	860.43
			30310910	Diplomas and Covers	4312223009	127.55	
132956	LONG BUILDING TECHNOLOGIES INC	03/09/2023	JC151584	Qty 2 HALO Smart Sensors for SHS	102223072	5,490.10	5,490.10
132957	MAXIM HEALTHCARE STAFFING SERV	03/09/2023	E8484250294	Maxim, CNA, Affriseo, SHS	92223016	1,875.00	12,575.68
			E8484320294	LPN, Graham, Float	92223008	2,154.50	
			E8484400294	Maxim, Para, SP, Parsons	92223013	1,270.34	
			E8573430294	Maxim, Para, SP, Parsons	92223013	1,263.88	
			E8573460294	LPN, Graham, Float	92223008	1,917.04	
			E8654440294	LPN, Graham, Float	92223008	1,266.04	
			E8654450294	Maxim, CNA, Affriseo, SHS	92223016	1,850.00	
			E8654550294	Maxim, Para, SP, Parsons	92223013	978.88	
132958	ODP SOLUTIONS, LLC	03/09/2023	291607454001	ODP: Office Depot copy paper	1462223016	765.60	962.20
			292407450001	Workroom Supplies	82223079	196.60	
132959	PETROCARD, INC.	03/09/2023	C098131	MOBILE FLEET FUELING FY 2022-2023	82223008	26,524.06	26,524.06
132960	PIERCE COUNTY SEWER	03/09/2023	1354221 2302	PIONEER MIDDLE SCHOOL SEWER SERVICES FY 2022-23	82223041	345.95	520.77
			858625 2302	CHLOE CLARK ELEMENTARY SEWER SERVICES FY 2022-23	82223040	174.82	
132961	PROCARE THERAPY	03/09/2023	20591013	SHS TRAINER: DUPEA, BRADLEY, SCHOOL ADAPTIVE PE TEACHER FY 2022-23	82223057	3,056.63	30,619.20
			20591029	CNA, MA Dizon,	92223006	2,426.96	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				Float			
			20598316	CNA, MA Dizon,	92223006	2,375.33	
				Float			
			20598319	SHS TRAINER	82223057	3,605.25	
			20598320	Procure, Juarez,	92223019	2,532.89	
				1:1 RBT, SP			
			20598501	CNA, D.	92223004	946.14	
				Slaughter, Float			
			20598503	CBT, Barlow, 1:1	92223003	2,550.00	
			20598507	Procure, Juarez,	92223019	2,687.57	
				1:1 RBT, SP			
			20607451	CBT, Barlow, 1:1	92223003	2,550.00	
			20607484	Procure, Juarez,	92223019	2,030.18	
				1:1 RBT, SP			
			20607487	CNA, MA Dizon,	92223006	2,409.75	
				Float			
			20607961	SHS TRAINER	82223057	3,448.50	
132962	SARCO SUPPLY	03/09/2023	1148164	PIO CUSTODIAL	102223036	162.52	162.52
				SUPPLIES			
132963	SCHINDLER ELEVATOR CORPORATION	03/09/2023	9170250227	ELEVATOR	102223044	2,781.44	2,781.44
				MAINTENANCE			
				SERVICE, CUSTOMER			
				BILLING ID 703282			
132964	SCHNEIDER ELECTRIC BUILDINGS	03/09/2023	928726	HVAC CONTROL	102223045	217.20	217.20
				PARTS/SERVICE			
				(formerly BCS)			
132965	THERAPYTRAVELERS	03/09/2023	INV80111	Behavior	92223009	2,112.50	4,225.00
				Specialist			
				Pioneer, Keeney			
			INV80965	Behavior	92223009	2,112.50	
				Specialist			
				Pioneer, Keeney			
132966	TOWN OF STEILACOOM	03/09/2023	10777.0 2303	MAINTENANCE WATER	82223051	381.71	23,190.21
				& ELECTRICITY FY			
				2022-2023			
			1199.1 2303	DAC WATER &	82223051	1,420.53	
				ELECTRICITY			
			1409.0 2303	SHSL WATER	82223053	225.10	
				UTILITIES			
			1409.1 2303	SHS ELECTRICITY &	82223053	11,458.32	
				WATER UTILITIES			
			1884.0 2303	510 BLDG WATER &	82223051	661.56	
				ELECTRICITY			
			2075.0 2303	SALTAR'S	82223054	337.54	
				ELECTRICITY			
				UTILITIES			
			2456.0 2303	MAINTENANCE WATER	82223051	11.81	
			2456.1 2303	MAINT WATER &	82223051	422.15	
				ELEC			
			2662.0 2303	SALTAR'S WATER	82223054	1,077.44	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
			2662.1 2303	SALTAR'S ELECTRICITY	82223054	3,259.02	
			3181.0 2303	SHS WATER	82223053	32.31	
			3533.0 2303	CHERRYDALE ELECTRICITY & WATER	82223052	1,058.76	
			3533.1 2303	CHERRYDALE ELECTRICITY & WATER	82223052	2,105.84	
			6571.0 2303	DAC WATER & ELECTRICITY	82223051	496.98	
			9157.0 2303	SALTAR'S WATER	82223054	241.14	
132967	VERIZON WIRELESS	03/09/2023	9928056595	PHONE SERVICES FY 2022-2023	82223039	1,864.93	1,864.93
132968	WESTERN STATE HOSPITAL	03/09/2023	JAN2023 UNLEADED	SCHOOL DISTRICT FUEL	82223045	66.59	66.59
132969	WSSDA	03/09/2023	55204	WSSDA Annual Dues Policy & Legal News Model Policy Online	282223013	10,491.00	10,491.00
			35	Computer	Check(s) For a Total of		165,263.16

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	35	Computer	Checks For a Total of	165,263.16
Total For	35	Manual, Wire Tran, ACH & Computer Checks		165,263.16
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	165,263.16

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

As of March 15, 2023, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$0.00, and voids/cancellations, totaling \$53.67. The payments and voids are further identified in this document.

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

Voids/Cancellations, totaling \$53.67

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

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

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

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
132934	DEPT OF REVENUE (WA STATE)	03/07/2023	CTAX11 20230221AAB	Comp Tax owed for Cash Account 11 through 01/31/2023	0	53.67	53.67
			1	Void	Check(s) For a Total of		53.67



	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	0	Computer	Checks For a Total of	0.00
Total For	0	Manual, Wire Tran, ACH & Computer Checks		0.00
Less	1	Voided	Checks For a Total of	53.67
			Net Amount	-53.67

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

As of March 15, 2023, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$53.67. The payments are further identified in this document.

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

Warrant Numbers 132970 through 132970, totaling \$53.67

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

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

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

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
132970	STEILACOOM HIST SCHOOL DIST #1	03/09/2023	CTAX11 20230221AAB	Comp Tax owed for Cash Account 11 through 01/31/2023	0	53.67	53.67
			1	Computer	Check(s) For a Total of		53.67

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	1	Computer	Checks For a Total of	53.67
Total For	1	Manual, Wire Tran, ACH & Computer Checks		53.67
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	53.67

## 11 GF WARRANTS OUTSTANDING

PAYEE	DATE ISSUED	WARRANT NUMBER	FND	AMOUNT	MICR NUMBER	DATE REDEEMED	DATE REGISTERED	INTEREST
<b>F TOTALS</b>								
Total 001 001 General Fund				464,150.53				
Total 001				464,150.53				
Total All Funds 464,150.53								
*****								
*CSIDENTITY CORPORATION	02/28/2023	132881	001	33.00	132881			
*DVM INSURANCE AGENCY - DBA NATIONWDE	02/28/2023	132882	001	32.57	132882			
*LEGAL ACCESS CONSULTING LLC - DBA LEGALEASE	02/28/2023	132883	001	139.60	132883			
*PIERCE COUNTY SUPERIOR COURT	02/28/2023	132884	001	848.58	132884			
*PUGET SOUND WORKERS COMP TRUS	02/28/2023	132885	001	22,397.07	132885			
*WEA PAYROLL DEDUCTIONS	02/28/2023	132886	001	21,960.96	132886			
HCA-SEBB BENEFITS	02/28/2023	132887	001	369,360.00	132887			
HCA-SEBB BENEFITS	02/28/2023	132888	001	37,797.00	132888			
HCA-SEBB FLEX SPEND	02/28/2023	132889	001	5,148.66	132889			
IL CHILD SUPPORT RECEIPTING	02/28/2023	132890	001	354.00	132890			
The Standard Insurance Company	02/28/2023	132891	001	6,079.09	132891			
Page Total				464,150.53				
Subtotal				464,150.53				
GRAND TOTAL				464,150.53				

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

# **CAPITAL PROJECTS FUND**

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

As of March 15, 2023, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$180.00. The payments are further identified in this document.

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

Warrant Numbers 200545 through 200545, totaling \$180.00

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

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

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

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
200545	PACIFICA LAW GROUP, LLP	03/09/2023	80414	PROFESSIONAL REAL ESTATE SERVICES	2002223017	180.00	180.00
			1	Computer	Check(s) For a Total of		180.00

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	1	Computer	Checks For a Total of	180.00
Total For	1	Manual, Wire Tran, ACH & Computer Checks		180.00
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	180.00

# **ASSOCIATED STUDENT BODY FUND**



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

As of March 15, 2023, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$69.89. The payments are further identified in this document.

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

Warrant Numbers 405156 through 405156, totaling \$69.89

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

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

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

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
405156	DEPT OF REVENUE (WA STATE)	03/01/2023	CTAX41 20230221AAA	Comp Tax owed for Cash Account 41 through 01/31/2023	0	69.89	69.89
			1	Computer	Check(s) For a Total of		69.89

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	1	Computer	Checks For a Total of	69.89
Total For	1	Manual, Wire Tran, ACH & Computer Checks		69.89
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	69.89

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

As of March 15, 2023, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$14,774.40. The payments are further identified in this document.

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

Warrant Numbers 405157 through 405157, totaling \$14,774.40

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

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

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

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

<b>405157</b>	<b>BMO FINANCIAL GROUP</b>	<b>03/09/2023</b>		<b>CREDIT CARD PAYMENT CHECK</b>			<b>14,774.40</b>
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AMAZON.COM SALES, INC	ABC230200003	ASB Credit Card	0	3,324.65
		Payment		

BMO FINANCIAL GROUP	ABC230200001	ASB Credit Card	0	4,214.16
		Payment		

COSTCO BUSINESS CENTER - PCARD	ABC230200008	ASB Credit Card	0	565.19
		Payment		

COSTCO BUSINESS CENTER - PCARD	ABC230200009	ASB Credit Card	4062223015	333.93
		Payment		

COSTCO BUSINESS CENTER - PCARD	ABC230200011	ASB Credit Card	4062223015	431.10
		Payment		

DEPT OF HEALTH (WA STATE)	ABC230200005	ASB Credit Card	0	40.00
		Payment		

EPIC SPORTS	ABC230200010	ASB Credit Card	0	449.25
		Payment		

FRED MEYER STORES INC	ABC230200002	ASB Credit Card	0	106.62
		Payment		

NASSP	ABC230200004	ASB Credit Card	0	95.00
		Payment		

PACIFIC NW DIST. OF KEY CLUB I	ABC230200006	ASB Credit Card	4062223020	460.00
		Payment		

PACIFIC NW DIST. OF KEY CLUB I	ABC230200007	ASB Credit Card	4062223020	4,300.00
		Payment		

TED BROWN MUSIC CO	ABC230200000	ASB Credit Card	0	454.50
		Payment		

1	Computer	Check(s) For a Total of	14,774.40
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	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	1	Computer	Checks For a Total of	14,774.40
Total For	1	Manual, Wire Tran, ACH & Computer Checks		14,774.40
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	14,774.40

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

As of March 15, 2023, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$0.00, and voids/cancellations, totaling \$69.89. The payments and voids are further identified in this document.

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

Voids/Cancellations, totaling \$69.89

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

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

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

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
405156	DEPT OF REVENUE (WA STATE)	03/07/2023	CTAX41 20230221AAA	Comp Tax owed for Cash Account 41 through 01/31/2023	0	69.89	69.89
			1	Void	Check(s) For a Total of		69.89

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	0	Computer	Checks For a Total of	0.00
Total For	0	Manual, Wire Tran, ACH & Computer Checks		0.00
Less	1	Voided	Checks For a Total of	69.89
			Net Amount	-69.89

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

As of March 15, 2023, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$69.89. The payments are further identified in this document.

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

Warrant Numbers 405158 through 405158, totaling \$69.89

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

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

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

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
405158	STEILACOOM HIST SCHOOL DIST #1	03/08/2023	CTAX41 20230221AAA	Comp Tax owed for Cash Account 41 through 01/31/2023	0	69.89	69.89
			1	Computer	Check(s) For a Total of		69.89

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	1	Computer	Checks For a Total of	69.89
Total For	1	Manual, Wire Tran, ACH & Computer Checks		69.89
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	69.89



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

As of March 15, 2023, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$16,077.31. The payments are further identified in this document.

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

Warrant Numbers 405159 through 405167, totaling \$16,077.31

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

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

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

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
405159	BSN SPORTS, LLC	03/10/2023	920558241	STEILACOOM HIGH SCHOOL WALL MOUNTED HELMET/BALL RACK	0	791.70	791.70
405160	FARMRAISER LLC	03/10/2023	2051a	PIONEER MIDDLE SCHOOL BAND PAYMENT PORTION: 4002 Farmraisers \$2,897.22	4052223006	2,897.22	5,794.45
			2051b	PIONEER MIDDLE SCHOOL CHOIR PAYMENT PORTION: 4004 Farmraisers \$2897.23	4052223008	2,897.23	
405161	ORTING HIGH SCHOOL	03/10/2023	1729531	STEILACOOM HIGH SCHOOL TRACK ENTRY FEE FOR CARDINAL RELAYS MARCH 18, 2023	0	250.00	250.00
405162	PIONEER PARK PAVILION	03/10/2023	rent bal_\$1300	STEILACOOM HIGH SCHOOL FROM RENTAL FOR 5/13/2023	0	1,300.00	1,300.00
405163	SCHENCK, SUZANNE T	03/10/2023	reim_2-21-23_\$74.73	CHLOE CLARK ELEMENTARY LIBRARY BOOKS PURCHASE REIMBURSEMENT	0	74.73	74.73
405164	STEILACOOM HIST SCHOOL DIST #1	03/10/2023	SHSASB2GF\$464.52	STEILACOOM HIGH SCHOOL BOYS BASKETBALL TO REIMBURSE GF FOR LODGING COSTS	0	464.52	464.52

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
405165	SWIMOUTLET.COM	03/10/2023	21819260	12/28/2022 STEILACOOM HIGH SCHOOL: 2012 Boys swim team suits	4062223014	137.28	171.91
			SO-21817011	STEILACOOM HIGH SCHOOL: 2012 Boys swim team suits	4062223014	34.63	
405166	WASHINGTON OFFICIALS ASSN	03/10/2023	8734	STEILACOOM HIGH SCHOOL: 1006 Athletic user fee WA Officials spring fees	4062223024	7,090.00	7,090.00
405167	WSMC	03/10/2023	M-1010	STEILACOOM HIGH SCHOOL WSMC REGIONAL HIGH SCHOOL REGISTRATION	0	140.00	140.00
9	Computer			Check(s) For a Total of			16,077.31

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	9	Computer	Checks For a Total of	16,077.31
Total For	9	Manual, Wire Tran, ACH & Computer Checks		16,077.31
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	16,077.31



## **Regular Meeting Minutes**

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

February 15, 2023

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

Chair Scott called the meeting to order at 6:00 p.m.

Executive Director Susanne Beauchaine led the Pledge of Allegiance.

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

Directors McDonald, Rohrer, Scott, and Tinsley all present.

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

### **II. PRESENTATIONS**

#### **A. Pioneer Middle School Choir**

Pioneer Middle School Principal JoAnne Fernandes introduced Pioneer Choir President Olivia Kyser, who introduced the Pioneer Middle School Advanced Girls' Choir. Choir Director Katie Elshire led the choir in three musical numbers. Board members thanked the choir, and shared their amazement at the talent within our school district.

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

Ms. Fernandes shared that Ms. Elshire is not only the school's choir director, but she also leads a Pokémon Go Club at Pioneer, which is very popular with the students. Ms. Fernandes also shared about Pioneer Middle School's most highly attended club, its Game Club. Julie Nixon, 6th grade English Language Arts teacher at Pioneer Middle School is the club advisor. Ms. Nixon was unable to attend tonight's meeting, but sent her appreciation for the recognition and shared how Game Club is all about kids finding connection.

#### **C. Community Partner Recognition - Kiwanis**

Executive Director Shawn Lewis recognized the Kiwanis Club of Steilacoom for their continued community partnership and support of the district's staff and students. He shared about Builder's Club, Day of Champions, Easter Egg Hunt, Key Club, Northwest Leadership Conference, Mini-Grants, and so much more that the Kiwanis Club does for our district and their students. All SHSD staff and community in attendance thanked the Kiwanis Club for their support of the district with a round of applause. Mr. Lewis presented the Community Champion award to Sam Scott, who will present the award to the Kiwanis Club tomorrow morning at their weekly meeting. Dr. Weight shared that Kiwanis Club members genuinely care about kids and the entire district in such a special way. Mr. Scott encouraged staff members to apply for Kiwanis mini-grants for any needs they might have.

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

Page 1 of 4

### III. COMMENTS FROM THE AUDIENCE

- No comments.

### IV. REPORTS

#### A. Legislative Update

No legislative update as Director Hogan is absent this evening.

#### B. Budget Status Report

Shawn Lewis shared a budget status update with the Board for all funds as of the end of January 2023, along with charts and data showing the district's monthly attendance, general fund balance, general fund cash balance, and interfund loan balances. Questions and discussion followed.

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

Shawn Lewis shared a bond election results update. Bond elections require a 60% approval vote to pass. As of today, approval votes are at 58.83%. While additional votes are expected to come in, it is unlikely enough will come in to cause the bond to pass. In order to reach the 60%, 50 voters who voted no who have had to vote yes. Or, another 135 affirmative votes would have had to be cast in order to pass the bond. The District's approval vote is actually quite positive compared to other bond elections in the state. Zero bonds in the state passed during this election period. The District views 58.83% as a positive statement from the community, and an opportunity for the District to place a bond on the ballot again. Mr. Lewis shared that it would be a tight timeframe in order to place the bond on the ballot again in April, and a Special Board Session would need to occur next week to consider this option. The board agreed to hold a Special Session on Tuesday, February 21 at 7:00 a.m. at the District's Professional Development Center.

### V. CONSENT AGENDA

Director Rohrer made a motion to approve the Consent Agenda, Director Tinsley seconded the motion, and the motion passed (4/0). The Consent Agenda included attached January and February 2023 Accounts Payable including January 2023 Payroll; January 18, 2023 Regular Board Meeting Minutes; Personnel Reports; and Maintenance Facility Change Order #5.

### VI. NEW BUSINESS

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

Executive Director Susanne Beauchaine presented the first reading of Policy 3230 Searches of Students and Student Privacy. Revisions to this policy update, clarify, and reorganize the language and confine detailed information about conducting searches to the procedure. The revisions also move information about students' privacy rights to the end of the policy. Director Tinsley made a motion to approve Policy 3230 Searches of Students and Student Privacy, Director McDonald seconded the motion, and the motion passed (4/0).

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

Executive Director Gudrun Sullivan presented the first reading of Policy 3421 Child Abuse and Neglect. Revisions include a change in the title of the policy, and accordingly, the definition was

revised to focus on child abuse and neglect. The updated policy specifies that child abuse may include incidents of student on student misconduct. The revision also includes the information that staff are free from liability for reporting reasonable suspicion of child abuse but failure to report may result in criminal liability.

Director McDonald made a motion to approve Policy 3421 Child Abuse and Neglect, Director Tinsley seconded the motion, and the motion passed (4/0).

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

Executive Director Paul Harvey shared information regarding Senate Bill 5720, which requires every school district to adopt one or more goals for expanding financial education instruction to students in their district.

Director Rohrer made a motion to approve the district goal to increase the number of financial education activities offered to students during the 2023-24 school year as part of existing courses, clubs, and school activities planned by the district and schools. Director Tinsley seconded the motion, and the motion passed (4/0).

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

Executive Director Shawn Lewis shared that a budget extension is necessary to ensure the district can meet its obligations for the balance of the 2022-23 school year. The presentation included a summary of the current budget condition and necessary changes. Questions and discussion followed. The Board and Dr. Weight shared their desire to be as transparent as possible with staff and community, and to develop a clear budget plan moving forward.

### **VII. BOARD COMMUNICATION**

- Chair Scott shared the board as a whole received communication from two individuals: Ms. Katherine Hunter regarding questions about the bond, and Ms. Robin Williams regarding special education. These communication items are included in the minutes from this Regular Board Meeting.
- Director Tinsley shared additional communication regarding a public records request, which is currently being completed by the District.

### **VIII. ANNOUNCEMENTS**

- Chair Scott shared about the Future Chefs event, which will be held on March 15 at Steilacoom High School. He also shared a certificate from WSSDA to Director Jen McDonald, recognizing her 5 years of service on the SHSD Board of Directors.
- Director Rohrer shared that she and Director Tinsley stopped by a start-up meeting for a new Pioneer PTA. She also shared that she, Chair Scott, and Director Tinsley will be participating the new Audit Committee. Director Rohrer also mentioned that February 6-10 was National School Counselor Week, and thanked the awesome school counselors for helping our students through post-pandemic times. Finally, she shared that Steilacoom High School's High School and Beyond Night was great success, with staff, students, and families feeling a sense of pride in the school and the community

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

Chair Scott recessed the meeting to Executive Session at 7:49 p.m.

**X. EXECUTIVE SESSION**

per RCW 42.30.110(1)(g) to review the performance of a public employee

(g) To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. However, subject to RCW 42.30.140(4), discussion by a governing body of salaries, wages, and other conditions of employment to be generally applied within the agency shall occur in a meeting open to the public, and when a governing body elects to take final action hiring, setting the salary of an individual employee or class of employees, or discharging or disciplining an employee, that action shall be taken in a meeting open to the public.

**XI. RETURN TO REGULAR MEETING**

Chair Scott resumed the public meeting at 8:52 p.m.

**XII. ADJOURNMENT**

Director McDonald made a motion to adjourn the meeting at 8:52 p.m., Director Tinsley seconded the motion, and the motion passed (4/0).

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

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

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**Re: Steilacoom Historical School District**

7 messages

**Katherine Hunter** <kiehunter@gmail.com>

Mon, Jan 30, 2023 at 1:51 PM

To: lorohrer@steilacoom.k12.wa.us, jemcdonald@steilacoom.k12.wa.us, "vihogan@steilacoom.k12.wa.us" <vihogan@steilacoom.k12.wa.us>, "mtinsley@steilacoom.k12.wa.us" <mtinsley@steilacoom.k12.wa.us>, "sscott@steilacoom.k12.wa.us" <sscott@steilacoom.k12.wa.us>

Dear School Board Members:

We have a bond coming up and the last big bond that I voted yes to was for Chloe Clark to be completed as a K-5 elementary and a High School in DuPont. I see that Chloe Clark was completed to be a K-3 and I am still waiting on the High School. Is that money still slated for a high school? Since our schools are going to be continually overcrowded. Is there going to be an intermediate school in the works for DuPont?

Other questions that I have:

- Are we being fined \$40,000 or more a month for being out of compliance in Special Education?
- Are we \$3,000,000 in the hole and/or cutting into the school's reserves?
- What kind of accounting is being performed concerning learning spaces and/or appropriate furniture, technology, etc. being used with our students that meet and follow our safety standards?
- Are the Non-certificated employees being asked to cut their hours to improve our district's financial situation, if so, does this also apply to certificated personnel?
- What are we doing with the \$2,500, 000 million in recovery services to address student learning loss and other academic/behavioral/special needs of the students?
- How are we going to provide the recovery services?

These are questions that I need to be addressed to make an informed decision on the Special Election. I received my ballot today; I look forward to hearing from you. I will be filling out my ballot next weekend.

We practice Civics with our family, which entails discussing the voting issue/s at hand after everyone has their say. We individually make our own decision and drop the ballots in the ballot box. Your input is greatly appreciated in this matter.

Another request, please could you have the district put your contact information in a place on the district website that is friendly for the community to access. It took several minutes to find the school board using the website. To find contact information for the School Board, it was necessary to read your page to find the link. The webmaster could make a heading with your contact information, which could remedy communicating with you easily. Here's Thanking you in advance for your consideration regarding the School Board website page.

Sincerely,

Katherine Hunter  
Steilacoom/DuPont Community Member



Scott, Samuel <sscott@steilacoom.k12.wa.us>  
To: Katherine Hunter <kiehunter@gmail.com>

Mon, Jan 30, 2023 at 5:15 PM

Katherine,

Thank you for your email and questions. While I can answer directly a couple of your questions, I asked Dr. Weight to provide the specific information you requested so we can provide you the most accurate information. Please expect complete answers to your questions in a day or so.

Regards,  
Sam Scott  
[Quoted text hidden]

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Katherine Hunter <kiehunter@gmail.com>  
To: "Scott, Samuel" <sscott@steilacoom.k12.wa.us>

Mon, Jan 30, 2023 at 5:26 PM

Thank you, very much for responding so quickly. I will look forward to hearing from you.

Sincerely,

Katherine Hunter  
[Quoted text hidden]

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Scott, Samuel <sscott@steilacoom.k12.wa.us>  
To: Katherine Hunter <kiehunter@gmail.com>

Tue, Jan 31, 2023 at 12:40 PM

Katherine,

Thank you for your questions and your long-term support of the District and our students. Here are the answers to your questions.

Regarding the 2005 bond issue, there was money set aside to make improvements and expand the high school in Steilacoom, but never a plan to build an additional high school. As you know, our high school serves the students in DuPont, Steilacoom, Anderson Island and some surrounding communities. We also built the middle school in DuPont with the last bond, serving these same communities. At some point in the future, there may be enough students to have a high school and middle school in both DuPont and Steilacoom, but that is likely more than 20 years from now.

There are plenty of elementary students in DuPont to warrant building an additional elementary school and this is included in the bond proposal. This elementary school is expected to be complete and open in 2025, which will allow all DuPont students to receive their education in DuPont through 8th grade. The bond also includes improvements to Pioneer Middle school and the high school, along with traffic improvements around Chloe Clark.

Answers to your other questions are below. If you have any follow up questions, you can email the [info@steilacoom.k12.wa.us](mailto:info@steilacoom.k12.wa.us) and your question will be forwarded to the appropriate staff person within the district. You can also email our Superintendent, Dr. Kathi Weight, at [kweight@steilacoom.k12.wa.us](mailto:kweight@steilacoom.k12.wa.us).

**Question: Are we being fined for being out of compliance with Special Education requirements?**

**Answer:** The district is definitely not being fined for any out of compliance conditions in any program. Our special education program is audited by the State Auditor's Office regularly, and we have had no findings for noncompliance in this program. In addition, the *Individuals with Disabilities Education Act* requires the Office of Superintendent of Public Instruction to issue annual "determinations" of compliance to each district within the State. This school year we were notified that our district once again earned the highest level determination - a Level 1.

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**Question: Are we \$3 million in the hole and/or cutting into the district's reserves?**

**Answer:** The district is experiencing an operating budget shortfall this year. We are in the process of developing a budget revision for this year and a budget plan for next year that will get our budget back on track. This year's shortfall is projected to be large, and is partially due to overestimating our projection of new students (we expected 100 more students than the number starting the school year with us) and this alone cost us \$1 million. Some of the students that did arrive came to us with significant special needs, which we are obligated, both legally and morally, to provide accommodations and services. That added to our shortfall by another \$250,000. Regionalization funding provided by the state legislature has decreased.

annually. We also are waiting for the State and Federal government to reimburse us for pandemic and special education costs amounting to another \$1 million. These things have depleted our healthy budget fund balance. Unfortunately, many school districts are in this same situation. We are hopeful the legislative session will address some of these factors (like special education funding) since our region has been dramatically impacted.

**Question: What kind of accounting is being performed concerning learning spaces and/or appropriate furniture, technology, etc. being used with our students that meet and follow our safety standards?**

**Answer:** While our technology equipment is on an established life cycle replacement schedule, most of our other furniture and equipment is upgraded when necessary to meet the educational or safety needs of students. One example is our annual review of every facility, which evaluates every major system of every school. We know, for example, Cherrydale Primary School is in need of a new Heating and Ventilation System based on this review. The new system costs an estimated \$850,000 and is included as part of the bond proposal. The district will not have the resources to replace the existing system without a bond. Safety and security improvements have been made on a continuous basis and this is a top priority of the Board, with upgrades at our schools being part of the bond.

**Question: Are the Non-certificated employees being asked to cut their hours to improve our district's financial situation, if so, does this also apply to certificated personnel?**

**Answer:** No staff have been asked to cut hours, but we have offered the option to some office staff. Over the past several years, some staff have expressed interest in a reduced calendar and the district has been reluctant to allow this option. Given the current cashflow issue we are experiencing, we wanted to offer this option to our office staff for the balance of the school year. We had two employees in the entire district choose this option.

**Question: What are we doing with the \$2,500,000 million in recovery services to address student learning loss and other academic/behavioral/special needs of the students?**

**Answer:** The federal government provided the district with \$3,322,578 million in Federal pandemic relief funding, which could be used for a number of specified purposes. The district used this funding to:

- Purchase a new heating and ventilation system at Saltar's Point as our system did not meet the recommended ventilation requirements during COVID-19; (\$510,000)
- Provide academic and social emotional learning summer school each of the past two summers; (\$811,000)
- Equipment to shift to required remote learning; (\$950,000)
- Keep all existing certificated and classified staff employed to ensure students had access to more personalized and individualized instruction and support, with added health and custodial staff necessary to meet the safety and health standards established during COVID-19 (\$1,100,000)

**Question: How are we going to provide the recovery services?**

**Answer:** We have fully spent all recovery service funding provided by the federal and state government. We don't anticipate receiving any additional funding. Our recovery services provided through our intense summer school program (6 weeks) made a positive difference, as have the staff providing extra support. Recovery services from this point forward will be provided in our classrooms by our teachers, supported by paraeducators, and supplemented with additional academic support as determined necessary. That additional support could come from certificated teachers, or paraeducators providing special education, Title 1, bilingual program, or learning assistance program support. It also may come from counselors or social workers who are on staff or who work with our community partners. We continue to have a wide variety of supports available to support our students.

We know that our current budget condition may not allow us to do everything we would like to do, but we are committed to doing our best to meet the needs of every student within the district.

No matter how you decide to vote, we appreciate you casting your ballot. Too many people take this important right and privilege for granted and we typically see less than 40% of our voters send in their ballot. There are many important facility improvements in this proposal, including the new elementary school in DuPont, and every voters' voice should be heard.

If you have any additional questions, please don't hesitate to contact me. I will respond quickly and if I don't immediately know the complete answer, I will get it for you.

Best Regards,

Sam Scott  
[Quoted text hidden]

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**Scott, Samuel** <sscott@stellacoom.k12.wa.us>  
To: Kathi Weight <kweight@stellacoom.k12.wa.us>

Tue, Jan 31, 2023 at 12:40 PM

FYI  
[Quoted text hidden]

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**Katherine Hunter** <kiehunter@gmail.com>  
To: "Scott, Samuel" <sscott@stellacoom.k12.wa.us>

Tue, Jan 31, 2023 at 7:23 PM

Thank you so much for your timely response. I appreciate it. I take very voting very seriously. At this time I don't have any further questions. If I have any additional questions I will contact you.

I truly appreciate your time regarding this matter.

Sincerely,

Katherine Hunter  
Steilacoom/DuPont Community Member  
[Quoted text hidden]

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**Scott, Samuel** <sscott@stellacoom.k12.wa.us>  
To: Katherine Hunter <kiehunter@gmail.com>

Tue, Jan 31, 2023 at 9:21 PM

Katherine,

You are very welcome. I am happy to help any way I can.

Regards,  
Sam Scott  
[Quoted text hidden]

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**Steilacoom School District**

3 messages

**Robin williams** <kahunasdivine@comcast.net>

Wed, Feb 1, 2023 at 6:43 PM

To: "sscott@steilacoom.k12.wa.us" <sscott@steilacoom.k12.wa.us>, "mtinsley@steilacoom.k12.wa.us" <mtinsley@steilacoom.k12.wa.us>, "vhogan@steilacoom.k12.wa.us" <vhogan@steilacoom.k12.wa.us>, "jemcdonald@steilacoom.k12.wa.us" <jemcdonald@steilacoom.k12.wa.us>

Greetings. This email is being sent to you out of grave concern for Steilacoom HS as well as all schools within the district. In particular, students of Special Education who receive Title 1 and other related support services. What better place to begin to than the President of the Board that governs the district.

It is no secret that the District (as I'm sure you are highly aware of) has lost key funding. Furthermore, they have been out of compliance with practices, rules and regulations. District has basically cited they are out of money to the tune of \$2 million, possibly more. As a taxpayer and parent of children in the district for many years, I find this unconscionable.

This will have a devastatingly negative impact on the student's quality of education. Especially those in need of Special Education (the most disadvantaged and vulnerable). This is layered on top of the impact they suffered during the pandemic.

My only concern is for the students. I have some questions that I would like to clear answers to from my elected officials.

1. How was this allowed to happen?
2. Who is responsible for this?
3. Why are they out of compliance ?
4. Where did the millions go?
5. What specifically is your plan of action?

This is indeed a layered problem within the administration (top down) that serves students in Special Education. The only ones who will truly suffer here are the students.

There needs to be accountability. It would behoove the Board to dig deep.

If you could provide answers to these questions by Feb. 9th, I would greatly appreciate it.

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**Scott, Samuel** <sscott@steilacoom.k12.wa.us>

Thu, Feb 2, 2023 at 9:19 AM

To: Robin williams &lt;kahunasdivine@comcast.net&gt;

Ms Williams,

Thank you for your email and questions. I will provide comprehensive answers to your questions in a subsequent email.

Regards,  
Sam Scott

[Quoted text hidden]

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**Scott, Samuel** <sscott@steilacoom.k12.wa.us>

Mon, Feb 6, 2023 at 9:56 AM



To: Robin williams <kahunasdivine@comcast.net>  
Bcc: Kathi Weight <kweight@stellacoom.k12.wa.us>

Mrs. Williams,

Thank you for your note concerning the district budget. I trust this note will provide the information needed to answer your questions, and clarify some misconceptions often received through public discussion.

The school district receives its funding from Federal, State, and local sources through apportionment per student from the state; levy funds through the county; food service, transportation, and special education funds from Federal and State sources, and various specific Federal and State grants and programs at different times throughout the school year. Initial budget projections for revenue through all these sources indicated a budget picture for this fiscal year permitting increased discretionary spending above and beyond previous years.

Our CFO provided the budget development and presented draft budgets to the board this past summer at our July meetings. Based on those budget presentations, the board adopted the budget in August. Even though the district used fairly conservative projections for student enrollment, our enrollment was over 100 students below our projections. The projection of funding needed to pay for higher number of Running Start students was too low. Additionally, our student population with special needs nearly doubled (241 to 428) over the past 4 years. We are legally and morally bound to make all necessary accommodations and these unexpected and extraordinary costs initially have to come out of our general fund until additional special education funding from State and Federal sources are approved and received.

The district is NOT out of compliance in any program or regulation and we are not being fined. Our special education program is audited by the State Auditor's Office regularly, and we have had no findings for noncompliance. Additionally, the Individuals with Disabilities Education Act requires the Office of Superintendent of Public Instruction to issue annual "determinations" of compliance to each district within the State. This school year we were notified our district once again earned the highest level determination – a level 1.

The impact of these major items, with the accompanying loss of projected revenue and increase in costs, and some internal practices simply resulted in a cash flow issue primarily impacting our discretionary spending. Our staff oversight, checks, and balances worked, identifying the cash flow issue, though not as quickly or efficiently as we needed this year. The cash flow issue will be partially remedied when the district receives its FEMA funding for costs incurred due to the pandemic (projected for March) and further remedied when we receive our levy apportionment in April. We project we will be made whole on the additional special education costs incurred when state funding for special education (Safety Net) is received in August.

Going forward for the remainder of this school year, in order to maintain our budget status month to month, the district needed to eliminate or defer the discretionary spending our initial budget projection allowed so our revenues could catch up. These measures do NOT affect the complete and full delivery of regular classroom instruction, delivery of special education services, or the sports/extra-curricular activities at our schools. The quality of instruction and experience for our students are not affected by the actions we are taking.

Regards,  
Sam Scott  
Chair, Board of Directors  
[Quoted text hidden]



**Special Session of the Board of Directors Meeting Minutes**  
**SHSD District Office Professional Development Center · 511 Chambers Street · Steilacoom, WA**  
**February 21, 2023**

**I. CALL TO ORDER**

Chair Scott called the meeting to order at 7:00 a.m.

Chair Scott led the Pledge of Allegiance.

Directors Hogan, McDonald, Rohrer, Scott, and Tinsley all present.

Director McDonald made a motion to approve the agenda, Director Hogan seconded the motion, and the motion passed (5/0).

**II. COMMENTS FROM THE AUDIENCE**

Dick Muri, Mayor of Steilacoom, shared about a past school district bond that failed in 1997. After the bond did not pass, they identified hundreds of people who were in support of the bond, but had not voted. They went out person by person to encourage people to vote. The bond vote went from 57% to 61%. The number of "no" votes did not change in the re-vote, but the additional "yes" votes caused the bond to pass. They went to the high school and registered new voters and encouraged them to vote, as well as reached out to military spouses, etc. He shared his encouragement for the district to go for it again and make it happen.

**III. APPROVAL OF BOND RESOLUTION 903-02-21-23**

Executive Director Shawn Lewis shared Resolution 903-02-21-23, which authorizes a proposition for the issuance of general obligation bonds in the amount of \$116 million to be placed on the April 25, 2023, ballot. The funds from the bonds would be used to refinance land and construct a new elementary school, a high school stadium, performing arts center, career and technical education space, and high school and middle school classrooms; and make safety, security, and accessibility improvements district-wide and capital improvements to the district's elementary schools. Director Hogan made a motion to approve Resolution 903-02-21-23, Director Rohrer seconded the motion.

Mr. Lewis shared that this bond proposal for the Board's consideration mirrors the previous proposal approved in October of 2022. The resolution is targeted to the April 2023 deadline, which would require documentation to the county by the end of this week.

Mr. Lewis shared regarding input from many people - both for the bond to be placed on the ballot in April, as well as those who prefer to wait, largely because of the EMS measure also on the April ballot in DuPont. The Bond Committee wants to encourage the Board to put the bond on the ballot again in April because of how close the vote was. Piper Sandler consultants did not feel they were able to give counsel one way or the other as to the timing.

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

Superintendent Weight shared she had received similar communication - both for running in April and for waiting for later vote. Cost of the district to run in April would be \$35,000. If the district runs in November, we are already paying for election costs because it is a required School Board election, so there would not be an additional fee.

Director McDonald mentioned that if we wait until November, we would have to completely rework the bond. Chair Scott also shared that if we wait until November, the bond would be at the very end of the ballot and may get missed in the voting.

Chair Scott shared communication he received from Beth Elliott, and his response regarding gaining additional "yes" votes. He shared Bond Committee members are willing to do further work to reach out to the community to gain more votes. The traffic concerns around the new elementary school seemed to be one of the only concerns in DuPont, so the Bond Committee would need to do a better job communicating what the district has planned that would not cause traffic issues, including start and end times of school not being during high traffic times.

Director Tinsley shared that she had conversations with many people regarding the financial situation, who didn't understand the replacement factor of the expiring bond. She also had people tying it to the levy, who didn't understand the difference. She asked if we had data on yes/no votes for Steilacoom vs. DuPont. Mr. Lewis shared we do not yet have that data for the bond but the Bond Committee is scheduled to receive that communication today.

Director McDonald also mentioned budget concerns, and she is hoping that transparency from the district regarding budgeting will be helpful.

Director Hogan shared regarding community feedback from Anderson Island families, as well as communication regarding budgeting and staffing. Chair Scott expressed that if Anderson Island families wanting 4th and 5th grades back on the island, then the bond needs to pass in order for that to happen. The district moved those grades to the mainland because that is what Anderson Island families requested at that time.

Mr. Lewis discussed why people voted no. He encouraged the thinking to shift from changing no votes, to encouraging people who did not vote, but are in support of the bond, to vote yes. Director Tinsley requested talking points and positive messages from the district regarding budgeting concerns that are arising. Superintendent Weight shared that an all-staff meeting is scheduled for Thursday to address this topic.

Director Rohrer shared that 58.8% yes vote is so close, and encouraged continued messaging and finding those yes votes who did not vote. Her encouragement was not to change anything in the bond, but to remind everyone that the students are the bottom line in this discussion, and to find the yes votes.

Mr. Lewis shared two concerns: when there are multiple tax issues on a ballot, it may drive more no votes. If voters are a "no" vote for EMS, they may also now vote "no" for a school bond. The second issue is that some voters feel they need to choose between two competing measures, and may only be willing to vote for one. Chair Scott shared that the bond expires, so

community members aren't paying additional money. Director McDonald asked if there was a way to communicate the bond differently in the voter pamphlet. Mr. Lewis shared that the district cannot change that. The ballot measure is written by legal counsel and the prosecuting attorney's office. The prosecuting attorney's office determines what can go on the ballot. The For Statement by the committee can be changed. Mr. Lewis encouraged the Board to reach out to the Bond Committee chairs for input.

Director Rohrer asked about the impact of postponing the bond. Superintendent Weight shared that to hold off would basically require a restart, including higher costs because of inflation. Chair Scott shared the only downside of running the bond again in April is the \$35,000 cost. The alternative is to wait until next February, which would increase the costs of everything. Director Rohrer asked if the bond was placed on the ballot in April, would everyone be willing to do the work to ensure the bond does pass this time. Dr. Weight shared the district can do community presentations again, but shared the power to obtain yes votes really comes from the Bond Committee. The district cannot tell community members how to vote - more outreach from the Bond Committee is going to be the biggest influencer. Mr. Lewis shared the challenge of the district is the significant budget work that needs to be done at this time. It will be in the best interest if the district focuses on budget planning, and the Bond Committee focuses on the bond vote. Chair Scott shared he will create videos that are personable in the presentation to share the facts of the bond with the community, and encouraged others to do the same. Dr. Weight encouraged personalized phone calls, emails, etc. to encourage people who did not vote, to vote. Director Tinsley shared she did not see much about the bond on social media, and encouraged infographs and photos/fast information/graphics to be shared. Director Hogan shared about text messaging prior to the ballots being dropped. Chair Scott shared these are topics for the Bond Committee to address. Director Hogan also suggested getting the students involved in the process.

Director Tinsley inquired about the \$35,000 cost. Mr. Lewis shared if the bond passes, we will pay off the existing loan on the elementary school property. If the bond passes, the interest and loan will be paid by the bond, and will save the district \$100,000. He shared if the Board believes the bond will pass, it makes sense to consider the resolution. If the Board does not believe the bond can pass, they should not approve the resolution. Chair Scott shared they need to find the yes votes. Director Rohrer shared again that the margin is so close, and that the number that is needed to turn the election is small, and can be found to secure a successful passage.

The motion passed (5/0).

#### **IV. ADJOURNMENT**

Director McDonald made a motion to adjourn the meeting at 7:49 a.m., Director Tinsley seconded the motion, and the motion passed (5/0).



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

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

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

<b>Name</b>	<b>Position</b>	<b>FTE</b>	<b>Location</b>	<b>Effective Date</b>	<b>Action</b>	<b>Comment</b>
SENKO ANDREW	TEACHER	1.00	CHERRYDALE	8/30/2023	LEAVE OF ABSENCE	LOA for the 2023-24 School Year
CASTRO NUNO	TEACHER	1.00	PIONEER	8/30/2023	RESIGNATION	

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

<b>Name</b>	<b>Position</b>	<b>Hours</b>	<b>Location</b>	<b>Effective Date</b>	<b>Action</b>	<b>Comment</b>
HALL RACHEL	LPN	7.00	CHERRYDALE	3/9/2023	RESIGNATION	
LEARY JANET	PARAPROFESSIONAL	6.50	HIGH SCHOOL	3/9/2023	RESIGNATION	

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

<b>Name</b>	<b>Position</b>	<b>Location</b>	<b>Effective Date</b>	<b>Amount</b>	<b>Comment</b>
NELSON SEAN	ASSISTANT TRACK COACH	HIGH SCHOOL	2/27/2023	\$ 3,121.88	
LOVELLE CASEY	ASSISTANT BASEBALL COACH	HIGH SCHOOL	2/27/2023	\$ 3,052.50	
ISLER DENISE	STEAM LEADERSHIP CLUB	CHLOE CLARK	3/1/2023	\$ 1,000.00	DODEA

Superintendent approval required for overnight or over Cascade Mountain travel; School Board for out-of-state trips.

Date of Request: 2/28/23 School: SHS

Name of teacher(s) requesting field trip: Helsey Tretheway + Renee Chase

Proposed student group: SHS Literature Club

Proposed date(s) of field trip: 6/2/23 Proposed destination(s): Powell's Bookstore

Departure time from School: 7:30 Am Transportation by: ☒ Bus ☐ Private Car ☐ Air

Return time to School: 4:30 Pm Will students need meals: ☒ Yes ☐ No <sup>Lunch</sup>

Content area(s) addressed: Reading Literature; Reading Informational Text;

Writing; 21st Century Skills  
Description of proposed field trip and ASB fundraising efforts (please attach itinerary):

Please see attached.

Number of Students: 15-20 Number of Chaperones: 2

Revenue Source: ☐ General Fund (GF) ☒ ASB Is this in the ASB Budget? ☒ Yes ☐ No

Individual student cost to be used for: n/a

Estimated individual student cost \$ 0

Current GF/ASB Fund Balance: \$ 1,608.70

Total Cost \$ 400.00

Account code 4021

Teacher Name: Helsey Tretheway Signature: Helsey Tretheway

Teacher Name: Renee Chase Signature: Renee Chase

Approve

Deny

Principal Name: Mico Mico Signature: Michael Mico

## Powell's Bookstore Field Trip Itinerary for Literature Club 2023

**Who:** SHS Literature Club Members & Advisors

**What and Where:** Field Trip to Powell's City of Books

- Address: 1005 W Burnside St, Portland, OR 97209
- Distance: 134 miles each way (268 miles round trip)
- Total Time: Approx. 9 hours

**When:** Friday, June 2nd, 2023

**Cost:** Travel expenses estimated \$400

- No cost per student (personal spending money optional)
- Travel expenses paid for through club funds
- Money raised through club dues and club fundraising throughout the year

### Timeline:

Before 7:30 am: Club members arrive at SHS

7:30 am: Field trip bus departs from SHS and travels to Powell's

10:00 am: Bus arrives at Powell's

10:00 am - 1:30 pm: Explore Powell's + eat lunch

- Club members use buddy system inside Powell's; Advisors check in on students
- Lunch available to purchase in on-site cafe; club members can also bring a sack lunch
- Complete Powell's scavenger hunt (first group finished earns a prize)

1:30 pm: Gather by front entrance for final check-in and results of scavenger hunt

2:00 pm: Bus departs from Powell's

4:30 pm: Bus arrives at SHS. Students return home by personal transportation or the athletics bus

### Rationale:

*From the company's website:* Powell's City of Books is the largest used and new bookstore in the world, occupying an entire city block and housing approximately one million books. Located in downtown Portland's Pearl District, the City of Books has nine color-coded rooms and over 3,500 different sections, offering something for every interest, including an incredible selection of out-of-print and hard-to-find titles. **Dozens of acclaimed writers, artists, and thinkers visit each month** to read in the Basil Hallward Gallery (located upstairs in the Pearl Room), and a one-of-a-kind **Rare Book Room** draws bibliophiles from near and far to browse an impressive collection of autographed first editions and other collectible volumes. <https://www.powells.com/locations/powells-city-of-books>

This will be an excellent opportunity for Literature Club members to explore a huge bookstore full of new and used books, as well as themed rooms full of unique finds and inspiration. Students can discuss concepts such as: small businesses; independent vs. corporate booksellers; the economy; routes to publication; etc. Club members fundraise throughout the year to pay for a spring field trip, and the members are eager and excited to make this trip to Powell's.

### Standards:

- Reading Literature and Reading Informational Text
- Writing (including Technical Writing)
- 21st Century Skills

# STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1 BOARD OF DIRECTORS

Board Meeting Date: March 15, 2023

## **Approval of Settlement Agreement related to Resolution No. 891-04-27-22**

### **Strategic Focus Area**

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

### **BACKGROUND INFORMATION**

The Board approved Resolution No. 891-04-27-22 last April, which granted the District permission to participate in the mass-action vaping lawsuit (represented by the law firms of Stevens Clay and Frantz Law Group). There were 1,489 school districts in 30 states included in the litigation.

A settlement has been reached and Milestone is responsible for administering the settlement consent packages per Frantz Law Group requirements. The law firm representing school districts in this case strongly recommend we accept the offer by the first week in April as per the terms of the settlement agreement.

Once the settlement agreement has been approved by the Board, the superintendent is required to electronically sign the informed consent settlement documents (via DocuSign) as the authorized representative of the school district. Funding to the governmental entities involved in the lawsuit will occur in the Fall of 2023.

### **RECOMMENDED ACTION:**

I move to authorize the Superintendent to accept the settlement consent package related to Resolution No. 891-04-27-22.

### **Report prepared by:**

Dr. Kathi Weight, Superintendent

# STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1

## BOARD OF DIRECTORS

Board Meeting Date: March 15, 2023

### **Strategic Focus Area**

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

### **BACKGROUND INFORMATION**

The Steilacoom Historical School District is one of a handful of districts that contracts out for student transportation services. In accordance with state law and board policy, the district is required to solicit bids for these services and can issue a contract for no more than five years. The district's current contract with Durham expires at the end of this school year.

The District solicited for bids in December 2022. In January, the district conducted a pre-bid conference for prospective vendors. A total of four vendors expressed interest in providing transportation services to the district, but only two vendors chose to submit bids and all required documentation. The two responsive bidders were Zum and Durham.

The bid from Zum represented a nearly a 43% increase for the 2023-24 school year compared to our current costs with Durham.

The bid from Durham represented a 19% increase in costs compared to the current year.

After evaluating the costs and all other criteria, the District entered into final contract term negotiations with Durham. In the end, we mutually agreed to a 10.5 percent increase in cost for the 2022-23 school, but higher annual increase percentages in the 2<sup>nd</sup> through 5<sup>th</sup> years of the contract. We also agreed to change the average life requirement for school buses – as long as all buses meet the useful life limit required by the state (11 years). In total, they agreed to a reduction of nearly \$400,000 over the 5 year contract term compared to their original base bid.

As part of the 10.5% increase in the first year, Durham will be increase wages by an estimated 8% next year based on their negotiated agreement.

District staff recommends the board award the Transportation services contract to Durham based on the submitted bids and subsequent negotiated contract.



**RECOMMENDED ACTION:**

I move to award Durham School Services the contract for providing student transportation services in accordance with the attached negotiated agreement for a five year period beginning with the 2023-24 school year.

**Report prepared by:**  
**Shawn Lewis, Executive Director**

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**STUDENT TRANSPORTATION SERVICES  
for the  
Steilacoom Historical School District No. 1  
by  
Durham School Services, L.P.**

FOR SCHOOL YEARS BEGINNING 2023-2024

Kathi Weight, Superintendent  
Steilacoom Historical School District No. 1

Street and Mailing Address:

511 Chambers Street  
Steilacoom, WA 98388

## TABLE OF CONTENTS

### CONTRACT TERMS AND CONDITIONS

1.	Scope of Agreement .....	4
2.	Terms of Agreement .....	4
3.	Agreement Documents .....	4
4.	Alterations and Amendments .....	4
5.	Access to Records .....	4
6.	Bus Discipline and Driver Incident Reports .....	5
7.	Assignment .....	5
8.	Americans with Disabilities Act (ADA) .....	5
9.	Non-Discrimination .....	5
10.	Background Checks .....	6
11.	Authority of Parties .....	6
12.	Certification Regarding Debarment, Suspension, and Ineligibility .....	7
13.	Change in Status .....	7
14.	Compliance with Laws, Ordinances, and Regulations .....	7
15.	Confidentiality .....	7
16.	Conflict of Interest .....	7
17.	Continuing Effect .....	8
18.	Disputes .....	8
19.	Entire Agreement .....	8
20.	Ethical Conduct .....	8
21.	Governing Law .....	8
22.	Indemnification .....	8
23.	Independent Capacity .....	9
24.	Insurance .....	9
	a. Workers Compensation Coverage .....	9
	b. Public Liability Insurance .....	10
	c. Automobile Liability .....	10
	d. Additional Insured .....	10
	f. Proof of Insurance .....	10
25.	Licensing and Accreditation Standards .....	11
26.	Liquidated Damages .....	11
27.	Records, Documentation, and Reports .....	11
28.	Review .....	12
29.	Rights in Data and Publication .....	12
30.	Right of Inspection .....	13
31.	Severability .....	13
32.	Subcontracting .....	13
33.	Termination for Default .....	13
34.	Termination Due to Funding Limitations .....	14
35.	Termination Procedure .....	14

## TABLE OF CONTENTS (continued)

36.	Treatment of Assets .....	15
37.	Waiver .....	15
38.	Acquisition of Buses .....	15
39.	Payments.....	16
40.	Savings Clause .....	17
41.	Student Count Verification .....	17
42.	Inspection of Records .....	17
43.	Disclosure.....	17
44.	Registration with Department of Revenue.....	18
45.	Annual Performance Review .....	18
46.	Force Majeure .....	18

## STUDENT TRANSPORTATION SPECIFICATIONS

1.	Scope .....	19
2.	Personnel .....	19
3.	Safety Training .....	21
4.	Driver Requirements.....	23
5.	Equipment/Facilities .....	25
6.	Operations .....	33
7.	Additional Requirements .....	37
	a. Legal Compliance .....	37
	b. OSHA/WISHA.....	37
	c. Proposal Bond .....	37
	d. Performance Bond .....	37
	e. Contractor Information.....	37
	f. Audited Financial Statements .....	37
	Signature Page .....	38
	Addendum A: Pricing .....	39
	Attachment A: Basic Education and Special Education Miles, Hours and Routes.....	41
	Attachment B: District Transportation Policies .....	45

## CONTRACT TERMS AND CONDITIONS

THIS AGREEMENT, entered into this 15th day of March, 2023 by and between the STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1, hereinafter referred to as "DISTRICT" AND DURHAM SCHOOL SERVICES, L.P., hereinafter referred to as "CONTRACTOR," for the consideration hereinafter named, mutually agree as follows:

1. **Scope of Agreement.** The CONTRACTOR shall operate transportation services and shall furnish labor, school buses and bus maintenance, and materials and supplies as required to provide the DISTRICT with transportation service, as requested and authorized by the DISTRICT, and pursuant to Terms and Conditions of the Request for Proposal, and as further described herein.

This Agreement contemplates a minimum of 180 operating days per school year. If actual number of operating days falls below 180 during any school year, then the parties agree to renegotiate in good faith the rates provided in the pricing requirements if such negotiation is requested by Contractor. If the average daily number of routes, mid-day runs, or after-school runs is changed by five percent (5%) or more after the first year of the contract, then both parties agree to renegotiate in good faith the rates provided in the pricing requirements if such renegotiation is requested by the contractor. If the parties cannot reach an agreement, Contractor may, at its option, continue to operate the Agreement at the original rate or terminate the Agreement upon one hundred eighty (180) calendar days written notice prior to the start of the next school year.

2. **Terms of Agreement.** This Agreement shall be effective beginning August 1, 2023, and ending August 31, 2028, a period of five years and one month.
3. **Agreement Documents.** The Agreement consists of the Contract Terms and Conditions, the DISTRICT REQUEST FOR PROPOSAL document, including all terms and conditions contained therein, and CONTRACTOR'S proposals thereto; including price schedules and CONTRACTOR policies which have been approved and accepted by the DISTRICT.
4. **Alterations and Amendments.** This Contract may be amended only by mutual agreement of the parties. Such amendments shall not be binding unless they are in writing and signed by personnel authorized to bind each of the parties.
5. **Access to Records.** Within ten days of a request from the District, the Contractor shall provide the District (including without limitation any District designee or any State or Federal Auditor) with access to, and upon District request, copies of, any records in any form, data or information generated or received and maintained by the Contractor under or pertaining to this Contract at no additional cost to the District.

6. **Bus Discipline and Driver Incident Reports.** The Contractor will provide no less than weekly to the District all reports related to student bus discipline and driver incidents. This will include all reports on student safety when being transported by the Contractor.
7. **Assignment.** Neither the District nor the Contractor shall assign this Contract, either in whole or in part, without the prior written consent of the other party, which shall not be unreasonably withheld. Any assignment permitted under this clause does not relieve either party from its duties or obligations under this Contract.

Contractor may assign or transfer any of its rights, burdens, duties, or obligations under this Agreement to its parent company, affiliates, subsidiaries, or related legal entities. Contractor will advise District of such assignment or transfer.

8. **Americans with Disabilities Act (ADA) of 1990, Public Law 101-336, also referred to as the "ADA" 28 CFR Part 35.** The Contractor must comply with the ADA in all aspects of performance under this Contract, which provides comprehensive civil protection to individuals with disabilities in the area of employment, public accommodations, state and local government services, and telecommunications.
9. **Non-Discrimination.** The Contractor shall comply with all the federal, state, and local non-discrimination laws, regulations, and policies, which are otherwise applicable to the District. Accordingly, no person shall on the ground of race, creed, color, religion, national origin, sex, sexual orientation, marital status, age, honorably discharged veteran or military status, or the presence of any sensory, mental, or physical disability, be unlawfully excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any activity performed by the Contractor and its agents under the contract awarded. In the event of the Contractor's noncompliance or refusal to comply with this nondiscrimination provision, the contract may be rescinded, cancelled, or terminated in whole or part, and the Contractor may be declared ineligible for further proposals or contract with the District. Except to the extent permitted by a bona fide occupational qualification, it is agreed that:
  - a. The Contractor will not discriminate against any employee or applicant for employment because of race, creed, color, religion, national origin, sex, sexual orientation, disability, marital status, age, or honorably discharged veteran or military status. Harassment on the basis of any of the foregoing conditions is strictly prohibited. The Contractor will ensure that applicants are considered and employed without regard to race, creed, color, religion, national origin, sex, sexual orientation, disability, marital status, age, or honorably discharged veteran or military status. Such action shall include, but not be limited to the following: employment, upgrading, demotion, transfer, recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training.
  - b. The Contractor will, in solicitations for employees or job announcements/orders placed with any employment agency, union, or other firm or agency, state that all

qualified applicants will receive consideration for employment without regard to race, creed, color, religion, national origin, sex, sexual orientation, disability, marital status, age, or honorably discharged veteran or military status. The words "Equal Opportunity Employer" in advertisements shall constitute compliance with this section.

- c. The Contractor will send to each labor union or representative of workers with which it has a collective bargaining agreement or duty to bargain a notice advising said entity or person of the Contractor's commitments under this section.
- d. The Contractor will include the provisions of this paragraph and its subparagraphs in every subcontract or purchase order for goods or services, which are the subject matter of the resultant contract.
- e. The District considers the nondiscrimination features of the proposal to be a material and essential part of the proposal and subsequent contract. If the Contractor fails to comply with the nondiscrimination provisions, the District, at its sole discretion, may elect to terminate the agreement as a result of this proposal, in which case it shall be obligated only to pay the fair market value or the contract price, whichever is lower, for the goods and services which have been received and accepted.
- f. The Contractor shall notify the District's Superintendent or Chief of Finance and Operations immediately of any decision by a local, state or federal agency, court or jury that the Contractor violated a law, regulation or ordinance prohibiting discrimination.

**10. Background Checks.** The Contractor shall conduct criminal background checks in accordance with RCW 28A.400.303 and RCW 43.43.830 through 43.43.835, 10.97.030 and 10.97.050 as now or hereafter amended, on all employees or volunteers in the work to be performed under this Contract. The Contractor shall prohibit any employee, subcontractor, intern or volunteer from performing work under this Contract who has pled guilty to or been convicted of any felony crime involving the physical neglect of a child under chapter 9A.42 RCW, the physical injury or death of a child under chapter 9A.32 or 9A.36 RCW (except motor vehicle violations under chapter 46.61 RCW), sexual exploitation of a child under chapter 9.68A RCW, sexual offenses under chapter 9A.44 RCW where a minor is the victim, promoting prostitution of a minor child under Chapter 9A.88 RCW, the sale or purchase of a minor child under RCW 9A.64.030, or violation of similar laws of another jurisdiction. Failure to comply with this provision shall be grounds for the District immediately terminating the contract. The Contractor shall incorporate this requirement into every subcontract it enters relating to services with the District.

**11. Authority of Parties.** Any individual signing this Contract on behalf of the Contractor represents and warrants that such individual has authority to do so and to bind the Contractor to the terms and conditions set out in this Contract.

12. **Certification Regarding Debarment, Suspension, and Ineligibility.** If federal funds are expended under this Contract, the Contractor certifies that neither it nor its principals are presently debarred, declared ineligible, or voluntarily excluded from participation in transactions by any federal department or agency, and will provide documentation of this on an annual basis.
13. **Change in Status.** In the event of substantive change in the legal status, organizational structure, or fiscal reporting responsibility of the Contractor, Contractor agrees to notify the District's Superintendent or Chief of Finance and Operations of the change. The Contractor shall provide notice as soon as practicable, but no later than thirty (30) days after such a change takes effect.
14. **Compliance with Laws, Ordinances, and Regulations.** The Contractor shall comply with all local, state, and federal laws, ordinances and regulations applicable to the performance of its responsibilities under this Contract. Compliance shall include, but not be limited to, all applicable local, state, and federal licensing, accreditation and registration requirements or standards necessary to the performance of this Contract.
15. **Confidentiality.** The Contractor acknowledges that certain data, material, or information which originates from this Contract regarding students, may consist of confidential records owned by the District or confidential personally identifiable information subject to the federal Family Educational Rights and Privacy Act or other privacy laws, and that disclosure to or use by third parties would be damaging. The Contractor, therefore, agrees to hold all such material and information in strictest confidence, not to make use thereof other than for the performance of this Contract, to release it only to authorized employees and agents requiring such information and not release or disclose it to any other party. The Contractor agrees to release such information or material only to employees and agents who have signed a written agreement expressly prohibiting disclosure on a form approved by the District.
16. **Conflict of Interest:** No director, employee or agent of the Contractor shall give or receive any commission, fee, rebate, gift, or entertainment in excess of \$25 value in connection with the work or enter into any non-consumer business arrangement with any director, employee or agent of Steilacoom Historical School District No. 1, other than as a representative of the district, without prior written notification thereof to the district. Any representative(s) authorized by the District's Superintendent may audit all records of the Contractor that pertain to the Steilacoom Historical School District No. 1, for the sole purpose of determining whether there has been compliance with this paragraph. Information obtained through this process shall be administered confidentially to the extent permitted by law.



17. **Continuing Effect.** Rights and obligations under these General Terms and Conditions, this Contract and any attachments or exhibits thereto which, by their nature should survive termination of the Contract will remain in effect after termination or expiration of all or any portion of this Contract.
18. **Disputes.** In the event that a dispute arises under this Contract, the parties shall attempt to resolve such disputes through informal discussion and negotiation; *provided*, that this provision shall not preclude any party from initiating litigation in order to enforce the terms of this Contract. The substantially prevailing party in any such lawsuit shall be entitled to an award of reasonable attorney fees and costs in addition to any relief awarded by the court.
19. **Entire Agreement.** This written Contract constitutes the mutual agreement of the Contractor and the District or designee in whole. No alteration or variation of the terms of this Contract and no oral understandings or agreements not incorporated herein shall be binding.
20. **Ethical Conduct.** The Contractor certifies that he/she/it, or his/her/its employees or agents, has not given, offered, provided, promised, pledged or been solicited to provide anything of economic value to a District official, employee or agent, as a gift, gratuity, commission or favor that may influence the selection of the Contractor for the work to be performed under this Contract. No director, employee, or agent of the Contractor shall enter into any non-consumer business arrangement with any director, employee, or agent of the District without prior written notice to the District's Superintendent or Chief of Finance and Operations. Neither the Contractor nor any employee or agent of the Contractor shall participate in the performance of any duty or service in whole or part under this Contract in violation of any law, regulation, or policy that prohibits the use of public resources for political purposes.
21. **Governing Law.** The laws of the state of Washington shall govern this Contract. Venue for any litigation arising out of this Contract shall be in Pierce County Superior Court or the United States District Court for the Western District of Washington in Tacoma.
22. **Indemnification.** To the fullest extent permitted by law, Contractor shall indemnify, defend, and hold harmless the District and all directors, officials, agents, and employees of the District, from and against all claims for injuries, damages, or death arising out of or resulting from Contractor's performance of this Contract. Contractor's obligation to indemnify, defend, and hold harmless includes any claim by Contractor's agents, employees, directors, representatives, or any subcontractor or its employees.

Contractor expressly agrees to indemnify, defend, and hold harmless the District for any claim arising out of or incident to Contractor's or subcontractor's performance or failure to perform the Contract. Contractor's obligation to indemnify, defend, or hold harmless the District shall not be eliminated or reduced by any actual or alleged concurrent

negligence by the District or its agents, employees, directors or officials, except to the extent required by law for this indemnity obligation to be enforceable.

Contractor waives its immunity under Title 51 RCW to the extent it is required to indemnify, defend, and hold harmless the District and its agents, employees, or officials.

Claims shall include, but not be limited to, assertions that the use or transfer of any software, book, document, report, film, tape, or sound reproduction or material of any kind, delivered hereunder, constitutes an infringement of any copyright, patent, trademark, trade name, or otherwise results in an unfair trade practice or in unlawful restraint of competition.

- 23. Independent Capacity.** The District and the Contractor intend that an independent Contractor relationship will be created by this Contract. The Contractor and his/her/its employees or agents performing under this Contract are not employees or agents of the District. The Contractor will not hold himself/herself/itself out as, nor claim to be, an officer or employee of the District by reason hereof, nor will the Contractor make any claim of right, privilege, or benefit which would accrue to such employee under law.

**24. Insurance.**

- a. **Worker's Compensation Coverage.** The Contractor shall at all times comply with all applicable worker's compensation, occupational disease, and occupational health and safety laws, statutes, and regulations to the fullest extent applicable. This requirement includes the purchase of industrial insurance coverage for the Contractor's employees, as may now hereafter be required of an "employer" as defined in Title 51 RCW. Such worker's compensation and occupational disease requirements shall include coverage for all employees of the Contractor, and for all employees of any subcontractor retained by the Contractor, suffering bodily injury (including death) by accident or disease, which arises out of or in connection with the performance of this Contract. Satisfaction of these requirements shall include, but shall not be limited to:
1. Full participation in any required governmental occupational injury and/or disease insurance program, to the extent participation in such a program is mandatory in any jurisdiction.
  2. Purchase worker's compensation and occupational disease insurance benefits to employees in full compliance with all applicable laws, statutes, and regulations, but only to the extent such coverage is not provided under any mandatory governmental program as in "a" above, and/or;
  3. Maintenance of a legally permitted and governmentally approved program of self-insurance for worker's compensation and occupational disease.

4. Except to the extent prohibited by law, the program of the Contractor's compliance with worker's compensation and occupational disease laws, statutes, and regulations in 1), 2), and 3) above shall provide for a full waiver of rights of subrogation against the District, its directors, officers, and employees.

If the Contractor, or any subcontractor retained by the Contractor, fails to effect and maintain a program of compliance with applicable worker's compensation and occupational disease laws, statutes, and regulations and the District incurs fines or is required by law to provide benefits to such employees or to obtain coverage for such employees, the Contractor will indemnify the District for such fines, payment of benefits to Contractor or subcontractor employees or their heirs or legal representatives, and/or the cost of effecting coverage on behalf of such employees. Any amount owed the District by the Contractor pursuant to the indemnity may be deducted from any payments owed by the District to the Contractor for the performance of this Contract.

- b. **Public Liability Insurance.** The Contractor shall at all times during the term of this Contract, at its cost and expense, carry and maintain Commercial General Liability insurance written on an occurrence basis with limits no less than \$2,500,000 combined single limit per occurrence/\$5,000,000 combined single limit aggregate, for personal injury, bodily injury and property damage. Coverage shall include but not be limited to: blanket contractual; products/complete operations; broad form property damage; explosion, collapse and underground (XCU) if applicable; Stop Gap and employees' liability.
- c. **Automobile Liability** insurance, including owned, non-owned and hired automobile coverage, with limits no less than \$5,000,000 combined single limit per accident for bodily injury and property damage; \$2,500 Automobile Medical Payments and Uninsured/Underinsured Motorist Coverage. The Contractor will provide Comprehensive and Collision Coverage for vehicles owned by the Steilacoom School District but scheduled for use by the contractor.
- d. **Additional Insured.** The District shall be specifically named as an additional named insured on all policies and all policies shall be primary to any other valid and collectible insurance. The District shall be named Loss Payee on the Automobile Liability policy as respects vehicles owned by the district.
- e. The contractor will be responsible for any and all insurance deductibles and/or SIR.

f. **Proof of Insurance.** Certificates and/or evidence/proof satisfactory to the District confirming the existence, terms, and conditions of all insurance required in this Contract shall be delivered to the District's District Office within five (5) days of the Contractor's receipt of authorization to proceed. If the insurance policy is subject to renewal during the term of the contract, then a current policy renewal document must be provided to the District's District Office prior to the expiration of the previous proof of insurance document. The policy of insurance that must be maintained in accordance with this Contract shall not be cancelled or given notice of non-renewal nor shall the terms and conditions thereof be altered or amended without forty-five (45) days written notice being given to the District's Superintendent or Chief of Finance and Operations.

**25. Licensing and Accreditation Standards.** The Contractor shall comply with all applicable local, state, and federal licensing, accreditation and registration requirements or standards necessary to the performance of this Contract.

**26. Liquidated Damages:** The District has an immediate and on-going requirement for the services specified herein. Prompt and safe transportation of students to schools and to their homes is essential for students to benefit fully from their school experience, while minimizing the burden to students, their families, and school staff. From the nature of the services to be rendered, it would be impractical and extremely difficult to fix the actual damage under the proposal and contract.

District must notify the Contractor in writing (an email to the local on-site manager is an acceptable form of notice) within three (3) days of an occurrence giving rise to a liquidated damage claim and must assess such liquidated damage claim within 30 days of its occurrence. No liquidated damages shall be assessed during the first 30 days of any Agreement. Failure to timely notify or assess shall relieve Contractor of its obligation to pay liquidated damage for such occurrence. Notice must provide specifics regarding the occurrence, including a reference to the contract provision at issue as well as all information necessary for Contractor to review the claim. This Agreement does not provide for a District unilateral right to set-off and District cannot deduct the liquidated damages from payment due Contractor until Contractor has confirmed in writing (email is an acceptable form of writing) to the District that the claim and amounts are appropriated.

Liquidated damages will be assessed in that amount of \$1,000 per day for failure to meet critical performance requirements. Critical performance requirements will include meeting bus driver availability, fulfilling the "to and from" daily routes, meeting extracurricular, ASA and field bus requirements, and continuous late bus arrivals and pick-ups at school buildings. Both the District and the Contractor agree that such amount represents a reasonable amount for actual damages likely to be incurred by the District and is compensatory and not punitive.

- 27. Records, Documentation and Reports.** The Contractor shall maintain complete financial records relating to this Contract and complete records documenting the services rendered under the Contract, including all books, records, documents, magnetic media, receipts, invoices, and all other evidence of accounting procedures and practices which sufficiently and properly reflect all direct and indirect costs of any nature expended in the performance of this Contract. These records shall be subject at all reasonable times to inspection, review, copying, or audit by personnel duly authorized by the District's Superintendent and state and federal officials so authorized by law, rule, regulation or agreement. The Contractor shall retain all books, records, documents, and other materials pertaining to this Contract and Contractor's performance hereunder for seven (7) years after the date of final payment by the District's Superintendent or Chief of Finance and Operations and make them available for inspection and copying by persons authorized under this provision within ten days of a request from the District. If any litigation, claim or audit is started before the expiration of the seven (7) year period, the records shall be retained until all litigation, claims, or audit findings involving the records have been resolved.
- 28. Review.** The parties to this Contract have had the opportunity to review it with their respective legal counsel and execute it knowingly and voluntarily with full knowledge of its contents. It shall not be construed more strictly against one party than the other.
- 29. Rights in Data and Publications.** Data that is developed pursuant to this Contract shall be "works for made for hire" as defined by the U.S. Copyright Act of 1976, as amended, and shall be deemed authored and owned by the District. Ownership includes ownership of all intellectual concepts and properties embodied in the data, the right to copyright, patent or register data and the right to transfer those rights. In the event any data which originates under this Contract is not considered "work made for hire" under the U.S. Copyright laws, the Contractor hereby irrevocably assigns all rights, title and interest in such data, including all intellectual rights, to the District from the moment of creation of such data. "Data" shall mean all work product to be provided by the Contractor under this Contract and shall include, but not be limited to, draft and final reports, documents, pamphlets, advertisements, books, magazines, surveys, studies, computer programs, films, photographs, tapes and/or sound reproductions in any format, form or medium.

The Contractor shall obtain the District's written approval prior to the publication of any results of students and/or services performed or to be performed for any purpose other than for District use. This provision shall not apply to any data that is developed independent of this Contract.

Data which is delivered under this Contract, but which does not originate under it, shall be transferred to the District with a nonexclusive, royalty-free, irrevocable license to publish, translate, reproduce, deliver, perform, dispose of, and to authorize others to do so: PROVIDED, that such a license shall be limited to the extent to which the Contractor has a right to grant such a license. The Contractor shall notify the District, at the time of delivery of data furnished under this Contract, of all known or potential limitations on such license and any data that was not produced in the performance of this Contract.

The Contractor shall promptly notify the District in writing of each notice or claim of copyright, trademark, or patent infringement it receives regarding any data delivered under this Contract.

- 30. Right of Inspection.** The Contractor shall provide right of access to its facilities to the District's Superintendent or Chief of Finance and Operations at all reasonable times, in order to monitor and evaluate performance, compliance, and/or quality assurance under this Contract on behalf of the District. All inspections and evaluations shall be performed in such a manner that will not unduly interfere with the Contractor's business or work hereunder.
- 31. Severability.** If any provision of this Contract or any provision of any document incorporated by reference shall be held invalid, such invalidity shall not affect other provisions of this Contract which can be given effect without the invalid provision, and to this end the provisions of this Contract are declared to be severable.
- 32. Subcontracting.** Neither the Contractor nor any subcontractor shall enter into subcontracts for any of the work contemplated under this Contract without obtaining prior written approval of the District's Superintendent or Chief of Finance and Operations. In no event shall the existence of any subcontract operate to release or reduce liability of the Contractor to the District for any breach in the performance of the Contractor's duties. This clause does not include Contracts of employment between the Contractor and personnel assigned to work under this Contract.
- 33. Termination for Default.** The District may terminate this Contract for default, in whole or in part, if following 30 days written notice to the Contractor, the Contractor has continued to:

  - a. Fail to meet or maintain any requirements for Contracting with the District;
  - b. Fail to ensure the health or safety of students and the community in services provided under this Contract;
  - c. Fail to perform under, or otherwise breached, any term or condition of this Contract; and/or
  - d. Violate any applicable law or regulation.

In such event, the Contractor shall be liable for damages as authorized by law including, but not limited to, any cost difference between the original Contract and the replacement Contract, e.g., cost of the competitive bidding, mailing, advertising and staff time; provided that if (i) it is determined for any reason the Contractor was not in default, or (ii) the Contractor's failure to perform is without Contractor's control, fault or negligence, then the termination shall be deemed a "Termination for Convenience."

If either Party refuses or fails to perform services as specified in this Agreement, or any separable part thereof the other Party may, without prejudice to any other right or remedy, serve written notification upon it of intention to terminate and, unless within

thirty (30) days after service of such written notice of the condition or violation the party in breach shall cease and make satisfactory arrangements for the correction thereof, the Agreement shall, upon the expiration of the thirty (30) days, cease and terminate.

- 34. Termination Due to Funding Limitations.** District shall have the right to terminate the Agreement at the end of any contract year if it has been denied adequate funding for the provision of school bus services. This would include an educational programs levy loss. In the event District is denied adequate funding for the provision of school bus services, District shall immediately notify Contractor in writing. In the even funding is restored, Contractor shall have the right of first refusal to resume providing services to District in accordance with the Agreement.
- 35. Termination Procedure.** Upon termination of this Contract, the District's Superintendent or Chief of Finance and Operations, in addition to other rights provided in this Contract, may require the Contractor to deliver to the District any property, including, but not limited to records, specifically produced or acquired for the performance of such part of this agreement as has been terminated. The provisions of the "Treatment of Assets" clause shall apply in such property transfer.

The District shall pay to the Contractor the agreed upon price, if separately stated, for completed work and services accepted by the District and the amount agreed upon for (a) completed work and services for which no separate price is stated, (b) partially completed work and services, (c) other property or services which are accepted by the District, and (d) the protection and preservation of the property, unless the termination is for default, in which case the District shall determine the extent of the liability. Failure to agree with such determination shall be a dispute within the meaning of the "Disputes" clause for this Contract. The District may withhold from any amounts due to the Contractor such sum as the District's Superintendent or Chief of Finance and Operations determines necessary to protect the District against potential loss or liability.

The rights and remedies of the District provided in this section shall not be exclusive and are in addition to any other rights and remedies provided by law under this Contract.

After receipt of a notice of termination, and except as otherwise directed by the District, the Contractor shall:

- a. Stop work under this Contract on the date and to the extent specified, in the notice;
- b. Place no further orders or subcontracts for materials, services or facilities except as may be necessary for completion of such portion of the work under the Contract that is not terminated;
- c. Assign to the District, in the manner, at the times, and to the extent directed by the District, all rights, title, and interest of the Contractor under the orders and

subcontracts in which case the District has the right, at its discretion, to settle or pay any or all claims arising out of the termination of such orders and subcontracts;

- d. Settle all outstanding liabilities and all claims arising out of such termination of orders and subcontracts, with the approval or ratification of the District to the extent the District may require, which approval or ratification shall be final for all the purpose of this clause;
- e. Complete performance on such part of the work not terminated by the District; and
- f. Take such action as may be necessary, or as the District may direct, for the protection and preservation of the property related to this Contract that is in the possession of the Contractor and in which the District has or may acquire an interest.

**36. Treatment of Assets.** Except as otherwise provided for in the Contract, the ownership and title to all real property and all personal property purchased by the Contractor in the course of performing this Contract with moneys paid by the District shall vest in the District, except for supplies consumed in performing this Contract. The Contractor shall surrender property and title to the District without charge prior to settlement upon completion, termination, or cancellation of this agreement. Any property of the District furnished to the Contractor shall, unless otherwise provided herein or approved by the District, be used only for the performance of the Contract. The Contractor shall be responsible for any loss or damage to property of the District which results from the negligence of the Contractor or the failure on the part of the Contractor to maintain and administer that property in accordance with sound management practices.

If any property is lost, destroyed, or damaged, the Contractor shall notify the District and take all reasonable steps to protect the property from further damage. All reference to the Contractor under this clause shall include Contractor's employees, agents, and subcontractors.

**37. Waiver.** Any express waiver or failure to exercise promptly any right under this Contract will not create a continuing waiver of enforcement of any other terms or conditions of the Contract.

**38. Acquisition of Buses:** Should the cancellation or termination of this agreement become necessary because of the default of the Contractor in the performance of the services under the contract with the District, the District will provide or furnish transportation services itself or by other contractors, and the District will require buses, real property, and other facilities and property for student transportation.

- a. Upon cancellation, termination, or expiration of this agreement, on thirty days written notice, District may buy or lease from Contractor, and Contractor agrees to sell or lease to District, the fleet of regular buses and spare buses that are then being used. The price for said buses shall be determined by appraisal of the actual cash value



without any assignment of any value for a "going concern or group lot." The choice from among the various methods, as set forth below, by which District may acquire or lease said buses, will be determined at the sole discretion of both the District and the contractor:

- i. Outright purchase of any or all of the buses, and
  - ii. Purchase the fleet of buses that are being then used on a conditional contract over a period of three to five years.
  - iii. Lease the fleet of buses that are then being used over a period or periods of up to five years; said periods to be at the sole discretion of District.
- b. In the event the District exercises the option to purchase or lease the fleet of Contractor's buses that are then being used, the actual cash value at date of notification shall be used for valuation purposes and shall be determined by appraisal using three appraisers, one to be selected and paid by District, one to be selected and paid by Contractor, and the third selected by the two said appraisers with the payment for the third appraiser to be equally shared by the Contractor and the District.

The value of each vehicle shall be established by majority vote of the three appraisers. The appraisers shall determine lease payments on any lease using said value. The District may reject the appraisers' report as to the lease or purchase price within 15 days of receipt and such rejection shall work to forfeit District's right to lease or purchase.

- c. It is further understood and agreed that any interest rates payable by the District under these provisions shall not exceed the existing statutory limit, or two points over the existing prime rate, whichever is less.

- 39. Payments.** The District shall not make payments in advance or in anticipation of services or supplies to be provided under this Contract. All payments to the Contractor are conditioned upon (1) Contractor's submission of a properly executed and supported voucher for payment, including such supporting documentation of performance and supporting documentation of costs incurred or paid, or both as is otherwise provided for in the body of this Contract, and (2) acceptance and certification by the District's Superintendent or Chief of Finance and Operations of satisfactory performance by the Contractor.

Except as otherwise provided in this Contract, (1) all acceptable vouchers for payment due to the Contractor shall be paid within thirty (30) calendar days of their submission by the Contractor, and (2) all expenses necessary to the Contractor's performance of this Contract shall be borne in full by the Contractor.

Payment for such services will be made in warrant, ACH, or wire transfer with a reasonable time of receipt of invoice, not to exceed thirty (30) calendar days. .

In the event sums due and payable are not received within thirty (30) calendar days, a late charge of 1.5% per month or the maximum percentage allowed by law, whichever is less, of the outstanding balance will be assessed upon the account.

In the event such sums are not received with sixty (60) days, services may be discontinued until such time as Contractor has received all sum due.

The monthly home to school invoice will be itemized to include a proration of the Contractor's startup costs related to the initial transition to contracted services. The proration of startup costs are included in the monthly billing and are not additional costs.

**40. Savings Clause.** The Contractor and District agree that, in the event any provisions specified herein are finally held or determined to be illegal or void as being in contravention of any applicable law, the remainder of the agreement shall remain in full force and effect.

**41. Student Count Verification.** At the sole discretion of the District, ridership counts can be required up to three times per school year at no additional charge to the District. The District will determine format and times for the counts. This is in addition to the ridership count required by the State for funding purposes.

Student count verification is a count taken by the bus driver over a period of 5 days showing: (1) location of stops, (2) number of students at each stop, (3) by school (individual run), (4) time (optional \*), and (5) student's names (optional \*), (6) student's grade (optional \*). \* Options are at District's discretion.

**42. Inspection of Records.** In addition to any other right to access Contractor's records under this Contract, the District has the right to inspect and audit the Contractor's records upon ten days' notice to verify the accuracy of the information and data used to compile and calculate billings.

**43. Disclosure.** By submission of a proposal, each Contractor and its employees certify under penalty of perjury, that to the best of his/her/their knowledge and belief, the prices in this proposal have been arrived at independently without collusion, consultation, communication, or agreement with any other Contractor or competitor. Further, the prices which have been stated in this proposal have not and will not be knowingly disclosed by the Contractor prior to opening, directly or indirectly, to any other Contractor or competitor.

**44. Registration with Department of Revenue.** The Contractor shall complete registration with the Washington State Department of Revenue, Olympia, WA, 98504, and be responsible for payment of all taxes due on payments made under the resulting contract.

45. **Annual Performance Review.** The District's Superintendent or Chief of Finance and Operations shall review the Contractor's performance during each school year annually in July of each year of the contract. Any unsatisfactory results, whether costs or service, shall be corrected by the Contractor within thirty (30) days written notice of unsatisfactory performance. Failure by the Contractor to correct the unsatisfactory performance shall result in termination of the contract for default under Section F, 36 of this document.
46. **Force Majeure.** It is agreed by the parties that in the event the Contractor is unable to provide transportation services as herein specified because of acts of God, fire, riot, war, civil commotion, or unforeseeable loss or shortage of transportation facilities by the government the Contractor shall be excused from performance hereunder; *provided*, that while labor strikes that prevent the Contractor from performing its obligations under this Agreement do not constitute force majeure events, the District agrees that the Contractor's inability to perform its obligations under this Agreement shall not be grounds for liquidated damages, unless such strike, labor dispute or work stoppage exceeds 10 school days, provided that no liquidated damages shall be assessed for a period exceeding ten (10) school days or for an amount exceeding \$10,000.

The parties to the resulting contract shall be excused from performance hereunder during the time and to the extent that they are prevented from obtaining or performing the service by act of God, fire, riot, war, civil commotion, or unforeseeable loss or shortage of transportation facilities by the government, when satisfactory evidence thereof is presented to the other party, provided that it is satisfactorily established that the nonperformance is not due to the fault or neglect of the party not performing.

If any property is lost, destroyed, or damaged, the Contractor shall notify the District's Superintendent and take all reasonable steps to protect the property from further damage. All reference to the Contractor under this clause shall include Contractor's employees, agents, and subcontractors.

## STUDENT TRANSPORTATION SPECIFICATIONS

1. **Scope:** The term of this proposal and resulting contract shall be for four years, with one additional year extension at the option of the district, per the specification herein. The contract as a result of the proposal shall be effective August 1, 2023. The District makes no representation as to the size or scope of its transportation needs beyond the 2022-2023 school year; there will be no penalties assessed against the District in connection with increases or decreases in the numbers of buses or routes used year to year. At the Contractor's or District's request, rates shall be reassessed during March of each succeeding year.

The Contractor shall during the period hereinafter set forth, provide, maintain, and lease to the District the required number of school buses with drivers to transport conveniently, safely, and legally all students and other persons designated by the District to be served under the provisions of this proposal. Further, the Contractor shall, during the period set forth herein, provide all equipment, apparatus, personnel, and materials necessary to the performance of this proposal or the resulting contract. Such transportation shall be provided for each and every day that school is convened, to include year round school, if necessary, after school activity and extended day activities when directed by the District and in accordance with bus routes and schedules prepared cooperatively by the Contractor and the District, with final approval by the District. The Contractor is responsible for building the routes and is responsible for utilizing computerized routing software based on information provided by the District. All routing is subject to approval by the District. The District reserves the right to revise or change any and all bus routes and the number of buses required thereunder to best suit its needs at any time before or during the school year. Contractor owned video systems and GPS systems are to be installed on buses used in support of the contract. The District will use the video and GPS information to monitor safety and performance, as well as for monitoring student behavior. The Contractor shall, during the period of the contract, provide transportation for students or other authorized personnel as may be required by the District on field trips, excursions, athletic activities, or any other purpose designated by the District. In furnishing Student Transportation Services, the Contractor agrees to comply with and observe all of the provisions of the State of Washington Motor Vehicle Code and all other applicable federal, state, and local laws, rules, and regulations including to but not limited to those prescribed by the State of Washington, the Superintendent of Public Instruction, and any other governmental entity, and the Board of Directors of the District. The Contractor awarded the contract will have direct contact and take direction from District's Superintendent or Chief of Finance and Operations.

2. **Personnel:** Operational personnel are defined as those individuals directly involved in the control, supervision, and investigation of daily bus operations and procedures. The extent and regional coverage of the District's transportation needs requires certain personnel availability to assure the safety and success of these functions. The District intends to review personnel position types and numbers with the Contractor recommended for

award of a contract and arrive at a negotiated decision on personnel that will be incorporated into the final contract document.

- a. District Approval of Contractor's Primary Contract Manager: It is the District's desire that the selected Contractor hire the best qualified person who has the requisite personnel and customer service skills needed to successfully manage the services provided to the District. The District will interview the Contractor's proposed candidate for Manager of Student Transportation Services for the resulting contract. The District reserves the right to approve or disapprove the Contractor's candidate. In the event the District does not approve of the proposed candidate, the Contractor will be required to submit additional candidates for interview until an acceptable candidate is identified.
- b. The DISTRICT requires that at least two (2) people staff the office, to include at a minimum the Branch Manager, and the Dispatcher. CONTRACTOR must ensure that personnel receive training on software programs key to bus garage operations, and Washington State laws, regulations and reporting requirements, and are competent within the conditions set forth by this agreement. At least one competent employee will be on hand in the transportation office to ensure route requirements are met and to coordinate operations and to handle two way communications with bus fleet during the period from the beginning of the first regularly scheduled route each school day and the end of the last daily route.

The Branch manager of local operations will be available to make a recommendation as to the feasibility of transporting children at least three hours prior to scheduled routes during inclement days and to implement the chaining of buses as needed.

- c. Contractor Monitors: Occasionally the District will request a monitor to ride a school bus for student or route related issues. If requested by the District, the Contractor is to hire persons coming in contact with students that are of stable personality and of the highest moral character. The District places upon the Contractor full responsibility to ensure such qualities in those persons. The Contractor will use the background check procedures of the Washington State Patrol and screened through a national FBI fingerprint check in accordance with RCW 28A.400.303. (Fingerprinting will be provided by the District and the contractor will reimburse the District for the cost of fingerprinting as a deduction from the amount billed for services.) If a monitor is requested, the District will pay 60 percent of the awarded excess rate per hour per monitor.
- d. District Monitors: The Contractor will also allow District employees to ride the buses if circumstance require additional needed resources in order to ensure student safety or for other reasons determined at the District's discretion.

### **3. Safety Training:**

- a. The Contractor shall develop and maintain a Safety Training Program. All curriculum materials for the Safety Training Program and action plans will be submitted to the District for approval by June 1, 2023, and Contractor will incorporate all reasonable revisions or additions required by the District.
- b. Contractor's school buses shall be operated only by qualified trained and competent persons holding valid State school bus driver certification. Contractor shall provide bus drivers' training supervised by State Certified driver trainer(s) by August 15<sup>th</sup> prior to the start of each school year. Driver trainer(s) shall participate in State conducted training workshops to be held prior to school opening and during the school year at no expense to the District.
- c. Contractor will provide additional training using curriculum materials specified or approved by the District to all drivers operating a Special Education bus route.
- d. Contractor will provide training to all drivers by October 15<sup>th</sup> of each year for driving during inclement weather conditions. Curriculum for such training shall be subject to District review and approval.
- e. A rehearsal day (Dry Run Day) will be conducted prior to the opening of school (the exact date to be announced by the District). All routes will be operated as though it were the first day of school. Dry run includes all morning, midday, and afternoon routes at no charge to the District.
- f. Sign in sheets of drivers who attend safety meetings, together with the agenda of matters covered, shall be submitted to the District by the Contractor within ten days after each meeting, which may be scheduled at the discretion and expense of the Contractor. The District may require certain topics to be discussed or require specific training for bus drivers as needed. The Contractor is responsible for obtaining competent and appropriate trainers at no charge to the District.
- g. Driver trainers shall ride with every driver at least once each year to evaluate driving practices with respect to safety, mechanical operation, and conformance with applicable laws, rules and regulations and adherence to specified route schedules and methods of student management and render a written evaluation to the District of each performance on a Contractor provided form developed and preapproved by the District specifically for this purpose. In addition, the District may, at any time, have a representative ride with any driver of the Contractor for the purpose of observation to assure compliance with the terms and conditions of this agreement.
- h. The Contractor shall provide necessary staff/driver personnel and equipment to conduct student emergency evacuation drills at times specified by the District as required by law.

- i. The Contractor has responsibility for student management during the bus route. The driver shall adhere to published District criteria for student management in dealing with student behavior in or about the bus. The District will provide to the Contractor "Student Incident Report" forms for drivers to complete when necessary. Drivers may not remove a student from a school bus. Should unmanageable student behavior occur during a route, the driver shall pull off the road and try to control the situation. Every effort should be made to take the student to his or her stop. If necessary, driver shall call dispatch for assistance from a field supervisor, and/or authorization to proceed to nearest school for assistance by a building administrator.
- j. The Contractor has the responsibility to positively communicate with students, staff, and the public. Bus drivers and Contractor personnel are to provide good customer service at all times. Customers may be students, parents, school staff, or citizens. The District expects Contractor employees to treat all customers politely, respectfully, and responsively. Bus drivers should strive at all times to be pleasant, courteous and cooperative with students, parents, school staff and the public. The bus driver is expected to positively communicate with students, staff, and parents and to work as team with the school staff. Failure to do so may result in liquidated damages.
- k. Training for Bus Drivers in Student Management: The District will provide trainers in the area of student management. Student management courses will be available and taught by District personnel. The Contractor is to pay all drivers' wages for such training classes attended by bus drivers. Every driver will be expected to take a student management class for a minimum of three hours each year. The District and Contractor will mutually develop a plan to insure that all drivers are trained in the areas of student management and customer service.
- l. Evidence of non-compliance with the safety requirements necessary to lawfully perform services stipulated by the District may result in liquidated damages or termination of the resulting contract at the option of the District.
- m. Bus inspection at completion of a Route. All drivers shall be instructed to complete a physical walk-through of the bus after each route is completed. This inspection is to determine if any students are still on board. The Contractor, after consultation with the District to determine that a bus driver did not fulfill his/her responsibility, will take appropriate action.

#### **4. Driver Requirements:**

- a. The District places upon the Contractor full responsibility for student transportation as a specialized function, the essence of which is for students to be transported regularly, promptly, safely and without interruption or incident, and that the interests of the students take precedence over the interests of the Contractor, the Contractor's drivers and other personnel. It shall be the primary obligation of the Contractor to conduct its activities so that students will be assured of continuous, reliable service. It is required that for the protection of students, drivers, and all other persons coming in contact with the students must be stable personality and sound moral character. Drivers and all other persons coming in contact with students must be able to communicate effectively orally and in writing. The District places upon the Contractor full responsibility for assuring such qualities in its personnel. The Contractor shall not allow any person to drive a school bus whose moral character is not of the highest level, or whose conduct might in any way expose any child to any impropriety of word or conduct whatsoever nor shall the Contractor allow any person to drive a school bus who is not in a condition of mental and emotional stability.

Pursuant to RCW 28A.400.330, the Contractor shall prohibit any employee of the Contractor from working at a public school or on a school bus who has contact with children at school or on the bus during the course of his or her employment and who has pled guilty to or been convicted of any felony crime involving the physical neglect of a child under Chapter 9A.42 RCW, the physical injury or death of child under Chapter 9A.32 or 9A.36 RCW (except motor vehicle violations under Chapter 46.61 RCW), sexual exploitation of a child under Chapter 9.68A RCW, sexual offenses under Chapter 9A.44 RCW where a minor is the victim, promoting prostitution of a minor under Chapter 9A.88 RCW, the sale or purchase of a minor child under RCW 9A.64.030, or violation of similar laws of another jurisdiction. Failure to comply with this section shall be grounds for the District to immediately terminate the proposal.

The Contractor shall utilize for all drivers at the time of hire the background check procedures of the Washington State Patrol and be screened through a national FBI check. Fingerprinting will be used, with a complete Washington State Identification Fingerprint Card, to ensure positive identification and is the responsibility of the Contractor. Contractor shall utilize any other background check or criminal history information authorized by existing law or any amendments thereto. Finger printing results will be forwarded to Human Resources Administrator.

- b. The Contractor will conduct drug testing of all new hires. Random, reasonable suspicion and post-accident drug, and alcohol testing will also be conducted by the Contractor. The Contractor's drug testing program shall comply with Federal Highway Administration Drug and Alcohol testing requirements.
- c. All drivers will be required to wear identification badges, which include their picture and name. ID badges will be the responsibility of the Contractor.



- d. School bus drivers are responsible to be appropriately attired and dressed cleanly, neatly, and professionally.
- e. Drivers employed by the Contractor shall satisfy all requirements for school bus licensing and certification and any other requirements of the State Superintendent of Public Instruction and District policies and regulations.
- f. The Contractor shall use its best efforts to hire school bus drivers and other personnel with previous school bus driving or school transportation experience or having good aptitude for training.
- g. Contractor shall provide a regularly assigned driver to each route. A regular driver, for the purpose of this proposal and resulting contract, shall be a driver assigned to a specific route(s). The District may negotiate exceptions with the successful contractor. The Contractor should make every effort to route buses for both morning and afternoon routes utilizing the same driver.
- h. The District retains the right to require a driver to be transferred between routes or removed from all District service or all work under a resulting contract whenever the best interests of the District, driver, or students may be served as determined by the District's Superintendent or Chief of Finance and Operations.

Any request to remove an employee from services under the Agreement shall be in writing, with the reason stated forth therein, and shall not be in violation of any federal, state or local law.

- i. Persons who may be employed as substitute or standby drivers shall fully comply with all requirements pertaining to regular drivers. Substitute drivers include "cover", "on-call", "standby" and those drivers not assigned regular routes but drive as back-up when needed. Drivers from out of state will not be permitted to drive without District and State approval.
- j. The District may, in writing, waive all or a portion of the requirements when the District, in its sole discretion, determines that there is a valid intervening reason why the requirements cannot reasonably and feasibly be met.
- k. In the event the current Contractor is not awarded the resulting contract, the new Contractor will give first hiring preferences to existing employees.
- l. The Contractor shall at all times have assigned to its facilities a designated on-site manager who shall have the authority to act on behalf of the Contractor. An organizational chart, identifying the duties and responsibilities of sufficient numbers of personnel employed to effectively implement and operate the Transportation program shall be submitted at the time of the proposal.

- m. The responsibility to determine which persons are to be hired and discharged rests entirely upon Contractor. The Contractor shall not enter into any agreement or arrangement with any employee, person, group, or organization, which will interfere with Contractor's ability to comply with the personnel requirements required by this Contract. The District's Superintendent or Chief of Finance and Operations may, by written order to the Contractor cause the Contractor to remove from any or all jobs under the contract awarded any person who is deemed not appropriate in personality, character, or temperament to operate a school bus or perform other services affecting children and school bus operations.
- n. A regular driver assigned minimizes operational and student management problems. The Contractor shall provide a regularly assigned driver to each route. Assignments shall not be an operational and/or office staff person. Drivers may be transferred between routes whenever the best interests of the District, driver or students may be served. The District may request that appropriate action be taken regarding driver assignments in the event of legitimate concerns for services under the contract resulting from this proposal. Determination of appropriate action, however, rests with the Contractor who shall be obligated to deal responsibly and responsively to such District requests. Whenever a change of driver occurs on a route, for whatever reason, the new driver will conduct a dry run of that route prior to commencement of transporting students at no cost to the District.
- o. All drivers and all other personnel necessary to perform the responsibilities under this proposal and contract award must be hired and trained by August 15, 2018.

## **5. Equipment and Facilities:**

The Contractor must provide a location for bus storage and maintenance.

The Contractor may make proposals to the District to store buses on school district property. If the District and Contractor agree to a location to store buses on school district property, any facility lease entered into between the Contractor and District shall be conterminous with the underlying agreement for provision of services and the District will provide insurance for fire, theft, collision, and other loss to District owned property. School bus maintenance may not occur on school district property except as expressly approved by the Chief of Finance and Operations of the District.

- a. Buses to be used which are not owned by the District must:
  - i. Meet school bus minimum specifications approved by the Washington State Superintendent of Public Instruction. The total number of buses by size will be as specified on Attachment E. All equipment shall be maintained in good appearance, mechanical and operating order at all times, so as to successfully pass required bus inspections.

- ii. Average no more than five years old nor be more than ten years old during any period of the resulting contract; except buses used expressly for standby services shall be no older than thirteen years old at any time during the contract period. Age shall be determined by the date manufactured. All buses must meet all applicable Federal Motor Vehicle Safety Standards. In no event may any bus be used at any time or for any purpose that does not qualify for Washington State Superintendent of Public Instruction Depreciation Allocation.
- iii. The Contractor will maintain District owned student transportation equipment on the same schedule and in the same manner as Contractor owned equipment. The contractor will repair District owned student transportation equipment which is broken or damaged related to use by the Contractor, whether due to negligence or not, and repair parts and components due to normal wear and tear. The cost of repairs will be split equally between the contractor and the district.
- e. Video cameras and GPS on buses: The Contractor will provide digital video cameras and a real time GPS tracking system for buses designated to be routinely used in support of District operations.
- f. The successful Contractor will be required to provide to the District a monthly report on the routine user maintenance of cameras and GPS and ensure that they are always in working order.
- g. Fuel:
  - i. It is agreed that the District will provide fuel to the Contractor, at District expense, to be used by the Contractor for all District services as described in this document. Accordingly, the Contractor's price schedules included in this agreement do not include any charge for fuel. Said fuel will remain the property of the District. Contractor will provide its own fuel for non-district purposes. If District fuel is used, the Contractor will provide accurate records of such and reimbursement shall consist of a credit to the current monthly invoice. The credit will be determined for each bus by dividing the cumulative odometer reading related to non-District use for the month by that specific bus's miles per gallon. Contractor further agrees that any Federal Excise tax or penalties due on fuel used for non-District purposes will be the sole responsibility of the Contractor.
  - ii. Diesel Solutions: The District is committed in its efforts to reduce toxic air from school buses. During the contract period, the Contractor shall work cooperatively with the District and the Puget Sound Clean Air Agency in:

Reducing bus idling:

- 1. Using retrofitting devices
- 2. Prohibiting idling in excess of three (3) minutes.

If grant money is available for such purposes, the Contractor will be expected to participate in any retrofitting and use low sulfur fuel. The District will not incur any additional costs due to the Contractor participating in any Puget Sound Air Toxins Programs.

- iii. The District is committed to reducing carbon emissions and making progress towards electrification of student transportation operations. During the contract period, the Contractor will work cooperatively with the District to seek opportunities to introduce electric school buses into the fleet operations. The District and the Contractor agree to discuss how the parties will share in any additional costs for equipment incurred as a part of this effort.
- h. Schedule: All buses on the state depreciation schedule should be exclusively used for District purposes and available for use at any time during the contract period. The Student Transportation Service provided under the contract award, being in compliance with the Rules and Regulations of the Superintendent of Public Instruction, entitles the District to receive state transportation funds. All buses operated under a resulting contract shall be subject to WAC 392-142, Replacement and Depreciation Allocation. Therefore, the Contractor shall complete Attachment E of this proposal specifying the make, model, manufacture date, and the rated passenger capacity, miles and type of each bus, including standby buses, used in the performance of a contract award.

The Contractor shall:

- i. Maintain a minimum of 20% spare bus inventory for the period of the resulting contract. A spare bus is defined as a standby vehicle available for replacement of a regular, sports, extra-curricular, or field trip service bus because of breakdown, maintenance, emergency, etc.
- ii. Operate at all times under the District contract with authorized State of Washington School Bus Operational Permit, Washington vehicle registration and licensing which shall be in the name of the District, and safety inspection decal affixed by the Washington State Patrol. Any changes to the fleet designated in this proposal must be approved by the District and reported to the State Superintendent of Public Instruction by the Contractor immediately. All Washington tax-exempt school bus license plates must be removed any time a privately owned school bus is used for any purpose other than service to the District. Any time a privately owned school bus is used for any purpose other than service to the District, it must display a trip permit on the front window, if exempt plates are displayed.
- iii. The successful Contractor will be required to provide a cleaning and repair schedule to ensure that buses are kept clean and free of body damage, including minor

dents, paint scrapes, and seat repairs of a cosmetic nature. Exterior must be cleaned monthly to retain a fresh, clean appearance. Back windows are to be clean and maintained for visibility at all times.

- iv. Have the buses inspected once during the school year and once during the summer months by the Washington State Patrol in accordance with State regulations. At any time during the contract period, the District reserves the right to inspect any and all buses, the facilities for maintaining the buses, and the operational procedures utilized by the Contractor.
- v. Have vehicle equipment installed or modified as required by a change in law, rule, or regulation of the State or Federal Government. The Contractor must provide seatbelts/harnesses as requested by the District, as needed at no charge to the District.

Notwithstanding any contrary statements in this Agreement or in any documents incorporated herein by reference, in the event of any amendment adopted subsequent to the execution of this Agreement to any federal, state, local or other government body's statutes, laws, rules, or regulation impact Contractor's method and/or in connection with the provisions of services hereunder (e.g., changes in healthcare or other benefits requirements, changes in equipment requirements, changes in services requirements, changes in unemployment insurance benefit requirements, etc.), or in the event there are other material changes in the requirements of the District (such as major enrollment changes or additions of special needs or physically handicapped children, which require added transportation equipment), and the impact of such changes materially impacts the methods and/or costs of the Contractor in connection with providing the Bus Services hereunder during the term of the Agreement, Contractor, upon written notice to District, may request a renegotiation of the Agreement which shall be conducted in good faith. Such renegotiations may include, without limitations, changes in rates, term, payment schedules, levels of service, and types or number of vehicles to be used. Any modification to the Agreement resulting from such renegotiations shall become effective on mutually agreed upon date. If the parties cannot come to an agreement, either party may terminate the Agreement upon 60 days' notice.

- i. The District reserves the right to approve a Contractor's school bus safety inspection and maintenance program. A draft of the Contractor's proposed school bus safety inspection procedures and preventive maintenance program must be provided for District review and analysis by June 1, 2023. Final programs are due to the District by August 1, 2023.

- j. Evidence of non-compliance with regulatory requirements necessary to lawfully perform services stipulated by the District may result in termination of the resulting contract at the option of the District.
- k. Equipment Inventory are the buses to be used in the performance of a resulting contract. No deviations from this list shall be made unless the Contractor receives prior approval from the District. The Contractor shall clearly identify standby buses. The proposal must include the completed inventory in Attachment E. Five of the total fleet buses must be wheelchair accessible for one wheelchair and available for use as needed to appropriately accommodate students.

The Contractor shall provide written lists of presently owned buses or a letter from a manufacture at the time a proposal is submitted and by May 15, in each succeeding year, assuring that the requisite buses will be available for District use at the bus facilities by August 25, 2023. The total number of buses by size will be as specified on the proposal pages. Buses shall meet specifications for school buses as required by the Superintendent of Public Instruction for the State of Washington.

The Contractor will have Global Positioning Service (GPS) and video/audio cameras installed and operational on all buses. GPS data shall be retained for a minimum period of one calendar year. Audio/video information shall be retained for a period of one month. GPS data shall be made available to the District through provision of direct access to the electronic retrieval system. GPS system shall, at a minimum, record location and speed of each bus.

The District will provide two-way UHF radios. The Contractor will be required use and maintain the radios in good working order. Radios, installation and repair shall be at the Contractor's expense. The Contractor's employees are to use said radio equipment for such purposes related to the scope of the resulting contract as the District may direct and under all rules and regulations promulgated by the District and the Federal Communications Commission (FCC).

- l. Service Requirements: The primary purpose of this proposal is to acquire transportation services for students to and from school. Buses will also be utilized for field trips and other school related activities. The buses will be utilized to service the program requirements that the District determines to be in its best interest. During the resulting contract period, the District requirement for Student Transportation Service shall be as follows:
  - i. Students are primarily picked up and dropped off at corners or day-care addresses, except Special Needs students who are picked-up and dropped-off at home. Drivers are provided routes and stop listings indicating time of pick up and/or drop off. The Contractor shall implement and enforce District administrative procedures applicable to this program. The District will specify these procedures in writing prior to the regular to and from start of the school year.

- ii. The District retains the right to determine which students are eligible for transportation between home and school.
- iii. The District and Contractor will establish a written procedure for implementing stop changes. The District retains the right to implement an "emergency change" to be effective immediately. Emergency changes will be at the sole discretion of the District.
- iv. The District may conduct programs, which may require transportation of students between schools or other learning sites during the school day, hereinafter referred to as a shuttle service. The District reserves the right to reduce or discontinue shuttle service upon notice.
- v. Upon request by the District, the Contractor shall provide transportation for students and other persons authorized by the District for field trips, athletic trips, extracurricular trips, or other trips approved and assigned by the District.
- vi. The District reserves the right to cancel any requested extra trip. If notification of trip cancellation is provided one or more hours before the scheduled time to pick up students, no charges will be incurred by the District. If one-hour notice of trip cancellation is not provided, the District will pay a service fee equal to one hour at the excess rate.
- vii. Route time as used for purposes of determining cost will be measured from the time the bus leaves the Contractor's facility destined for the scheduled pickup or delivery of students until the bus returns to the Contractor's facility from the trip. The District will not pay layover time in excess of thirty (30) minutes if the bus is able to return to the bus lot.

Route time does not include fueling, check-in, checkout, inspection, clean up, daily Bus Report (D.B.R.) preparation, or dry runs.

Payment for all layover time must be approved by the District. Layover time is defined as time between runs when a bus cannot be used to transport students because of school schedules.

- viii. The District will pay the Contractor for each route based upon the amount of time needed to complete the route. This amount of time, known as the route norm, shall be established jointly by the Contractor and District by the first week of October of each year. The District reserves the right to vary route norms on a daily basis for each route and adjust each route norm based on student programming needs and changes. If an agreement cannot be reached in establishing a route norm for a particular route, the District has the right to establish the norm for that route. When route times exceed the established norm, such excess shall be explained on the

D.B.R. Excess time charged to the District will be paid at sole discretion of the District. The District's decision regarding route norms will not be arbitrary or capricious. When students are released early due to conferences, day before the holiday, or students are scheduled to arrive late, the District will pay actual route times and route norms will not apply. The Contractor is to clearly document actual route time and submit said time to the District for payment. DBRs are to be submitted daily to the District and cannot be behind more than two days.

This Agreement contemplates a minimum of 180 operating days per school year. If actual number of operating days falls below 180 during any school year, then the parties agree to renegotiate in good faith the rates provided in the pricing requirements if such negotiation is requested by Contractor. If the average daily number of routes, mid-day runs, or after-school runs is changed by five percent (5%) or more after the first year of the contract, then both parties agree to renegotiate in good faith the rates provided in the pricing requirements if such renegotiation is requested by the contractor. If the parties cannot reach an agreement, Contractor may, at its option, continue to operate the Agreement at the original rate or terminate the Agreement upon one hundred eighty (180) calendar days written notice prior to the start of the next school year.

**Park Out** - Drivers are allowed to park buses in the District between routes provided the buses are in an approved location. All drivers must be available to get information from the dispatcher for any emergency.

ix. Computation of Payment for Service.

1. **Regular Student Transportation Service (2 hours minimum call out):** "To and from home" basic transportation is defined as one to three trips from the lot and return to the lot per day. Invoicing shall be based on the route norm.
2. **School Day Regular Student Transportation Service (Excess rate):** All time accrued in excess of the three-hour minimum call out for home to school or field or sports trips will be prorated to the closest five-minute increment as reported on the driver's DBR or route norm. If over three minutes, time shall be rounded to the next highest five-minute interval. If three minutes or under, the time shall be rounded down to the next lower five-minute interval. Time, which is accrued in excess of the Basic Daily Rate of two hours, shall be charged at the hourly rate schedule under Excess Hourly Rate.
3. **Invoices and Payment:** The Contractor shall submit monthly original invoices. The District shall make payment at the rate stated in the Contractor's contract for student transportation service rendered, based on monthly invoices submitted by the Contractor. The invoice shall give a breakdown of the number of routes and the number of hours, the applicable rates stipulated in the contract for such service, and the total amount claimed for such service. Invoices must be accurate. Payment



will not be made on any invoices submitted with errors. Invoices containing errors will be returned to Contractor for correction. Spreadsheets must be included that are clear and concise. Special programs, such as ASA or NCLB, must be billed as directed by the District.

**4. Rate Schedules for Services Ordered by the District or Student Groups:**

- b. On overnight (extended) trips on regular school days, the hourly rate shall be for time the bus is moving or waiting. Hours when the bus is not required; i.e., when released at the end of the day by the District official until the bus is again required the next day, are not to be charged to the District except, that for each full day between the first and last day of the trip, a minimum of eight driving and waiting hours will be paid by the District and that the same amount of layover per diem as stipulated will be paid by the District.
  - c. If any overnight (extended) trip is over both school days and non-school days, the hourly rates for each day will be determined based on the established school day and non-school day rate respectively, including layover per diem.
  - d. Non School Day Excess Rate: The non-school day rate (time and driver layover per diem) shall apply to all special bus trips scheduled on days other than regular school days, i.e., school vacation days, Saturdays, Sundays, and holidays. All time shall be rounded to the closest five-minute increment as reported on the driver's DBR. If over three minutes, time shall be rounded to the next highest five-minute interval. If three minutes or under, the time shall be rounded down to the next lower five-minute interval.
  - e. Holidays: Holidays are stipulated as the Fourth of July, Labor Day, Veterans Day, Thanksgiving Day, Christmas Day, New Year's Day, Martin Luther King's Birthday, Presidents' Birthday, Memorial Day, and Juneteenth or as may be changed by the Washington State Legislature.
5. The District reserves the right at any time to reduce or increase the total number of buses required by reason of changed conditions upon three days written notice.
6. School Calendar Year/Other Days: The number of buses shown in the rate schedule are those estimated to be required on most regular school days for approximately 180 days of school or as otherwise governed by the school calendar published for the ensuing school year. This may include year-round school and Summer school at the sole discretion of the District. "Other" days are those days during the school calendar year when regular school is not in session. On such "other" days, the number of buses and type of service shall be on an as-requested basis. The maximum number of buses will be no greater than the number of buses used for regular school year transportation.

## **6. Operations:**

### **a. Routing / Customer Relations:**

- i. The District shall have final authority to direct the routes, times, and locations of pickup and delivery. The District shall furnish the Contractor with a list of the school days by program for which the transportation service is to be furnished with the understanding that the number and days shall vary depending on the program. A school calendar will be provided to the Contractor. In the event of changes in the school calendar, the District will provide an amended calendar as soon as practical.
- ii. The Contractor shall propose bus routes to the District's Superintendent or Chief of Finance and Operations who will have final authority over establishment of said routes. The Contractor shall implement bus routes approved by the District's Superintendent or Chief of Finance and Operations. The Contractor is responsible for having the knowledge for routing buses using computerized software.
- iii. Buses will be scheduled to deliver students to all schools not more than twenty-five and not less than ten minutes prior to the start of class sessions or as requested by the District. In no case will a student be in transit in excess of 60 minutes, except upon approval of the District. The District will provide a schedule of class sessions for each school program to the Contractor by August 15 of each year. Individual school program start and close times are subject to modification hereafter at the sole discretion of the District. Except in emergencies, the Contractor will be given three work days' notice of such modification.
- iv. Student transportation requirements may vary throughout the school year, resulting in adding or deleting buses; and combining or splitting routes at the sole discretion of the District. The Contractor will be given three work days' notice.
- v. The Contractor shall provide sufficient telephone service so that callers will not receive a busy signal and will be provided periodic updates on when their calls will be answered. The Contractor will provide good customer service, treat customers politely, be accommodating, and return phone calls and e-mail to schools/parents within twenty-four hours. All management and field supervisors are to use cell phones and be available while buses are on the road. The Contractor shall provide to the District an after-hour cell number and person to respond immediately. The Contractor shall have call stacking, email and fax machines on site in the Steilacoom Historical School District No.1. The Contractor shall respond to written concern reports from the District within 24 hours of receipt. The Contractor shall provide and submit to the District

accurate and complete information. In emergency cases, the Contractor will be asked to respond immediately to concern reports.

- vi. The District and the Contractor shall monitor all routes and student loads assigned to each bus, and shall adjust routes, and loads as directed by the District. The Contractor shall insure that routes are efficient and stops with no students are communicated to the District immediately. The District is a public agency and is committed to preservation of resources for the education of students. The Contractor shall propose an *efficiency incentive program* whereby efficiencies in transportation that result in fuel savings while providing diminutive changes in service to students shall be proposed to the District. As part of the program, the District shall rebate 50% of fuel savings from efficiencies proposed and implemented with District consent to the contractor from the implementation date until June 30.
- vii. The Contractor shall operate during inclement weather conditions unless routes are canceled by the District. The Contractor shall, in a timely manner, provide for appropriate equipment (chains and snow tires) and trained personnel, and shall implement District defined routes as necessary to operate under such conditions. The District shall not be obligated to accept or pay for service herein agreed to be furnished by the Contractor on those days that, by direction of the District's Superintendent or his/her Designated Representative, any District school(s) or programs closed for the health or safety of the students or for any other lawful reason, and such closure reduces in part or whole the normal transportation service. The Contractor will be required to assist in checking road conditions as directed by the District during inclement weather at no additional cost to the District. The District agrees to notify the Contractor as soon as possible (but not later than 5:30 AM) on such days of school closures. The District further agrees to notify the Contractor as soon as possible (but not less than one hour prior) of canceled special bus trips. If the District fails to give the Contractor adequate notification of school closure and/or canceled special trips, the District shall pay the Contractor, the driver(s) actual time or minimum call out time, whichever is less. The Contractor must provide documentation to support payment.
- viii. The bus driver shall not permit anyone to be on the bus unless authorized to be on the bus by the District. Persons not assigned to ride on buses may be permitted to ride the Contractor's buses if previously authorized by the District. These passengers shall be approved on a case-by-case basis and the District Transportation Office will coordinate advance approval and notice prior to such use of the Contractor's buses.
- ix. The District reserves the right to request either the detainment of the bus and driver at the activity site, or to release bus and driver for return at a specified time, whichever is the least cost to the District.

- x. If the Contractor fails or refuses to furnish services specified in the resulting contract, after requested by the District in writing, the District may charter that service in the open market at the Contractor's total expense.
- xi. The District and Contractor are committed to a "smoke/tobacco free" workplace. This commitment is for the benefit of Contractor employees and due to the need to model healthy living to the students served. Use of cigarettes or tobacco products are prohibited on school property or within line of sight of school district property. Drivers are prohibited from tobacco use during work time or layover times. Contractor shall provide smoking cessation services to all employees at no cost to the employee.
- xii. The transportation site shall be staffed with a full-time site manager who shall be the District's direct point of contact with the Contractor. In addition, a full-time dispatcher shall be employed by the Contractor to facilitate parent communication, routing, and communication between/amongst drivers, schools, and base.

b. Report Requirements:

- i. The Contractor shall provide the school and Chief of Finance and Operations within four working hours student incident reports of lost students, behavioral, disciplinary, or health problems which arise during bus trips that may jeopardize the of safety of others. The Contractor must immediately report to the District any student not accounted for that was originally on a school bus. The Contractor will make every effort in cooperation with the District to locate the child.

The Contractor shall provide the Chief of Finance and Operations an updated student management plan by August 15 of each year that describes the Contractor's program for maintaining appropriate behaviors on the school buses and address potential incidents identified in the prior school year.

- ii. The Contractor shall notify the Washington State Patrol – Commercial Vehicle Division and the District immediately by telephone of any vehicle accident or injury, in accordance with District policies and procedures. The Contractor shall forward within twenty-four hours of each accident where injury is sustained a written report describing all details of such accident. All other accident reports shall be submitted within forty-eight hours of each accident and filed according to State law and regulations.
- iii. Pursuant to State of Washington requirements, the Contractor shall maintain for the District Transportation Office a "Daily Bus Report" (DBR) each day for

each bus operated under the resulting contract. This report shall include the following:

1. Driver completing the route.
  2. Drivers complete pre-trip safety check in accordance with the State of Washington School Bus Driver's Handbook. This requirement may be waived at the discretion of the District if pre-trip safety check information is kept on file and available when requested.
  3. Total miles traveled, time in route, layover time, and number of students transported daily to and from high school, middle school, elementary school, and individual programs as separate groups.
  4. Total miles, time, and student count for other trips ordered by the District.
  5. Such other related student information that may be required by the State of Washington, such as the Superintendent of Public Instruction, or the District.
  6. Daily Bus Reports shall be sent to the District daily in route number sequence. The District may request a copy of a DBR to be furnished at any time.
- iv. The Contractor shall provide Bus Driver Information Reports to the Superintendent or designee prior to the start of school and as required by the District. The report shall contain information such as, but not limited to, driver's name, date of birth, date of license issuance and expiration, state bus number and contractor bus number to which assigned, and dates and types of training.
  - v. The Contractor shall notify the District and school(s) of all route service delays by telephone or fax immediately for any delays in excess of 10 or more minutes. A daily written log of delays and the reasons for the delays shall be submitted to the District's Superintendent or Chief of Finance and Operations each week.
  - vi. It shall be the responsibility of the Contractor to prepare for the District any and all reports required by the State pertaining to student transportation. All information must be clear and accurate. Failure to comply may result in liquidated damages and the recovery from the Contractor of any state funds that are lost.
- c. Route Information: Refer to Attachment A.
- d. District Transportation Policy: refer to Attachment B.

## **7. Additional Requirements:**

- a. **Legal Compliance:** In performance of the contract awarded, the Contractor shall comply in every respect with all codes, statutes, laws and regulations of the United States, the Town of Steilacoom and City of DuPont, Pierce County, and the State of Washington, and any other applicable governmental entities for the protection of health and safety of the children being transported.
- b. **OSHA/WISHA:** The Contractor agrees to comply with conditions the provisions of the Federal Occupational Safety and Health Act of 1970 (OSHA) and the Washington Industrial Safety and Health Act of 1970 (WISHA), and the standards and regulations issued thereunder, and certifies that all items furnished and purchased under the resulting contract will conform to and comply with said standards and regulations. Contractor further agrees to indemnify and hold harmless the District from all damages assessed against the District as a result of Contractor's failure to comply with the Acts and the standards thereunder.
- c. A certified check or proposal bond payable to the Steilacoom Historical School District No. 1 in the amount of \$50,000 shall accompany each proposal. The checks or proposal bonds of the three lowest Contractors will be retained until the successful Contractor has entered into contract and furnished a performance bond. Should the successful Contractor fail to enter into a contract and furnish a performance bond within ten days after acceptance of the proposal, the certified check or proposal bond shall be forfeited as liquidated damages.
- d. **Performance Bond:** The successful Contractor will be required to furnish a 1 year renewable performance bond issued by a surety company acceptable to the District in the full amount of the proposal and resulting contract amount plus sales tax.
- e. **Contractor Information:** The Contractor shall have had direct experience in operating a fleet of no less than seventy-five regular school bus routes for a minimum period of the last three consecutive years. The Contractor shall submit letters of recommendation from school districts receiving this service.
- f. **Audited Contractor Financial Statements:** As proof of its ability to perform all of the services required in the Student Transportation Services Specifications, the Contractor shall, if requested by the District, submit its audited financial statements.

**Exclusivity:** This proposal is not intended to provide the total student transportation service requirements for the District. The resulting contract will not be exclusive, as the District will continue utilizing other forms of transportation such as District-owned buses driven by District-employed drivers, Pierce Transit, taxicabs, and/or charter bus Contractors.

## Signature Page

**Steilacoom Historical School District No. 1**

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Signature

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Kathi Weight, Superintendent

Printed Name and Title

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Date

**Durham School Services, L.P.**

By: Durham Holding II, L.L.C.,  
its general partner

A red circular stamp with a white 'C' is positioned to the left of the signature. The signature 'Gary Waits' is written in a black cursive script.

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Signature

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Gary Waits

Printed Name and Title

CEO - Student Transportation

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3/8/2023

Date

## ADDENDUM A – PRICING

1. **School Routes.** Pricing should be based on student transportation data provided by the district from the 2022-23 school year, including ridership, stops, and routes. Additional services are defined as after school activity trips, field trips, sports and activity trips, extended route times, skills center trips or other dispatches requested by the District. Changes of the number of routes will be effective on the day implemented as approved by the district. For the 2023-24 school year:

- a. Price per round-trip for each basic education route: (per day) \$354.37  
Number of Round-Trip Routes Assumed: 20  
Per hour price for additional basic education services: (per hr) \$52.34
- b. Price per round trip for pre-school mid-day routes: (per day) \$165.90  
Number of Round-Trip Routes Assumed: 3  
Per hour price for additional pre-school services: (per hr) \$52.34
- c. Price per round trip for each Special Education route: (per day) \$327.38  
Number of Round-Trip Routes Assumed: 7  
Per hour price for additional special education services per hour: \$52.34
- d. Minimum Number of hours for each call in for additional services: 2.0 hours
- e. Price per hour for School Bus Monitors: (per hr) \$30.20

Contractor fixed annual price increase percentage:

2024-25	5.5%
2025-26	5.5%
2026-27	5.5%
2027-28	5.5%

The district expects to add a school and change grade configurations in the 2025-26 pending the passage of a bond proposal.



**Driver and bus availability:** There will be a disincentive fee based upon the number of basic education and special education routes covered by a driver over the course of a month as follows:

*100% of the number of assigned routes covered by a driver: standard – no disincentive fee*

For each basic education or special education route not covered by a driver (one way), the contractor will not be paid for the route and will be assessed a \$350 fee. This disincentive fee is in addition to any liquidated damages identified in other sections of the contract.

2. **Sports and Extra-Curricular Activity Events.** The District has identified a need for an average of 5 drivers/buses per school day for sports and extra-curricular to and from trips (events) for middle and high school students. Propose a call-out price for these events assuming that the drivers/buses are not available for PM school routes and that each event will require a minimum of two (2) hours.

Price per hour call-out based on 25 events per week:           \$48.39

3. **School Field Trip Events.** The District has identified a need for an average of three (3) drivers/buses per week for field trip events. Propose a call-out price for these events assuming that the drivers/buses are not available for AM and/or PM school routes and that each event will require five (5) hours. (NOTE: these buses may be the same vehicles used to fulfill Sports and Extra-Curricular activity events as noted in #2 above.)

Price per hour call-out based on 5 events per week:           \$48.39

## ATTACHMENT A - Basic Education and Special Education Miles, Hours and Routes:

Route Set	Route #	Actual Load	Anchor Time	Route Dist (miles)	Route Time	Days
STEILACOOM HS PM	FERY HSP	0	2:17 PM	3.86	22:58	MTWHF
STEILACOOM HS PM	1 HSH	71	2:12 PM	5.49	28:15	MTWHF
STEILACOOM HS AM	1 HSS	70	7:10 AM	6.06	28:55	MTWHF
SALTAR'S POINT ES PM _	1 SPH	42	3:17 PM	9.55	31:44	MTWHF
SALTAR'S POINT ES AM _	1 SPS	44	8:25 AM	9.71	32:23	MTWHF
ACTIVITY RUNS	2 ACT1	0	3:15 PM	24.94	57:43	MTWHF
CHLOE CLARK ES AM	2 CCS	17	8:55 AM	5.1	12:23	MTWHF
PIERCE COUNTY SKILLS CENTER PM	2 PCH	0	1:50 PM	15.1	38:40	MTWHF
ACTIVITY RUNS	3 ASA PS	2	5:00 PM	15.65	37:10	MTWHF
STEILACOOM HS PM	3 HSH	78	2:12 PM	10.18	41:08	MTWHF
STEILACOOM HS AM	3 HSS	77	7:10 AM	9.45	33:02	MTWHF
PIONEER MS SPED PM	3 MSH	1	11:45 AM	7.12	15:48	MTWHF
PIONEER MS SPED AM	3 MSS	2	9:05 AM	9.48	22:13	MTWHF
SALTAR'S POINT ES PM _	3 SPH	73	3:17 PM	9.94	37:38	MTWHF
SALTAR'S POINT ES AM _	3 SPS	71	8:25 AM	10.79	38:52	MTWHF
STEILACOOM HS PM	4 HSH	74	2:12 PM	10.65	36:56	MTWHF
STEILACOOM HS AM	4 HSS	74	7:10 AM	10.65	36:56	MTWHF
SALTAR'S POINT ES PM _	4 SPH	66	3:17 PM	14.44	48:06	MTWHF
SALTAR'S POINT ES AM _	4 SPS	66	8:25 AM	14.61	47:47	MTWHF
STEILACOOM HS PM	5 HSH	71	2:12 PM	11.02	37:28	MTWHF
STEILACOOM HS AM	5 HSS	71	7:15 AM	11.43	38:45	MTWHF
NW SOIL AM	5 NWS	1	8:30 AM	17.45	26:32	MTWHF
SALTAR'S POINT ES PM _	5 SPH	56	3:17 PM	8.97	36:19	MTWHF
SALTAR'S POINT ES AM _	5 SPS	55	8:25 AM	12.26	42:47	MTWHF
ACTIVITY RUNS	6 ASA HS	0	5:15 PM	18.34	43:39	MTWHF
CHLOE CLARK ES PM	6 CCH	91	3:42 PM	3.33	25:56	MTWHF
CHLOE CLARK ES AM	6 CCS	92	8:55 AM	3.6	27:46	MTWHF
STEILACOOM HS PM	6 HSH	77	2:12 PM	10.48	37:46	MTWHF
STEILACOOM HS AM	6 HSS	77	7:10 AM	10.62	38:09	MTWHF

Route Set	Route #	Actual Load	Anchor Time	Route Dist (miles)	Route Time	Days
PIONEER MS PM	6 MSH	58	2:47 PM	8.75	33:47	MTWHF
PIONEER MS AM	6 MSS	32	7:55 AM	8.03	24:41	MTWHF
ACTIVITY RUNS	7 ASA PD	0	5:00 PM	15.57	36:25	MTWHF
CHLOE CLARK ES PM	7 CCH	77	3:42 PM	3.42	23:21	MTWHF
CHLOE CLARK ES AM	7 CCS	80	8:55 AM	3.33	23:32	MTWHF
STEILACOOM HS PM	7 HSH	66	2:12 PM	8.93	31:58	MTWHF
STEILACOOM HS AM	7 HSS	63	7:10 AM	8.93	31:31	MTWHF
PIONEER MS PM	7 MSH	68	2:47 PM	3.25	21:20	MTWHF
PIONEER MS AM	7 MSS	66	7:55 AM	3.16	20:48	MTWHF
ACTIVITY RUNS	8 ACT1	0	4:00 PM	14.95	35:00	TH
STEILACOOM HS PM	8 HSH	52	2:12 PM	10.19	32:47	MTWHF
STEILACOOM HS AM	8 HSS	50	7:10 AM	10.19	32:29	MTWHF
SALTAR'S POINT ES PM _	8 SPH	58	3:17 PM	11.57	40:05	MTWHF
SALTAR'S POINT ES AM _	8 SPS	56	8:25 AM	11.92	40:18	MTWHF
STEILACOOM HS PM	9 HSH	47	2:12 PM	12.41	35:55	MTWHF
STEILACOOM HS AM	9 HSS	47	7:10 AM	12.47	35:56	MTWHF
SALTAR'S POINT ES PM _	9 SPH	64	3:17 PM	6.42	32:01	MTWHF
SALTAR'S POINT ES AM _	9 SPS	61	8:25 AM	5.34	28:33	MTWHF
ACTIVITY RUNS	10ACT	0	4:00 PM	15.65	36:12	TH
CHLOE CLARK ES PM	10CCH	63	3:42 PM	4.3	23:07	MTWHF
CHLOE CLARK ES AM	10CCS	61	8:55 AM	3.79	21:34	MTWHF
STEILACOOM HS PM	10HSH	61	2:12 PM	8.27	28:57	MTWHF
STEILACOOM HS AM	10HSS	61	7:10 AM	9.25	31:00	MTWHF
PIONEER MS PM	10MSH	55	2:47 PM	3.29	19:29	MTWHF
PIONEER MS AM	10MSS	56	7:55 AM	3.58	20:24	MTWHF
STEILACOOM HS PM	11HSH	59	2:12 PM	11.19	36:27	MTWHF
STEILACOOM HS AM	11HSS	58	7:10 AM	11.46	37:00	MTWHF
SALTAR'S POINT ES PM _	11SPH	49	3:17 PM	6.05	28:31	MTWHF
SALTAR'S POINT ES AM _	11SPS	48	8:25 AM	6.39	29:11	MTWHF
CHERRYDALE ES PM	12CDH	41	3:42 PM	8.6	34:04	MTWHF
CHERRYDALE ES AM	12CDS	42	9:00 AM	6.78	30:30	MTWHF
PIONEER MS PM	12MSH	30	2:47 PM	11.74	35:36	MTWHF
PIONEER MS AM	12MSS	47	7:55 AM	13.78	57:07	MTWHF

Route Set	Route #	Actual Load	Anchor Time	Route Dist (miles)	Route Time	Days
PIERCE COUNTY SKILLS CENTER AM	12PCS	0	11:00 AM	13.69	31:42	MTWHF
CHERRYDALE ES PM	13CDH	33	3:42 PM	4.69	18:44	MTWHF
CHERRYDALE ES AM	13CDS	33	9:00 AM	6.93	23:50	MTWHF
PIONEER MS PM	13MSH	65	2:47 PM	10.26	36:22	MTWHF
PIONEER MS AM	13MSS	65	7:55 AM	10.87	37:40	MTWHF
CHERRYDALE ES PM	14CDH	32	3:42 PM	15.73	46:21	MTWHF
CHERRYDALE ES AM	14CDS	32	9:00 AM	4.16	18:05	MTWHF
STEILACOOM HS PM	14HSH	0	2:12 PM	2.3	5:57	MTWHF
STEILACOOM HS AM	14HSS	0	7:10 AM	17.02	37:18	MTWHF
PIONEER MS PM	14MSH	47	2:47 PM	9.57	32:00	MTWHF
PIONEER MS AM	14MSS	47	7:55 AM	9.09	30:53	MTWHF
CHERRYDALE ES PM	15CDH	54	3:42 PM	3.23	19:45	MTWHF
CHERRYDALE ES AM	15CDS	54	9:00 AM	3.47	21:20	MTWHF
PIONEER MS PM	15MSH	58	2:47 PM	10.65	36:06	MTWHF
PIONEER MS AM	15MSS	61	7:55 AM	10.97	37:35	MTWHF
PIONEER MS PM	16MSH	20	2:47 PM	11.72	44:21	MTWHF
PIONEER MS AM	16MSS	0	8:20 AM	11.99	40:33	MTWHF
ANDERSON ISL ES PM	17AIH	21	2:32 PM	11.5	36:29	MTWHF
ANDERSON ISL ES AM	17AIS	22	7:50 AM	9.53	30:20	MTWHF
ANDERSON ISLAND SALTARS PIONEER PM	17APM	21	4:10 PM	14.52	43:59	MTWHF
STEILACOOM HS PM	17HSH	14	2:45 PM	10.49	31:05	MTWHF
ANDERSON ISLAND SHS AND PIONEER AM	17MSS	21	6:04 AM	15.59	46:57	MTWHF
SALTAR'S POINT ES AM _	17SPS	10	7:06 AM	13.82	38:31	MTWHF
CHLOE CLARK ES PM	18CCH	72	3:42 PM	10.38	38:00	MTWHF
CHLOE CLARK ES AM	18CCS	73	8:55 AM	8.49	33:18	MTWHF
PIONEER MS PM	18MSH	69	2:47 PM	3.15	21:13	MTWHF
PIONEER MS AM	18MSS	69	7:55 AM	4.56	24:54	MTWHF
CHERRYDALE ES SPED AM	19 CDS	1	11:20 AM	0.61	1:57	MTHF
CHERRYDALE ES SPED AM	19 CDSW	1	10:50 AM	0.61	1:57	W
CHLOE CLARK ES PM	19CCH	76	3:42 PM	3.43	23:36	MTWHF
CHLOE CLARK ES AM	19CCS	75	8:55 AM	3.44	23:29	MTWHF
STEILACOOM HS PM	19HSH	89	2:12 PM	3.69	27:07	MTWHF
STEILACOOM HS AM	19HSS	89	7:10 AM	4.46	29:14	MTWHF

Route Set	Route #	Actual Load	Anchor Time	Route Dist (miles)	Route Time	Days
PIONEER MS PM	19MSH	55	2:47 PM	9.12	31:46	MTWHF
PIONEER MS AM	19MSS	54	7:55 AM	9.47	32:32	MTWHF
CHERRYDALE ES PM	20CDH	32	3:42 PM	24.34	70:42	MTWHF
CHERRYDALE ES AM	20CDS	31	9:00 AM	3.64	16:42	MTWHF
PIONEER MS PM	20MSH	39	2:47 PM	11.07	32:05	MTWHF
PIONEER MS AM	20MSS	56	7:55 AM	11.27	36:16	MTWHF
SALTAR'S POINT ES SPED PM	21SPH	5	3:17 PM	14.27	36:06	MTWHF
SALTAR'S POINT ES SPED PM	21SPH1	1	1:10 PM	8.37	19:07	MTWHF
SALTAR'S POINT ES SPED AM	21SPS	5	8:20 AM	14.42	44:12	MTWHF
CHLOE CLARK ES PM	22CCH	30	3:42 PM	5.31	17:50	MTWHF
FUTURES PROGRAM PM	22SFH	8	2:12 PM	16.44	42:48	MTWHF
FUTURES PROGRAM AM	22SFS	9	8:30 AM	16.35	42:29	MTWHF
CHERRYDALE ES SPED PM	23CDH	9	3:42 PM	8	31:29	MTWHF
CHERRYDALE ES SPED AM	23CDS	7	9:00 AM	6	22:56	MTWHF
STEILACOOM HS SPED PM	23HSH	4	2:12 PM	11.78	35:00	MTWHF
STEILACOOM HS SPED AM	23HSS	3	7:10 AM	8.21	25:00	MTWHF
CHERRYDALE PREK AFTERNOON OUT	23PSH1	4	1:00 PM	6.23	16:56	MTHF
CHERRYDALE PREK AFTERNOON IN	23PSS	1	1:45 PM	2.62	6:42	MTHF
CHERRYDALE PREK AFTERNOON IN	23PSS1	4	11:10 AM	6.76	18:04	MTHF
SALTAR'S POINT ES SPED PM	23SPH	4	3:17 PM	3.84	15:45	MTWHF
SALTAR'S POINT ES SPED AM	23SPS	4	8:25 AM	7.5	24:36	MTWHF
CHLOE CLARK ES SPED PM	24CCH	9	3:42 PM	8.29	33:59	MTWHF
CHLOE CLARK ES SPED AM	24CCS	7	8:55 AM	6.95	19:21	MTWHF
PIONEER MS SPED AM	24MSS	3	7:55 AM	9.01	23:25	MTWHF
NW SOIL PM	24NWH	1	2:30 PM	17.59	26:56	MTHF
NW SOIL PM	24NWHW	1	12:25 PM	17.59	26:56	MTWHF
CHLOE CLARK PREK MORNING OUT	24PSH	3	10:45 AM	2.82	8:40	MTHF
CHLOE CLARK PREK AFTERNOON OUT	24PSO	3	1:00 PM	2.85	7:58	MTHF
CHLOE CLARK PREK AFTERNOON IN	24PSS	3	11:15 AM	3.21	8:41	MTHF
CHLOE CLARK ES SPED PM	25CCH	11	3:42 PM	11.47	43:19	MTWHF
CHLOE CLARK ES SPED PM	25CCHE	1	12:30 PM	2.28	6:17	TH
CHLOE CLARK ES SPED AM	25CCS	8	8:55 AM	6.61	27:10	MTWHF
STEILACOOM HS SPED PM	25HSH	1	2:12 PM	8.17	18:09	MTWHF

Route Set	Route #	Actual Load	Anchor Time	Route Dist (miles)	Route Time	Days
STEILACOOM HS SPED AM	25HSS	3	7:10 AM	12.58	29:54	MTWHF
PIONEER MS SPED PM	25MSH	3	2:47 PM	6.53	17:41	MTWHF
CHLOE CLARK PREK AFTERNOON IN	25PSS	4	1:40 PM	4.92	14:26	MTHF
CHERRYDALE ES SPED PM	26CDH	8	3:42 PM	5.16	25:17	MTWHF
CHERRYDALE ES SPED AM	26CDS	4	9:00 AM	3.98	16:04	MTWHF
PIONEER MS SPED PM	26MSH	5	2:47 PM	12.32	30:53	MTWHF
PIONEER MS SPED AM	26MSS	5	7:55 AM	12.24	30:41	MTWHF
CHERRYDALE PREK AFTERNOON IN	26PSS	3	1:40 PM	2.72	8:10	MTWHF
CHLOE CLARK ES SPED PM	27CCH	1	12:30 PM	1.59	4:14	MTWHF
CHERRYDALE ES SPED AM	27CDS	1	8:55 AM	3.95	9:59	MTWHF
SALTAR'S POINT ES SPED PM	27SPH	5	3:17 PM	14.38	36:35	MTWHF
CHLOE CLARK ES SPED AM	27SPI	2	1:21 PM	8.91	20:32	MTWHF
SALTAR'S POINT ES SPED AM	27SPS	4	8:25 AM	15.75	39:45	MTWHF

## **ATTACHMENT B – District Transportation Policies:**

**Transportation - Policy 6600**

**Student Safety Walking to School and Riding Buses - Policy 6605**

**Video Cameras on School Buses - Policy 6608**

**Special Transportation - Policy 6620**

**Private Vehicle Transportation - Policy 6625**

**Driver Training and Responsibility - Policy 6630**

**School Owned Vehicles - Policy 6640**

**Contracting for Transportation Services - Policy 6690**

# 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 2/22/2023

Location/Building \_\_\_\_\_ District Office

Signature \_\_\_\_\_

3/6/23

Quantity	Item Description	Surplus or Damage
1	Chromebook	Damage
3	Computer	Damage
33	Computer	Surplus
5	Docking Station	Damage
1	Document Camera	Damage
4	Document Camera	Surplus
1	Firewall	Surplus
33	Laptop	Surplus
5	Monitor	Damage
14	Monitor	Surplus
2	Monitor Stand	Surplus
6	Port Replicator	Surplus
21	Printer	Surplus
1	Projector	Surplus
3	Projector	Damage
11	Receipt Printer	Surplus
1	Scanner	Damage
3	Server	Surplus
1	Sound Controller	Damage
1	Tablet	Surplus
1	Television	Damage
1	UPS	Surplus



1	VCR	Surplus
1	VCR	Damage

# 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.

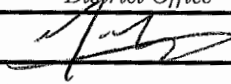
Date \_\_\_\_\_

New

Location/Building \_\_\_\_\_

District Office

Building Administrator Signature \_\_\_\_\_



Quantity	Item Description (include brand & model)		Serial #	Model #	Surplus or Damage
1	Chromebook	HP	5CD9256RWS	11 G7	D
1	Computer	HP	2UA5282DM7	Z230	S
1	Computer	HP	2UA3161GY3	Z220	S
1	Computer	HP	MXL6123HZD	800 G2	D
1	Computer	HP	MXL6123J07	800 G2	D
1	Computer	HP	2ua3161jl9	Z220	S
1	Computer	HP	2ua316229r	Z220	S
1	Computer	HP	2ua3161jkw	Z220	S
1	Computer	HP	2ua3161jl6	Z220	S
1	Computer	HP	2ua3161jlp	Z220	S
1	Computer	HP	2ua316229z	Z220	S
1	Computer	HP	2ua3161gxh	Z220	S
1	Computer	HP	2ua3161jlk	Z220	S
1	Computer	HP	2ua31622br	Z220	S
1	Computer	HP	2ua31622bh	Z220	S
1	Computer	HP	2ua31622bg	Z220	S
1	Computer	HP	2ua31621nh	Z220	S
1	Computer	HP	2ua31621ng	Z220	S
1	Computer	HP	2ua31621lw	Z220	S
1	Computer	HP	2ua40111m8	Z220	S
1	Computer	Dell	GOD1C1	DHS	S
1	Computer	HP	Mxl6123hz5	800G2	D
1	Computer	HP	2UA5282DLP	Z230	S
1	Computer	HP	2UA40111M8	Z220	S
1	Computer	HP	2UA31621NG	Z220	S
1	Computer	HP	2UA5282DML	800G2	S
1	Computer	HP	2UA5282DMJ	800G2	S
1	Computer	HP	2UA5252W93	800G2	S
1	Computer	HP	2UA5212GDD	800G2	S

1	Computer	HP	MXL6123J0B	800G2	S
1	Computer	HP	2UA5282DM8	Z230	S
1	Computer	HP	2AU3161GY0	Z220	S
1	Computer	HP	2UA5181HJX	Z230	S
1	Computer	HP	2UA3161GYC	Z220	S
1	Computer	HP	2UA5181HHK	Z230	S
1	Computer	HP	2UA5212GCH	Z230	S
1	Computer	HP	2UA5212GCY	Z230	S
1	Docking Station	HP	2TK019Z132	D9Y32UT	D
1	Docking Station	HP	2TK020Z9GR	D9Y32UT	D
1	Docking Station	HP	2TK020Z9FG	D9Y32UT	D
1	Docking Station	HP	2TK019Z182	D9Y32UT	D
1	Docking Station	HP	5CG810ZKMK	D9Y32UT	D
1	Document Camera	Recordex	AF12-000-5384	AF120	D
1	Document Camera	Elmo	75965	TT-02s	S
1	Document Camera	Avervision	54382 08050P	300AF+	S
1	Document Camera	Avervision	50902 08100P	300AF+	S
1	Document Camera	Avervision	54379 08050P	300AF+	S
1	Firewall	Barracuda	1018102	BSF400a	S
1	Laptop	Gateway	GWTF74908SZ	E-265	S
1	Laptop	HP	CND5115GGV	440G2	S
1	Laptop	HP	CND5115GH4	440 G2	S
1	Laptop	HP	CNU133269Y	4430s	S
1	Laptop	HP	CND5115GHF	440 G2	S
1	Laptop	HP	CND5115GHL	440 G2	S
1	Laptop	HP	CND5115GH0	440 G2	S
1	Laptop	HP	CND5115GG9	440 G2	S
1	Laptop	HP	CND5115GGX	440 G2	S
1	Laptop	HP	CND5115GH2	440 G2	S
1	Laptop	HP	CND5115GH6	440 G2	S
1	Laptop	HP	CND5115GJV	440 G2	S
1	Laptop	HP	CND5115GGC	440 G2	S
1	Laptop	HP	CND5115GH5	440 G2	S
1	Laptop	HP	CND5115GH3	440 G2	S
1	Laptop	HP	CND5115GG5	440 G2	S
1	Laptop	HP	CND5115GHG	440 G2	S
1	Laptop	HP	CND5115GHC	440 G2	S
1	Laptop	HP	CND5115GGB	440 G2	S
1	Laptop	HP	CND5115GH8	440 G2	S
1	Laptop	HP	CND5115GHJ	440 G2	S

1	Laptop	HP	CND5115GHW	440 G2	S
1	Laptop	HP	CND5115GGM	440 G2	S
1	Laptop	HP	CND5115GHM	440 G2	S
1	Laptop	HP	CND5115GJ0	440 G2	S
1	Laptop	HP	CND5115GJK	440 G2	S
1	Laptop	HP	CND5115GJJ	440 G2	S
1	Laptop	HP	CND5115GJ9	440 G2	S
1	Laptop	HP	CND5115GGW	440 G2	S
1	Laptop	HP	CND5115GJW	440 G2	S
1	Laptop	HP	CNU8222FG3	6710b	S
1	Laptop	HP	CND5115GH4	440G2	S
1	Laptop	HP	5CG62947SJ	650G2	S
1	Monitor	HP	6CM5091X0D	E231	D
1	Monitor	HP	6CM5091X0T	E231	D
1	Monitor	HP	6CM5091XBM	E231	D
1	Monitor	HP	CNC311QQFG	LV2011	S
1	Monitor	HP	CNC309P3ZC	LV2011	S
1	Monitor	HP	CNC309P4L3	LV2011	S
1	Monitor	HP	CNC309P4LF	LV2011	S
1	Monitor	HP	CNC311QQXJ	LV2011	S
1	Monitor	HP	CNC311QR9P	LV2011	S
1	Monitor	HP	CNC311QQ6L	LV2011	S
1	Monitor	HP	CNC311QQXM	LV2011	S
1	Monitor	HP	CNC309P4JH	LV2011	D
1	Monitor	HP	6CM5180Q6Y	E231	D
1	Monitor	HP	CNK519089V	P19A	S
1	Monitor	HP	CNC309PZ0Z	LA2006x	S
1	Monitor	HP	CNC309Q03B	LA2006x	S
1	Monitor	HP	6CM5191PSY	E231	S
1	Monitor	HP	CNC016NVV6	LE1911	S
1	Monitor	HP	CNK5200P3V	P19A	S
2	Monitor Stand	HP	N/A	E233	S
1	Port Replicator	HP	7CB423A965	3005PR	S
1	Port Replicator	HP	7CB402B385	3001PR	S
1	Port Replicator	HP	7CB402B374	3001PR	S
1	Port Replicator	HP	7CB431B226	3001PR	S
1	Port Replicator	HP	7CB431B062	3001PR	S
1	Port Replicator	HP	7CB431A064	3001PR	S
1	Printer	HP	PHBVB11748	M402dw	S
1	Printer	HP	PHBVF31811	M402dw	S

1	Printer	HP	PHBVC09900	M402dw	S
1	Printer	HP	PHBVD32350	M402dw	S
1	Printer	HP	PHBVD40125	M402dw	S
1	Printer	HP	PHBVD23769	M402dw	S
1	Printer	HP	PHBVF39203	M402dw	S
1	Printer	HP	PHBVB11745	M402dw	S
1	Printer	HP	PHBVD19766	M402dw	S
1	Printer	HP	PHBVD32352	M402dw	S
1	Printer	HP	PHBVF32181	M402dw	S
1	Printer	HP	PHBVD32360	M402dw	S
1	Printer	HP	PHBVD32357	M402dw	S
1	Printer	HP	PHBVF18141	M402dw	S
1	Printer	HP	PHBVF31814	M402dw	S
1	Printer	HP	PHBVF32176	M402dw	S
1	Printer	HP	PHBVD32309	M402dw	S
1	Printer	Kyocera	APR6801039	FS-C5025	S
1	Printer	HP	PHBVF2260	M402dw	S
1	Printer	HP	PHBVD35037	M402dw	S
1	Printer	Kyocera	NUF2900988	FS-2100DN	S
1	Projector	Hitachi	F6FU12848	CP-X2541	D
1	Projector	Hitachi	F6FU12814	CP-X2541	D
1	Projector	Hitachi	F9U04401	CP-EW302	D
1	Projector	Hitachi	F9AU04384	CP-EW302	S
1	Receipt Printer	Epson	MQ9F760387	TM-T88V	S
1	Receipt Printer	Epson	TC6F063073	TM-T20II	S
1	Receipt Printer	Epson	D6GG301475	TM-T88III	S
1	Receipt Printer	Epson	TC6F069765	TM-T20II	S
1	Receipt Printer	Epson	MXDF848500	TM-T88V	S
1	Receipt Printer	Epson	D6GG300919	TM-T88III	S
1	Receipt Printer	Epson	TC6F069769	TM-T20II	S
1	Receipt Printer	Epson	MXDF849580	TM-T88V	S
1	Receipt Printer	Epson	MXFF702331	TM-T88V	S
1	Receipt Printer	Epson	MQ9F760382	TM-T88V	S
1	Receipt Printer	Epson	MXFF706726	TM-T88V	S
1	Scanner	HP	CN71MA57S804R1	G3010	D
1	Server	Cisco	FCH1948V09F	BE6M-M4-K9-V01	s
1	Server	Cisco	fch1948v09f	BE6M-M4-K9-V01	s
1	Server	Cisco	fch1702v093	74-9932-01 g0	s
1	Sound Controller	Lightspeed	RX-820-101027-0288	LES 820IR	D
1	Tablet	Samsung	R52G60Z3KST	SM-T530NN	S

1	Television	LG	806KCRNPW270	LG 75UV340C	D
1	UPS	APC	3C82461917	628821-001	S
1	VCR	Toshiba	B20F15284U0700	DR570KU	D
1	VCR	JVC	13155839	HR-XVC17SU	s

# STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1 BOARD OF DIRECTORS

Board Meeting Date: March 15, 2023

## **Strategic Focus Area**

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

## **BACKGROUND INFORMATION**

Throughout April, in recognition of the Month of the Military Child, we honor our military-connected and civilian families who, together, ensure all our children thrive.

The Steilacoom Historical School District, in conjunction with community partners, is planning an exciting month of celebrations designed to bring all our military and civilian families together for fun-filled activities and resource sharing. Families will have access to both virtual and in-person events in April including virtual field trips, community organization activities, creative art experiences, and of course: SteillyCon.

The accompanying resolution honors and recognizes our military children and families, encourages all school staff and community members to support and participate in activities to recognize and support our military-connected youth, and declares April to be the Month of the Military Child in the Steilacoom Historical School District.

## **RECOMMENDED ACTION:**

It is Superintendent's recommendation that the School Board adopt Resolution No 904-03-15-23.

**Report prepared by:**  
**Mary Snyder, Director of Social Emotional Learning**

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

**Resolution 904-03-15-23**  
**Month of the Military Child**

**WHEREAS**, one-third of all Steilacoom Historical School District students have a parent on active duty in the military and nearly two-thirds of Steilacoom Historical School District families are considered military-connected to active duty, reserve or national guard forces; and

**WHEREAS**, the Steilacoom Historical School District actively works to provide support to children of service members as they transition between schools to address their distinct and unique needs and prepare them to graduate as well-rounded citizens ready for college and career; and

**WHEREAS**, the Steilacoom Historical School District acknowledges that military families face unique challenges due to deployment, reintegration, service in combat zones, and frequent relocations based on duty assignments; and

**WHEREAS**, the Steilacoom Historical School District recognizes the academic, physical, social, and emotional well-being of children in military families is essential to their success and has a direct impact on the resiliency of military families serving our country and affirms their commitment to providing the resources and programs to support military connected students in these areas, and

**WHEREAS**, by ensuring military children are safe and supported in our school and communities, our women and men in uniform can focus on the challenges and missions they face in the line of duty; and

**WHEREAS**, , the military youth of today and tomorrow promise to be among the most active and involved populations in our nation's history and our efforts and support can improve the lives of military youth and help pave the way for future generations;

**NOW THEREFORE, BE IT RESOLVED** that the Steilacoom Historical School District Board of Directors officially supports and honors our military youth and the family members who care for them; and

**BE IT FURTHER RESOLVED** that the Steilacoom Historical School District Board of Directors encourages all school staff and community members to initiate, support, and participate in activities throughout the year designed to recognize the exceptional role and unique sacrifices our military-connected youth make in our nation's best interest; and

**BE IT FURTHER RESOLVED** that the Steilacoom Historical School District Board of Directors declares April 2023 to be the Month of the Military Child.

Adopted by a majority of the Board of Directors of Steilacoom Historical School District No. 1 at the Regular Board Meeting held on March 15, 2023.



**BOARD OF DIRECTORS**

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Chair

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Director

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Director

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Director

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Director

ATTESTED TO BY:

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Secretary, Board of Directors

# STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1 BOARD OF DIRECTORS

Board Meeting Date: March 15, 2023

## **Strategic Focus Area**

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

## **BACKGROUND INFORMATION**

The necessary budget extension discussed with the Board at our February Board meeting requires a public hearing and a vote by the Board.

District staff is interested in scheduling a Special Board Meeting on April 12<sup>th</sup>, prior to our Regular Board Meeting on April 19<sup>th</sup>, to hold the public hearing, followed by discussion/vote on the budget extension to allow the Board additional time to discuss and ask questions of staff.

If the Board decides to hold a Special Board Meeting on April 12<sup>th</sup>, district staff will publicize this change to the Board Meeting schedule, along with advertising the public hearing in the local paper as required.

We will also include an approval of the Limited General Obligation (LGO Refunding Bond) terms for our McNeil property at this April 12<sup>th</sup> meeting.

## **RECOMMENDED ACTION:**

It is the recommendation of the Superintendent that the Board consider adding a Special Board Meeting to take place on April 12<sup>th</sup> at the Professional Development Center (511 Chambers St., Steilacoom, WA. 98388) at a time determined by the Board.

## **Report prepared by:**

Dr. Kathi Weight, Superintendent

# STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1

## BOARD OF DIRECTORS

Board Meeting Date: 3/15/23

### **Strategic Focus Area**

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

### **BACKGROUND INFORMATION**

Procedure 2020P states that district course design and core instructional materials should be regularly reviewed to ensure their ongoing alignment with state law, teaching and learning standards, and research-based best practices. As you are aware, our Instructional Materials Committee (IMC) and other staff participated in a core curriculum review for social studies over the past calendar year. The process is implemented to review curriculum in term of relevance and alignment to standards.

Since Time Immemorial (STI) is the OSPI and legislature approved curriculum for teaching native culture and history. It is accessible through the OSPI website, free of charge as an Open Educational Resource (OER).

As a proposed core curriculum, STI has been screened and found to meet the selection criteria within the procedure 2020P.

The criteria outlined in the procedure have been reviewed, including the provision for screening for bias. Based on the evaluation by both the IMC and a team of teachers, the IMC recommends that Since Time Immemorial be adopted by the school board as the core curriculum for history, culture, and government for grades K-12 in the school district.

This recommendation complies with Substitute Senate Bill 5433 (2015) which requires instruction in all schools of tribal history, culture, and government. The legislature found that merely encouraging this instruction is not sufficient, and declared its intent that such education be mandatory in Washington's common schools. Requirements listed in the bill are embedded in our district procedure 2020P. The law requires that: "School districts shall meet the requirements of this section by using curriculum developed and made available free of charge by the office of the superintendent of public instruction and may modify that curriculum in order to incorporate elements that have a regionally specific focus or to incorporate the curriculum into existing curricular materials."

The full curriculum can be accessed online at: <https://www.k12.wa.us/student-success/resources-subject-area/time-immemorial-tribal-sovereignty-washington-state>

RECOMMENDED ACTION:

It is recommended that the board approve Since Time Immemorial as the core curriculum for native history and culture.

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

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