



The best education for every student.

STEILACOOM

Historical School District No. 1

Regular Meeting Agenda

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

Wednesday, June 21, 2023 06:00 PM

I. CALL TO ORDER

(Action)

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

II. PRESENTATIONS

A. Recognition of School Resource Officer

(Presentation)

Presenter: Susanne Beauchaine

B. Pioneer Middle School Spring Student Athlete Recognition

(Presentation)

Presenter: John Nystrom

C. Steilacoom High School Spring Student Athlete Recognition

(Presentation)

Presenter: Katie Redman

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. Pioneer Middle School Athletics Recap

(Information)

Presenter: John Nystrom

[Pioneer Athletics Recap.pdf \(p. 4\)](#)

B. Steilacoom High School Athletics Recap (Information)

Presenter: Katie Redman

[SHS Spring Athletics Recap.pdf \(p. 9\)](#)

C. Budget Status Report (Information)

Presenter: Shawn Lewis

[Budget Status Report.pdf \(p. 16\)](#)

V. RECESS TO PUBLIC HEARING

VI. PUBLIC HEARING

A. 2023-2024 Budget Hearing Presentation (Information)

Presenter: Shawn Lewis

[2023-2024 Budget Hearing Presentation.pdf \(p. 27\)](#)

B. Comments from the Audience Regarding Public Hearing (Information)

VII. RETURN TO REGULAR MEETING

VIII. 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 May and June 2023 Accounts Payable and May 2023 Payroll.pdf \(p. 48\)](#)

[Approval of May 17 2023 Regular Meeting Minutes.pdf \(p. 80\)](#)

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

[Approval of Admin Personnel Report.pdf \(p. 97\)](#)

[Approval of Certificated Personnel Report.pdf \(p. 98\)](#)

[Approval of Classified Personnel Report.pdf \(p. 99\)](#)

[Approval of Maintenance Facility Change Order #6.pdf \(p. 100\)](#)

[Approval of SHS Cheerleading Nationals Trip.pdf \(p. 139\)](#)

[Approval of Steilacoom High School Sports Boosters Donation.pdf \(p. 142\)](#)

[Approval of Contingency Fee Agreement.pdf \(p. 145\)](#)

[Food Services Management Bid Award.pdf \(p. 153\)](#)

[Interagency Agreement Steilacoom Historical School District and Washington State Department of Enterprise Services Employee Assistance Program.pdf \(p. 190\)](#)

IX. NEW BUSINESS

A. Approval of 2023-2024 School Board Meeting Schedule (Action)

Presenter: Superintendent Weight

[Draft 2023-24 School Board Meeting Schedule.pdf \(p. 201\)](#)

B. Approval of Contracts for Steilacoom High School Assistant Principals (Action)

Presenter: Susanne Beauchaine

[Approval of SHS Assistant Principal Positions.pdf \(p. 202\)](#)

C. Approval of 2023-24 School Year Fee Schedule (Action)

Presenter: Shawn Lewis

[SHSD 2023-24 School Year Fee Schedule.pdf \(p. 204\)](#)

D. First Reading of Policy 6881 Disposal of Surplus Equipment and/or Materials (Action)

Presenter: Shawn Lewis

[Policy 6881 Disposal of Surplus Equipment and or Materials.pdf \(p. 210\)](#)

E. Capital Levy Discussion (Discussion)

Presenter: Shawn Lewis

[Capital Levy.pdf \(p. 213\)](#)

X. BOARD COMMUNICATION (Information)

XI. ANNOUNCEMENTS (Information)

XII. RECESS TO EXECUTIVE SESSION

XIII. EXECUTIVE SESSION (Executive Session)

per RCW 42.30.110(1)(i) Legal Issues

to discuss with legal counsel representing the agency matters relating to agency enforcement actions, or to discuss with legal counsel representing the agency litigation or potential litigation to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency.

XIV. RETURN TO REGULAR MEETING

XV. ADJOURNMENT (Action)

Pioneer 22-23 Athletics



Fall Season – XC, Football and Fastpitch

- XC – 1st year open to all grades – 24 athletes – 7 meets at Fort Steilacoom
- Football – 4-1 season – 2 games cancelled due to transportation issues (other districts)
- Fastpitch – Varsity 5-4; JV 6-3 – One rainout could not be made up (end of season)



Winter 1 season - Girls Basketball, Wrestling

- Girls Basketball – Varsity 8-2 & JV 9-1
- Wrestling – Ended the season with 2 district first place finishers and 1- third place finish



Season 3 – Boys Basketball & Girls Soccer

- Boys Basketball – 94 students tried out for 34 positions – Varsity 8-2 (3rd Place), JV 9-1, C team undefeated.
- Girls Soccer – Varsity – undefeated (2nd season in a row) – JV 9-1; C team Undefeated



Spring Season – Track & Field, Volleyball & Baseball

- Track & Field – Took the district overall championship – Boys took 1st overall, Girls 2nd overall (6th season in a row taking districts – no Covid season).
- Volleyball – Varsity – 6-4; JV 7-3 and C team 6-3
- Baseball – Varsity and JV 8-0 – thanks to parents who are certified umpers or we would have only played 4 official games.



Steilacoom High School

Spring Athletics Recap

Baseball - Coached by Corey Widman and Casey Lovelle

Baseball had a very successful season.

They finished 4th in the league and placed 5th overall in the league tournament.

They qualified for state.

First Team All-league - Micah Bujacich, Gavin Coke, and Reese Widman.

Second Team All-league - Wyatt Whelan

Honorable Mention - Drew Macdonald

Coach of the Year - Corey Widman



Fastpitch - Coached by Charles Porsche and Brooklyn Taylor-Sparks

The Fastpitch team had a really solid season.

They placed 6th in league and qualified for the district tournament.

Second Team All-league - Katie Reger

Honorable Mention - Cadence Gorman and Jessica Potts



Boys Soccer - Coached by Nate Renner and Sean Wood

Boys soccer had a stellar season.

They finished 6th in the SPSL and qualified for the district tournament.

They lost in a winner to state game, but won two district playoff games.

First Team All-league - Jake Jenner

Second Team All-league - Gavin Million, Isaiah Aruwah, and Mitch Myers



Girls Tennis - Coached by Alan Magaway and Ernie Manning

Girls Tennis has a wonderful season.

They finished 3rd in league. Delaney Brinkhaus and Jayden Beverly had strong showings at the league tournament.

First Team All-league - Delaney Brinkhaus, Jayden Beverly

Second Team All-league - Emi Duncan/Aya Kubota (doubles), Jasmine Contreras/Cristina Masiringi-Zavala (doubles)



Track and Feild - Coached by Jim Seefeldt

Track and Field had a very successful season with many athletes making it to post-season.

Girls Track and Field finished 5th at the league tournament and the boys finished 3rd.

Several athletes went on to compete at districts and then state.

Nathan Cecka placed 4th in state for the Javelin.

First Team All-league - Andy Glaze (400 M), Nathan Cecka (Javelin)

Second Team All-league - Caleb Wilcox (1600 M), Isaac Schlaht, Xaiden Allen, Aaron Cruz, and Andy Glaze (4x400 Relay)



Questions?





June 13, 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 May 2023, along with charts and data showing our monthly attendance, general fund balance, general fund cash balance, and interfund loan balances.

Our general fund balance at month end was over \$2,458,931 or roughly 4.6% of expected expenditures. Revenue this month is lower than typical due to the amount the State provides in the month of May – which is always lower due to their assumption of levy collections at school districts occurring in April and May. Expenses this month amounted to \$4.5 million. We have about \$13 million of budget capacity remaining in the year with 3 months to go. This indicates that we should have enough budget capacity to end the year without an extension. We will continue to be conservative with spending and focus on revenue collections for the remainder of the fiscal year.

Our average annual actual enrollment continues to be under budget, as it has been since the beginning of the school year. Through June, our annual average enrollment is 83.42 FTE below our original budget projections – but consistent with the revised budget projection.

All other fund financial information is consistent with expectations and within board budget parameters.

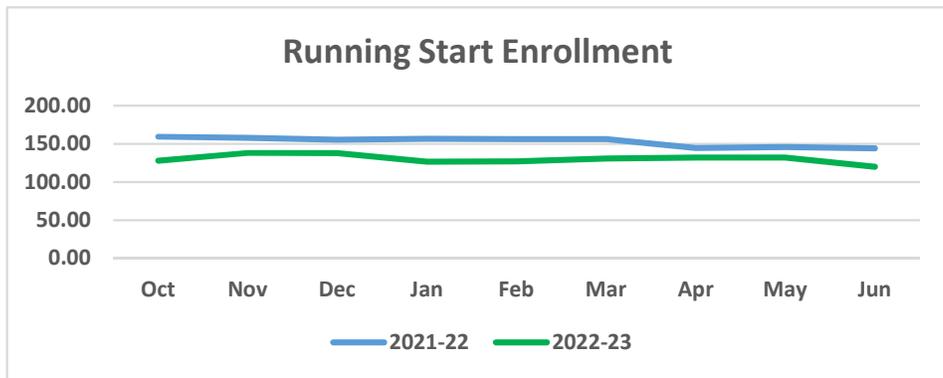
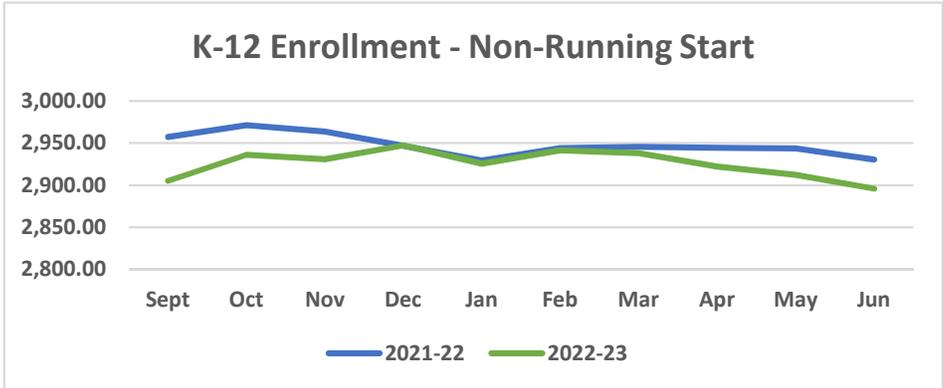
The 2023-24 draft budget document has been posted to the website for review and will be discussed at the June board meeting. This document assumes a beginning balance of \$500,000 which is still consistent with expectations – but is dependent on revenue collections and conservative spending for the balance of the fiscal year.

Please let me know if there are any questions regarding the information contained in the attachments or in this narrative summary.

Steilacoom Historical School District No. 1
Monthly Budget Report
2022-23 Executive Summary
May-23

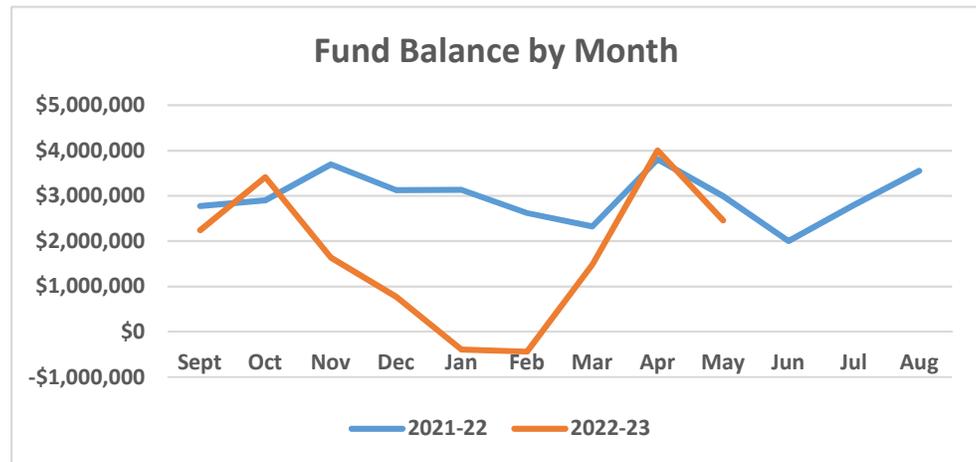
Enrollment

Budgeted FTE	3,159.00
Actual Average Annual FTE to Date (June)	3,070.58
FTE Over/Under Budget	(88.42)



General Fund Balance

Actual as of Prior Month	\$4,001,090
Actual as of Current Month	\$2,458,930
Increase/Decrease in Fund Balance	(\$1,542,160)
Fund Balance as a % of Budgeted Expenditures	4.90%
Fund Balance as a % of Expected Expenditures	4.56%



General Fund Cash and Investment Balance

As of Month End April 2023

	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	\$785,205	(\$2,206,399)
Apr	\$4,489,799	\$3,972,916	(\$516,883)
May	\$3,627,568	\$2,365,690	(\$1,261,877)
Jun	\$2,705,656		
Jul	\$2,773,910		
Aug	\$2,924,278		

Monthly Expenses and Revenue



Interfund Loans

Interfund Loans Outstanding

\$0

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 May, 2023

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
A. REVENUES/OTHER FIN. SOURCES						
1000 LOCAL TAXES	6,835,703	620,902.59	6,683,855.65		151,847.35	97.78
2000 LOCAL SUPPORT NONTAX	891,900	69,354.17	661,997.63		229,902.37	74.22
3000 STATE, GENERAL PURPOSE	29,700,308	1,449,070.01	21,145,828.14		8,554,479.86	71.20
4000 STATE, SPECIAL PURPOSE	7,760,937	461,901.41	5,611,457.64		2,149,479.36	72.30
5000 FEDERAL, GENERAL PURPOSE	292,000	48,105.00	377,576.74		85,576.74	129.31
6000 FEDERAL, SPECIAL PURPOSE	2,974,312	380,999.82	2,737,766.33		236,545.67	92.05
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	2,394,445	.00	2,394,444.80		.20	100.00
<u>Total REVENUES/OTHER FIN. SOURCES</u>	50,849,605	3,030,333.00	39,612,926.93		11,236,678.07	77.90
B. EXPENDITURES						
00 Regular Instruction	29,268,599	2,561,818.36	21,397,031.94	6,456,857.73	1,414,709.33	95.17
10 Federal Stimulus	13,000	.00	12,257.00	0.00	743.00	94.28
20 Special Ed Instruction	7,860,006	615,450.39	5,819,656.10	1,890,191.57	150,158.33	98.09
30 Voc. Ed Instruction	2,413,031	186,679.12	1,703,444.30	614,599.76	94,986.94	96.06
40 Skills Center Instruction	0	.00	.00	0.00	.00	0.00
50+60 Compensatory Ed Instruct.	1,585,144	164,095.63	1,454,318.45	426,400.46	295,574.91	118.65
70 Other Instructional Pgms	392,864	46,200.11	510,676.71	149,115.03	266,927.74	167.94
80 Community Services	0	.00	6,549.27	0.00	6,549.27	0.00
90 Support Services	12,335,207	998,249.04	9,806,918.23	2,753,778.06	225,489.29	101.83
<u>Total EXPENDITURES</u>	53,867,851	4,572,492.65	40,710,852.00	12,290,942.61	866,056.39	98.39
C. OTHER FIN. USES TRANS. OUT (GL 536)						
	0	.00	.00			
D. OTHER FINANCING USES (GL 535)						
	0	.00	.00			
E. EXCESS OF REVENUES/OTHER FIN.SOURCES OVER(UNDER) EXP/OTH FIN USES (A-B-C-D)						
	3,018,246-	1,542,159.65-	1,097,925.07-		1,920,320.93	63.62-
F. TOTAL BEGINNING FUND BALANCE						
	5,000,000		3,556,855.65			
G. G/L 898 PRIOR YEAR ADJUSTMENTS(+OR-)						
	XXXXXXXXXX		.00			
H. TOTAL ENDING FUND BALANCE (E+F + OR - G)						
	1,981,754		2,458,930.58			

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	0	.00
G/L 872 Committed to Econmc Stabilizatn	0	.00
G/L 875 Assigned Contingencies	0	.00
G/L 884 Assigned to Other Cap Projects	0	.00
G/L 888 Assigned to Other Purposes	0	.00
G/L 890 Unassigned Fund Balance	1,018,246-	541,069.42-
G/L 891 Unassigned Min Fnd Bal Policy	3,000,000	3,000,000.00
<u>TOTAL</u>	1,981,754	2,458,930.58

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 May, 2023

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
A. REVENUES/OTHER FIN. SOURCES						
1000 Local Taxes	0	.00	.00		.00	0.00
2000 Local Support Nontax	170,000	9,016.79	117,862.42		52,137.58	69.33
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	9,016.79	1,946,541.52		7,923,458.48	19.72
B. EXPENDITURES						
10 Sites	5,721,000	.00	15,035.02	0.00	5,705,964.98	0.26
20 Buildings	1,995,000	.00	1,099,560.13	138,798.63	756,641.24	62.07
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	3,752.50	52.50	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	.00	1,141,973.17	138,851.13	10,970,016.70	10.45
<u>C. OTHER FIN. USES TRANS. OUT (GL 536)</u>	4,200,000	.00	2,150,000.00			
<u>D. OTHER FINANCING USES (GL 535)</u>	0	.00	.00			
E. EXCESS OF REVENUES/OTHER FIN. SOURCES OVER(UNDER) EXP/OTH FIN USES (A-B-C-D)						
	6,580,841-	9,016.79	1,345,431.65-		5,235,409.35	79.56-
<u>F. TOTAL BEGINNING FUND BALANCE</u>	9,585,395		1,577,853.07			
<u>G. G/L 898 PRIOR YEAR ADJUSTMENTS(+OR-)</u>	XXXXXXXXXX		.00			
<u>H. TOTAL ENDING FUND BALANCE (E+F + OR - G)</u>	3,004,554		232,421.42			

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	74,837.47
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	.00
G/L 889 Assigned to Fund Purposes	1,469,159	157,583.95
G/L 890 Unassigned Fund Balance	0	.00
<u>TOTAL</u>	3,004,554	232,421.42

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 May, 2023

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
A. REVENUES/OTHER FIN. SOURCES						
1000 Local Taxes	8,714,126	768,974.55	8,513,624.01		200,501.99	97.70
2000 Local Support Nontax	2,000	3,753.47	29,927.50		27,927.50-	> 1000
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	4,052,697.56		147,301.44	96.49
<u>Total REVENUES/OTHER FIN. SOURCES</u>	12,916,125	772,728.02	12,596,249.07		319,875.93	97.52
B. EXPENDITURES						
Matured Bond Expenditures	12,340,000	.00	8,392,697.56	0.00	3,947,302.44	68.01
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	8,765,078.56	0.00	4,277,421.44	67.20
C. <u>OTHER FIN. USES TRANS. OUT (GL 536)</u>	0	.00	.00			
D. <u>OTHER FINANCING USES (GL 535)</u>	0	.00	4,000,000.00			
E. <u>EXCESS OF REVENUES/OTHER FIN.SOURCES OVER (UNDER) EXPENDITURES (A-B-C-D)</u>	126,375-	772,728.02	168,829.49-		42,454.49-	33.59
F. <u>TOTAL BEGINNING FUND BALANCE</u>	6,384,370		6,382,865.52			
G. <u>G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)</u>	XXXXXXXXX		.00			
H. <u>TOTAL ENDING FUND BALANCE (E+F + OR - G)</u>	6,257,995		6,214,036.03			
I. ENDING FUND BALANCE ACCOUNTS:						
G/L 810 Restricted for Other Items	0		.00			
G/L 830 Restricted for Debt Service	6,257,995		6,214,036.03			
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		6,214,036.03			

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 May, 2023

	ANNUAL	ACTUAL	ACTUAL			
	BUDGET	FOR MONTH	FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
A. REVENUES						
1000 General Student Body	234,994	3,060.17	114,842.69		120,151.31	48.87
2000 Athletics	166,314	13,263.40	36,500.10		129,813.90	21.95
3000 Classes	69,014	15,323.00	39,315.07		29,698.93	56.97
4000 Clubs	593,640	10,456.64	101,557.74		492,082.26	17.11
6000 Private Moneys	19,380	36.74	3,835.52		15,544.48	19.79
<u>Total REVENUES</u>	<u>1,083,342</u>	<u>42,139.95</u>	<u>296,051.12</u>		<u>787,290.88</u>	<u>27.33</u>
B. EXPENDITURES						
1000 General Student Body	229,532	632.75	13,440.03	16,010.84	200,081.13	12.83
2000 Athletics	202,169	1,085.70	64,527.59	23,396.08	114,245.33	43.49
3000 Classes	76,500	2,581.40	14,599.88	6,980.00	54,920.12	28.21
4000 Clubs	654,761	7,505.64	91,531.16	29,004.49	534,225.35	18.41
6000 Private Moneys	21,680	245.50	3,428.98	0.00	18,251.02	15.82
<u>Total EXPENDITURES</u>	<u>1,184,642</u>	<u>12,050.99</u>	<u>187,527.64</u>	<u>75,391.41</u>	<u>921,722.95</u>	<u>22.19</u>
C. EXCESS OF REVENUES						
<u>OVER (UNDER) EXPENDITURES</u>	<u>(A-B)</u>	<u>101,300-</u>	<u>30,088.96</u>		<u>108,523.48</u>	<u>207.13-</u>
D. TOTAL BEGINNING FUND BALANCE						
			324,270			331,790.97
E. G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)						
						XXXXXXX .00
F. TOTAL ENDING FUND BALANCE						
			222,970			440,314.45
						<u>C+D + OR - E)</u>
G. ENDING FUND BALANCE ACCOUNTS:						
G/L 810 Restricted for Other Items		0				.00
G/L 819 Restricted for Fund Purposes		222,970				440,314.45
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>		<u>222,970</u>				<u>440,314.45</u>

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 May, 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	547.88	3,848.48		3,348.48-	769.70
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
<u>A. TOTAL REV/OTHER FIN.SRCS(LESS TRANS)</u>	<u>7,000</u>	<u>547.88</u>	<u>3,848.48</u>		<u>3,151.52</u>	<u>54.98</u>
<u>B. 9900 TRANSFERS IN FROM GF</u>	<u>0</u>	<u>.00</u>	<u>.00</u>		<u>.00</u>	<u>0.00</u>
<u>C. Total REV./OTHER FIN. SOURCES</u>	<u>7,000</u>	<u>547.88</u>	<u>3,848.48</u>		<u>3,151.52</u>	<u>54.98</u>
<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>	<u>10,000</u>	<u>.00</u>	<u>.00</u>	<u>0.00</u>	<u>10,000.00</u>	<u>0.00</u>
<u>E. OTHER FIN. USES TRANS. OUT (GL 536)</u>	<u>0</u>	<u>.00</u>	<u>.00</u>			
<u>F. OTHER FINANCING USES (GL 535)</u>	<u>0</u>	<u>.00</u>	<u>.00</u>			
<u>G. EXCESS OF REVENUES/OTHER FIN SOURCES OVER(UNDER) EXP/OTH FIN USES (C-D-E-F)</u>	<u>3,000-</u>	<u>547.88</u>	<u>3,848.48</u>		<u>6,848.48</u>	<u>228.28-</u>
<u>H. TOTAL BEGINNING FUND BALANCE</u>	<u>135,125</u>		<u>137,302.99</u>			
<u>I. G/L 898 PRIOR YEAR ADJUSTMENTS(+OR-)</u>	<u>XXXXXXXXX</u>		<u>.00</u>			
<u>J. TOTAL ENDING FUND BALANCE (G+H + OR - I)</u>	<u>132,125</u>		<u>141,151.47</u>			
<u>K. ENDING FUND BALANCE ACCOUNTS:</u>						
G/L 810 Restricted For Other Items	0		.00			
G/L 819 Restricted for Fund Purposes	132,125		141,151.47			
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>	<u>132,125</u>		<u>141,151.47</u>			

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

STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1 BOARD OF DIRECTORS

Board Meeting Date: June 21, 2023

Strategic Focus Area

- Achieve
- Support
- Connect
- Plan

BACKGROUND INFORMATION

The Board and public will receive a briefing on the Draft 2023-24 SHSD F-195 Budget at the June 21 Regular Meeting. There will also be a public hearing to allow the Board to hear feedback on this draft budget. The full presentation is included as part of the Board background materials.

The complete F-195 budget can be found under “Reports” on the Financial Services webpage at this link [Draft 2023-24 F195 Budget Report](#) or by copying and pasting the following link into a web browser. <https://www.steilacoom.k12.wa.us/fs/resource-manager/view/ee742e13-12e4-4ee7-a9c7-6a86a0fd0220>.

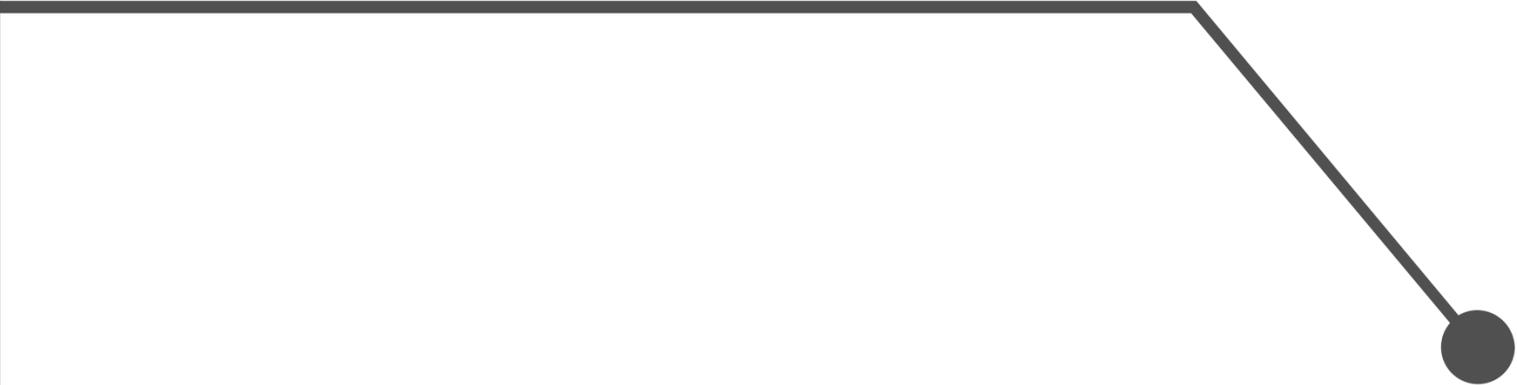
Before the July Board meeting, additional corrections will be made to the draft budget and the Educational Service District will review the budget. We will also provide public notice in the Tacoma News Tribune in accordance with state requirements.

Another public hearing will be held at the July Board meeting.

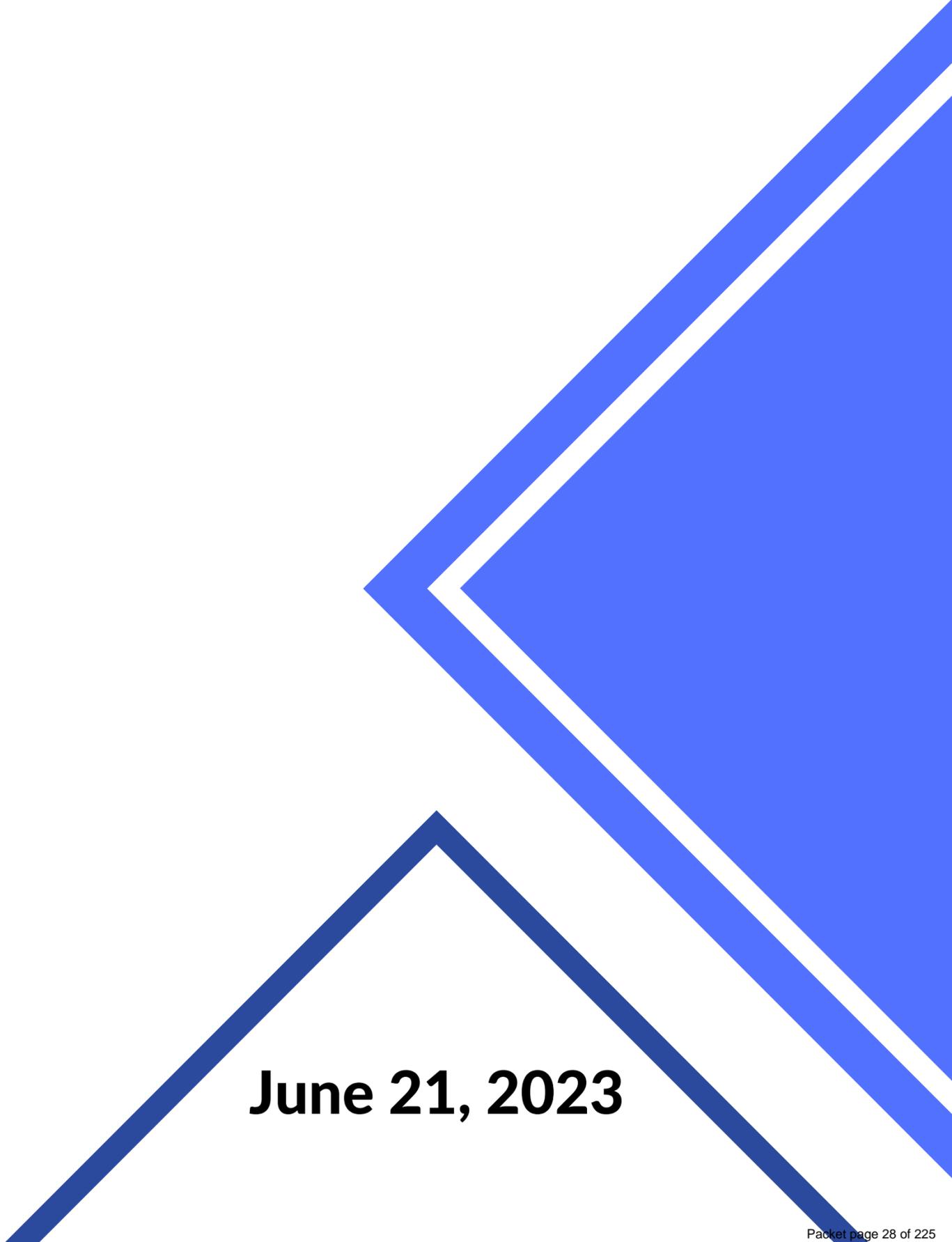
RECOMMENDED ACTION:

No action is required.

Report prepared by:
Shawn Lewis, Executive Director



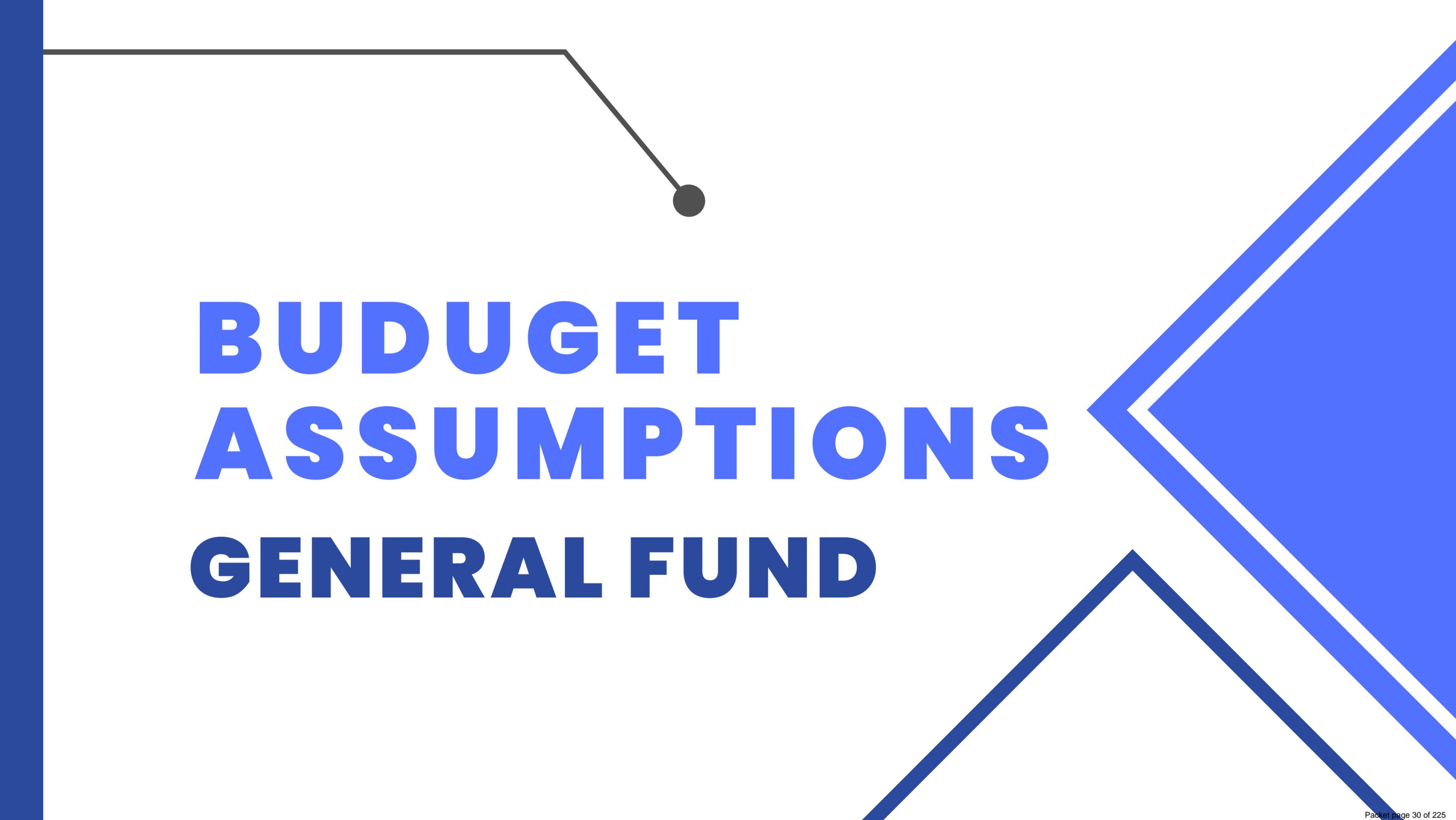
**2023-24
DRAFT
SHSD
BUDGET**



June 21, 2023

BUDGET SUMMARY

- Overall Draft Budget Fund Balance at 1.4% of Current Year Expenses
- Enrollment Estimate is Conservative
- No Capacity - any increases will require a budget extension next year
- Additional Staffing reductions since last Board Briefing:
 - One District Admin
 - One District CLS Support
 - One School Office Support
- Some corrections still needed to Budget before final



**BUDGET
ASSUMPTIONS
GENERAL FUND**

OVERALL BUDGET (PAGE 1)

ASSUMPTIONS FOR 2023-24

	General Fund	Associated Student Body Fund	Debt Service Fund	Capital Projects Fund	Transportation Vehicle Fund
SECTION A: BUDGET SUMMARY					
Total Revenues and Other Financing Sources	51,735,380	1,247,922	4,797,610	151,000	1,000
Total Appropriation (Expenditures)	51,062,265	1,413,533	9,580,000	0	4,000
Other Financing Uses--Transfers Out (G.L. 536)	450,000	XXXXX	0	275,000	0
Other Financing Uses (G.L. 535)	0	XXXXX	0	0	0
Excess of Revenues/Other Financing Sources Over/(Under) Expenditures and Other Financing Uses	223,115	-165,611	-4,782,390	-124,000	-3,000
Beginning Total Fund Balance	500,000	277,387	5,441,308	170,000	140,603
Ending Total Fund Balance	723,115	111,776	658,918	46,000	137,603
SECTION B: EXCESS LEVIES FOR 2024 COLLECTION					
Excess levies approved by voters for 2024 collection	9,600,000	0	0	0	0
Rollback mandated by school district Board of Directors 1/	0	0	0	0	0
Net excess levy amount for 2024 collection after rollback	9,600,000	XXXXX	0	0	0

ENROLLMENT (PAGE 4)

ASSUMPTIONS FOR 2023-24

	Average 1/ 2021-2022	Budget 2/ 2022-2023	Budget 3/ 2023-2024
A. FTE ENROLLMENT COUNTS (calculate to two decimal places)			
1. Kindergarten /2	230.49	276.00	211.00
2. Grade 1	223.24	229.00	218.00
3. Grade 2	236.31	226.00	232.00
4. Grade 3	250.93	242.00	221.00
5. Grade 4	223.71	258.00	211.00
6. Grade 5	221.55	229.00	245.00
7. Grade 6	234.45	229.00	240.00
8. Grade 7	229.50	238.00	234.00
9. Grade 8	259.67	233.00	257.00
10. Grade 9	230.16	270.00	237.00
11. Grade 10	232.40	236.00	260.00
12. Grade 11 (excluding Running Start)	146.59	166.00	180.00
13. Grade 12 (excluding Running Start)	160.92	153.00	150.00
14. SUBTOTAL	2,879.92	2,985.00	2,896.00
15. Running Start	152.94	159.00	135.00
16. Dropout Reengagement Enrollment	16.40	15.00	6.00
17. ALE Enrollment	67.81	0.00	0.00
18. TOTAL K-12	3,117.07	3,159.00	3,037.00

LOCAL REVENUE

ASSUMPTIONS FOR 2023-24

Revenue Type	Rev Code	Curent Year Revenue	2023-24 Projected Revenue	Change
Levy	1100	\$ 6,834,481	\$ 8,336,223	\$ 1,501,742
State Timber	1500	\$ 1,222	\$ -	\$ (1,222)
Fees	2100	\$ 40,000	\$ 40,000	\$ -
Surplus	2200	\$ 2,200	\$ 2,000	\$ (200)
Investments	2300	\$ 10,500	\$ -	\$ (10,500)
Donations	2500	\$ 15,000	\$ 25,000	\$ 10,000
Fines	2600	\$ 5,600	\$ 10,000	\$ 4,400
Rentals	2700	\$ 10,000	\$ 30,000	\$ 20,000
Misc.	2900	\$ 5,000	\$ 50,000	\$ 45,000
E-Rate	2910	\$ 50,000	\$ 50,000	\$ -
Lunch Money	2298	\$ 747,292	\$ 650,000	\$ (97,292)
Total Local		\$ 7,721,295	\$ 9,193,223	18%

STATE REVENUE

ASSUMPTIONS FOR 2023-24

Revenue Type	Rev Code	Curent Year Revenue	2023-24 Projected Revenue	Change
Apportionment	3100	\$ 28,845,627	\$ 29,768,418	\$ 922,791
Sped SetAside	3121	\$ 773,557	\$ 840,258	\$ 66,701
Special Ed	4121	\$ 4,119,255	\$ 5,115,250	\$ 995,995
LAP	4155	\$ 501,893	\$ 616,013	\$ 114,120
State Grants	4158	\$ 144,191	\$ 184,000	\$ 39,809
MLL	4165	\$ 203,983	\$ 218,894	\$ 14,911
High-Cap	4174	\$ 94,071	\$ 95,545	\$ 1,474
State Lunch	4198	\$ 13,253	\$ 16,763	\$ 3,510
Transportation	4199	\$ 2,186,343	\$ 2,751,679	\$ 565,336
Total State		\$ 36,882,173	\$ 39,606,820	76.6%

FEDERAL REVENUE

ASSUMPTIONS FOR 2023-24

Revenue Type	Rev Code	Curent Year Revenue	2023-24 Projected Revenue	Change
Impact Aid	5300	\$ 223,885	\$ 330,000	\$ 106,115
Impact Aid - Sped	5329	\$ 27,173	\$ 60,000	\$ 32,827
Federal Forest	5500	\$ 9,000	\$ 9,000	\$ -
Sped Federal	6124	\$ 545,500	\$ 545,500	\$ -
Perkins	6138	\$ 16,000	\$ 16,000	\$ -
Title 1	6151	\$ 440,858	\$ 440,858	\$ -
Title 2	6152	\$ 100,979	\$ 100,979	\$ -
Title 3	6164	\$ 15,032	\$ -	\$ (15,032)
Federal Lunch	6198	\$ 728,062	\$ 750,000	\$ 21,938
Fed Commodities	6998	\$ 90,000	\$ 110,000	\$ 20,000
DoDEA and JROTC	6200	\$ 400,000	\$ 550,000	\$ 150,000
ESSR, ARP, Grant Capacity	6300	\$ 794,606	\$ -	\$ (794,606)
Medicaid Admin Match	6310	\$ 10,000	\$ 20,000	\$ 10,000
Medicaid Billing	6321	\$ 3,000	\$ 3,000	\$ -
Total Federal		\$ 3,404,095	\$ 2,935,337	6%

EXPENDITURES

ASSUMPTIONS FOR 2023-24

		Statewide Amounts 2021-22		SHSD Budget 2023-24	
27	Teaching	\$ 10,337,849,158.72		\$ 29,860,918.00	
28	Extracurricular	\$ 281,389,303.12		\$ 750,339.00	
29	Payments to School Districts	\$ 34,591,535.74			
	Total Teaching	\$ 10,653,829,997.58	57.7%	\$ 30,611,257.00	59.9%
21	Supervision - Instruction	\$ 441,915,157.65		\$ 1,275,592.00	
23	Principal's Office	\$ 1,087,615,571.96		\$ 3,255,896.00	
	Total Building Administration	\$ 1,529,530,729.61	8.3%	\$ 4,531,488.00	8.9%
22	Learning Resources	\$ 180,179,624.05		\$ 173,401.00	
24	Guidance and Counseling	\$ 546,659,905.84		\$ 1,384,113.00	
25	Pupil Management and Safety	\$ 206,425,409.06		\$ 374,191.00	
26	Health and Related Services	\$ 780,893,366.31		\$ 2,071,058.00	
31	Instructional Professional Development	\$ 398,960,008.74		\$ 274,963.00	
32	Instructional Technology	\$ 175,395,426.48		\$ 43,000.00	
33	Curriculum	\$ 147,593,825.50		\$ 352,000.00	
34	Professional Learning - State	\$ 109,751,696.99		\$ -	
	Total Student and Teaching Support	\$ 2,545,859,262.97	13.8%	\$ 4,672,726.00	9.2%

EXPENDITURES

ASSUMPTIONS FOR 2023-24

		Statewide Amounts 2021-22		SHSD Budget 2023-24					
11	Board of Directors	\$	58,686,501.26	\$	156,000.00				
12	Superintendent's Office	\$	128,013,963.66	\$	492,888.00				
13	Business Office	\$	213,063,325.16	\$	704,496.00				
14	Human Resources	\$	147,897,285.01	\$	354,315.00				
15	Public Relations	\$	40,805,011.38	\$	95,059.00				
Total Central Administration		\$	588,466,086.47	3.2% \$	548.48	\$	1,802,758.00	3.5% \$	594.77
72	Informational Systems	\$	310,689,925.69	\$	831,588.00				
73	Printing	\$	9,547,038.50	\$	-				
74	Warehousing and Distribution	\$	21,547,219.82						
75	Motor pool	\$	12,663,107.54	\$	30,500.00				
83	Interest	\$	2,962,449.44	\$	80,000.00				
84	Principal	\$	19,797,758.41						
85	Debt Service	\$	815,674.91						
91	Public Activities	\$	42,678,921.99						
Total Other		\$	420,702,096.30	2.3% \$	392.12	\$	942,088.00	1.8% \$	310.82

EXPENDITURES

ASSUMPTIONS FOR 2023-24

		Statewide Amounts 2021-22		SHSD Budget 2023-24	
61	Supervision - Maintenance and Operatic	\$	60,565,484.02	\$	189,108.00
62	Grounds Maintenance	\$	93,714,020.80	\$	354,553.00
63	Operations of Buildings	\$	559,250,467.17	\$	1,881,697.00
64	Maintenance	\$	335,359,660.52	\$	696,596.00
65	Utilities	\$	315,472,211.63	\$	697,000.00
67	Building and Property Security	\$	28,994,281.07		
68	Insurance - Maintenance and Operation	\$	151,513,344.59	\$	625,000.00
	Total Maintenance and Operations	\$	1,544,869,469.80	8.4% \$ 1,439.91	8.7% \$ 1,466.17
41	Supervision - Food Service	\$	44,075,100.39	\$	-
42	Food	\$	186,224,161.27	\$	110,000.00
44	Operations - Food Service	\$	295,386,284.78	\$	1,260,500.00
49	Transfers - Food Service	\$	(2,313,219.57)		
	Total Food Service	\$	523,372,326.87	2.8% \$ 487.81	2.7% \$ 452.16
51	Supervision - Transportation	\$	75,359,902.71	\$	-
52	Operations - Transportation	\$	532,444,707.55	\$	2,687,500.00
53	Maintenance - Transportation	\$	74,005,280.02		
56	Insurance - Transportation	\$	14,858,210.31		
58	Remote Learning Operations	\$	64,059.94		
59	Transfers - Transportation	\$	(34,760,756.01)		
	Total Transportation	\$	661,971,404.52	3.6% \$ 617.00	5.3% \$ 886.67

DISTRICT LEVEL REDUCTIONS

ASSUMPTIONS FOR 2023-24

Secondary Level Reductions	Proposed Reduction Option	CIS	CLS	CAS
Eliminate Summer Mailing and Calendar	\$ 18,000			
Eliminate Staff Welcome Back Event	\$ 10,000			
Reduce PandaDocs and Software Contracts	\$ 95,000			
Reduce District Office Staffing	\$ 991,000	2.2	3.5	3
Reduce Exempt Staff Calendars	\$ 187,000			
Reduce Administrative Calendars	\$ 25,000			
Eliminate Printed/Mailed Annual Report	\$ 10,000			
Eliminate Panorama	\$ 35,000			
Eliminate Neural Ed Professional Development	\$ 65,000			
Reduce District Travel/Conference Registration	\$ 15,000			
Eliminate DuPont SRO	\$ 130,000			
Eliminate Contracted Staff	\$ 300,000			
Reduce Dropout Recovery Program Contract	\$ 35,000			
Eliminate Research Support Contract	\$ 12,000			
Total	\$ 1,928,000.00	2.2	3.5	3.0

ELEM. LEVEL REDUCTIONS

ASSUMPTIONS FOR 2023-24

Elementary Level Reductions	Proposed Reduction Option	CIS	CLS	CAS
Reduce ECI Staffing	\$ 120,000	1.0		
Reduce Special Ed. Cert. Staffing to Match Enrollment	\$ 350,000	3.5		
Reduce Classroom Teacher FTE to Match Enrollment	\$ 400,000	4.0		
Reduce Specialist Positions	\$ 225,000	2.2		
Reduce Highly Capable Position	\$ 25,000	0.2		
Eliminate Purchase of School Supplies	\$ 55,000			
Total	\$ 1,175,000	10.9		

SECONDARY REDUCTIONS

ASSUMPTIONS FOR 2023-24

Secondary Level Reductions	Proposed Reduction Option	CIS	CLS	CAS
Eliminate Teacherease	\$ 14,000			
Reduce Special Ed. Cert. Staffing to Match Enrollment	\$ 100,000	1.0		
Reduce Classroom Teacher FTE to Match Enrollment	\$ 640,000	6.4		
Reduce Athletic Trainer Contracted Hours	\$ 65,000			
Reduce District Support for Athletic Expenses	\$ 35,000			
Reduce Activity Bus Runs	\$ 20,000			
Eliminate PSAT	\$ 2,000			
Reduction in Sponsored Summer School	\$ 20,000			
Eliminate Spokane Virtual Academy Contract	\$ 20,000			
Eliminate Xello	\$ 9,000			
Eliminate School Office Staff Support	\$ 70,000		1.0	
Total	\$ 995,000	7.4	1.0	

COMPARISON TO CURRENT

ASSUMPTIONS FOR 2023-24

	Program	2022-23 Revised Budget	2022-23 FYTD Activity Through June 16	2023-24 F-195 Budget
01	Basic Education	29,143,604.40	20,128,033.81	27,760,301.00
03	Dropout Reengagement	125,000.00	111,206.40	54,000.00
12	ESSER Funds	13,000.00	12,257.00	0
21	Special Education State	7,075,261.97	4,706,418.08	6,668,661.00
24	Special Education Federal	784,740.34	666,290.83	556,316.00
31	CTE High School	2,200,587.89	1,552,567.76	2,054,261.00
34	CTE Middle School	196,443.06	140,202.25	193,552.00
38	CTE - Federal	16,000.00	9,998.06	16,000.00
51	Title 1	485,422.16	399,252.88	538,701.00
52	Title 2	183,463.91	119,609.43	130,164.00
55	Learning Assistance Program	587,070.56	585,853.79	489,408.00
58	Special Programs - State	109,409.84	79,413.07	186,182.00
64	Title 3	34,532.00	994.50	0.00
65	Multi Language Learner	174,243.57	103,656.92	344,947.00
69	Other	11,000.00	1,079.47	0.00
74	Highly Capable	113,024.20	122,984.12	143,665.00
79	DODEA Grant Expenses	279,839.25	369,778.14	448,598.00
97	Support Services	8,068,603.95	6,388,351.45	7,419,509.00
98	Food Services	1,571,000.00	1,018,093.87	1,370,500.00
99	Transportation Services	2,695,600.00	2,310,538.42	2,687,500.00
	Totals	\$ 53,867,847.10	\$ 38,826,580.25	\$ 51,062,265.00



BUDGET ASSUMPTIONS

OTHER FUNDS



OTHER FUND ASSUMPTIONS

- Capital Projects Fund
 - Only Emergency Expenses
 - Impact Fees Used for Land
 - No Summer Projects
- Debt Service Fund
 - 2024 Voted Debt - \$0
 - Bond Rate will Decrease from \$1.63 to \$0.00

- ASB Fund
 - Less District Support for Athletics (Helmet Reconditioning and Pool Fees)
 - Raised ASB Card/Athletic Fees to support Athletics Programs

DEBT BUDGET (PAGE 128)

ASSUMPTIONS FOR 2023-24

	(3) Budget 2023-2024
REVENUES AND OTHER FINANCING SOURCES	
1000 Local Taxes	4,071,610
2000 Local Nontax Support	1,000
3000 State, General Purpose	0
5000 Federal, General Purpose	0
9000 Other Financing Sources	725,000
A. TOTAL REVENUES AND OTHER FINANCING SOURCES	4,797,610
EXPENDITURES	
Matured Bond Expenditures	8,870,000
Interest on Bonds	710,000
Interfund Loan Interest	0
Bond Transfer Fees	0
Arbitrage Rebate	0
UnderWriter's Fees	0
B. TOTAL EXPENDITURES	9,580,000
C. OTHER FINANCING USES--TRANSFERS OUT (G.L.536)	0
D. OTHER FINANCING USES (G.L.535)	0
E. EXCESS OF REVENUES/OTHER FINANCING SOURCES OVER / (UNDER) EXPENDITURES AND OTHER FINANCING USES (A-B-C-D)	-4,782,390

ASB BUDGET (PAGE 126)

ASSUMPTIONS FOR 2023-24

	(3) Budget 2023-2024
REVENUES	
100 General Student Body	
200 Athletics	276,210
300 Classes	178,332
400 Clubs	219,200
600 Private Moneys	553,080
	21,100
A. TOTAL REVENUES	1,247,922
EXPENDITURES	
100 General Student Body	
200 Athletics	298,660
300 Classes	234,461
400 Clubs	229,100
600 Private Moneys	622,037
	29,275
B. TOTAL EXPENDITURES	1,413,533
C. EXCESS OF REVENUES OVER (UNDER) EXPENDITURES (A-B)	-165,611

CAPITAL BUDGET (PAGE 134)

ASSUMPTIONS FOR 2023-24

	(3) Budget 2023-2024
REVENUES AND OTHER FINANCING SOURCES	
1000 Local Taxes	0
2000 Local Nontax Support	151,000
3000 State, General Purpose	0
4000 State, Special Purpose	0
5000 Federal, General Purpose	0
6000 Federal, Special Purpose	0
7000 Revenues from Other School Districts	0
8000 Revenues from Other Entities	0
9000 Other Financing Sources	0
A. TOTAL REVENUES AND OTHER FINANCING SOURCES	151,000
EXPENDITURES	
10 Sites	0
20 Buildings	0
30 Equipment	0
40 Energy	0
50 Sales and Lease Expenditures	0
60 Bond Issuance Expenditures	0
90 Debt Expenditures	0
B. TOTAL EXPENDITURES	0
C. OTHER FINANCING USES--TRANSFERS OUT (G.L.536) 1/	275,000
D. OTHER FINANCING USES (G.L.535) 2/	0
E. EXCESS OF REVENUES/OTHER FINANCING SOURCES OVER (UNDER) EXPENDITURES AND OTHER FINANCING USES (A-B-C-D)	-124,000

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: **June 21, 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 M Lewis

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	
GENERAL FUND:					
	Payroll	800930	to	800930	\$ 1,207.62
	Payroll A/P	133164	to	133175	\$ 486,796.19
	Payrol ACH Payments				\$ 608,238.57
	Payroll Taxes				\$ 623,449.54
	Direct Deposit				\$ 1,762,473.27
May 24, 2023	Accounts Payable	133176	to	133212	\$ 456,405.93
June 8, 2023	Accounts Payable	133213	to	133249	\$ 208,042.61
June 8, 2023	Accounts Payable	133250	to	133250	\$ 860.00
	TOTAL GENERAL FUND:				\$ 4,147,473.73

CAPITAL PROJECTS FUND:					
June 7, 2023	Accounts Payable	200553	to	200554	\$ 65,927.30
	TOTAL CAPITAL PROJECTS FUND:				\$ 65,927.30

ASSOCIATED STUDENT BODY FUND:					
May 17, 2023	Accounts Payable	405200	to	405200	\$ 147.00
May 23, 2023	Accounts Payable	400201	to	400204	\$ 1,802.90
June 7, 2023	Accounts Payable	405205	to	405213	\$ 5,815.56
June 8, 2023	Accounts Payable	405214	to	4052144	\$ 30,117.93
	TOTAL ASSOCIATED STUDENT BODY FUND:				\$ 37,883.39

TRANSPORTATION VEHICLE FUND:					
			to		_____
			to		_____
	TOTAL TRANSPORTATION VEHICLE FUND:				\$ -

Board of Directors of Steilacoom Historical School District No. 1

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

Kathi Weight, Secretary to the Board

PAYROLL

A/P

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 June 21, 2023, the board, by a _____ vote, approves payments, totaling \$456,405.93. The payments are further identified in this document.

Total by Payment Type for Cash Account, GF WARRANTS OUTSTANDING:
Warrant Numbers 133176 through 133212, totaling \$456,405.93

Secretary _____ Board Member _____

Board Member _____ Board Member _____

Board Member _____ Board Member _____

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
133176	ANDERSON ISLAND GENERAL STORE	05/25/2023	1564163	ANDERSON ISLAND ELEMENTARY SCHOOL	82223049	195.87	195.87
133177	BARGREEN ELLINGSON	05/25/2023	010840931	BUS FUEL Hamilton Beach Ice Crusher Chopper, Countertop	142223004	4,027.76	4,027.76
133178	BEAUCHAINE, SUSANNE CHOE	05/25/2023	SPPLYREIM SB 230509	REIMBURSEMENT FOR SUPPLIES PURCHASED WITH KIWANIS MINI GRANT TEACHER APPRECIATION	0	196.47	196.47
133179	CAPITAL BUSINESS MACHINES INC	05/25/2023	INV149546 INV153384 INV154389	TONER BLACK TONER BLACK TONER BLACK	0 0 0	447.53 107.10 102.31	656.94
133180	CC'S CLASSY CHASSIS INC.	05/25/2023	5767	OIL CHANGES & CAR WASH/DETAIL SERVICES	102223004	60.27	60.27
133181	CITY OF TACOMA - TACOMA PUBLIC	05/25/2023	100683154 2305	STEILACOOM HIGH SCHOOL READER BOARD ELECTRIC	82223076	37.15	37.15
133182	CLOVER PARK SCHOOL DISTRICT	05/25/2023	7619	Summa Night Invites	0	13.55	13.55
133183	CRUZ, REBEKAH MORRIS CARGILL	05/25/2023	SPPLYREIM RC 23.05.1	REIMBURSEMENT FOR CLASSROOM SUPPLIES FROM TPT, FRED MEYER AND SCHOLASTIC	0	169.25	169.25
133184	DEPT OF HEALTH (WA STATE)	05/25/2023	CLIA#50D2213394	MTSW.FS.61148830, STEILACOOM HIST. SCHOOL DIST	0	260.00	260.00
133185	DEPT OF LICENSING (WA STATE)	05/25/2023	L0202098954	APRIL 2023_	102223006	15.00	15.00

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
133186	DEPT OF L&I / ELEVATOR SECTION	05/25/2023	321328	DRIVERS ABSTRACTS FOR TYPE II LICENSING DISTRICT 113848, ANNUAL INV @DAC	0	149.00	149.00
133187	DURHAM SCHOOL SERVICES	05/25/2023	91963906	STUDENT TRANSPORTATION SERVICES F	82223058	223,131.56	223,131.56
133188	ESD 113	05/25/2023	6402300495	Mar 23- SKYWARD WESPAC SUPPORT SERVICES	82223011	14,542.72	14,542.72
133189	HONEY BUCKET	05/25/2023	0553450764	STEILACOOM HIGH SCHOOL FIELD STANDARD WEEKLY SERVICES FY 2022-2023	82223010	139.95	139.95
133190	ISLAND PROPANE INC	05/25/2023	235028	ANDERSON ISLAND ELEMENTARY PROPANE	0	679.33	679.33
133191	LAKE JOSEPHINE RIVIERA WATER	05/25/2023	100811 2305	ANDERSON ISLAND ELEMENTARY WATER UTILITIES	82223074	44.00	88.00
			100812 2305	ANDERSON ISLAND ELEMENTARY WATER UTILITIES	82223074	44.00	
133192	LEADER SERVICES	05/25/2023	WA12355	Medicaid Billing Services	92223034	81.20	81.20
133193	LECOMPTE, KAREN E	05/25/2023	SPPLYREIM KL 200509	REIMBURSEMENT FOR EARTHENWARE FOR 3 CLASSES PURCHASED FROM CLAY ART CENTER	0	165.33	165.33
133194	MAXIM HEALTHCARE STAFFING SERV	05/25/2023	E9290150294	Maxim, Para, SP, Parsons	92223013	1,270.34	13,418.48
			E9290240294	Maxim, CNA, Affriseo, SHS	92223016	1,375.00	
			E9290420294	LPN, Graham, Float	92223008	1,674.00	
			E9415150294	Maxim, CNA, Affriseo, SHS	92223016	1,500.00	
			E9415190294	LPN, Graham, Float	92223008	1,519.00	
			E9415680294	Maxim, Para, SP, Parsons	92223013	1,295.80	
			E9542800294	Maxim, Para, SP, Parsons	92223013	1,260.84	
			E9542910294	LPN, Graham, Float	92223008	2,015.00	
			E9543370294	Maxim, CNA, Affriseo, SHS	92223016	1,508.50	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
133195	MCCLATCHY COMPANY LLC	05/25/2023	191787	Order No. 402067: IPL01146260, IPL0114626, & Order No. 404950: IPL01166490, IPL0116649	0	509.28	509.28
133196	MILLER, KAMI	05/25/2023	MILEREIM KM 230503	FROM 04/11/2023 - 04/28/23	0	8.13	8.13
133197	O'REILLY AUTO PARTS	05/25/2023	3626424553	OPEN PURCHASE ORDER 2022-2023 for FLEET VEHICLE SUPPLIES	102223025	44.21	45.80
			SC04259500	OPEN PURCHASE ORDER 2022-2023 for FLEET VEHICLE SUPPLIES	102223025	1.59	
133198	ODP SOLUTIONS, LLC	05/25/2023	310465115001	WORKROOM SUPPLIES/COPY PAPER	82223080	155.83	155.83
133199	PETROCARD, INC.	05/25/2023	C165739	MOBILE FLEET FUELING	82223008	21,420.29	21,420.29
133200	PIERCE COUNTY WACTA	05/25/2023	J. SOETE 22-23 Dues	PC-WACTA J SOETE 2022-2023 DUES (ONE FULL INDIVIDUAL MEMBERSHIP)	142223011	500.00	500.00
133201	PROCARE THERAPY	05/25/2023	20655320	CNA, MA Dizon, Float	92223006	1,841.74	18,733.74
			20655323	CBT, Barlow, 1:1	92223003	2,160.00	
			20669885	CNA, MA Dizon, Float	92223006	2,375.33	
			20669887	CBT, Barlow, 1:1	92223003	2,160.00	
			20669888	SHS TRAINER	82223087	2,926.00	
			20670089	CNA, D. Slaughter, Float	92223004	2,752.56	
			20675335	CBT, Barlow, 1:1	92223003	2,160.00	
			20675339	CNA, MA Dizon, Float	92223006	2,358.11	
133202	PUGET SOUND ESD 121	05/25/2023	2023-05 Q1 2023 SHSD	PUGET SOUND UNEMPLOYMENT POOL	82223092	8,472.00	8,472.00
133203	PUGET SOUND ENERGY	05/25/2023	200002143960 2305	PIONEER MIDDLE SCHOOL GAS AND ELECTRIC MAY 2023	82223032	11,529.90	25,624.18
			200008146082 2305	DISTRICT ADMIN BLDG GAS 2023 MAY	82223029	413.93	
			200018787412 2305	STEILACOOM HIGH SCHOOL GAS 2023 MAY	82223030	4,412.52	
			200023874882 2305	CHLOE CLARK ELEMENTARY	82223031	8,876.33	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				ELECTRIC 2023 MAY			
			220005466069 2305	DISTRICT ADMIN	82223029	391.50	
				BLDG GAS MAY 2023			
133204	RABY, JOHNNA RHEA	05/25/2023	MILEREIM JR 230505	FROM 04/12/2023	0	17.75	17.75
				THROUGH 05/03/2023			
133205	SARCO SUPPLY	05/25/2023	1148522	SHS CUSTODIAL	102223037	117.85	3,958.36
			1149240	SUPPLIES			
			1149240	PIO OPEN PURCHASE	102223036	957.90	
				ORDER 2022-2023 for CUSTODIAL SUPPLIES			
			1149242	SHS CUSTODIAL	102223037	1,029.77	
				SUPPLIES			
			1149245	SP CUSTODIAL	102223035	402.50	
				SUPPLIES			
			1149246	CD CUSTODIAL	102223033	559.77	
				SUPPLIES			
			1149330	SHS CUSTODIAL	102223037	102.48	
				SUPPLIES			
			1149374	SHS CUSTODIAL	102223037	712.65	
				SUPPLIES			
			1149427	SHS CUSTODIAL	102223037	75.44	
				SUPPLIES			
133206	SODEXO INC & AFFILIATES	05/25/2023	1002283926	FOOD SERVICE	82223038	92,122.86	92,122.86
				MANAGEMENT			
133207	SPOKANE PUBLIC SCHOOLS	05/25/2023	AR127154	SPOKANE PUBLIC	272223117	3,050.00	3,050.00
				SCHOOLS 2ND SEMESTER ONLINE CLASSES FOR 22-23			
133208	STATE AUDITOR'S OFFICE	05/25/2023	L154820	STATE AUDIT	82223081	7,929.39	7,929.39
				PERIOD 2022-23			
133209	THERAPYTRAVELERS	05/25/2023	INV75332	Behavior	92223009	2,112.50	4,225.00
				Specialist Pioneer, Keeney			
			INV84469	Behavior	92223009	2,112.50	
				Specialist Pioneer, Keeney			
133210	TOWN OF STELLACOOM	05/25/2023	2023-05-02-01	SRO contract	182223013	8,590.41	8,590.41
				2022-23			
133211	WEX BANK	05/25/2023	89200330	MOTOR POOL FUEL	82223042	2,690.35	2,690.35
				SUPPLY			
133212	WSIPC	05/25/2023	1002201861	New Student	182223009	324.73	324.73
				Online Enrollment_May23			

37 Computer Check(s) For a Total of 456,405.93

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	37	Computer	Checks For a Total of	456,405.93
Total For	37	Manual, Wire Tran, ACH & Computer	Checks	456,405.93
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	456,405.93

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 June 21, 2023, the board, by a _____ vote, approves payments, totaling \$208,042.61. The payments are further identified in this document.

Total by Payment Type for Cash Account, GF WARRANTS OUTSTANDING:
Warrant Numbers 133213 through 133249, totaling \$208,042.61

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
133213	ALWAYS FORWARD COACHING	06/09/2023	230522_SHSD	YOUTH MHFA CLASS MAY 18, 2023	272223118	1,921.91	1,921.91
133214	ANDERSON ISLAND GENERAL STORE	06/09/2023	1572176	ANDERSON ISLAND ELEMENTARY SCHOOL BUS FUEL	82223049	228.82	228.82
133215	ANDERSON, STEFANIE L	06/09/2023	SPPLYREIM SA 200522	Reimbursement for Ferry Ticket purchase when subbing at AIE	0	20.90	20.90
133216	B&H PHOTO - VIDEO	06/09/2023	213412584	1ST PORTION OF ORDER 899771090	2142223005	1,145.31	4,974.62
			213412686	Streaming Broadcast Camera and Camera Joystick controller	2142223004	2,793.24	
			231427456	2ND PORTION OF ORDER 899771090	2142223005	1,036.07	
133217	BMO FINANCIAL GROUP	06/09/2023		CREDIT CARD PAYMENT CHECK			39,030.41
	AMAZON.COM SALES, INC		GFC230600009	GF Credit Card Payment AP Invoice.	0	5,671.23	
	AMERICAN PARTY PLACE		GFC230600035	GF Credit Card Payment AP Invoice.	0	34.74	
	BALLOON MASTERS		GFC230600034	GF Credit Card Payment AP Invoice.	0	412.50	
	BARNES & NOBLE		GFC230600042	GF Credit Card Payment AP Invoice.	0	284.05	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
	Vendor on Invoice						
	BMO FINANCIAL GROUP		GFC230600000	GF Credit Card Payment AP Invoice.	0	5,521.26	
	BMO FINANCIAL GROUP		GFC230600004	GF Credit Card Payment AP Invoice.	0	251.76	
	BMO FINANCIAL GROUP		GFC230600036	GF Credit Card Payment AP Invoice.	0	1,829.32	
	CITY OF TACOMA - TACOMA PUBLIC		GFC230600014	GF Credit Card Payment AP Invoice.	82223076	34.22	
	CLAY ART CENTER		GFC230600010	GF Credit Card Payment AP Invoice.	0	643.47	
	COSTCO BUSINESS CENTER - PCARD		GFC230600007	GF Credit Card Payment AP Invoice.	0	1,358.28	
	HAROLD LEMAY ENTERPRISES		GFC230600016	GF Credit Card Payment AP Invoice.	82223013	245.09	
	HAROLD LEMAY ENTERPRISES		GFC230600018	GF Credit Card Payment AP Invoice.	82223027	216.05	
	HAROLD LEMAY ENTERPRISES		GFC230600019	GF Credit Card Payment AP Invoice.	82223024	1,986.52	
	HAROLD LEMAY ENTERPRISES		GFC230600020	GF Credit Card Payment AP Invoice.	82223013	541.77	
	HAROLD LEMAY ENTERPRISES		GFC230600022	GF Credit Card Payment AP Invoice.	82223022	1,000.38	
	HAROLD LEMAY ENTERPRISES		GFC230600023	GF Credit Card Payment AP Invoice.	82223027	141.39	
	HAROLD LEMAY ENTERPRISES		GFC230600024	GF Credit Card Payment AP Invoice.	82223023	1,123.50	
	HAROLD LEMAY ENTERPRISES		GFC230600025	GF Credit Card Payment AP Invoice.	82223027	216.05	
	HAROLD LEMAY ENTERPRISES		GFC230600026	GF Credit Card Payment AP Invoice.	82223027	141.39	
	HAROLD LEMAY ENTERPRISES		GFC230600028	GF Credit Card Payment AP Invoice.	82223025	2,494.72	
	HAROLD LEMAY ENTERPRISES		GFC230600030	GF Credit Card	82223024	631.54	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
	Vendor on Invoice			Payment AP Invoice.			
	HAROLD LEMAY ENTERPRISES		GFC230600031	GF Credit Card	82223022	141.39	
				Payment AP Invoice.			
	HAROLD LEMAY ENTERPRISES		GFC230600032	GF Credit Card	82223025	916.60	
				Payment AP Invoice.			
	HAROLD LEMAY ENTERPRISES		GFC230600033	GF Credit Card	82223023	255.60	
				Payment AP Invoice.			
	KCDA		GFC230600037	GF Credit Card	0	1,030.97	
				Payment AP Invoice.			
	KCDA		GFC230600038	GF Credit Card	162223008	1,041.00	
				Payment AP Invoice.			
	LAKE JOSEPHINE RIVIERA WATER		GFC230600003	GF Credit Card	0	40.00	
				Payment AP Invoice.			
	LEMAY MOBILE SHREDDING		GFC230600015	GF Credit Card	82223019	63.00	
				Payment AP Invoice.			
	LEMAY MOBILE SHREDDING		GFC230600029	GF Credit Card	82223020	88.00	
				Payment AP Invoice.			
	LES SCHWAB TIRES		GFC230600012	GF Credit Card	102223022	587.22	
				Payment AP Invoice.			
	MURREY'S DISPOSAL CO., INC.		GFC230600017	GF Credit Card	82223014	15.00	
				Payment AP Invoice.			
	MYSTERY SCIENCE INC.		GFC230600043	GF Credit Card	272223113	4,185.00	
				Payment AP Invoice.			
	PARTS TOWN, LLC.		GFC230600002	GF Credit Card	102223027	175.49	
				Payment AP Invoice.			
	PERFECTION LEARNING		GFC230600041	GF Credit Card	0	299.47	
				Payment AP Invoice.			
	PIERCE COUNTY REFUSE		GFC230600021	GF Credit Card	82223026	26.31	
				Payment AP Invoice.			
	PIERCE COUNTY REFUSE		GFC230600027	GF Credit Card	82223026	185.25	
				Payment AP Invoice.			
	PIERCE COUNTY SEWER		GFC230600013	GF Credit Card	82223041	592.78	
				Payment AP			

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
	Vendor on Invoice						
	PIERCE COUNTY FERRY		GFC230600001	Invoice. GF Credit Card Payment AP	0	2,693.76	
	PIERCE COUNTY FERRY		GFC230600008	Invoice. GF Credit Card Payment AP	1402223001	20.90	
	SCHOLASTIC INC		GFC230600039	Invoice. GF Credit Card Payment AP	0	676.45	
	SEATTLE MARINERS		GFC230600011	Invoice. GF Credit Card Payment AP	0	123.00	
	TAGS AWARDS AND SPECIALTIES		GFC230600040	Invoice. GF Credit Card Payment AP	0	225.57	
	TANNER ELECTRIC		GFC230600006	Invoice. GF Credit Card Payment AP	82223077	816.87	
	USPS - PCARD		GFC230600005	Invoice. GF Credit Card Payment AP	0	51.55	
133218	BRIGHAM YOUNG UNIVERSITY	06/09/2023	DCE-00014285	Invoice. 2022-23 INVOICES	272223007	440.00	440.00
133219	BUFFALO INDUSTRIES LLC	06/09/2023	0107966-IN	Custodial Cleaning Rags	102223002	773.85	773.85
133220	CAPITAL BUSINESS MACHINES INC	06/09/2023	INV154870	TONER FOR COUNSELING OFFICE	0	102.31	102.31
133221	CDW-G	06/09/2023	ZR00340751	Gopher for Chrome Premium Prorated Subscription	0	444.22	444.22
133222	CENTURYLINK #78245209	06/09/2023	640749826	Account 78245209	0	1.17	1.17
133223	CENTURYLINK #206-Z25-0055-467B	06/09/2023	206Z250055467 2306	ACCT # 206-Z25-055-457B	82223033	1,458.19	1,458.19
133224	COLLEGE BOARD	06/09/2023	A241294271	AP 2023, CUSTOMER NUMBER 129427	272223004	29,016.00	29,016.00
133225	COMCAST	06/09/2023	174233074	NETWORK SERVICES	82223036	7,362.56	7,362.56
133226	CRUZ, REBEKAH MORRIS CARGILL	06/09/2023	SPPLYREIM RC 230519	REIMBURSEMENT FOR SUPPLIES PURCHASED FROM AMAZON	0	103.56	103.56
133227	ESD 113	06/09/2023	7422300575	Fingerprinting	182223010	181.00	181.00
133228	FERGUSON ENTERPRISES, INC. #30	06/09/2023	1522509	PLUMBING SUPPLIES	102223009	704.16	704.16
133229	FIRST-CITIZENS BANK & TRUST CO	06/09/2023	42467875	COPIER LEASE FY 2022-2023	82223028	7,530.95	7,530.95
133230	HORIZON DISTRIBUTORS INC	06/09/2023	3N156937	GROUNDS SUPPLIES	102223079	86.36	86.36
133231	HP, INC.	06/09/2023	600831064	MALWAREBYTES PROTECTION PLAN 1 OF 3 YEAR PLAN	272223090	16,792.83	16,792.83
133232	J&I POWER EQUIPMENT INC	06/09/2023	720846	GROUNDS	102223082	284.05	284.05

Check Nbr	Vendor Name Vendor on Invoice	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				SUPPLIES/REPAIRS			
133233	LOWE'S / CREDIT SERVICES	06/09/2023	923205	OPEN PURCHASE ORDER 2022-2023 for SUPPLIES	102223023	12.08	194.70
			923768-KZNUTL	SUPPLIES	102223023	80.53	
			923795	SUPPLIES	102223023	5.73	
			943084	SUPPLIES	102223023	39.70	
			943291	SUPPLIES	102223023	11.98	
			943717-KVUBUAZ	OPEN PURCHASE ORDER 2022-2023 for SUPPLIES	102223023	44.68	
133234	MAXIM HEALTHCARE STAFFING SERV	06/09/2023	E9614960294	Maxim, Para, SP, Parsons	92223013	1,263.88	8,264.30
			E9615040294	Maxim, CNA, Affriseo, SHS	92223016	1,412.50	
			E9615250294	LPN, Graham, Float	92223008	1,147.00	
			E9685910294	Maxim, Para, SP, Parsons	92223013	1,000.92	
			E9686040294	Maxim, CNA, Affriseo, SHS	92223016	1,425.00	
			E9686080294	LPN, Graham, Float	92223008	2,015.00	
133235	MILLER, KAMI	06/09/2023	MILEREIM KM 230606	REIMBURSEMENT FOR MAY 23 MILEAGE	0	11.56	11.56
133236	ODP SOLUTIONS, LLC	06/09/2023	312547700001	ODP: Office Depot copy paper	1462223015	877.58	877.58
133237	PETROCARD, INC.	06/09/2023	C189828	MOBILE FLEET FUELING FY 2022-2023	82223008	28,671.20	28,671.20
133238	PIERCE COUNTY SEWER	06/09/2023	1354221 2306	PIONEER MIDDLE SCHOOL SEWER SERVICES FY 2022-23	82223041	231.63	231.63
133239	PROCARE THERAPY	06/09/2023	20681078	CNA, MA Dizon, Float	92223006	2,426.96	9,105.07
			20681081	CBT, Barlow, 1:1	92223003	2,160.00	
			20687809	CBT, Barlow, 1:1	92223003	2,160.00	
			20687814	CNA, MA Dizon, Float	92223006	2,358.11	
133240	PROJECT LEAD THE WAY	06/09/2023	398677	J Jarnagin PLTW Science Supplies	142223012	1,427.80	1,427.80
133241	RIDDELL ALL AMERICAN SPORTS CO	06/09/2023	951831918	STEILACOOM HIGH SCHOOL FOOTBAL HELMET RECONDITIONING	82223093	8,046.42	8,046.42
133242	SARCO SUPPLY	06/09/2023	1149675	SHS CUSTODIAL SUPPLIES	102223037	234.12	4,147.50
			1149708	SHS OPEN PURCHASE	102223037	1,252.37	

Check Nbr	Vendor Name Vendor on Invoice	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				ORDER 2022-2023 for CUSTODIAL SUPPLIES			
			1149709	CD OPEN PURCHASE	102223033	665.49	
				ORDER 2022-2023 for CUSTODIAL SUPPLIES			
			1149721	CC OPEN PURCHASE	102223034	771.93	
				ORDER 2022-2023 for CUSTODIAL SUPPLIES			
			1149722	PIO OPEN PURCHASE	102223036	298.22	
				ORDER 2022-2023 for CUSTODIAL SUPPLIES			
			1149723	PIO OPEN PURCHASE	102223036	177.23	
				ORDER 2022-2023 for CUSTODIAL SUPPLIES			
			1149724	SP OPEN PURCHASE	102223035	748.14	
				ORDER 2022-2023 for CUSTODIAL SUPPLIES			
133243	SCHOOL OUTFITTERS	06/09/2023	INV13983600	Jellison_Jones_ Lab Tables and Lab stools	142223020	2,198.20	8,233.60
			INV13984304	Hayden_Furniture_O rder	142223022	6,035.40	
133244	SECURE PACIFIC CORP	06/09/2023	373052	BURGLARY, FIRE & ELEVATOR MONITORING District Wide	102223040	216.07	216.07
133245	TANNER ELECTRIC	06/09/2023	72131000 2305	AIE ELECTRICITY	82223077	524.69	524.69
133246	THERAPYTRAVELERS	06/09/2023	INV85824	Behavior Specialist Pioneer, Keeney	92223009	2,112.50	4,225.00
			INV86256	Behavior Specialist Pioneer, Keeney	92223009	2,112.50	
133247	TK ELEVATOR CORPORATION	06/09/2023	3007291663	ELEVATOR MONITORING/SERVICE @ DAC	102223048	702.05	702.05
133248	TOWN OF STEILACOOM	06/09/2023	10777.0 2306	MAINTENANCE WATER & ELECTRICITY	82223090	330.20	21,675.12
			1199.1 2306	DO ADMIN BLDG AND MAINTENANCE WATER & ELECTRICITY	82223090	1,345.98	
			1409.0 2306	STEILACOOM HIGH SCHOOL	82223089	225.10	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
	Vendor on Invoice						
			1409.1 2306	ELECTRICITY & WATER UTILITIES FY 2022-2023 STEILACOOM HIGH SCHOOL	82223089	10,908.78	
			1884.0 2306	ELECTRICITY & WATER UTILITIES FY 2022-2023 DO ADMIN BLDG AND MAINTENANCE WATER & ELECTRICITY	82223090	524.20	
			2075.0 2306	SALTAR'S POINT ELEMENTARY ELECTRICITY	82223054	230.87	
			2456.0 2306	DO ADMIN BLDG AND MAINTENANCE WATER & ELECTRICITY	82223090	11.81	
			2456.1 2306	DO ADMIN BLDG AND MAINTENANCE WATER & ELECTRICITY	82223090	606.84	
			2662.0 2306	SALTAR'S POINT ELEMENTARY WATER	82223054	1,004.78	
			2662.1 2306	SALTAR'S POINT ELEMENTARY ELECTRICITY	82223054	2,781.17	
			3181.0 2306	STEILACOOM HIGH SCHOOL ELECTRICITY & WATER UTILITIES	82223089	14.36	
			3533.0 2306	CHERRYDALE PRIMARY ELECTRICITY & WATER	82223091	841.88	
			3533.1 2306	CHERRYDALE PRIMARY ELECTRICITY & WATER	82223091	1,710.67	
			6571.0 2306	DO ADMIN BLDG ELECTRICITY	82223090	442.76	
			9157.0 2306	SALTAR'S POINT ELEMENTARY WATER	82223054	695.72	
133249	URIARTE, LAVONNE R	06/09/2023	SPPLYREIM LU 2023.05	REIMBURSEMENT FOR SUPPLIES PURCHASED FROM GENERATION GENIUS AND FRED MEYER	0	30.45	30.45

37 Computer Check(s) For a Total of 208,042.61

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	37	Computer	Checks For a Total of	208,042.61
Total For	37	Manual, Wire Tran, ACH & Computer	Checks	208,042.61
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	208,042.61

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 June 21, 2023, the board, by a _____ vote, approves payments, totaling \$860.00. The payments are further identified in this document.

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

Warrant Numbers 133250 through 133250, totaling \$860.00

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
133250	COOLE SCHOOL	06/09/2023	CS-15837	CHERRYDALE PRIMARY: Coole School: 3rd grade planners	1462324002	430.00	860.00
			CS-15838	CHERRYDALE PRIMARY: Coole School: 2nd grade planners	1462324001	430.00	
				1 Computer	Check(s) For a Total of		860.00

	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	860.00
Total For	1	Manual, Wire Tran, ACH & Computer	Checks	860.00
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	860.00

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 June 21, 2023, the board, by a _____ vote, approves payments, totaling \$65,927.30. The payments are further identified in this document.

Total by Payment Type for Cash Account, CPF WARRANTS OUTSTANDING:
Warrant Numbers 200553 through 200554, totaling \$65,927.30

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
200553	ERICKSON MCGOVERN	06/07/2023	10	Maintenance Facility Improvements	2002223011	584.75	584.75
200554	PEASE & SONS, INC.	06/07/2023	8049-11	Maintenance Facility Improvements	2002223008	65,342.55	65,342.55
				2 Computer	Check(s) For a Total of		65,927.30

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	2	Computer	Checks For a Total of	65,927.30
Total For	2	Manual, Wire Tran, ACH & Computer	Checks	65,927.30
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	65,927.30

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 June 21, 2023, the board, by a _____ vote, approves payments, totaling \$147.00. The payments are further identified in this document.

Total by Payment Type for Cash Account, ASB WARRANTS OUTSTANDING:
Warrant Numbers 405200 through 405200, totaling \$147.00

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
405200	STELLACOOM HIST SCHOOL DIST #1	05/22/2023	CTAX41 20230517AAA	Comp Tax owed for Cash Account 41 through 04/30/2023	0	147.00	147.00
			1	Computer	Check(s) For a Total of		147.00

	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	147.00
Total For	1	Manual, Wire Tran,	ACH & Computer Checks	147.00
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	147.00

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 June 21, 2023, the board, by a _____ vote, approves payments, totaling \$1,802.90. The payments are further identified in this document.

Total by Payment Type for Cash Account, ASB WARRANTS OUTSTANDING:
Warrant Numbers 405201 through 405204, totaling \$1,802.90

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	
405201	ERIN OLIVER LLC	05/25/2023	042023_\$247.50	PIONEER MIDDLE SCHOOL ACCOMPANIMENT SERVICE FEE	0	247.50	247.50	
405202	L.O.S. EMBROIDERY	05/25/2023	000103	STELLACOOM HIGH SCHOOL PROM DJ SERVICES	0	660.00	660.00	
405203	STELLACOOM HIST SCHOOL DIST #1	05/25/2023	CCASB2GF_\$304.89	CHLOE CLARK ASB TO REIMBURSE GF FOR NISQUALLY WILDLIFE REFUGE FIELD TRIP	0	304.89	645.40	
			CCASB2GF_\$340.51	CHLOE CLARK ASB TO REIMBURSE GF FOR WA CENTER FOR PERFORMING ARTS FIELD TRIP	0	340.51		
405204	VEBBER, MICHAEL	05/25/2023	1364	PIONEER MIDDLE SCHOOL: PIANO ACCOMPANIMENT CHOIR FESTIVAL 3/28	0	250.00	250.00	
					4	Computer	Check(s) For a Total of	1,802.90

	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
	4	Computer	Checks For a Total of	1,802.90
Total For	4	Manual, Wire Tran, ACH & Computer	Checks	1,802.90
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	1,802.90

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 June 21, 2023, the board, by a _____ vote, approves payments, totaling \$5,815.56. The payments are further identified in this document.

Total by Payment Type for Cash Account, ASB WARRANTS OUTSTANDING:
Warrant Numbers 405205 through 405213, totaling \$5,815.56

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
405205	EASTMAN, KATHLEEN A	06/09/2023	rreim5/23/23_	\$96.71 STELLACOOM HIGH SCHOOL: LEADERSHIP DAY OF CHAMPIONS LUNCH EXPENSE REIMBURSEMENT	0	96.71	96.71
405206	KEITHLEY MIDDLE SCHOOL	06/09/2023	108	PIONEER MIDDLE SCHOOL: TRACK MEET MEDALS AND STARTER TRUCK SERVICES	0	166.73	166.73
405207	MATELSKI, CAROLINE MARIA	06/09/2023	reim_	\$41.00 STELLACOOM HIGH SCHOOL GOLF: STATE MEET MEALS REIMBURSEMENT	0	41.00	41.00
405208	PACIFIC PUBLISHING COMPANY INC	06/09/2023	23-522	STELLACOOM HIGH SCHOOL SENTINEL SOUND: 1000 COPIES 20 PAGE 4 PAGE COLOR	0	1,068.45	1,068.45
405209	PERLER PHOTOGRAPHY	06/09/2023	Inv_5/2/23_	\$1430.00 STELLACOOM HIGH SCHOOL: CLASS OF 2024 PROM PHOTO BOOTH AND PHOTOGRAPHERS SET UP FEES	0	1,430.00	1,430.00
405210	STELLACOOM HIST SCHOOL DIST #1	06/09/2023	SHSASB2GF_	\$1013.43 STELLACOOM HIGH SCHOOL TO REIMBURSE GF FOR FCCLA FLIGHT TO DENVER CONVENTION	0	1,013.43	2,193.43
			SHSASB2GF_	\$1180.00 STELLACOOM HIGH SCHOOL FCCLA TO	0	1,180.00	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
405211	STEILACOOM HIST MUSEUM ASSOC	06/09/2023	Inv_4/10/23_\$444.00	REIMBURSE GF FOR NATIONAL LEADERSHIP CONFERENCE Saltar's Point Elementary: 5th grade field trip to Steilacoom Historical Museum: \$2.00 per student: Slater 25, Gaffey 20, Crook 27, Marrero 24, Rauschendorfer 27, Cook 26, Valdivia 23, LeCompte 25, Burkes 25. Total \$444.00 Kiwanis Grant for \$474.	4042223002	444.00	444.00
405212	WEBSTER, LINDSAY BROOKE	06/09/2023	reim_5/15/23_\$257.76	STEILACOOM HIGH SCHOOL YEARBOOK SUPPLIES PURCHASE REIMBURSEMENT	0	257.76	257.76
405213	WOOD, SEAN THOMAS	06/09/2023	reim_\$117.48	STEILACOOM HIGH SCHOOL: STUDENTS 2 STUDENTS MEALS, SNACKS AND SUPPLIES REIMBURSEMENT	0	117.48	117.48
				9 Computer	Check(s) For a Total of		5,815.56

	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	5,815.56
Total For	9	Manual, Wire Tran, ACH & Computer	Checks	5,815.56
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	5,815.56

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 June 21, 2023, the board, by a _____ vote, approves payments, totaling \$30,117.93. The payments are further identified in this document.

Total by Payment Type for Cash Account, ASB WARRANTS OUTSTANDING:
Warrant Numbers 405214 through 405214, totaling \$30,117.93

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
405214	BMO FINANCIAL GROUP	06/09/2023		CREDIT CARD PAYMENT CHECK			30,117.93
	AMAZON.COM SALES, INC		ABC230600002	ASB Credit Card Payment AP Invoice.	0	6,893.49	
	BAREFEET GRAPHICS, LLC.		ABC230600004	ASB Credit Card Payment AP Invoice.	4062223018	1,578.61	
	BMO FINANCIAL GROUP		ABC230600000	ASB Credit Card Payment AP Invoice.	0	3,462.08	
	BMO FINANCIAL GROUP		ABC230600003	ASB Credit Card Payment AP Invoice.	0	101.55	
	COSTCO BUSINESS CENTER - PCARD		ABC230600001	ASB Credit Card Payment AP Invoice.	0	573.43	
	FAIRBRIDGE INNS - STUDIO 1		ABC230600014	ASB Credit Card Payment AP Invoice.	4062223030	1,883.34	
	GEAR UP SPORTS, INC.		ABC230600006	ASB Credit Card Payment AP Invoice.	4062223031	2,412.70	
	LOWE'S OF LAKEWOOD		ABC230600011	ASB Credit Card Payment AP Invoice.	4062223034	786.51	
	LOWE'S OF LAKEWOOD		ABC230600012	ASB Credit Card Payment AP Invoice.	4062223034	668.17	
	POINT DEFIANCE ZOO & AQUARIUM		ABC230600010	ASB Credit Card Payment AP Invoice.	4022223006	1,930.00	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
	Vendor on Invoice						
	POINT DEFIANCE ZOO & AQUARIUM		ABC230600016	ASB Credit Card Payment AP Invoice.	0	1,182.00	
	PRINT NW		ABC230600005	ASB Credit Card Payment AP Invoice.	4062223017	2,272.68	
	PRO DJ'S		ABC230600008	ASB Credit Card Payment AP Invoice.	0	645.00	
	SCHOLASTIC INC		ABC230600015	ASB Credit Card Payment AP Invoice.	0	1,141.37	
	SEATTLE MARINERS		ABC230600013	ASB Credit Card Payment AP Invoice.	4062223032	1,599.00	
	STEILACOOM HIST SCHOOL DIST #1		ABC230600007	ASB Credit Card Payment AP Invoice.	0	205.00	
	TACOMA RAINIERS PROFESSIONAL B		ABC230600009	ASB Credit Card Payment AP Invoice.	4022223009	2,783.00	
				1 Computer	Check(s) For a Total of		30,117.93

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	1	Computer	Checks For a Total of	30,117.93
Total For	1	Manual, Wire Tran, ACH & Computer	Checks	30,117.93
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	30,117.93



Regular Meeting Minutes
Steilacoom High School · 54 Sentinel Drive · Steilacoom, WA
May 17, 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 McDonald made a motion to excuse Director Hogan for medical reasons, Director Tinsley seconded the motion, and the motion passed (4/0).
Directors McDonald, Rohrer, Scott, and Tinsley all present.
Director Rohrer made a motion to amend the agenda to move the Executive Session to follow Old Business and add new Item A to New Business titled Provisional Non-Renewal Appeal, Director Tinsley seconded the motion, and the motion passed (4/0).

II. PRESENTATIONS

A. Steilacoom High School Band

Mr. Matthew Vegh, Steilacoom High School band instructor, introduced Benjamin Hegge, a junior at Steilacoom High School, who performed a snare drum solo. Ben place first in state this year for this solo. The SHS band and choir will perform their final concerts on Thursday, June 1 beginning at 6:30 p.m.

B. Steilacoom High School Military Academy Appointments

Mr. Jake Tyrrell, Director of Secondary Education, shared a video featuring Steilacoom High School teachers congratulating the following SHS students on their appointments to military academies:

Rhemmy Chen - US Military Academy - West Point
Elijah Drake - Naval Academy
Stephen (Mitch) Meyers - US Military Academy - West Point
Khush Thakor - Naval Academy

Mr. Mike Miller, Steilacoom High School Principal, introduced the students, and congratulated them on their accomplishments.

The board took photos with the students.

C. Recognition of Retirees

Ms. Susanne Beauchaine, Executive Director of Human Resources, recognized the following Steilacoom Historical School District employees and congratulated them on their retirement:

Sylvia Yoho - 25 years of service in the district

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

Nancy Levcovich - 31 years of service in the district

Kristi Brown - 16 years of service in the district

Karen Parr - 37 years of service in the district

Ms. Beauchaine commended these teachers for their dedication and perseverance, especially during the pandemic.

Ms. Beauchaine introduced Ms. JoAnne Fernandes, principal of Pioneer Middle School, who shared her appreciation for Ms. Brown and Ms. Parr, and shared the ways the school is celebrating these teachers. She shared gifts, including customized plaques and engraved metal bookmarks, with the teachers. Ms. Fernandes then shared personal messages of appreciation with Ms. Brown and Ms. Parr.

Mr. Ryan Douglas, principal at Cherrydale Primary School, shared Ms. Yoho's history of service in the district, commended her for her years of dedicated service, and presented her with a Cherrydale coin.

III. RECESS TO RECEPTION

Chair Scott recessed the meeting to a reception honoring the retirees at 6:25 p.m.

IV. RECEPTION

V. RETURN TO REGULAR MEETING

Chair Scott reconvened the Regular Meeting at 6:40 p.m.

VI. COMMENTS FROM THE AUDIENCE

- Stephanie Mateus, teacher at Pioneer Middle School, shared on behalf of the Steilacoom Education Association and thanked the board for listening to their letter at the last meeting. She thanked the district for improvements in communication made since the last meeting. However, the SEA still feels more is required from the district, including more support for special education and teachers, and more cuts at the district office, specifically administrative staffing levels. She encouraged the board to spend district funds where it matters the most – the students and the staff who work directly with them.
- Jessica Guerrero, Lakewood resident, shared as a parent of two students in the district. She shared she wants the students and staff who work directly with them to be the primary focus for the district.
- Krista Novak, DuPont resident and district substitute teacher, shared it is impossible to develop a thoughtful budget based on numbers alone. She shared class size and classroom support need to be prioritized, and listening to teacher comments and feedback is necessary. She shared concern about certificated staff at the district office not being the most effective use of district funding, and for better communication regarding district office positions and their roles, duties, and benefits to the district. She encouraged the board to visit schools and communicate with teachers and students, and to vote in favor of a full audit of the district finances.
- Chris Maxwell, DuPont resident, shared regarding athletics in the district, specifically the freshman football team. He encouraged the district to continue the freshman football team for the safety and development of younger and smaller athletes. He suggested cutting all necessary middle school athletics in order to continue the freshman football team.
- Ben Heck, Steilacoom High School student and band member, encouraged the board to not reduce funding for the band program, which he feels is already an underfunded program that teaches students essential and beneficial skills.

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

VII. REPORTS

A. Highly Capable Program

Ms. Sylvia Yoho, the district's Highly Capable Program Coordinator. Ms. Yoho shared a presentation on the district's Highly Capable Program including program highlights, instructional design information, referral and testing procedures, and learning activities throughout the year. Ms. Yoho introduced Matahari Scheel, a second grader from Cherrydale Primary School, who shared a presentation.

Director McDonald questioned the age for the screening. Ms. Yoho shared the district is required to screen students in or before second grade, or in or before sixth grade. Director McDonald also asked how the budget will affect the Highly Capable Program next year. Ms. Yoho shared that the program is funded through grant funds, so she is hopeful there will be no changes to the program.

Director Tinsley questioned how the district screens students who do not typically test well in traditional testing methods. Ms. Yoho explained the screening process, which includes a variety of indicators including creative thinking.

Director Rohrer thanked Ms. Yoho for her many years of service in the district, specifically the Highly Capable Program.

B. CTE Advisory Committee Report

Dr. Jen McDonald shared a CTE Advisory Committee report, including new offerings for the 2023-24 school year including College in the High School dual credit for American Sign Language. Teachers are also exploring other articulation offerings. Due to the Perkins Grant, hydroponics for the greenhouse (Pacific Northwest Plants and Wildlife) were purchased in the 2022-23 school year. Remaining funds will be used for additional JROTC secure storage needs. Also shared were upcoming CTE events for DECA and FCCLA, as well as the Pierce County Skills Center Awards Night.

Director Rohrer shared she is looking forward to being a part of the CTE Advisory Committee. She asked about determining programs. Ms. Katie Redman, Assistant Principal at Steilacoom High School, explained the process. She then inquired about how students are introduced to the program. Ms. Redman shared this happens during High School and Beyond night as well as through the CTE video that is played during registration.

C. Budget Status Report

Mr. Shawn Lewis, Executive Director of Administrative Services, shared budget status reports for all funds as of the end of April 2023, along with charts and data showing the district's monthly attendance, general fund balance, general fund cash balance, and interfund loan balances. This month's budget status reports reflect the new budget as amended by the budget extension approved by the SHSD Board of Directors at the April 12 board meeting. The district has finally received the long-awaited FEMA grant funds as well as property taxes. Mr. Lewis thanked the Steilacoom Kiwanis for their continued support of the district through numerous mini-grant fund approvals.

Director Rohrer asked if the district had enrollment projections for next year. Mr. Lewis shared that the district does, and it was presented to the board in the packet from last week's Board Study Session. The district projects a conservative estimate to be even in enrollment with this year.

Chair Scott inquired if the drop in enrollment the district is experiencing is also being experienced by other school districts throughout the state. Mr. Lewis shared the average enrollment drop across the state has been about 3%. The district is at about an 8% drop in enrollment, which is consistent with districts in close proximity to military bases. Director Rohrer shared enrollment statistics, including private school and homeschool data. She asked how the district can reach out to these families. Mr. Lewis shared the district conducted a ThoughtExchange for homeschool families last year. He shared the data listed by Director Rohrer as state-wide data, does not match the district's data. The district has conducted outreach, and some families have shared a desire to participate in certain classes or activities in the district. Director McDonald asked where district students have gone. Mr. Lewis shared our data suggests that during the pandemic, families moved out of the district at a fairly normal rate, but the district did not have new families move in as in past years. Many families moved out of the state during the pandemic. Mr. Lewis asked Ms. Beauchaine if she had any additional feedback to share as she is in charge of the district's Enrollment Department. Ms. Beauchaine shared the district did reach out to families to reengage families, and the department can share specific data with the board. Director Rohrer asked about the board setting up an audit committee that involves community and staff related to budget and audit.

VIII. CONSENT AGENDA

Director Rohrer made a motion to approve the Consent Agenda, Director McDonald seconded the motion, and the motion passed (5/0). The Consent Agenda included April and May 2023 Accounts Payable and April 2023 Payroll; April 19, 2023 Regular Board Meeting Minutes; May 10, 2023 Board Study Session Minutes; Personnel Reports; Resolution 908-05-17-23 Authorization to Employ Certificated Personnel for 2023-2024 School Year; Resolution 909-05-17-23 Interdistrict Agreements; Resolution 910-05-17-23 Granting Authority to WIAA; and Approval of SHS FCCLA Field Trip to Denver, Colorado.

IX. OLD BUSINESS - Fiscal Audit

Mr. Lewis shared that at the April Board Meeting, Board members expressed an interest in conducting a limited scope fiscal review by an independent source. The discussion included concerns around the cost, defining the scope of the fiscal review, and the timing the fiscal review to take place after the State Auditor's Office had completed their annual audit of our financial state.

The District contacted our insurance pool provider, Washington State Risk Management Pool, who researched our liability coverage and determined our policy covers expenses incurred by WSRMP to conduct an investigation, up to the coverage limit of \$20,000, for the fees and expenses of the independent fiscal review. The District would be assigned counsel, whose role is to hire the fiscal investigator, monitor the investigation and render advice to the district based upon the results.

Once the Board articulates the scope of the fiscal review, the independent investigator will be assigned and can begin the process.

Chair Scott confirmed with Mr. Lewis that this review would review procedures and records for possible issues regarding errors and irregularities, a root cost analysis related to budget issues, identify causes and contributing factors, and make recommendations for preventing a reoccurrence of this happening in the future. Mr. Lewis confirmed this was correct, and in addition, they would be identifying any additional coverages that the district would be entitled to potentially for recovering based on any identifiable issues.

Director Rohrer made a motion to amend the tabled motion and to approve a limited scope financial review to be done by an independent fiscal officer through the district's WSRMP coverage agreement, Director McDonald seconded the motion, and the motion passed (4/0).

Director Rohrer made a statement regarding the board's role in assuring financial stability for the district.

Director Tinsley asked if the state audit was complete yet. Mr. Lewis shared a State Audit Update is an agenda item later in the meeting, but the audit has not yet been completed. She asked if that audit included an accountability audit. Mr. Lewis confirmed that it does and explained in detail the scope of the state audit. Director Tinsley shared she feels good about the amount and scope of the audits being conducted, and she hopes the community does as well.

Dr. Weight shared that she will be interviewed by the auditor, and Director Rohrer will also be interviewed because she was the Board Chair at the time the budget was adopted. Chair Scott will also be interviewed because he has served on the board throughout several budget cycles.

X. RECESS TO EXECUTIVE SESSION

Chair Scott recessed to an Executive Session at 8:04 p.m.

XI. 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

XII. RETURN TO REGULAR MEETING

Chair Scott returned to the Regular Board Meeting at 8:20 p.m.

XIII. NEW BUSINESS

A. Provisional Non-Renewal Appeal

Director McDonald made a motion to uphold the contract non-renewal of David Paynter, Director Rohrer the motion, and the motion passed (4/0).

B. Election of WIAA Representative

Director McDonald nominated Director Tinsley to serve as the WIAA Representative for the next year, Director Rohrer seconded the motion. No other nominations. Director Tinsley elected to the WIAA Representative position for one year (4/0).

C. Recommendation of DoDEA Grant Proposal

Dr. Weight shared the district has submitted a grant application for the Department of Defense Education Activity (DoDEA) grant for 2023. It is a \$1.5 million 5-year grant. Operation ELEVATE aims to address the challenges and barriers students face as they progress toward academic growth in literacy achievement, particularly in the post-pandemic era.

Director McDonald made a motion to accept the 2023 DoDEA grant in accordance with Policy 6100, Director Tinsley seconded the motion, and the motion passed (4/0).

D. Recommendation of Mystery Science Curriculum Adoption

Dr. Paul Harvey presented the Mystery Science Curriculum. Mystery Science is an innovative, standards-aligned, hands-on curriculum that teaches children how to think like scientists. Their phenomena-driven instruction helps kids to better understand and communicate about the world around them through writing, discussion, and exploration. Dr. Harvey shared the Instructional Materials Committee recommends the Board adopt Mystery Science as the science curriculum for grades K-5. Materials and licenses purchased for the 2023-24 school year will utilize DoDEA 2019 funds. Anderson Island materials (other than the complimentary license) for the 2023-24 school year will be purchased out of Teaching and Learning, since they are not eligible to benefit from DoDEA 2019.

Director Rohrer made a motion to approve the adoption of the Mystery Science Curriculum, Director Tinsley seconded the motion, and the motion passed (4/0).

E. Recommendation of Sube Spanish Curriculum Adoption K-5

Dr. Laurie Vallieres presented the Sube Spanish Curriculum for kindergarten through fifth grades. Sube meets the World Language ACTFL standards and provides instructional materials that align with our current model for daily instruction. It is also a fiscally responsible choice, costing only \$2,750 for K-5. On April 24, 2023, the Instructional Materials Committee decided to adopt SUBE as the K-5 Spanish curriculum, confident that it will provide our students with an exceptional learning experience. The DoDEA Leading through Language grant will fund the purchase of the curriculum, which will meet our district's needs as we expand one grade level per year.

Director McDonald made a motion to approve the adoption of the Sube Spanish Curriculum for grades kindergarten through 5th grade, and to approve the purchase of Sube materials for implementation in the 2023-24 school year, Director Rohrer seconded the motion, and the motion passed (4/0).

F. First Reading of Policy 4060 Distribution of Information

Mr. Shawn Lewis shared the first reading of Policy 4060 Distribution of Information. WSSDA issued an update to policy 4060 which clarifies language and makes clear that, in addition to nonprofit organizations, the district may also distribute information from governmental entities

when the information meets district standards and does not interfere with the educational process. The district intends to clarify procedures associated with this policy for implementation beginning in the 2023-24 school year. Updated procedures will be shared with the Board in accordance with normal district processes prior to distribution to schools and implementation. As this policy does not represent a significant change in district policy, staff is recommending adoption of Policy 4060 after this First Reading.

Director Rohrer made a motion to approve Policy 4060 Distribution of Information, Director Tinsley seconded the motion, and the motion passed (4/0).

G. SHSD Administration and SHSD MOU Concerning Work Calendar for the 2023-24 School Year

Mr. Shawn Lewis shared regarding a reduction in work days for SHSD administration. To mitigate impacts related to overall budgetary reductions for the 2023-24 school year, administrators have agreed to the district's proposal to reduce the number of calendar days in 2023-24 offsetting the negotiated salary increase. This change has been documented through a Memorandum of Understanding (MOU) for the 2023-24 school year. The district appreciates the willingness of our administrators to agree to a change in their agreed upon contract, for the benefit of the school district's budgetary stability.

While not part of the MOU, all other administrators, including the Superintendent, will also be reducing their work calendar to offset planned salary increases.

With the elimination of two administrator positions and the MOU, the district anticipates a cost savings of approximately \$640,000 to the 2023-24 budget.

Director McDonald made a motion to approve a reduction in work days for SHSD administration, Director Rohrer seconded the motion, and the motion passed (4/0).

Director McDonald asked if the board could be provided what the estimated costs would be for a pre-pandemic district administrative team – what would that salary amount have been now, including inflation, versus what the district is projecting for the 2023-24 school year. Mr. Lewis stated he would provide this information to the board.

Director Rohrer commended the administrative staff for making these difficult choices.

H. State Audit Update

Mr. Shawn Lewis shared the State Auditor's Office conducts an audit of the district's financial statements, assesses the district's internal controls, audits specific federal programs for compliance with laws and regulations, and reviews the district activity for public accountability. The State Auditor also addresses citizen's complaints and concerns that are brought to their attention when they fit within the scope of a financial and accountability audit.

The auditor has informed the district that they are not done with the audit, and will not be able to issue their final opinions until mid-June. Most of the fieldwork is completed, but a few procedures still need to be done and the audit work needs to be reviewed and the report process will begin shortly after. To date, they have completed all the fieldwork for the financial

statements and have found no audit issues.

In the federal program review, they have identified one significant internal control/compliance issue related to the use of federal funding for capital projects. This issue does not relate to the allowability of the use of the funds (funds were spent in accordance with federal law and the applicable grant). The district will be provided more specifics about the condition, auditor's assessment of the affect and impact of the issue, and their draft recommendation(s) later in the month. They expect to finish up all field work in this area by May 12.

In the accountability area, the auditor had not identified any areas of concern to date. They expect to complete all field work in this area by May 31.

Director Tinsley asked if the district has had previous audit findings in the past. Mr. Lewis explained one finding two years ago with regards to receivables. Internal controls have been remedied since that finding. Director Tinsley also asked for clarification on any citizen complaints and concerns brought to the attention of the auditor. Mr. Lewis shared there have been two topics from citizen (non-employee) complaints with regards to special education funding/procedures and potential conflict of interest regarding use of neural education funds. The auditor has not yet addressed either of these issues at this point. Director Rohrer asked how long it normally takes for the auditor to address these types of issues. Mr. Lewis shared that can vary greatly, but these issues are fairly straight forward and it should not take the auditor a significant amount of time to address. Any auditor findings would be addressed at a board meeting. If the auditor's office does not find there is an issue, they would not provide a formal report.

Chair Scott asked what the now projected cost of the audit will be. Mr. Lewis shared the district's initial estimate was low \$30,000. During the entrance conference, the auditor shared an estimate of \$42,000-\$43,000. The district has already been billed \$49,000, so the district is estimating \$52,000-\$53,000. Some of this additional cost is due to the finding, and some due to delays in receiving requested information from the district.

Director McDonald inquired as to the reason for the delay in getting information to the auditor. Mr. Lewis shared he did not know why that delay occurred. Director McDonald asked if this information was required during the time of the prior CFO, and Mr. Lewis confirmed that was the case. His interpretation of the situation is that there appeared to have been a communication breakdown between the former CFO and the auditor's office.

Director Rohrer asked how the district enters information (software), and why the district doesn't use GAAP (General Accepted Accounting Principles). Chair Scott explained GAAP is not a software program, but is just accounting principles. Mr. Lewis shared school districts in Washington State are required by law to provide financial statements, budgets, reports with standards created by the Superintendent of Public Instruction is coordination with the State Auditor's Office (F195, F196, F200). Mr. Lewis shared a detailed explanation of why the majority of school districts use the F196.

XIV. **BOARD COMMUNICATION**

- Chair Scott shared the board received two emails today.
- Director Rohrer shared the board received two communications with budget related concerns, one regarding CTE, one regarding school start times, one thank you to the district’s staff, and one regarding ADA compliant playground equipment.
- Director McDonald received communication from two separate teachers regarding program cuts they had heard about and requesting clarification.

XV. **ANNOUNCEMENTS**

No announcements.

XVI. **RECESS TO CLOSED SESSION**

Chair Scott recessed to a Closed Session at 9:02 p.m.

XVII. **CLOSED SESSION**

XVIII. **RETURN TO REGULAR MEETING**

Chair Scott returned to the Regular Board Meeting at 9:44 p.m.

XIX. **ADJOURNMENT**

Director Rohrer made a motion to adjourn the meeting at 9:44 p.m., Director Tinsley seconded the motion, and the motion passed (4/0).

(Chair)

(Secretary/Superintendent)

School Board Meeting

1 message

Angela Ramos <angelaramos715@gmail.com>

Wed, May 17, 2023 at 1:00 PM

To: gmiller@steilacoom.k12.wa.us

[Angela Ramos] [2985 McNeil St.] [DuPont, Wa] [angelaramos715@gmail.com]

Subject: Urgent Need for Accessible Playground Equipment

Dear School Board Members,

I am writing to express my deep concern regarding the lack of accessibility in our school playgrounds, specifically for students with mobility issues and wheelchair users. As a parent of a child who faces these challenges, I strongly believe that playgrounds should be a space where all students can access and play without barriers.

I understand that our district emphasizes the importance of inclusion, but I urge you to consider starting with the basics by making our playgrounds truly accessible for students of all abilities. In doing so, we can create an environment where every child has the opportunity to actively engage in play, fostering a sense of belonging and equality among students.

My daughter, who is nearly 9 years old, currently faces significant difficulties when trying to access certain playground items, such as the spinners. In order to participate,

she relies on her paraeducator to physically lift and carry her onto the equipment. This not only compromises her dignity but also subjects her to unnecessary attention from her peers. It is disheartening to witness how this experience systematically differentiates her

I strongly believe that every child should be able to play independently and without the need for physical assistance. By installing accessible playground surfaces like unitary surfaces to replace the current loose-fill surfaces, such as wood chips. Unitary surfaces, including poured-in-place rubber, bond-in-place rubber, interlocking resilient tiles, and synthetic turf or grass with protective under-padding, offer significant advantages over loose-fill surfacing. Although the upfront cost may be higher, the long-term benefits of unitary surfaces, such as durability and low maintenance costs, make them a cost-effective choice.

Moreover, unitary surfacing ensures complete accessibility and ease-of-use for students with mobility issues or those using wheelchairs, aligning with our district's commitment to inclusivity.

I respectfully request that the school board takes immediate action to address this issue by replacing the current loose-fill surfaces with unitary surfaces in all our school playgrounds. Investing in these safer and more accessible surfacing materials will not only benefit the students currently enrolled but also demonstrate our commitment to creating an inclusive environment for generations to come.

May 17, 2023

To Steilacoom Historical School District School Board Members,

First, the Steilacoom Education Association would like to say thank you for listening to our letter at the last school board meeting April 12th at Pioneer. The SEA, as a unit, felt that a continued presence at these meetings would demonstrate our commitment to share the impacts the budget shortfall has continued to have on students, staff and the community.

Some positive changes have been made since our last letter. Increased conversations with the District have led to clearer communication. The District set up a website for staff to access information regarding the budget and a link to an email address for staff to ask questions. They disseminated a Thought Exchange regarding spending priorities, asking for input from community members, parents, staff and other stakeholders. In addition, they provided the Board and community a budget proposal which contains data from the Thought Exchange, the Forced Choice Survey, and information was shared regarding the projected budget cuts and staffing for the 2023-2024 school year. We have appreciated the District's intentional efforts to increase information available to our members.

Despite these changes, however, the SEA still feels that more is required of the District. The data presented from The Thought Exchange and the Forced Choice Survey was clear; the highest priorities for support across stakeholders included more support for special education and minimal reductions of teachers and paraeducators. The highest priority area for cuts needed was staffing at the District office. Unfortunately, as seen on the presentation presented to the Board on May 10th, these priorities have not been honored.

First, according to the data in the presentation to the Board, on slide 35, Cherrydale is losing 2 special education certificated staff, Chloe Clark is losing 2 special education certificated staff, and the High School is losing 1 special education certificated staff. This loss is a 16.6% reduction of the current staffing of certificated special education teachers. This elimination will result in less direct education support for students with IEP's and will force general education staff to try to meet service minutes in the classroom with less inclusionary support services. The District has proposed, as a way to minimize the impact of this change, that two positions, the Executive Director and Director of Student Services would be embedded into school buildings. If these positions don't have direct daily contact with students, then their presence at the buildings won't create a change in support services received for our students and therefore should not be considered as a solution.

Second, a total of 13.6 FTE general education certificated staff have been eliminated from all buildings, which is a 7.7% reduction. (Specifically, this is 7.2 FTE at the elementary levels and 6.4 FTE at the secondary levels.) This reduction has forced all 3 elementary schools to have a grade level split, which data proves is not what is best for students. In addition, it will lead to less intervention for struggling students, higher class sizes, and less academic choices for students at the secondary levels. (See Slide 53 from May 10, 2023 meeting)

Finally, at the district administrative level, there have been 2 FTE positions that have been reduced. According to the budget line item titled, "Reduce District Office Staffing," there are an additional 4.7 FTE that have been cut, but these positions are not at the administrative level. As you may recall, at the last Board meeting, we read a letter requesting that the District and the School Board look at the administrative staffing levels at the District office. Specifically, we recommended reductions of District office administrative staffing to pre-pandemic levels. This request has not been honored. If our student population and staffing levels have decreased, there is no need for our District to continue to have the same administrative roles. To be clear, any district level administrative positions that have been created post-Covid should be terminated. (See Slide 53 from May 10th, 2023 Meeting)

Our goal as educators is to ensure that all students are receiving equal access to learning and monies should be spent solely on this priority. The District has received clear guidance and communication that supports this view from multiple stakeholders. However, trust continues to be broken because the District has shown the community, the students, and the staff, through their proposed budget, that they value their administrative positions over special education, class sizes and academic opportunities for students. According to Slide 31 titled "Staffing Levels Assumptions for 2023-2024" presented at the May 10th meeting, the 3rd grades at both Cherrydale and Chloe Clark have 26:1 student to teacher ratios while 5th grade at Saltar's Point is projected at 25.79 : 1 and 10th grade at the High School is at 26.8 : 1. None of those projected ratios are equitable, especially to the other elementary class level ratios at Cherrydale and Chloe Clark.

Fearful of the direction the District is taking, and no longer certain we are being heard as a collective bargaining unit, we did hold an unofficial vote at each building to determine if we should move forward with an official vote of no confidence. We have included the vote totals below for you to see. We haven't had a formal vote, yet, hoping that the Board will be the one who holds the District accountable for past, current and future decisions.

Again, we appreciate you hearing our requests. We are asking that you continue to work hard in making the difficult decisions to ensure that the Steilacoom Historical School District continues to be a place that ensures academic excellence of students by spending funds where it matters the most, the students and staff who work directly with them.

Thank you,

Steilacoom Education Association

Polling Data:

Steilacoom High School	24 votes, 24 Yes
Pioneer Middle School	25 votes, 16 Yes
Chloe Clark	34 votes, 25 Yes
Saltar's Point	12 votes, 0 Yes
Cherrydale	25 votes, 4 Yes

STAFFING LEVELS

ASSUMPTIONS FOR 2023-24

Grade Level	Anderson Island	Classroom Teachers	Students Per Teacher
K	2	0.5	4.00
1	3	0.5	6.00
2	7	0.5	14.00
3	6	0.5	12.00

Grade Level	Cherrydale	Classroom Teachers	Students Per Teacher
K	91	4	22.75
1	94	4	23.50
2	102	4.5	22.67
3	91	3.5	26.00

Grade Level	Chloe Clark	Classroom Teachers	Students Per Teacher
K	120	6	20.00
1	124	6	20.67
2	130	6	21.67
3	130	5	26.00

ELEMENTARY STAFFING NUMBERS DO NOT INCLUDE SPECIALISTS, INTERVENTIONISTS, COUNSELORS OR SPECIAL EDUCATION

Grade Level	Salter's Point	Classroom Teachers	Students Per Teacher
4	211	8.5	24.82
5	245	9.5	25.79

Grade Level	Pioneer Middle	Classroom Teachers	Students Per Teacher
6	240	11	21.82
7	234	11	21.27
8	257	11	23.36

Grade Level	Steinacorn High	Classroom Teachers	Students Per Teacher
9	237	9.7	24.43
10	260	9.7	26.80
11	180	9.7	18.56
12	150	9.7	15.46

HIGH SCHOOL ENROLLMENT NUMBERS DO NOT INCLUDE RUNNING START AND PART TIME STUDENTS. STAFFING NUMBERS DO NOT INCLUDE SPECIAL EDUCATION

K-12 CERTIFICATED STAFF CHANGES

ASSUMPTIONS FOR 2023-24

	CD	CD	OC	OC	SP	SP	AI	AI
	2022-23	2023-24	2022-23	2023-24	2022-23	2023-24	2022-23	2023-24
Classroom	17	16	25	23	19	18	2.0	2.0
Specialist	3	2.4	4.6	3.6	3	2.6	0.2	0
Counselors	1	1	1	1	1	1		
Intervention - ECI	2	2	3	2	2	2		
Special Education	4	3	5.6	3.6	3	3		
TOTAL FTE	27.0 FTE	25.4 FTE	39.2 FTE	33.2 FTE	25.0 FTE	23.6 FTE	2.2 FTE	2.0 FTE
	PIO	PIO	SHS	SHS				
	2022-23	2023-24	2022-23	2023-24				
Classroom	35	33	42	37.6				
Counselors	2	2	4	4				
Special Education	3.5	4	5	4				
TOTAL FTE	40.5 FTE	39.0 FTE	51.0 FTE	45.6 FTE				

	Proposed Reduction Option	*CIS	*CLS	*CAS
Eliminate Hanover Research Subscription	\$12,000			
Eliminate Contracted Placements	\$160,000			
Reduce Contracted Services Staffing	\$140,000			
Reduction in Pride Academy FTE Release	\$35,000			
Reductions in Transportation	\$40,000			
TOTAL	\$1,681,000			
Elementary Reductions				
Reduce ECI Staffing	\$120,000	1.0		
Reduce Special Education Certificated Staffing	\$350,000	3.5		
Reduce Classroom Teacher FTE to Match Enrollment	\$400,000	4.0		
Reduce Specialist Positions	\$225,000	2.2		
Reduce Highly Capable Position	\$25,000	0.2		
Eliminate Purchase of School Supplies	\$55,000			
TOTAL	\$1,175,000			
Secondary Reductions				
Eliminate TeacherEase	\$14,000			
Reduce Classroom Teacher FTE to Match Enrollment	\$640,000	6.4		
Reduce Special Education Certificated Staffing	\$100,000	1.0		
Reduce Athletic Trainer Contracted Hours	\$90,000			
Reduce iReady Subscription	\$7,000			
Reduce District Support for Athletic Expenses	\$35,000			
Reduce Activity Bus Runs	\$20,000			
Eliminate PSAT	\$2,000			
Reduction in Sponsored Summer School	\$20,000			
Eliminate Spokane Virtual Academy Contract	\$20,000			
Eliminate Xello	\$9,000			
TOTAL	\$957,000			
TOTAL ALL SECTIONS	\$3,813,000	20.5	2.5	2.0
		<u>10.0%</u>	<u>2.1%</u>	<u>11.1% All CAS</u> <u>22.2% of District Admin</u>

*Staff types in the state's salary allocation model include certificated instructional staff (CIS), non-administrative classified staff (CLS), and certificated administrative staff (CAS).

STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1
SUPERINTENDENT PERSONNEL REPORT - JUNE 21, 2023

Name	Position	Location	Effective Date	Comment
WEIGHT KATHI	SUPERINTENDENT	DISTRICT OFFICE	7/1/2023	July 1, 2023 - June 30, 2026

STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1
ADMIN PERSONNEL REPORT - JUNE 21, 2023

Name	Position	Location	Effective Date	Action
GREER SUSAN	ASSISTANT PRINCIPAL	CHLOE CLARK/ANDERSON ISLAND	6/30/2023	RESIGNATION
SOETE JESSICA	ASSISTANT PRINCIPAL	HIGH SCHOOL	6/30/2023	RESIGNATION
BEAUCHAINE SUSANNE	EXECUTIVE DIRECTOR OF HUMAN RESOURCES	DISTRICT OFFICE	7/1/2023	
CLAUSON ALEX	PRINCIPAL	SALTAR'S POINT	7/1/2023	
DOUGLAS RYAN	PRINCIPAL	CHERRYDALE	7/1/2023	
DUNCAN LORETTA	PRINCIPAL	CHLOE CLARK	7/1/2023	
ELLISON TABITHA	DIRECTOR OF STUDENT SERVICES	DISTRICT OFFICE	7/1/2023	
ERWIN-SVOBODA RUTH	ASSISTANT PRINCIPAL	PIONEER	7/1/2023	
FERNANDES JOANNE	PRINCIPAL	PIONEER	7/1/2023	
FIRTH CHRISTINE	ASSISTANT PRINCIPAL	SALTAR'S POINT/CHLOE CLARK	7/1/2023	
LEWIS SHAWN	ASSISTANT SUPERINTENDENT	DISTRICT OFFICE	7/1/2023	
MILLER MIKE	PRINCIPAL (INTERIM)/ASSISTANT PRINCIPAL	ANDERSON ISLAND/CHERRYDALE	7/1/2023	
NYSTROM JOHN	ASSISTANT PRINCIPAL	PIONEER	7/1/2023	
SNYDER MARY	DIRECTOR OF STUDENT SUPPORTS	DISTRICT OFFICE	7/1/2023	
SULLIVAN GUDRUN	EXECUTIVE DIRECTOR OF STUDENT SERVICES	DISTRICT OFFICE	7/1/2023	
TYRRELL JACOB	PRINCIPAL (INTERIM)	HIGH SCHOOL	7/1/2023	
VALLIERES LAURIE	DIRECTOR OF TEACHING & LEARNING	DISTRICT OFFICE	7/1/2023	

**STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1
CERTIFICATED PERSONNEL REPORT - JUNE 21, 2023**

Name	Position	FTE	Location	Effective Date	Action	Comment
BLACKMON SAMANTHA	SLP	0.80	CHERRYDALE	8/31/2023	RESIGNATION	
DOMIER-BONNIN ABBY	COUNSELOR	1.00	HIGH SCHOOL	8/31/2023	RESIGNATION	
RAUSCHENDORFER MATTHEW	TEACHER	1.00	SALTAR'S POINT	8/28/2023	NEW HIRE	One year - leave of absence replacment
SPECHT JOAN	SLP	1.00	DISTRICT WIDE	8/28/2023	NEW HIRE	
CARR REID	TEACHER	1.00	SALTAR'S POINT	8/30/2023	LEAVE OF ABSENCE	For the 2023-24 School Year

STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1
CLASSIFIED PERSONNEL REPORT - JUNE 21, 2023

Name	Position	Hours	Location	Effective Date	Action	Comment
GRAHAM KAREN	LPN	7.00	DISTRICT WIDE	8/31/2023	NEW HIRE	
BLANK NOAH	PARAPROFESSIONAL	6.50	SALTAR'S POINT	8/30/2023	RESIGNATION	
ESTEP ANDREW	PARAPROFESSIONAL	6.50	SALTAR'S POINT	8/30/2023	RESIGNATION	
PARSONS AVERY	PARAPROFESSIONAL	6.50	PIONEER	8/31/2023	NEW HIRE	1:1 Student Specific
WILLIAMS JOSIAH	PARAPROFESSIONAL	6.50	PIONEER	8/30/2023	RESIGNATION	
FOUST TABITHA	PARAPROFESSIONAL	6.50	PIONEER	8/31/2023	NEW HIRE	1:1 Student Specific
JONES-BARNES ANTOINETTE	PARAPROFESSIONAL	6.50	CHLOE CLARK	8/30/2023	RESIGNATION	
HOBERECHT ANGELA NICOLE	SECRETARY	8.00	PIONEER	8/30/2023	RESIGNATION	
STOUT CORDELL	PARAPROFESSIONAL	6.50	PIONEER	8/31/2023	NEW HIRE	



AIA® Document G701® – 2017

Change Order

PROJECT: <i>(Name and address)</i> District Maintenance Facility Improvements 1100 Diggs Street, Steilacoom, Washington 98388	CONTRACT INFORMATION: Contract For: General Construction Date: November 29, 2021	CHANGE ORDER INFORMATION: Change Order Number: 006 Date: 05/19/2023
OWNER: <i>(Name and address)</i> Steilacoom Historical School District No. 1 511 Chambers Street Steilacoom, WA 98388	ARCHITECT: <i>(Name and address)</i> Erickson McGovern, PLLC 101 East 26th Street, Suite 300 Tacoma, WA 98421	CONTRACTOR: <i>(Name and address)</i> Pease & Sons, Inc. PO Box 44100 Tacoma, WA 98448

THE CONTRACT IS CHANGED AS FOLLOWS:

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

EMA Project #: 2021-3

Change Order #6 Items:

COP 002, 007, 011R1 PR 001 \$20,140.06; COP 024 \$3,042.94; COP 029 \$2,214.22; COP 030 CCD 001 & 002 \$31,905.97; COP 032 \$2,099.13

TOTAL VALUE FOR CHANGE ORDER #6: ADD \$59,402.32

The original Contract Sum was	\$	1,617,837.00
The net change by previously authorized Change Orders	\$	297,116.66
The Contract Sum prior to this Change Order was	\$	1,914,953.66
The Contract Sum will be increased by this Change Order in the amount of	\$	59,402.32
The new Contract Sum including this Change Order will be	\$	1,974,355.98
The Contract Time will be unchanged by Zero (0) days.		
The new date of Substantial Completion will be 7/15/2022 (Unchanged)		
		12/12/22 JP

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

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

Erickson McGovern, PLLC

Pease & Sons, Inc.

Steilacoom Historical School District No. 1

ARCHITECT *(Firm name)*

CONTRACTOR *(Firm name)*

OWNER *(Firm name)*

Cicely J. Stewart
SIGNATURE

Darron C. Pease
Digitally signed by Darron C. Pease
Date: 2023.05.31 11:00:26 -0700'
SIGNATURE

K. Weight
SIGNATURE

Cicely Stewart, Architect + Construction Administration

Darron C. Pease, President

Dr. Kathi Weight, Superintendent

PRINTED NAME AND TITLE

PRINTED NAME AND TITLE

PRINTED NAME AND TITLE

05/19/2023

5/31/23

5-31-23

DATE

DATE

DATE

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

Contractor: Pease & Sons, Inc.

EMA Project #: 2021-3

Original Contract Sum	\$1,617,837.00
Net change by previously Change Order(s)	\$297,116.66
Contract Sum prior to this Change Order	\$1,914,953.66
This Change Order amount	\$59,402.32
New Contract Sum including this Change Order	\$1,974,355.98
The Contract Time will be unchanged by (0) days	
The Substantial date of Completion will be unchanged to Friday, July 15, 2022	

**Change Order #: 6
May 19, 2023**

REF #	WORK COMPLETED	COSTS	DAYS
COP 002, 007, 011R1 PR 001	On site civil changes from plan review, CB 5 switch to type 2 per email on 5/18 & piping conflicts on Short Street per email on 6/1	\$20,140.06	0
COP 024	Change drip edging from 1" X 3" to 4" X 4.5" and extra material to cover hole left from chimney	\$3,042.94	0
COP 029	Painting existing garage doors and steel window screens	\$2,214.22	0
COP 030 CCD 001 & 002	Pease & Sons overhead costs associated with Pease issue 001 & 006 related to CCD 001 & CCD 002. Both parties agreed to defer overhead cost until the end of the project	\$31,905.97	0
COP 032	Tie existing ditch into new storm line	\$2,099.13	0
TOTAL VALUE FOR CHANGE ORDER #6:		\$59,402.32	0



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

Change Order Proposal/Breakdown Summary

Project Name: Steilacoom Maintenance Facility Improvements

COP/Issue #: 002, 007, 011

Project No. 8049

Source/Ref. Documents: PR 001, Email on 5/18 & 6/1

Date: 7/11/2022

Contractor: Pease & Sons, Inc.

Contract No.

Description: PR 001 On site civil changes from plan review, CB 5 switch to type 2 per email on 5/18 & piping conflicts on Short Street per email on 6/1

1. DIRECT CRAFT LABOR COST (from attached cost breakdown form) \$ 3,342.40

a. crew (apprentices, journeymen, & laborers)	\$ -
b. foreman	\$ 3,342.40
c. lead foreman	\$ -
DIRECT LABOR SUBTOTAL	\$ 3,342.40
Supervision	
d. direct supervision (0% of 1a)	\$ -
e. small tools/safety (0% of lines 1a, b, & c)	\$ -

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

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

SUBTOTAL 1 thru 4 \$ 3,342.40

5. OVERHEAD & PROFIT \$ 501.36

a. 15% portion of 1, 2, 3, & 4	\$ 501.36
--------------------------------	-----------

6. LOWER-TIER SUBCONTRACTORS \$ 14,723.52

a. Spartan Construction	\$ 12,623.52
b. Evergreen Concrete Cutting	\$ 2,100.00
c.	\$ -
d.	\$ -
e.	\$ -
f.	\$ -

7. OVERHEAD & PROFIT ON SUB-TIER SUBCONTRACTORS \$ 1,177.88

a. 8% of Line 6 for each sub	\$ 1,177.88
------------------------------	-------------

8. PERFORMANCE BOND \$ 394.90

a. 2% of Subtotal (Line 1-7)	\$ 394.90
------------------------------	-----------

TOTAL COST \$ 20,140.06

Owner (Central Pierce Fire)

Architect (TCA)

Pease & Sons, Inc

COP Wage Rates

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

Trade & Position	Carpenter Foreman	Carpenter	Laborer Foreman	Laborer	Plumber Foreman	Plumber		
Rate Schedule Date*	06/01/21	06/01/21	06/01/21	06/01/21	01/01/22	01/01/22	01/01/19	01/01/19
Prevailing Wage (incl. Benefits)								
1. Hourly Wage Rate	\$ 54.10	\$ 49.18	\$ 43.79	\$ 41.29	\$ 63.49	\$ 57.72		
2. Hourly Benefits	\$ 19.01	\$ 19.01	\$ 13.33	\$ 11.63	\$ 24.50	\$ 24.50		
Subtotal	\$ 73.11	\$ 68.19	\$ 57.12	\$ 52.92	\$ 87.99	\$ 82.22	\$ -	\$ -
3. FUI	\$ 0.32	\$ 0.30	\$ 0.26	\$ 0.25	\$ 0.38	\$ 0.35		
4. FICA	\$ 3.35	\$ 3.05	\$ 2.71	\$ 2.56	\$ 3.84	\$ 3.58		
5. MEDICARE	\$ 1.45	\$ 0.71	\$ 0.63	\$ 0.60	\$ 0.92	\$ 0.84		
6. SUJ	\$ 3.21	\$ 2.92	\$ 2.60	\$ 2.45	\$ 3.76	\$ 3.42		
7. L&I WC Premium	\$ 2.24	\$ 2.24	\$ 2.24	\$ 2.24	\$ 1.22	\$ 1.22	\$ 3.00	\$ 3.00
8. FMLA	\$ 0.09	\$ 0.08	\$ 0.07	\$ 0.07	\$ 0.10	\$ 0.09		
9. WA ST PD SICK LEAVE	\$ 1.55	\$ 1.41	\$ 1.25	\$ 1.18	\$ 1.82	\$ 1.65		
Total	\$ 84.66	\$ 78.89	\$ 66.89	\$ 62.26	\$ 100.13	\$ 93.37	\$ 3.00	\$ 3.00
Normal 1.5x Overtime Rates Calculate Automatically								
OT Wage Rate @ 1.5x	\$ 81.15	\$ 73.77	\$ 65.69	\$ 61.94	\$ 95.24	\$ 86.58		
Benefits	\$ 19.01	\$ 19.01	\$ 13.33	\$ 11.63	\$ 24.50	\$ 24.50		
Subtotal	\$ 100.16	\$ 92.78	\$ 79.02	\$ 73.57	\$ 119.74	\$ 111.08	\$ -	\$ -
Taxes - Lines 3-6	\$ 13.96	\$ 12.69	\$ 11.30	\$ 8.78	\$ 13.50	\$ 12.28		
L&I WC Premium	\$ 2.24	\$ 2.24	\$ 2.24	\$ 2.24	\$ 1.22	\$ 1.22	\$ 3.00	\$ 3.00
Total Overtime Rate	\$ 116.36	\$ 107.71	\$ 92.56	\$ 84.59	\$ 134.46	\$ 124.58	\$ 3.00	\$ 3.00
Premium Portion Only	\$ 31.70	\$ 28.82	\$ 25.66	\$ 22.33	\$ 34.33	\$ 31.21		

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

Evergreen Concrete Cutting, Inc

P.O. BOX 1751
 Sumner, WA 98390
 800-480-1494



10044
Invoice

DATE	INVOICE #
6/7/2022	249196

BILL TO <p style="text-align: center;">Pease & Sons, Inc PO BOX 44100 Tacoma, WA 98448-0100</p>	JOB ADDRESS <p style="text-align: center;">1100 Digs St Steilacoom Job# 8049</p>
--	--

Federal Tax ID (EIN) 91-1671410
 Contractor's Registration: EVERGCC945CP

P.O. NO.	TERMS
24070	Net 30

DATE	DESCRIPTION	QTY/FT	RATE/FT	AMOUNT
06/02/2022	CUT & MACHINE REMOVAL 1) 17' L x 4' W x 4-6" Thick Total According to Original Bid		2,000.00	2,000.00
06/02/2022	1) 64' L x 5" Thick Extra Asphalt Cut On Short Street		100.00	100.00
We look forward to working with you again.			Total	\$2,100.00

If this account is in default and is assigned to a collection agency for collection, then (Customer) shall be liable for any and all costs associated with the collection process. If legal action is commenced, then Washington law shall apply. (Merchant) may place venue in the Superior Court of Pierce County, Washington and the prevailing party shall be awarded its taxable costs and reasonable attorney fees.



INVOICE

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

Invoice Date
 Jul 8, 2022

Invoice Number
 INV0370

Reference
 Steilacoom Maintenance
 Facility - Additional Work
 Per Changes Not Shown
 on Drawings

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

Description	Quantity	Unit Price	Tax	Amount USD
CATCH BASIN TYPE I NOT PER CODE. NEEDED TO INSTALL MANHOLE BECAUSE OF DEPTH: \$4,151.00				
48" Manhole	1.00	1,236.00	Tax on Sales	1,236.00
Manhole Delivery	1.00	1,315.00	Tax on Sales	1,315.00
Excavator - 6 hrs.	6.00	200.00	Tax on Sales	1,200.00
Spoils - 10 yds	10.00	40.00	Tax on Sales	400.00
CATCH WATER FROM EXISTING DITCH AND TIE ONTO NEW STORM SYSTEM PER CITY REQUEST DUE TO OLD LINE BEING ABANDONED: \$1,760.00				
Additional Piping from CB 6 to City ditch 14 ft. and place spalls	1.00	250.00	Tax on Sales	250.00
Excavator - 5 hrs.	5.00	200.00	Tax on Sales	1,000.00
Labor - 6 hrs.	6.00	85.00	Tax on Sales	510.00
ADDITIONAL CLEARING & TREES IN THE RIGHT OF WEAY THAT WERE UNKOWN UNTIL SURVEY WAS COMPLETED: \$2,100.00				
End Dump Truck - 4 hrs.	4.00	250.00	Tax on Sales	1,000.00
Excavator - 2 hrs.	2.00	200.00	Tax on Sales	400.00

Description	Quantity	Unit Price	Tax	Amount USD
Dump Fees	1.00	700.00	Tax on Sales	700.00
ADDITIONAL SEWER LINE - 16 FT. LONGER SOUTH OF POINT OF CONNECTION: \$3,260.00				
Excavator - 8 hrs.	8.00	200.00	Tax on Sales	1,600.00
5/8" Rock - 12 yds.	12.00	41.667	Tax on Sales	500.00
Spoils - 12 yds	12.00	40.00	Tax on Sales	480.00
Labor - 8 hrs.	8.00	85.00	Tax on Sales	680.00
SUB TOTAL: \$11,271.00	1.00	1,352.52	Tax on Sales	1,352.52
12% MARK UP				
			Subtotal	12,623.52
			TOTAL USD	12,623.52

Due Date: Aug 30, 2022

A monthly finance charge of 1.5% will be applied to all past due balances over 30 days.

PAYMENT ADVICE

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

Customer Pease & Sons, Inc.
 Invoice Number INV0370
 Amount Due **12,623.52**
 Due Date Aug 30, 2022
 Amount Enclosed

Enter the amount you are paying above



Contractor: Pease and sons Construction
Tacoma, WA

PR #: 001

PR ITEM: CIVIL REVISIONS

Reference
drawing/specification: REVISED
CIVIL DRAWINGS.

DESCRIPTION OF CHANGE:		
Provide costs/credits for the revisions to the civil drawings that occurred during plan review. Proceed with work and provide cost when work is done		
REASON FOR CHANGE: Plan Review		
PREPARED BY: Raymond Mow	FIRM: EMA for AHBL	DATE: 2-3-22

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

X _____
Architect

February 3, 2022
Date

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

Attachments: AHBL Memo Dated 12-17-22. (2 pages Revised Civil Drawings (12 pages)

PROJECT MEMO



TO:	X	DATE:	December 17, 2021
FROM:	Jason Isenberg, P.E. Tacoma - (253) 383-2422	PROJECT NO.:	2200788.10
		PROJECT NAME:	Steilacoom SD Maintenance Building Improvements
SUBJECT:	Updated Plans RE: Town Comments		

This memo presents the response to comments provided by the Town of Steilacoom on the site plans dated September 15, 2021. Revisions have been clouded on the respective sheets and are further summarized below.

Sheet C0.00 Two new sheets were added: C3.1 – Sanitary Sewer Plan and Profile, and C3.2 – Storm Plan and Profile.

Sheet C1.0 Sawcut limits for roadway patching above pipes have been updated.

An additional tree lining Powell Street has been marked for removal.

The ex. 1" poly line at the northern edge of the site has been marked to be cut and capped at the new fence line.

Sheet C1.1 No changes

Sheet C2.0 Limits for asphalt pavement and gravel patching above new pipes have been updated.

Trench patches at the southeastern connections of site utilities to ex. mains have been updated to match adjusted ex. main locations.

Sheet C2.1 No changes

Sheet C3.0 Locations of ex. water and sewer mains have been adjusted along Short Street.

Ex. water and sewer connections to houses along Short Street and Powell Street have been added.

The location of the new sewer line at the northern edge of the site has been adjusted to maintain 10' spacing between sewer and water lines.

The location of new storm line has been adjusted to between the existing water main and new sewer line within Powell Street.

Ex. sewer to the southeastern building has been added. New electrical service to the new southeastern building has been added.

Keynotes were added to provide pipe testing and pipe rerouting information.

Sheet C3.1 Sheet added to provide plan and profile of the new sanitary sewer line at the northern portion of the site.

Sheet C3.2 Sheet added to provide plan and profile of the new storm line at the northern portion of the site.

Sheet C3.3 No changes.



- Sheet C3.4** No changes.
- Sheet C3.5** Previously included details replaced with Town of Steilacoom details.
- Sheet C3.6** Previously included details replaced with Town of Steilacoom details.

Attachments

Revised plans for the Steilacoom SD Maintenance Building Improvements project

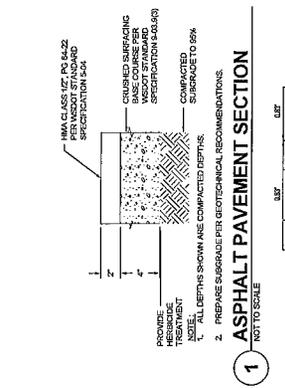
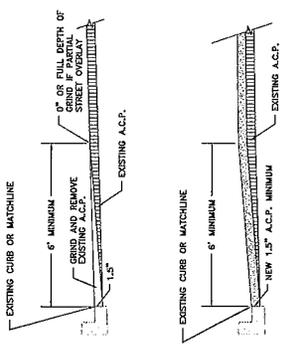
Q:\2020\2200788\10_CIV\NON_CAD\OUTGOING\20211217 - Memo to Contractor (RE Town Comments).docx

STEILACOOM MAINTENANCE FACILITY IMPROVEMENTS

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



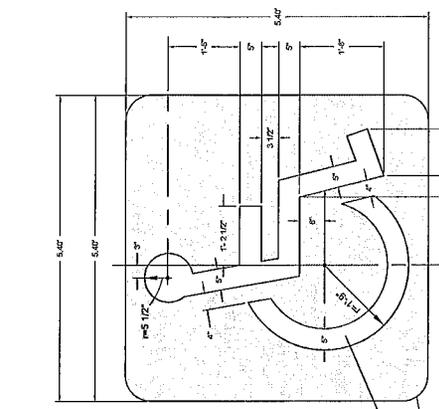
ERICKSON MCGOVERN P.L.L.C.
101 2nd Jahn Street, Suite 300, Tacoma, WA 98403



- NOTES:**
- GRINDING SHALL BE DONE PER WDOT 5-64.3(14) SPECIFICATIONS.
 - ALL PAVEMENT MARKINGS SHALL BE REMOVED PRIOR TO PAVING.
 - EXISTING A.C.P. SHALL BE TACKED WITH POLYMER MODIFIED ASPHALT TYPE CSS-1
 - THE TRANSITION JOINT SHALL BE SEALED WITH A SAND SLURRY PER WDOT 5-64.3(5)(C).

1 ASPHALT PAVEMENT SECTION

NOT TO SCALE



- NOTES:**
- ALL DIMENSIONS ARE COMPACTED THICKNESSES.
 - CEMENT CONCRETE PAVEMENT SHALL CONSIST OF PORTLAND CEMENT CONCRETE WITH A MINIMUM COMPRESSIVE STRENGTH OF 4000 PSI AND A MINIMUM RUPTURE.
 - GRANULAR SUBBASE SHALL CONSIST OF "BALLAST" PER WDOT 4.02.01, VERMEX.
 - IT MEETS THE SAME TEXTURAL CRITERIA AS "BALLAST" OR "GRADE B" BARRON.
 - ON THE MARKED PORTION, SUBBASE SHALL BE 12 INCHES THICK AND 90% BASED.
 - SUBGRADE SHALL BE COMPACTED TO A FIRM AND UNDEFORMING CONDITION PRIOR TO PLACING SUBBASE.
 - ORGANIC MATTER, OR FIBROUS, OR SOILS SHOULD BE OVEREXCAVATED AND REPLACED WITH STRUCTURAL FILL MATERIAL.

4 CEMENT PAVEMENT - HEAVY DUTY

NOT TO SCALE

3 ASPHALT PAVEMENT OVERLY

NOT TO SCALE

2 EXTRUDED ASPHALT OR CEMENT CONCRETE CURB

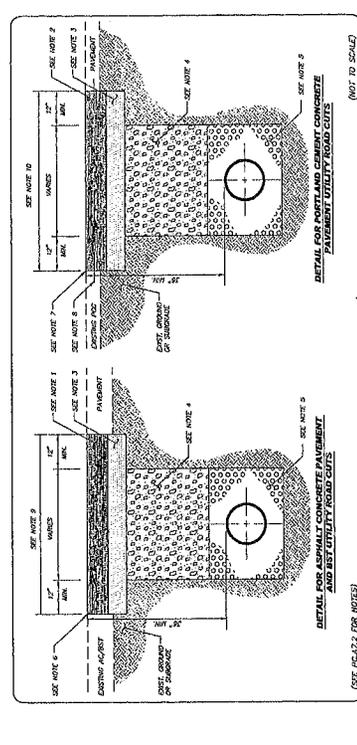
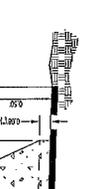
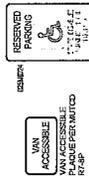
NOT TO SCALE

5 PARKING SIGNS

NOT TO SCALE

6 ACCESSIBLE PARKING SYMBOL

NOT TO SCALE



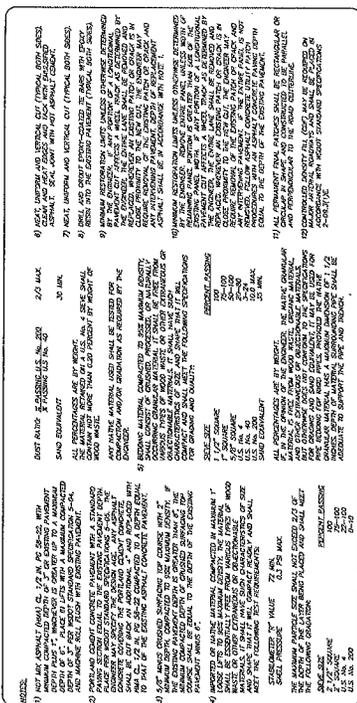
PIERCE COUNTY
Pierce County
Washington
Tacoma, Washington 98403-2000

REGIN D. SPACK, P.E.
COUNTY ENGINEER
Office of County Engineer
1000 1st Avenue
Tacoma, WA 98403

UTILITY PATCH

SHEET 1 OF 2

DATE: 12/11/21
SCALE: AS SHOWN
APPROVED: [Signature]



PIERCE COUNTY
Pierce County
Washington
Tacoma, Washington 98403-2000

REGIN D. SPACK, P.E.
COUNTY ENGINEER
Office of County Engineer
1000 1st Avenue
Tacoma, WA 98403

UTILITY PATCH

SHEET 2 OF 2

DATE: 12/11/21
SCALE: AS SHOWN
APPROVED: [Signature]



PAVING DETAILS
STEILACOOM SD No. 1

PROJECT: 2021-13
DRAWN: SNK

CONTRACT NO.	1210021
DATE	12/11/21
PROJECT NAME	STEILACOOM SD No. 1
PROJECT LOCATION	STEILACOOM SD No. 1
PROJECT DESCRIPTION	PAVING DETAILS

Sheet: **C2.1**

IF THIS SHEET IS NOT PRINTED AT 24" X 36" OR AT 36" X 48" THIS DRAWING IS NOT TO SCALE.
IF A DIMENSION CONTRADICTS THIS DRAWING, CONTACT THE DESIGNER FOR CLARIFICATION.

UTILITY PATCH
NOT TO SCALE

STEILACOOM MAINTENANCE FACILITY IMPROVEMENTS

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

ERICKSON • MCGOVERN
 ERICKSON MCGOVERN PLLC
 101 E. 23rd Street, Suite 300, Tacoma, WA 98403

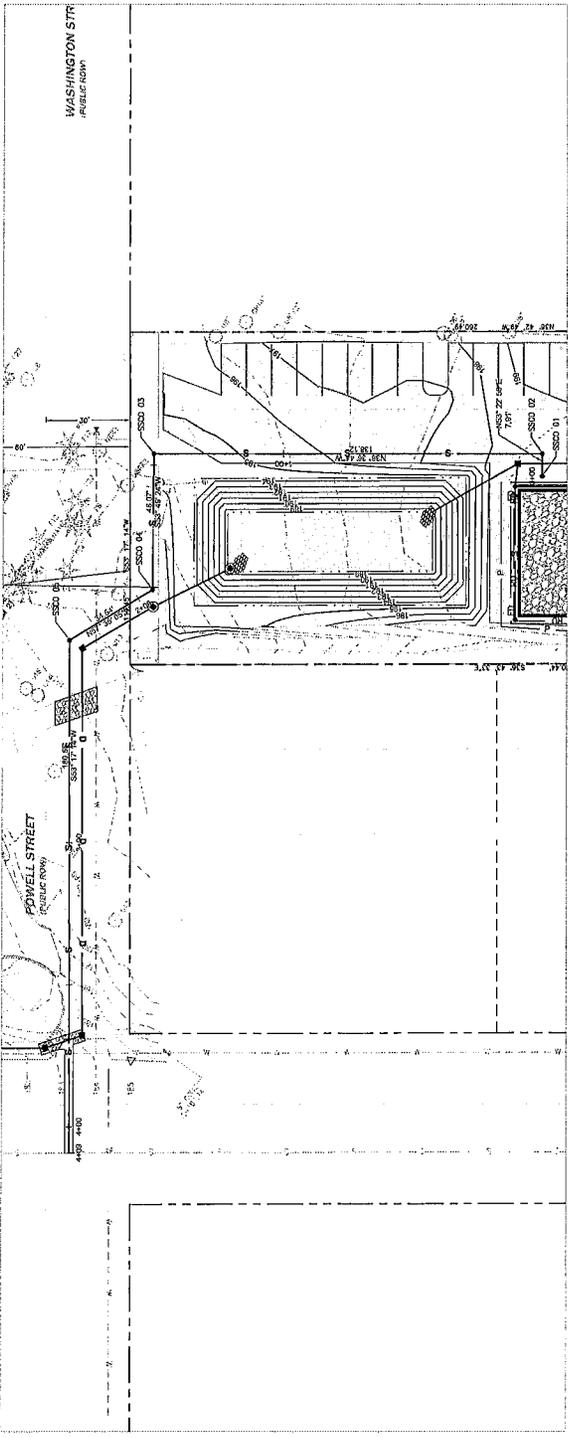
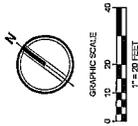
STEILACOOM SD MAINTENANCE BUILDING IMPROVEMENTS
 STEILACOOM SD No. 1
 SANITARY SEWER PLAN AND PROFILE



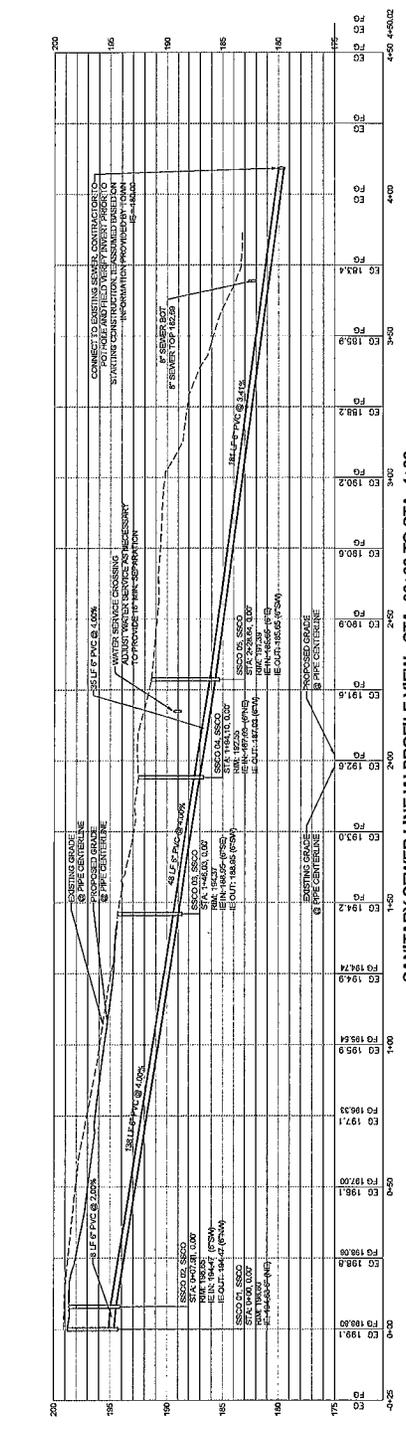
Project: 2021-3
 Drawn: SKK
 Checked: [Blank]
 Confirmed: 12/20/21
 City Code: 12/17/21

Project:	2021-3
Drawn:	SKK
Checked:	
Confirmed:	12/20/21
City Code:	12/17/21

Sheet: **C3.1**



SANITARY SEWER LINE 'A' PROFILE VIEW - STA. 00+00 TO STA. 4+09



SANITARY SEWER LINE 'A' PROFILE VIEW - STA. 00+00 TO STA. 4+09

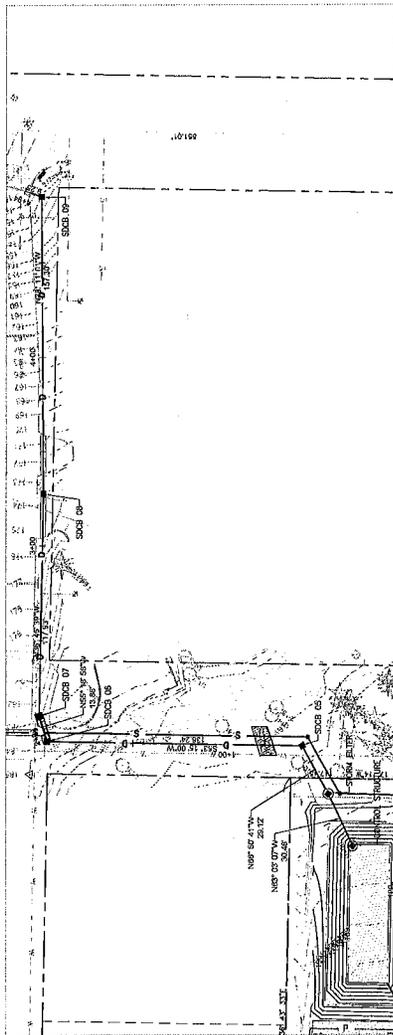
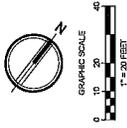
THIS SHEET IS NOT PRINTED AT 24" x 36" OR 30" x 42". IF THIS DRAWING IS NOT TO SCALE, PLEASE REFER TO THE PLOT SCALE. ENGINEER'S SEAL IS NOT VALID WITHOUT THIS SHEET.

STEILACOOM MAINTENANCE FACILITY IMPROVEMENTS

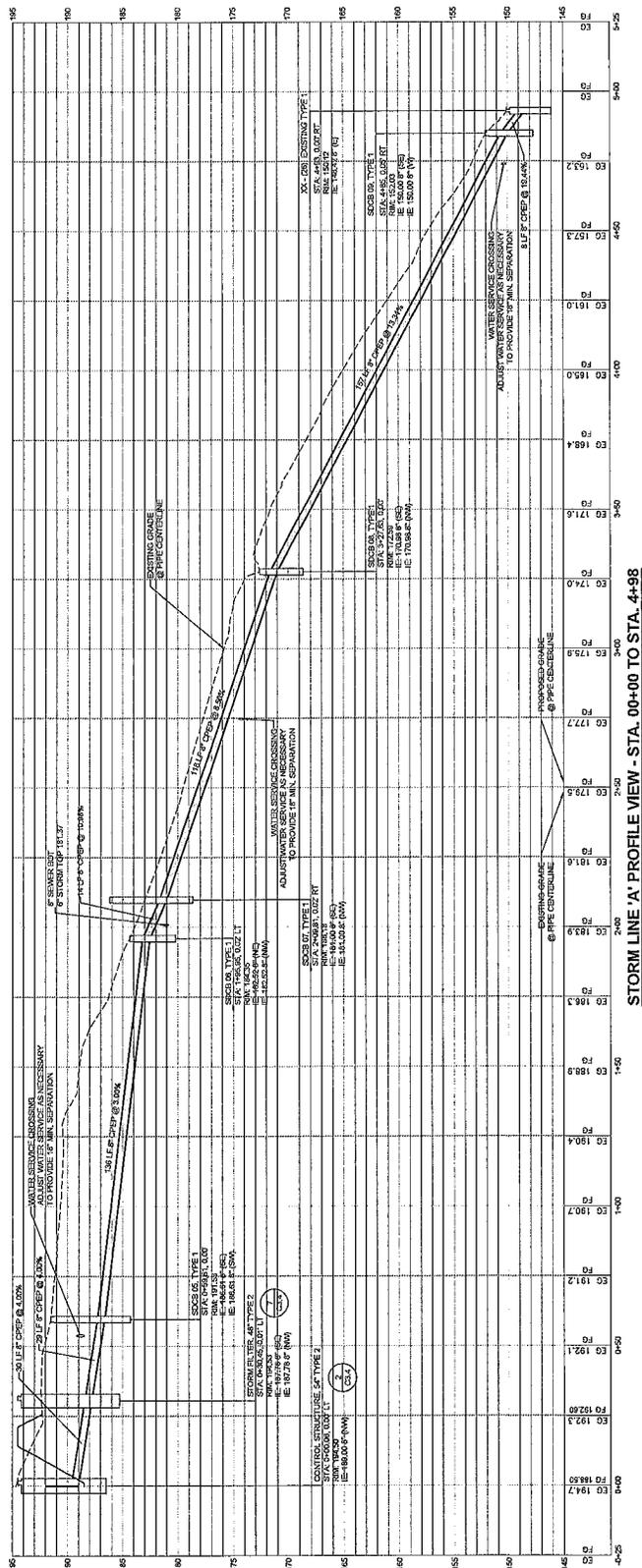
A PORTION OF THE NW 1/4 OF THE NW 1/4 OF SEC. 32, TWN. 20N., RGE. 02 E. WM., TOWN OF STEILACOOM, PIERCE COUNTY, WASHINGTON

ERICKSON • MCGOVERN

101 E. 25th Street, Suite 200, Tacoma, WA 98401
 253.831.1234
 253.831.1235



STORM LINE 'A' PLAN VIEW - STA. 00+00 TO STA. 4+98
 SCALE: 1" = 30'



STORM LINE 'A' PROFILE VIEW - STA. 00+00 TO STA. 4+98
 SCALE: 1" = 20'

STEILACOOM SD MAINTENANCE BUILDING IMPROVEMENTS
 STEILACOOM SD No. 1



Contract, advertisement, bidding, or other documents shall be read in conjunction with the drawings and specifications. The Engineer shall be responsible for the accuracy of the information provided to him by the contractor. The Engineer shall not be responsible for the accuracy of the information provided to him by the contractor. The Engineer shall not be responsible for the accuracy of the information provided to him by the contractor.

Project: 2021-3
 Drawn: BRK

CONTRACT: 17/06/21
 SHEET: 17/07/21

C3.2

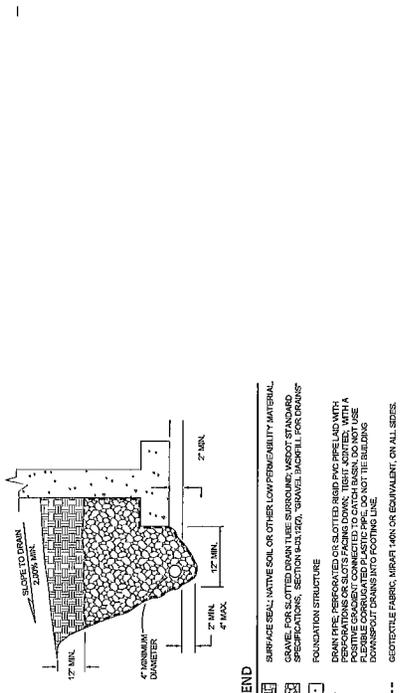
IF A DIMENSION ON THIS SHEET IS IN CONFLICT WITH THE DRAWING, THE DIMENSION SHALL CONTROL.

STEILACOOM MAINTENANCE FACILITY IMPROVEMENTS

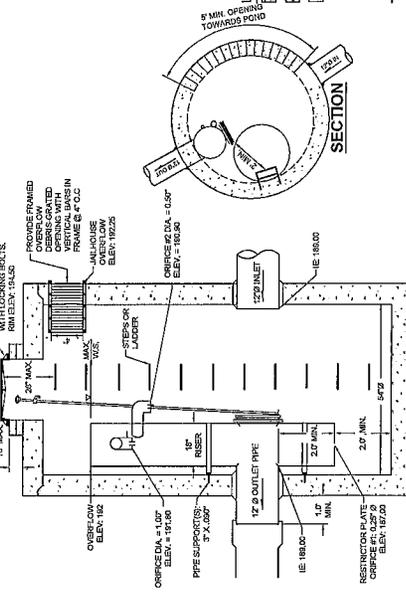
A PORTION OF THE NW 1/4 OF THE NW 1/4 OF SEC. 32, TWN. 20N., RGE. 02 E.

WM., TOWN OF STEILACOOM, PIERCE COUNTY, WASHINGTON

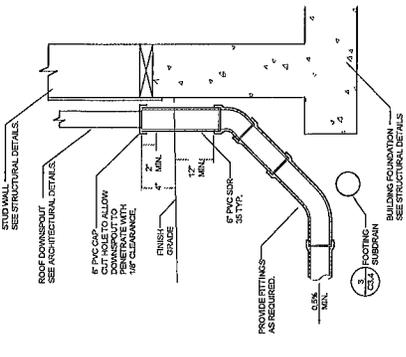
ERIKSSON • MCGOVERN
 101 E 28th Street, Suite 500, Tacoma, WA 98401
 P.O. Box 10000, Tacoma, WA 98401



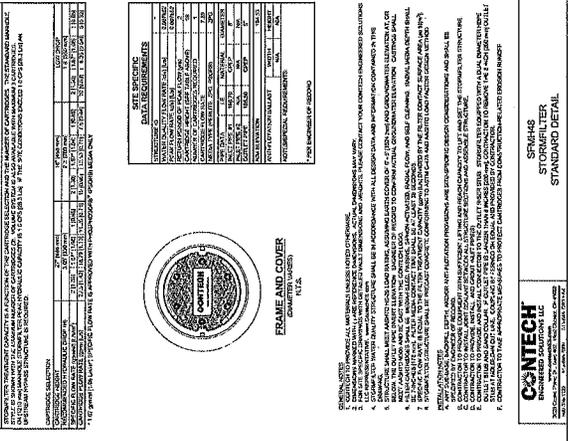
1 ROOF DOWNSPOUT CONNECTION
 NOT TO SCALE



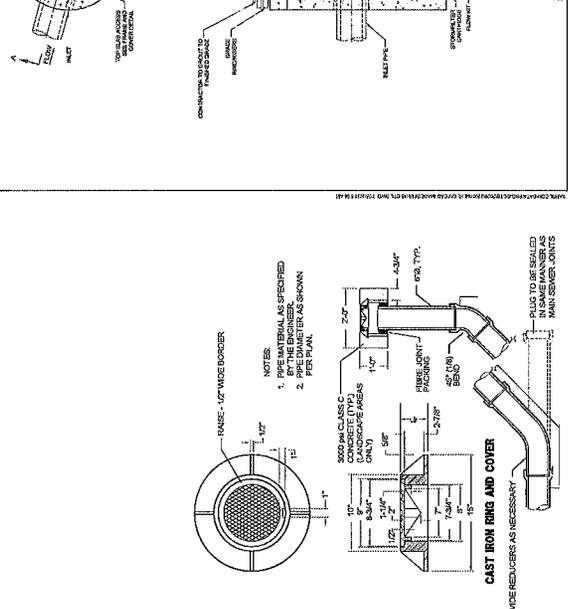
2 POND CONTROL STRUCTURE
 NOT TO SCALE



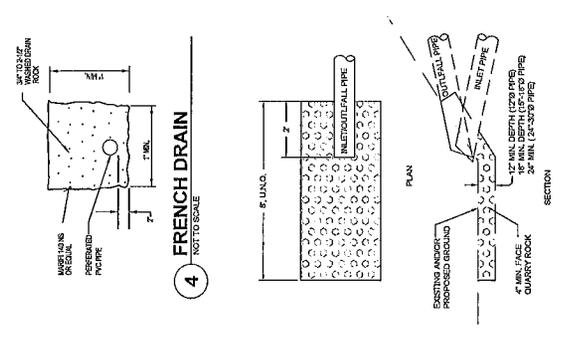
3 FOOTING SUBDRAIN
 NOT TO SCALE



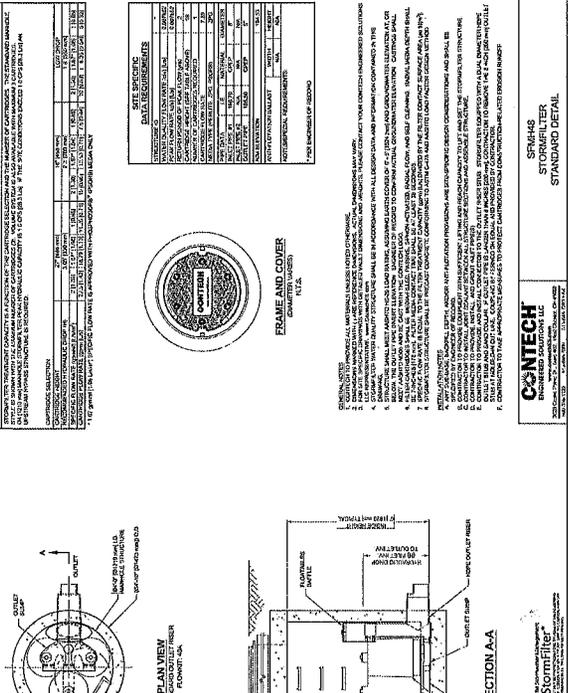
4 FRENCH DRAIN
 NOT TO SCALE



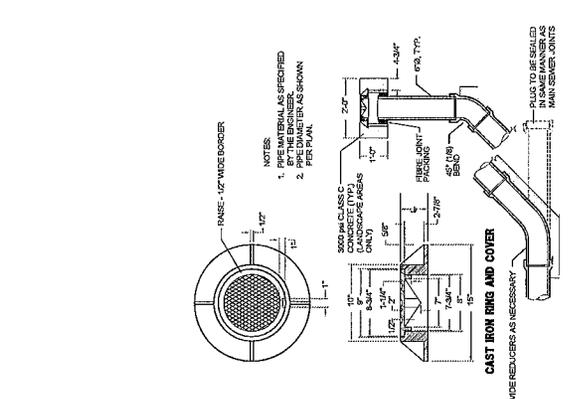
5 OUTFALL PROTECTION
 NOT TO SCALE



6 STORM DRAINAGE CLEANOUT
 NOT TO SCALE



7 STORMFILTER
 NOT TO SCALE



8 STORMFILTER
 NOT TO SCALE

STEILACOOM SD MAINTENANCE BUILDING IMPROVEMENTS
 STEILACOOM SD No. 1



Project: 2021-3
 Drawn: SBK
 Checked: []
 Date: 12/1/21
 Scale: 1/4\"/>

C3.4

IF THIS SHEET IS NOT PRINTED AT 24\"/>

STEILACOOM MAINTENANCE FACILITY IMPROVEMENTS

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

ERICKSON • MCGOVERN
101 E. 29th Street, Suite 300, Tacoma, WA 98421
ERICKSON MCGOVERN P.L.L.C.

1 NOT TO SCALE

REV. NO.	DATE	APPROVED	TABLE
1	2/28/2011		W-1

2 FIRE HYDRANT LOC. IN CUT OR FILL

REV. NO.	DATE	APPROVED	TABLE
1	2/28/2011		W-2

3 NOT TO SCALE

REV. NO.	DATE	APPROVED	TABLE
1	2/28/2011		W-3

4 NOT TO SCALE

REV. NO.	DATE	APPROVED	TABLE
1	2/28/2011		W-4

5 NOT TO SCALE

REV. NO.	DATE	APPROVED	TABLE
1	2/28/2011		W-5

6 NOT TO SCALE

REV. NO.	DATE	APPROVED	TABLE
1	2/28/2011		W-6

7 NOT TO SCALE

REV. NO.	DATE	APPROVED	TABLE
1	2/28/2011		W-7

8 NOT TO SCALE

REV. NO.	DATE	APPROVED	TABLE
1	2/28/2011		W-8

WATER DETAILS

STEILACOOM SD No. 1

PROJECT: 2009-3
DRAWN: BSK

CONTRACT: 1204782

DATE: 2/28/2011

SCALE: AS SHOWN

PROJECT: 2009-3
DRAWN: BSK

CONTRACT: 1204782

DATE: 2/28/2011

SCALE: AS SHOWN

C3.5

WATER MAINS

CONNECTIONS TO EX. WATER MAINS

CONNECTIONS TO EX. WATER MAINS

CONNECTIONS TO EX. WATER MAINS

STEILACOOM MAINTENANCE FACILITY IMPROVEMENTS

A PORTION OF THE NW 1/4 OF THE NW 1/4 OF SEC. 32, TWN. 20N., RGE. 02 E.

W.M., TOWN OF STEILACOOM, PIERCE COUNTY, WASHINGTON

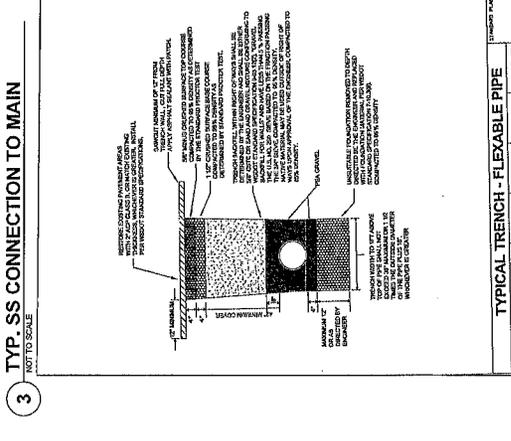
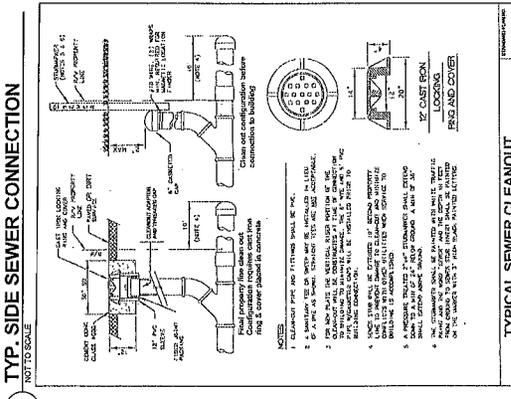
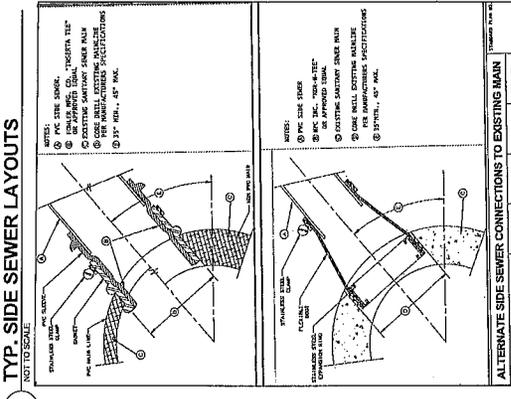
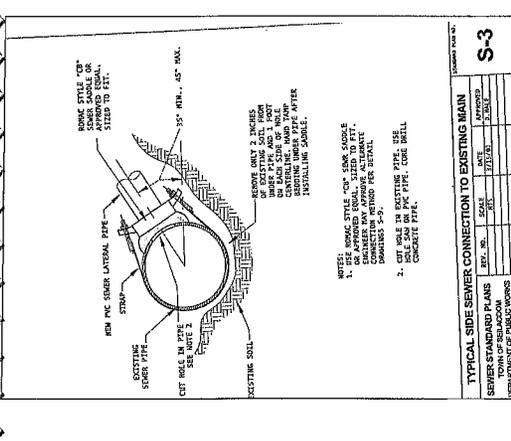
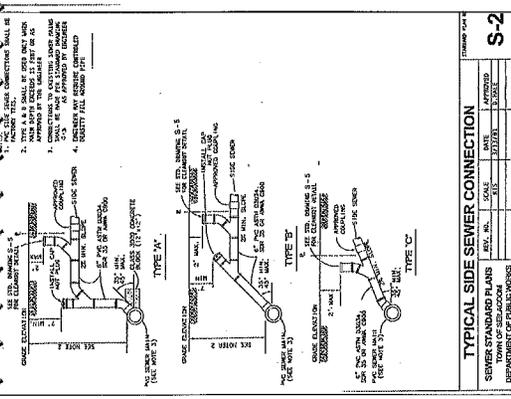
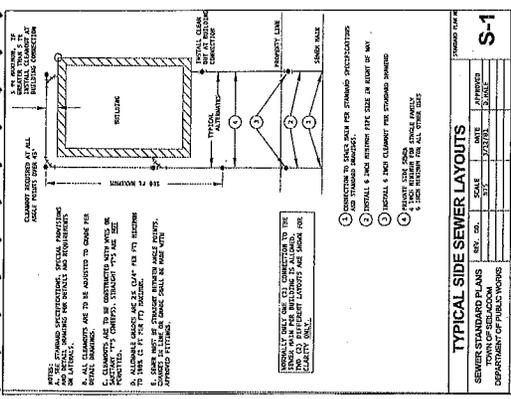
ERICKSON • MCGOVERN
 101 E 24th Street, Suite 300, Tacoma, WA 98401
 ERICKSON MCGOVERN P.L.L.C.

STEILACOOM SD MAINTENANCE BUILDING IMPROVEMENTS
 STEILACOOM SD No. 1
 SEWER DETAILS



CONTRACT NO. 2001-3
 PROJECT: SRK
 DRAWN: []
 DATE: []
 SHEET: C3.6

CONTRACT NO.	2001-3
PROJECT	SRK
DRAWN	[]
DATE	[]
SHEET	C3.6



IF THIS SHEET IS NOT PRINTED AT 34" X 44" OR AT 17" X 22" THIS DRAWING IS NOT TO SCALE
 IF A DIMENSION DOES NOT FIT WITH SCALE, DIMENSIONS INDICATED ON THIS SHEET TAKE PRECEDENCE OVER DIMENSIONS ON OTHER SHEETS



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

Change Order Proposal/Breakdown Summary

EMA - RECIEVED 12-20-22

Project Name: Steilacoom Maintenance Facility Improvements

COP/Issue #: 024

Project No. 8049

Source/Ref. Documents: Email 8/31/2022

Date: 11/7/2022

Contractor: Pease & Sons, Inc.

Contract No.

Description: Change drip edging from 1" X 3" to 4" X 4.5" and extra material to cover hole left from chimney

1. DIRECT CRAFT LABOR COST (from attached cost breakdown form) \$ 169.32

a. crew (apprentices, journeymen, & laborers)	\$ -
b. foreman	\$ 169.32
c. lead foreman	\$ -
DIRECT LABOR SUBTOTAL	\$ 169.32
Supervision	
d. direct supervision (0% of 1a)	\$ -
e. small tools/safety (0% of lines 1a, b, & c)	\$ -

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

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

SUBTOTAL 1 thru 4 \$ 169.32

5. OVERHEAD & PROFIT \$ 25.40

a. 15% portion of 1, 2, 3, & 4	\$ 25.40
--------------------------------	----------

6. LOWER-TIER SUBCONTRACTORS \$ 2,582.00

a. Bayside Roofing	\$ 2,582.00
b.	
c.	\$ -
d.	\$ -
e.	\$ -
f.	\$ -

7. OVERHEAD & PROFIT ON SUB-TIER SUBCONTRACTORS \$ 206.56

a. 8% of Line 6 for each sub	\$ 206.56
------------------------------	-----------

8. PERFORMANCE BOND \$ 59.67

a. 2% of Subtotal (Line 1-7)	\$ 59.67
------------------------------	----------

TOTAL COST \$ 3,042.94

Owner (Steilacoom)

Architect (TCA)

Pease & Sons, Inc

COP Wage Rates

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

Trade & Position	Carpenter Foreman	Carpenter	Laborer Foreman	Laborer	Plumber Foreman	Plumber		
Rate Schedule Date*	06/01/21	06/01/21	06/01/21	06/01/21	01/01/22	01/01/22	01/01/19	01/01/19
Prevailing Wage (incl. Benefits)								
1. Hourly Wage Rate	\$ 54.10	\$ 49.18	\$ 43.79	\$ 41.29	\$ 63.49	\$ 57.72		
2. Hourly Benefits	\$ 19.01	\$ 19.01	\$ 13.33	\$ 11.63	\$ 24.50	\$ 24.50		
Subtotal	\$ 73.11	\$ 68.19	\$ 57.12	\$ 52.92	\$ 87.99	\$ 82.22	\$ -	\$ -
3. FUI	\$ 0.32	\$ 0.30	\$ 0.26	\$ 0.25	\$ 0.38	\$ 0.35		
4. FICA	\$ 3.35	\$ 3.05	\$ 2.71	\$ 2.56	\$ 3.94	\$ 3.58		
5. MEDICARE	\$ 0.78	\$ 0.71	\$ 0.63	\$ 0.60	\$ 0.92	\$ 0.84		
6. SUJ	\$ 3.21	\$ 2.92	\$ 2.60	\$ 2.45	\$ 3.76	\$ 3.42		
7. L&I WC Premium	\$ 2.24	\$ 2.24	\$ 2.24	\$ 2.24	\$ 1.22	\$ 1.22	\$ 3.00	\$ 3.00
8. FMLA	\$ 0.09	\$ 0.08	\$ 0.07	\$ 0.07	\$ 0.10	\$ 0.09		
9. WA ST PD SICK LEAVE	\$ 1.55	\$ 1.41	\$ 1.25	\$ 1.18	\$ 1.82	\$ 1.65		
Total	\$ 84.66	\$ 78.89	\$ 66.89	\$ 62.26	\$ 100.13	\$ 93.37	\$ 3.00	\$ 3.00
Normal 1.5x Overtime Rates Calculate Automatically								
OT Wages Rate @ 1.5x	\$ 81.15	\$ 73.77	\$ 65.69	\$ 61.94	\$ 95.24	\$ 86.58		
Benefits	\$ 19.01	\$ 19.01	\$ 13.33	\$ 11.63	\$ 24.50	\$ 24.50		
Subtotal	\$ 100.16	\$ 92.78	\$ 79.02	\$ 73.57	\$ 119.74	\$ 111.08		
Taxes - Lines 3-6	\$ 13.96	\$ 12.69	\$ 11.30	\$ 8.78	\$ 13.50	\$ 12.28		
L&I WC Premium	\$ 2.24	\$ 2.24	\$ 2.24	\$ 2.24	\$ 1.22	\$ 1.22	\$ 3.00	\$ 3.00
Total Overtime Rate	\$ 116.36	\$ 107.71	\$ 92.55	\$ 84.59	\$ 134.46	\$ 124.80	\$ 3.00	\$ 3.00
Premium Portion Only	\$ 31.70	\$ 28.82	\$ 25.66	\$ 22.33	\$ 34.33	\$ 31.21	\$ -	\$ -

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

Bayside Roofing LLC
 Bayside Roofing LLC
 4202 Kootnia St W University Place, WA 98466
 253-579-8686

T&M/Breakdown Summary

Project Name: Stellacoom Maintenance Facility Improvements

COP/Issue #:

Project No. 8049

Source/Ref. Documents:

Date:

Contractor: Bayside Roofing LLC

Contract No. 2021-3

Description: There is a section of roof that was larger than the first one we bid on. This repair needed to be done. Also, there was not enough fascia to cover the side of the building. With this a special larger metal needed to be ordered and installed which took more time.

1. DIRECT CRAFT LABOR COST (from attached cost breakdown form) \$ 1,062.00

a. crew (apprentices, journeymen, & laborers)	\$ 1,062.00
b. working foreman	\$ -
DIRECT LABOR SUBTOTAL	\$ 1,062.00

2. MATERIAL COST (from attached cost breakdown form) \$ 988.00

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

SUBTOTAL 1 thru 3 \$ 2,050.00

4. OVERHEAD & PROFIT \$ 532.00

a. 12% of Line 4 for Item 1 thru 3

5. LOWER-TIER SUBCONTRACTORS \$ -

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

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

a. 8% of Line 6 for each sub

7. PERFORMANCE BOND \$ -

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

TOTAL COST \$ 2,582.00

Pease & Sons (General)

Omar Rodriguez, Owner

Bayside Roofing LLC

From: [Ray Mow](#)
To: [Josh Pease](#)
Cc: [Brian Smith](#); [Jeff Coleman](#); [Susan Bangs](#); [Lewis, Shawn](#)
Subject: RE: Steilacoom Maint. Facility Improvements Job 8049 - Barrel Roof
Date: Wednesday, August 31, 2022 1:13:52 PM
Attachments: [image001.png](#)
[image002.jpg](#)
[image003.jpg](#)
[Existing roof markup.pdf](#)

[EXTERNAL MAIL]

Josh,

We need to proceed with both items. I will provide formal direction via CCD to be tracked T&M.

Raymond Mow, AIA

Managing Principal

P: 253.531.0206 Ext. 2008

C: 253.208.3235

E: ray@ericksonmcgovern.com



 [@FMAtacoma](#)  [Erickson McGovern](#)
www.EricksonMcGovern.com

This email is confidential and may not be disseminated.

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

From: Josh Pease <Joshp@peaseandsons.com>

Sent: Wednesday, August 31, 2022 1:06 PM

To: Ray Mow <ray@ericksonmcgovern.com>

Cc: Brian Smith <briansmith@peaseandsons.com>; Jeff Coleman <jeffc@peaseandsons.com>; Susan Bangs <Susan@peaseandsons.com>

Subject: Steilacoom Maint. Facility Improvements Job 8049 - Barrel Roof

Ray,

Due to remaining conditions found after the tear off of the barrel roof, the standard 1" x 3" metal drip edge Bayside included in their original quote will not work.

P&S superintendent and the Bayside Roofing foreman came up with a solution to this issue, please see the attached markup. This will require a 4" x 4.5" custom bent metal drip edge that will stand off the fascia, so the gutter can slip underneath and prevent any water backflow into the building if the

gutters overflow.

Also, Bayside just noticed the chimney that used to protrude through the roof is now gone and there is a hole left where the chimney was originally. Because of this, there will also be an additional sheathing replacement cost required to cover the hole where the chimney used to be.

These couple items were just discovered and will create some extra cost.

Are we ok to proceed with this work? We have turned in our COP for the Barrel Roof work, but I do not believe we have received an executed change order from you for this work yet. If we are ok to proceed with this work, do you want us to modify our COP or track this as T&M?

Thanks

Josh Pease
Project Manager
253-377-2982



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

Change Order Proposal/Breakdown Summary

Project Name: Steilacoom Maintenance Facility Improvements

COP/Issue #: 029

Project No. 8049

Source/Ref. Documents: 1/4 Email From Ray

Date: 1/20/2023

Contractor: Pease & Sons, Inc.

Contract No.

Description: **Painting existing garage doors and steel window screens**

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

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

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

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

SUBTOTAL 1 thru 4 \$ -

5. OVERHEAD & PROFIT \$ -

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

6. LOWER-TIER SUBCONTRACTORS \$ 2,010.00

a. A+ Professional Coatings	\$ 2,010.00
b.	
c.	\$ -
d.	\$ -
e.	\$ -
f.	\$ -

7. OVERHEAD & PROFIT ON SUB-TIER SUBCONTRACTORS \$ 160.80

a. 8% of Line 6 for each sub	\$ 160.80
------------------------------	-----------

8. PERFORMANCE BOND \$ 43.42

a. 2% of Subtotal (Line 1-7)	\$ 43.42
------------------------------	----------

TOTAL COST \$ 2,214.22

Owner (Steilacoom)

Architect (Erickson McGovern)

Pease & Sons, Inc

COP Wage Rates

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

Trade & Position	Carpenter Foreman	Carpenter	Laborer Foreman	Laborer	Plumber Foreman	Plumber		
Rate Schedule Date*	06/01/21	06/01/21	06/01/21	06/01/21	01/01/22	01/01/19	01/01/19	01/01/19
Prevailing Wage (incl. Benefits)								
1. Hourly Wage Rate	\$ 54.10	\$ 49.18	\$ 43.79	\$ 41.29	\$ 63.49	\$ 57.72		
2. Hourly Benefits	\$ 19.01	\$ 19.01	\$ 13.33	\$ 11.63	\$ 24.50	\$ 24.50		
Subtotal	\$ 73.11	\$ 68.19	\$ 57.12	\$ 52.92	\$ 87.99	\$ 82.22	\$ -	\$ -
3. FUI	\$ 0.32	\$ 0.30	\$ 0.26	\$ 0.25	\$ 0.38	\$ 0.35	\$ -	\$ -
4. FICA	\$ 3.35	\$ 3.05	\$ 2.71	\$ 2.56	\$ 3.94	\$ 3.58	\$ -	\$ -
5. MEDICARE	\$ 1.45	\$ 0.71	\$ 0.63	\$ 0.60	\$ 0.92	\$ 0.84	\$ -	\$ -
6. SUI	\$ 3.21	\$ 2.92	\$ 2.60	\$ 2.45	\$ 3.76	\$ 3.42	\$ -	\$ -
7. L&I WC Premium	\$ 2.24	\$ 2.24	\$ 2.24	\$ 2.24	\$ 1.22	\$ 1.22	\$ 3.00	\$ 3.00
8. FMLA	\$ 0.09	\$ 0.08	\$ 0.07	\$ 0.07	\$ 0.10	\$ 0.09	\$ -	\$ -
9. WA ST PD SICK LEAVE	\$ 1.95	\$ 1.41	\$ 1.25	\$ 1.18	\$ 1.82	\$ 1.65	\$ -	\$ -
Total	\$ 84.66	\$ 78.89	\$ 66.89	\$ 62.26	\$ 100.13	\$ 93.37	\$ 3.00	\$ 3.00
Normal 1.5x Overtime Rates Calculate Automatically								
OT Wage Rate @ 1.5x	\$ 81.15	\$ 73.77	\$ 65.69	\$ 61.94	\$ 95.24	\$ 86.58	\$ -	\$ -
Benefits	\$ 19.01	\$ 19.01	\$ 13.33	\$ 11.63	\$ 24.50	\$ 24.50	\$ -	\$ -
Subtotal	\$ 100.16	\$ 92.78	\$ 79.02	\$ 73.57	\$ 119.74	\$ 111.08	\$ -	\$ -
Taxes Lines 3-6	\$ 13.96	\$ 12.69	\$ 11.30	\$ 8.78	\$ 13.50	\$ 12.28	\$ -	\$ -
L&I WC Premium	\$ 2.24	\$ 2.24	\$ 2.24	\$ 2.24	\$ 1.22	\$ 1.22	\$ 3.00	\$ 3.00
Total Overtime Rate	\$ 116.36	\$ 107.71	\$ 92.56	\$ 84.59	\$ 134.46	\$ 124.58	\$ 3.00	\$ 3.00
Premium Portion Only	\$ 31.70	\$ 28.82	\$ 25.66	\$ 22.33	\$ 34.33	\$ 31.21	\$ -	\$ -

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

Submitted by:	A+ Professional Coatings, Inc.		
	34123 24th Avenue East		
	Roy, WA 98580		
Project:	Steilacoom Maintenance Faciltiy		
Description:	Painting of rollup doors		
Labor:	Hours:	Rate:	944
	16	59	
Materials:			305
2 gals primer		110	
3 gals finish		165	
paper, tape, etc.		30	
Subtotal:			1,249
P&O:			187
Total Change Order Request:			1,437

Submitted by:	A+ Professional Coatings, Inc.		
	34123 24th Avenue East		
	Roy, WA 98580		
Project:	Steilacoom Maintenance Faciltiy		
Description:	Painting of steel security grids		
Labor:	Hours:	Rate:	354
	6	59	
Materials:			144
1 gal primer		65	
1 gal finish		55	
paper, tape, etc.		24	
Subtotal:			498
P&O:			75
Total Change Order Request:			573



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

Change Order Proposal/Breakdown Summary

Project Name: Steilacoom Maintenance Facility Improvements

COP/Issue #: 027

Project No. 8049 Source/Ref. Documents: CCD 001 & 002

Date: 11/16/2022

Contractor: Pease & Sons, Inc.

Contract No.

Description: Pease & Sons overhead costs associated with Pease issue 001 & 006 related to CCD 001 & CCD 002. Both parties agreed to defer overhead cost until the end of the project

1. DIRECT CRAFT LABOR COST (from attached cost breakdown form) \$ 27,744.32

a. crew (apprentices, journeymen, & laborers)	\$ 27,744.32
b. foreman	\$ -
c. lead foreman	\$ -
DIRECT LABOR SUBTOTAL	\$ 27,744.32
Supervision	
d. direct supervision (0% of 1a)	\$ -
e. small tools/safety (0% of lines 1a, b, & c)	\$ -

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

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

SUBTOTAL 1 thru 4 \$ 27,744.32

5. OVERHEAD & PROFIT \$ 4,161.65

a. 15% portion of 1, 2, 3, & 4	\$ 4,161.65
--------------------------------	-------------

6. LOWER-TIER SUBCONTRACTORS \$ -

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

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

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

TOTAL COST \$ 31,905.97

Owner (Central Pierce Fire)

Architect (TCA)

Pease & Sons, Inc

COP Wage Rates

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

Trade & Position	Rate	Josh Pease Rate							
Rate Schedule Date*		06/01/22							
Prevailing Wage (incl. Benefits)									
1. Hourly Wage Rate		\$ 56.58							
2. Hourly Benefits		\$ 20.09							
Subtotal		\$ 76.67							
3. FUI	0.60%	\$ 0.34							
4. FICA	6.20%	\$ 3.51							
5. MEDICARE	1.45%	\$ 0.82							
6. SUI	5.93%	\$ 3.36							
7. L&I WC Premium	2.24%	\$ 2.24							
8. FMLA	0.16%	\$ 0.09							
9. WA ST PD SICK LEAVE	2.86%	\$ 1.62							
Total		\$ 88.64							
Normal 1.5x Overtime Rates Calculate Automatically									
OT Wage Rate @ 1.5x		\$ 84.87							
Benefits		\$ 20.09							
Subtotal		\$ 104.96							
Taxes Lines 3-6		\$ 14.60							
L&I WC Premium		\$ 2.24							
Total Overtime Rate		\$ 121.80							
Premium Portion Only		\$ 33.16							

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



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

Change Order Proposal/Breakdown Summary

Project Name: Stellacoom Maintenance Facility Improvements

COP/Issue #: 032

Project No. 8049

Source/Ref. Documents:

Date: 5/9/2023

Contractor: Pease & Sons, Inc.

Contract No.

Description: Tie existing ditch into new storm line

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

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

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

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

SUBTOTAL 1 thru 4 \$ -

5. OVERHEAD & PROFIT \$ -

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

6. LOWER-TIER SUBCONTRACTORS \$ 1,905.53

a. Spartan Construction	\$ 1,905.53
b.	
c.	\$ -
d.	\$ -
e.	\$ -
f.	\$ -

7. OVERHEAD & PROFIT ON SUB-TIER SUBCONTRACTORS \$ 152.44

a. 8% of Line 6 for each sub	\$ 152.44
------------------------------	-----------

8. PERFORMANCE BOND \$ 41.16

a. 2% of Subtotal (Line 1-7)	\$ 41.16
------------------------------	----------

TOTAL COST \$ 2,099.13

Owner (Central Pierce Fire)

Architect (TCA)
 5/18/2023

Pease & Sons, Inc

Stellacoom Hist SD

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

Date of Request: 5/22/2023 School: Steilacoom High

Name of teacher(s) requesting field trip: Sortore

Proposed student group: Cheerleading

Proposed date(s) of field trip: 2/07/2024 Proposed destination(s): 2/13/2024

Departure time from School: 7:30 pm Transportation by: Bus Private Car Air

Return time to School: 7:35 am Will students need meals: Yes No

Content area(s) addressed: Cheerleading Nationals

Description of proposed field trip and ASB fundraising efforts (please attach itinerary):

This field trip is to UCA nationals in orlando florida. Steilacoom Cheerleading Boosters will do the fu

Number of Students: 22 Number of Chaperones: 3

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

Individual student cost to be used for: registration, hotel, plane ticket

Estimated individual student cost \$ 3000

Current GF/ASB Fund Balance: \$ 13000

Total Cost \$ 66000

Account code _____

**We will be using some ASB funds - but most will be through SHS Cheerleading Boosters*

Teacher Name: Patricia Sortore Signature: _____

Teacher Name: _____ Signature: _____

Approve

Deny

Principal Name: Mica Mica Signature: Michael [Signature]

[Handwritten initials]

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

Date of Request: 5/22/2023 School: Steilacoom High

Name of teacher(s) requesting field trip: Sortore

Proposed student group: Cheerleading

Proposed date(s) of field trip: 2/07/2024 Proposed destination(s): 2/13/2024

Departure time from School: 7:30 pm Transportation by: Bus Private Car Air

Return time to School: 7:35 am Will students need meals: Yes No

Content area(s) addressed: Cheerleading Nationals

Description of proposed field trip and ASB fundraising efforts (please attach itinerary):

This field trip is to UCA nationals in orlando florida. Steilacoóm Cheerleading Boosters will do the fu

Number of Students: 22 Number of Chaperones: 3

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

Individual student cost to be used for: registration, hotel, plane ticket

Estimated individual student cost \$ 3000

Current GF/ASB Fund Balance: \$ 13000

Total Cost \$ 66000

Account code _____

Teacher Name: Patricia Sortore Signature: _____

Teacher Name: _____ Signature: _____

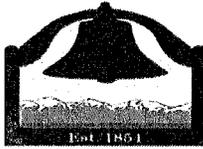
Approve

Deny

Principal Name: _____ Signature: _____

Cheerleading Nationals Itinerary 2024

- Wednesday 2/7/2024 - Fly on a red eye flight to florida
- Thursday 2/8/2024 - check in for the competition, go to a disney park, practice, go to bed early
- Friday 2/9/2024 - go to practice at a local cheerleading gym, team lunch at chick fil a, Family dinner and team bonding
- Saturday 2/10/2024 - Compete prelims
- Sunday 2/11/2024 - Compete semis
- Monday 2/12/2024 - Compete finals
- Tuesday 2/13/2024 - go home



Donations

The Steilacoom Historical School District No. 1 (SHSD) is pleased to accept the following

donation from: Steilacoom High School Sports Boosters

Donation of: \$13,388.00 receipt 188126

Donation Date: 5/24/23 Amount: \$13,388.00 ck #1328

Deposit to Revenue Code (960): See attached receipt Fund: (check one) GF ASB

Expend from Account Code (530): _____

.....

Donation Approved By:

Chief of Finance and Operations Date: 6/5/2023

.....

Donations in the amount of \$5,000 or greater must be pre-approved by the Board of Directors prior to being used.

Board approval required? (check one) Yes No Board Meeting date: 6/21/23

.....

Routing:

- Accounting Clerk [accept funds / complete form / copy check & attach to form / deposit]
- Chief of Finance and Operations [review / approve / sign]
- Director of Finance to forward donation form & check copy (5,000 or greater) to Executive Assistant to the Superintendent for placement on next regularly-scheduled Board Meeting for review & approval

Customer Ledger

Steilacoom High School
54 Sentinel Drive
Steilacoom, WA 98388

Dates 5/24/2023 - 5/24/2023
Excludes Charges On Account
Includes Deposits On Account

SPORTS BOOSTERS SPORTS BOOSTERS

WA

Customer Id: NCJHFPYE
Phone Number:
Grade:

Receipt #: 188126 Origin Site: Steilacoom High School
Date/Time: 5/24/2023 2:03 PM

Item	Item Description	Site	Memo	Amount
2021 DON	GIRLS' BOWLING DONATION & FUNDRAISING	Steilacoom High School	DONATION	\$231.00
2014 DON	BOYS' TENNIS DONATION & FUNDRAISING	Steilacoom High School	DONATION	\$1,680.00
2009 DON	GIRLS' SOCCER DONATION & FUNDRAISING	Steilacoom High School	DONATION	\$2,375.00
2010 DON	BOYS' SOCCER DONATION & FUNDRAISING	Steilacoom High School	DONATION	\$1,393.00
2007 DON	BOYS' BASKETBALL DONATION & FUNDRAISING	Steilacoom High School	DONATION	\$473.00
2006 DON	GIRLS' BASKETBALL DONATION & FUNDRAISING	Steilacoom High School	DONATION	\$316.00
2016 DON	WRESTLING DONATION & FUNDRAISING	Steilacoom High School	DONATION	\$1,705.00
2015 DON	TRACK DONATION & FUNDRAISING	Steilacoom High School	DONATION	\$513.00
2011 DON	GIRLS' SWIM DONATION	Steilacoom High School	DONATION	\$2,094.00
2012 DON	BOYS' SWIM DONATION	Steilacoom High School	DONATION	\$848.00
4003 DON	CHEER DONATION & FUNDRAISING	Steilacoom High School	DONATION	\$524.00
2003 DON	CROSS COUNTRY DONATION & FUNDRAISING	Steilacoom High School	DONATION	\$337.00
2008 DON	GOLF DONATION & FUNDRAISING	Steilacoom High School	DONATION	\$630.00
2002 DON	VOLLEYBALL DONATION & FUNDRAISING	Steilacoom High School	DONATION	\$269.00
Total:				\$13,388.00
Grand Total:				\$13,388.00

May 15, 2023

The Steilacoom High School Sports Boosters held a dinner and auction that collected donations to support our local sports. Listed is the breakdown of the check that needs to go into the individual sport ASB accounts. Please let me know if you have any questions.

Bowling	\$ 231
Boys Tennis	\$1680
Girl's Soccer	\$ 2375
Boys Soccer	\$1393
Boys Basketball	\$ 473
Girls Basketball	\$ 316
Wrestling	\$ 1705
Track	\$ 513
Girls Swim	\$ 2094
Boys Swim	\$ 848
Cheer	\$ 524
Cross Country	\$ 337
Golf	\$ 630
Volleyball	\$ 269
TOTAL:	\$13, 388.

Sincerely,

Haley Haller
Steilacoom High School Sports Boosters
Shssportsboosters@outlook.com
253-381-6676

ATTORNEY-CLIENT FEE CONTRACT

The ATTORNEY-CLIENT FEE CONTRACT (“Agreement”) is entered into by and between _____ (“Client” or “District”) and Frantz Law Group, APLC (“Attorneys” or “We”) and encompasses the following provisions:

1. **CONDITIONS.** This Agreement will not take effect, and Attorneys will have no obligation to provide legal services, until Client returns a signed copy of this Agreement.

2. **AUTHORIZED REPRESENTATIVES**
 - A. **CLIENT REPRESENTATIVES.** Client designates _____, or his/her designee, as the authorized representatives to direct Attorneys and to be the primary individuals to communicate with Attorneys regarding the subject matter of Attorneys’ representation of Client under this Agreement. The designation is intended to establish a clear line of authority and to minimize potential uncertainty but not to preclude communication between Attorneys and other representatives of Client.

 - B. **ATTORNEY REPRESENTATIVES.** James Frantz, William Shinoff, and Regina Bagdasarian of Frantz Law Group, APLC will be primarily responsible for the work, either performing it himself/herself or delegating it to others as may be appropriate.

3. **SCOPE AND DUTIES.** Client hires Attorneys to provide legal services in connection with pursuing claims for damages associated with Social Media litigation, including the preparation and filing of the District’s individual action, ("Action"). Attorneys shall provide those legal services reasonably required to represent Client and shall take reasonable steps to keep Client informed of progress and to respond to Client’s inquiries. Client shall be truthful with Attorneys, cooperate with Attorneys, and keep Attorneys informed of developments.

4. **LEGAL SERVICES SPECIFICALLY EXCLUDED.** Unless otherwise agreed in writing by Client and Attorneys, Attorneys will not provide legal services with respect to (a) defending any legal proceeding or claim against the Client commenced by any person unless such proceeding or claim is filed against the Client in the Action or (b) proceedings before any federal or state administrative or governmental agency, department, or board. With Client’s permission, however, Attorneys may elect to appear at such administrative proceedings to protect Client’s rights. If Client wishes to retain Attorneys to provide any legal services not provided under this Agreement for additional compensation, a separate written agreement between Attorneys and Client will be required.

5. FEES. Client will pay attorneys' fees of:

Twenty five percent (25%) of any monetary settlement or recovery that Attorneys obtain for Client. Client is not responsible for paying Attorneys any money other than what has been recovered from Defendants

Fees shall be calculated on the basis of any settlement or recovery prior to the deduction of any expense or cost or common benefit fees; the "Gross Recovery." Contingency fee rates are not set by law but have been negotiated. If no recovery is made, no fees will be charged.

The term "Gross Recovery" shall include, without limitation, the then present value of any monetary payments agreed or ordered to be made by the adverse parties or their insurance carriers as a result of the Services, whether by settlement, arbitration award, court judgment (after all appeals exhausted), or otherwise. Any statutory Attorneys' fee paid by Defendants shall be included in calculating the Gross Recovery, however, any such award of Attorneys' fees shall be proportionately applied as a credit against Client's obligation to pay its portion of the contingency fee amount and shall not be retained by the Attorneys as a separate payment in addition to the contingency fee.

- (1) "Gross Recovery," if by settlement, also includes (1) the then-present value of any monetary payments to be made to the District; and (2) the fair market value of any non-monetary property and/or services to be transferred and/or rendered for the benefit of the District; and (3) any Attorneys' fees and costs recovered by the District as part of any cause of action that provides a basis for such an award. "Recovery" may come from any source, including, but not limited to, the adverse parties to the District and/or their insurance carriers and/or any third party, whether or not a party to formal litigation. The contingent fee is calculated by multiplying the recovery by the fee percentage. This calculation is performed on the gross recovery amount before the deduction of expenses as discussed above.

Gross Recovery, except in the case of a settlement, does not contemplate nor include any amount or value for injunctive relief or for the value of an abatement remedy which may be obtained in a final arbitration award or court judgment.

- (2) The District shall not be obligated to pay the Attorneys unless Attorneys are successful in collecting a monetary recovery on the District's behalf as a result of the Services.
- (3) If, by judgment, the District is awarded in the form of property or services (In Kind), the value of such property and services shall not be included for purposes of calculating the Gross Recovery.
- (4) If, by judgment, there is *no* money recovery and the District receives In

Kind relief, Attorneys acknowledge that District is not obligated to pay Attorneys' fees from public funds for the value of the In Kind relief. In the event of In Kind relief, by judgment, Attorneys' sole source of recovery of contingent fees will come from a common fund or court ordered Attorney's fees.

- (5) The District agrees the Defendant shall pay all Attorneys' fees in a settlement that includes nonmonetary value. Client understands that Attorneys have and will invest resources into prosecuting this action on behalf of the Client and agrees to make a good faith effort to include Attorneys' Fees as part of the terms of any settlement or resolution of the Action.

If Client and Attorney disagree as to the fair market value of any non-monetary property or services as described above, Attorney and Client agree that a binding appraisal will be conducted to determine this value.

It is possible that payment to the Client by the adverse parties to the Action or their insurance carrier(s) or any third-party may be deferred, as in the case of an annuity, a structured settlement, or periodic payments. In such event, gross recovery will consist of the initial lump sum payment plus the present value (as of the time of the settlement) of the total of all payments to be received thereafter. The contingent fee is calculated, as described above, by multiplying the gross recovery by the fee percentage. The Attorney's fees will be paid out of the initial lump-sum payment if there are sufficient funds to satisfy the Attorney's fee. If there are insufficient funds to pay the Attorney's fees in full from the initial lump sum payment, the balance owed to Attorney will be paid from subsequent payments to Client before there is any distribution to Client.

- A. Reasonable Fee if Contingent Fee is Unenforceable or if Attorney is Discharged Before Any Recovery. In the event that the contingent fee portion of this agreement is determined to be unenforceable for any reason or the Attorneys are prevented from representing Client on a contingent fee basis, Client agrees to pay a reasonable fee for the services rendered. If the parties are unable to agree on a reasonable fee for the services rendered, Attorneys and Client agree that the fee will be determined by arbitration proceedings before a mutually agreed upon neutral affiliated with either the Judicial Arbitration and Mediation Services (JAMS) or Judicate West (JW); in any event, Attorney and Client agree that the fee determined by arbitration shall not exceed twenty five percent (25%) of the gross recovery as defined in paragraph 5.
- B. No General Fund Payments. Notwithstanding any other provision in this agreement, in no event will the Client be required to pay legal fees out of any fund other than the monies recovered from Defendants in this litigation. Under no circumstances shall School District general funds be obligated to satisfy the contingent Attorneys' fees as a result of this case or this contingency fee contract.

6. COSTS AND EXPENSES. In addition to paying legal fees, Client shall reimburse Attorneys for all “costs/expenses”, which includes but is not limited to the following: process servers’ fees, fees fixed by law or assessed by courts or other agencies, court reporters’ fees, long distance telephone calls, messenger and other delivery fees, parking, investigation expenses, consultants’ fees, expert witness fees, and other similar items, incurred by Attorneys. Other costs and expenses include case management computer services, Document Management Services, case administration/accounting fees and costs, and other similar items. ATTORNEYS may find it necessary and/or in the CLIENT(S)' best interests to obtain the services of legal, clerical, and/or other personnel who are not ATTORNEYS regular employees, but outside independent contractors. The costs/expenses incurred that Attorneys advance will be owed in addition to attorneys’ fees and Client will reimburse those costs/expenses after Attorneys’ fees have been deducted. If there is no recovery, Client will not be required to reimburse Attorneys for costs and fees. In the event a recovery is less than incurred costs/expenses, Client will not be required to reimburse Attorneys for costs/expenses, above and beyond the recovery, and fees.

SHARED EXPENSES: Client understands that Attorneys may incur certain expenses that jointly benefit multiple clients, including, for example, expenses for travel, experts, and copying. Client agrees that Attorneys shall divide such expenses equally, or pro rata, among such clients, and deduct Client’s portion of those expenses from Client’s share of any recovery.

FEDERAL MDL AND STATE COORDINATION COMMON BENEFIT FEES: Various Attorneys, including Frantz Law Group, frequently serve on plaintiffs’ steering or executive committees in Multi-District Litigations (MDLs) and/or the California state court coordinated proceedings (JCCP’s) and perform work which benefits Attorneys’ clients as well as clients of other attorneys involved in the same litigation. As a result, the court or courts where the cases are pending may order that Attorneys are to receive additional compensation for Attorneys time and effort which has benefitted all claimants. Compensation for this work and effort, which is known as “common benefit fees,” may be awarded to Attorneys by a court or courts directly from the assessments paid by The District and others who have filed claims in this litigation. Court orders generally have no bearing on the contractual relationship between our firm and your district and will not in any way reduce the amount of fees owed under this Agreement. Absent a court order to the contrary, the payment of a common benefit fee will not reduce the Attorney fees to be paid by Client under this agreement.

6. LIEN. In the event any third party attempts to lien any proceeds recovered from a recovery in this matter, Client hereby grants, and agrees, TO THE EXTENT PERMITTED BY APPLICABLE LAW, that Attorneys hold, a first priority and superior lien on any and all proceeds recovered from Defendants in this litigation in the amount of the Attorneys’ fees and costs that the Attorneys are entitled to under this Agreement. This lien right is limited to only those monies recovered from Defendants and in no way affects any other rights of the Client in any way whatsoever.

7. DISCHARGE AND WITHDRAWAL.

- A. Client may discharge Attorneys at any time. After receiving notice of discharge, Attorneys shall stop services on the date and to the extent specified by the notice of discharge, and deliver to Client all evidence, files and attorney work product for the Action. This includes any computerized indices, programs and document retrieval systems created or used for the Action.
- B. Attorneys may withdraw with Client's consent or for good cause. Good Cause includes Client's breach of this Agreement, Client's refusal to cooperate with Attorneys, or any other fact or circumstance that would render Attorneys continuing representation unlawful or unethical. Attorneys may also discharge Client if Client at any time is dishonest with Attorneys or fails to provide relevant information to Attorneys.

8. ARBITRATION OF DISPUTES: ATTORNEY and CLIENT agree that should any Dispute arise between them, it must be mediated first, before any claims are filed. Specifically any and all disputes, controversies or claims arising out of, or related to this Agreement and/or ATTORNEY'S representation of CLIENT, including claims of malpractice (collectively referred to herein as "Dispute" or "Disputes"), shall be submitted to mediation at the offices of Judicial Arbitration & Mediation Services, Inc. ("JAMS") at the JAMS location closest to the Client or at another mutually acceptable location before a retired judge or other mediator affiliated with JAMS, agreed to between the parties and, if the parties cannot agree, before a retired judge selected by JAMS. No petition for arbitration can be filed until after this agreed-upon mediation has occurred, and any petition for arbitration (or litigation) filed prior to conclusion of this mediation shall be subject to dismissal, pursuant to this Agreement. Client will pay one-half of the actual cost of the mediation, but each party will be responsible for his or her own attorneys' fees and preparation costs. The parties agree that any Dispute, whether submitted to mediation or not, will not be litigated in court. Rather, any Dispute, which is specifically defined above to include claims of malpractice, will be submitted to mandatory binding arbitration before JAMS. By signing this Agreement, CLIENT and ATTORNEY agree to arbitration and waive the right to a court or jury trial and the right to appeal. Any Disputes shall be decided in at the JAMS location closest to the Client or at such other mutually acceptable location, applying California law. CLIENT is not waiving rights to arbitration before the San Diego County Bar Association.

9. AUTHORITY OF ATTORNEY. Attorneys may, with prior Client approval, associate co-counsel if the Attorneys believe it advisable or necessary for the proper handling of Client's claim, and expressly authorize the Attorneys to divide any Attorneys' fees that may eventually be earned with co-counsel so associated for the handling of Client's claim. Attorneys understand that the amount of Attorneys' fees which Client pays will not be increased by the work of co-counsel associated to assist

with the handling of Client's claim, and that such associated co-counsel will be paid by the Attorneys out of the Attorneys' fees Client pays to the Attorneys.

10. **DISCLAIMER OF GUARANTEE.** Nothing in this Contract and nothing in Attorneys' statements to Client will be construed as a promise or guarantee about the outcome of Client's matter. Attorneys make no such promises or guarantees. Attorneys' comments about the outcome of Client's matter are expressions of opinion only.
11. **MULTIPLE REPRESENTATIONS:** The District understands that Attorneys do or may represent many other individuals/entities with actual or potential litigation claims. Attorneys' representation of multiple claimants at the same time may create certain actual or potential conflicts of interest in that the interests and objectives of each client individually on certain issues are, or may become, inconsistent with the interests and objectives of the other. Attorneys are governed by specific rules and regulations relating to Attorneys professional responsibility in Attorneys representation of clients, and especially where conflicts of interest may arise from Attorneys representation of multiple clients against the same or similar Defendants, Attorneys are required to advise Attorneys' clients of any actual or potential conflicts of interest and obtain their informed written consent to Attorneys representation when actual, present, or potential conflicts of interest exist. By signing this agreement, The District is acknowledging that they have been advised of the potential conflicts of interest which may be or are associated with Attorneys representation of The District and other multiple claimants and that The District nevertheless wants the Attorneys to represent The District, and that The District consents to Attorneys representation of others in connection with the litigation. Attorneys strongly advise The District, however, that The District remains completely free to seek other legal advice at any time even after The District signs this agreement.
12. **AGGREGATE SETTLEMENTS:** Often times in cases where Attorneys represent multiple clients in similar litigation, the opposing parties or Defendants attempt to settle or otherwise resolve Attorneys' cases in a group or groups, by making a single settlement offer to settle a number of cases simultaneously. There exists a potential conflict of interest whenever a lawyer represents multiple clients in a settlement of this type because it necessitates choices concerning the allocation of limited settlement amounts among the multiple clients. However, if all clients consent, a group settlement can be accomplished and a single offer can be fairly distributed among the clients by assigning settlement amounts based upon the strengths and weaknesses of each case, the relative nature, severity and extent of injuries, and individual case evaluations. In the event of a group or aggregate settlement proposal, Attorneys may implement a settlement program, overseen by a referee or special master, who may be appointed by a court, designed to ensure consistency and fairness for all claimants, and which will assign various settlement values and amounts to each client's case depending upon the facts and circumstances of each individual case. The District authorizes us to enter into and engage in group settlement discussions and agreements which may include The District's individual

claims. Although The District authorizes us to engage in such group settlement discussions and agreements, The District will still retain the right to approve, and Attorneys are required to obtain The District's approval of, any settlement of The District's case.

13. EFFECTIVE DATE AND TERM. This Agreement will take effect upon execution by District and Attorneys.
14. COUNTERPARTS. This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, and all of which, taken together, shall constitute one and the same instrument. Facsimile or pdf versions of this Agreement shall have the same force and effect as signature of the original.

The above is approved and agreed upon by all parties.

[SIGNATURE PAGE FOLLOWS]

Dated: _____

Print Name:
Frantz Law Group, APLC

Dated: _____

District Representative

STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1 BOARD OF DIRECTORS

Board Meeting Date: June 21, 2023

Strategic Focus Area

- Achieve
- Support
- Connect
- Plan

BACKGROUND INFORMATION

The Steilacoom Historical School District contracts for Food Management 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 Sodexo expires at the end of this school year.

The District solicited for bids on March 30, 2023. In January, the district conducted a pre-bid conference for prospective vendors. A total of two vendors expressed interest in providing food service management services to the district, but only one vendor chose to submit bids and all required documentation. The single responsive bidder was Sodexo, and they provided all mandatory documents and met all requirements as listed in the RFP.

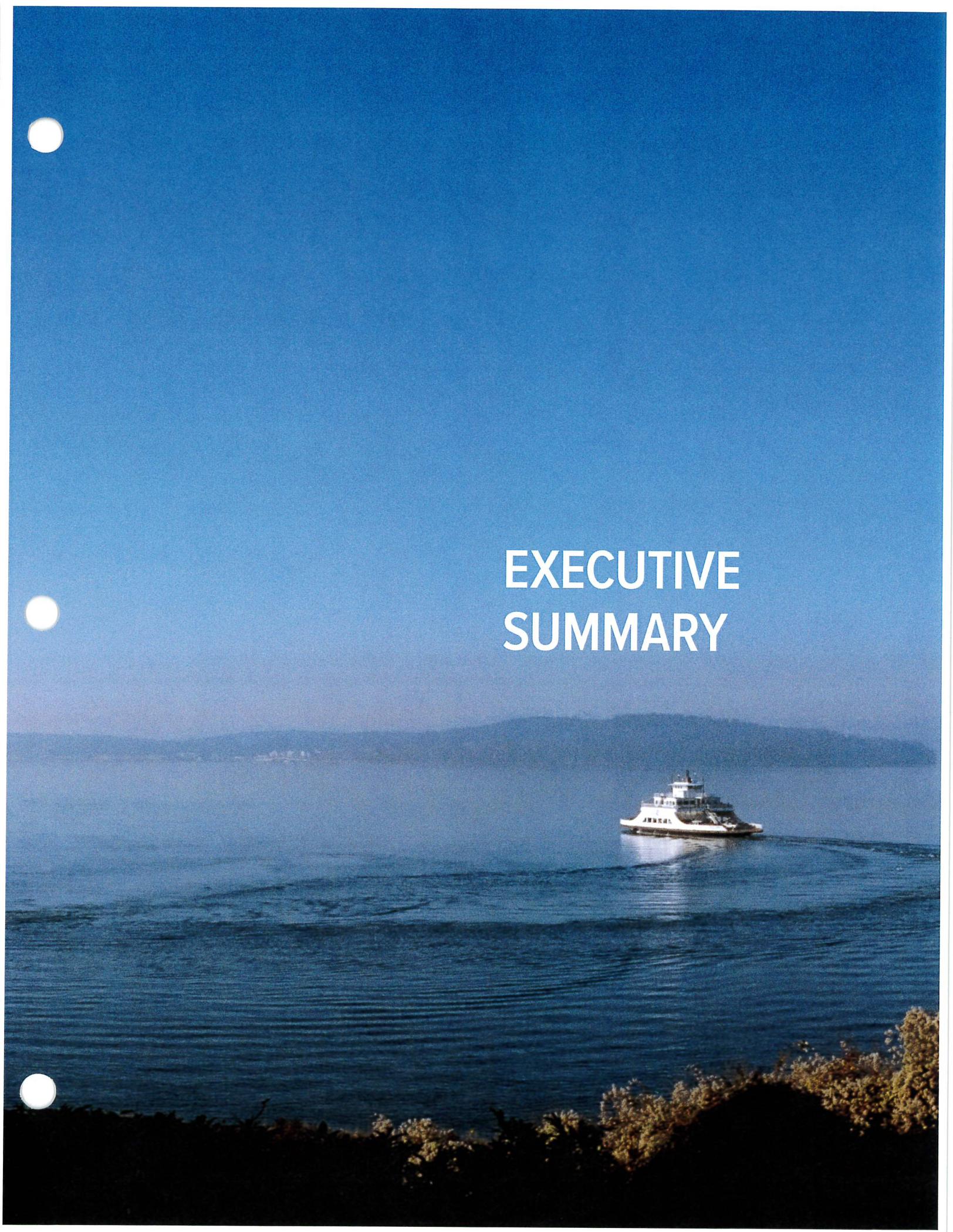
The bid from Sodexo represents a continuation of our partnership in serving students through nutrition services. It provided for a fixed fee price per meal at \$4.17 less any federal commodity credit. It also provides for a guaranteed five year minimum break even return to the district.

After evaluating the costs and all other criteria, the District recommends the board award the food services management services contract. The district will finalize the contract based on the bid award after board approval.

RECOMMENDED ACTION:

I move to award Sodexo At School the contract for providing food service management services in accordance with the attached bid documents for a five year period beginning with the 2023-24 school year.

Report prepared by:
Shawn Lewis, Executive Director



EXECUTIVE SUMMARY



THE TEAM YOU CAN COUNT ON

We are grateful to Steilacoom Historical School District No. 1 for entrusting Sodexo with the care of your child nutrition program for more than the past 18 years. We do not take our history together for granted. We view each day as an opportunity to refine our program, better serve our community and improve the quality of the great food we offer.

Within this proposal, our focus is on the acceleration needed to achieve your goals, raising the bar by evolving with regulation change and maximizing funding in a time of uncertainty. We are committed to strengthening our promise to ensure a best-in-class child nutrition program while creating a positive impact on every student, every single day.

GROWING A HEALTHIER FUTURE TOGETHER

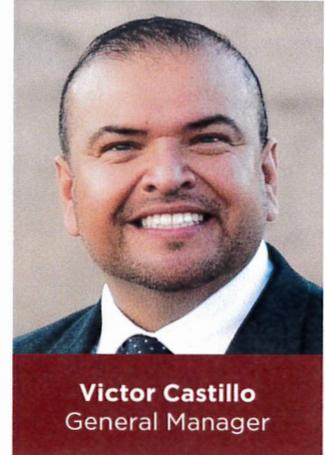
IMAGINATIVE AND EFFECTIVE LEADERSHIP, POWERING COLLABORATION

Victor Castillo, Sara Million, Scott Hoyle and the entire Sodexo team embody our commitment to accelerate the delivery of effective solutions, fuel innovation, empower a culture of collaboration and deliver unsurpassed quality. Together, we create joyful dining experiences and remain rooted in quality nutrition for all.

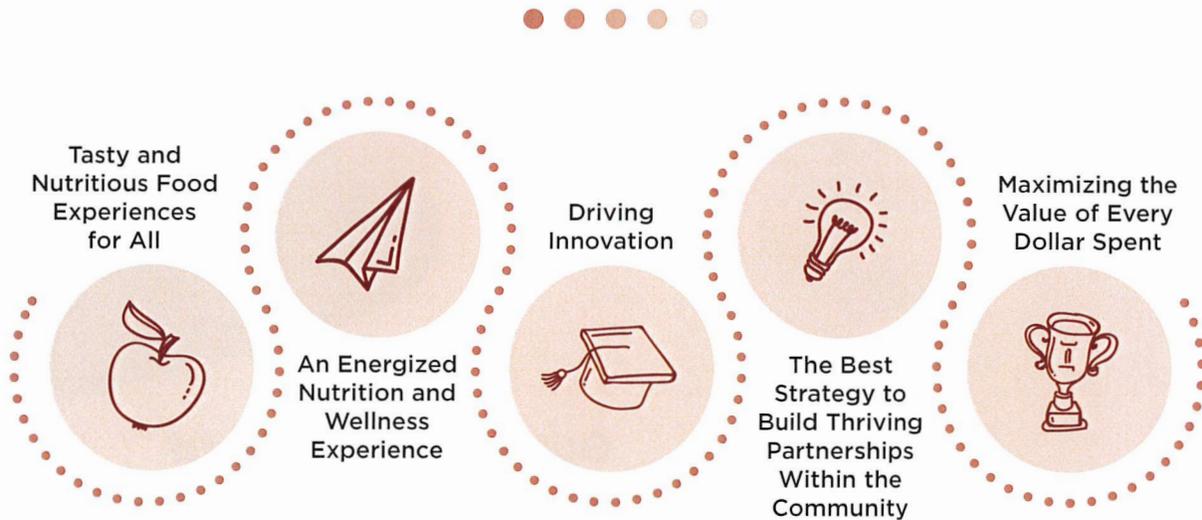
Each day, we have an opportunity to leverage our experience and curiosity to push the limits of what has been accomplished in the past. Through **FRESH AND NIMBLE MENU DESIGN**, we deliver innovative nutrition and high-quality student dining experiences. We work together to rapidly weave student insights into customizable, responsibly sourced and scratchmade meals.

Our focus remains on nourishing the whole child to improve health, well-being, educational outcomes and connectivity to their communities. We aim to help Steilacoom students thrive.

We've outlined the journey we'll take together, working collaboratively toward continued success, and the **INNOVATION** we'll provide to not only accelerate change, but also sustain for long-term success. Our unwavering commitment to our **COMMUNITY** ensures the Steilacoom Historical School District No. 1 and its students continue on the path of success.



Our Vision Plan for Steilacoom Historical School District No. 1 is focused on the five supporting values:



2025 SCH 9-2-25

Growing a Healthier Future Together

YOUR FIVE-YEAR INNOVATION ROADMAP

STUDENT SUCCESS



CONTINUED STUDENT SURVEYS AND FOCUS GROUPS



CULTURALLY RELEVANT FOODS



THE CLUBHOUSE TIER 2



NEW MIDDLE SCHOOL EXPERIENCE



CTE RESOURCE SUPPORT UPON REQUEST



STUDENT INSIGHT DRIVES CUSTOMIZED MENUS

simply to go

SIMPLY TO GO FUEL PACKS AND PERFORMANCE MEALS



UPSHOW DIGITAL MENU BOARD SOLUTIONS



LUNCH LOCKERS



STUDENT PROMOTION INFLUENCER



POP-UP RESTAURANT CONCEPTS



TEACHING AND LEARNING ENVIRONMENT



Nutrition • Achievement • Environment • Community • Activity

NUTRITION EDUCATION CURRICULUM SUPPORT



Our Journey Toward an Accelerated and Energized Nutrition and Wellness Experience Starts Here





Amazing Team Members



New Concepts



Student-driven Menus

FINANCE AND OPERATIONS



COMMITTED TO
TRANSPARENT FINANCIAL
REPORTING



FULL UTILIZATION OF
COMMODITIES



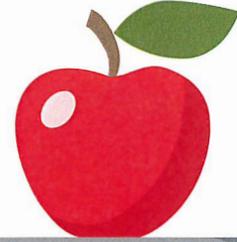
COLLECT AND ANALYZE
BENCHMARK DATA



SUPPORTING AND PREPARING
CLAIMS FOR SFA APPROVAL
AND SUBMISSION



SNP, CACFP AND SUMMER
MEAL INTEGRITY PLAN
COMPLIANCE



COMMUNICATION AND COMMUNITY



CONTINUED STUDENT SURVEYS
AND FOCUS GROUPS



STUDENT-LED MENUS



INGREDIENT, NUTRITION AND
ALLERGEN INFORMATION



PERFORMANCE TABLE AND
NUTRITION COUNSELING
RESOURCES



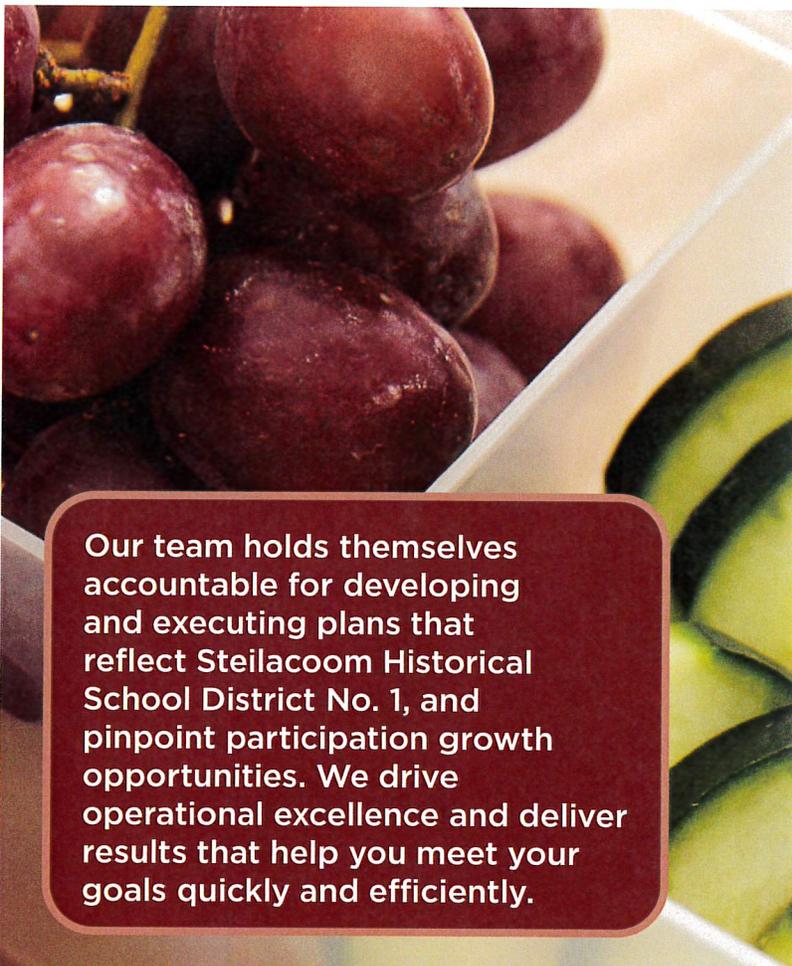


Student Focus – Impactful Solutions – Proven Leadership

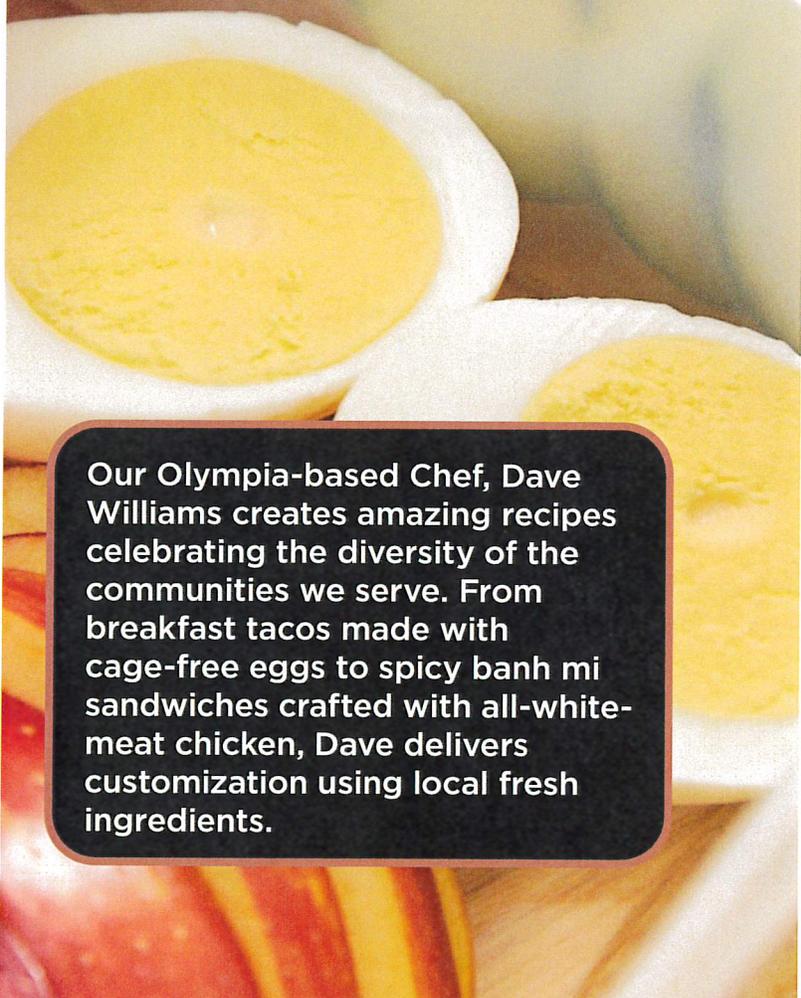
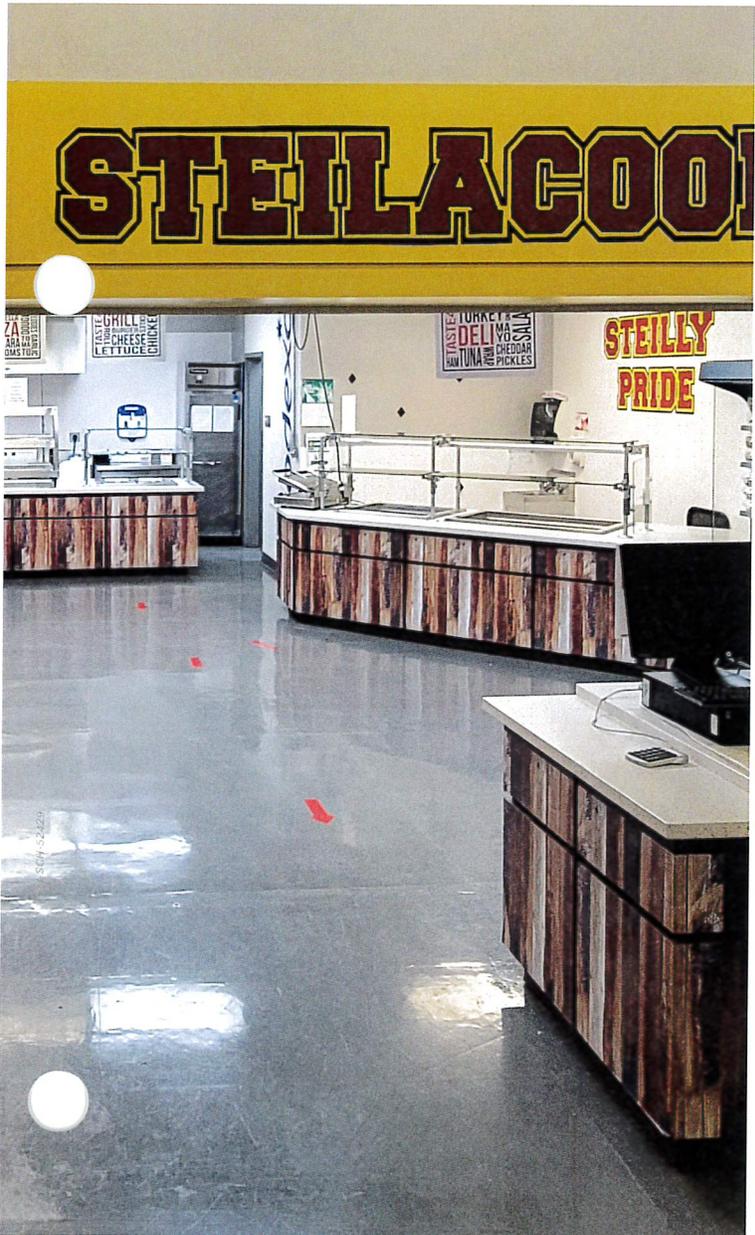
We focus on Steilacoom Historical School District No. 1 students by:

- » Devoting the time necessary to fully understand your vision
- » Leveraging our highly skilled team to furnish industry best practices and regulatory expertise
- » Ensuring easy access to nutritious and appetizing meals
- » Pivoting quickly and effectively through flexible delivery methods
- » Executing targeted participation strategies to better serve the Steilacoom community





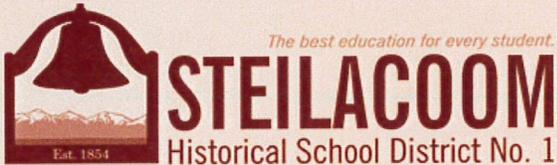
Our team holds themselves accountable for developing and executing plans that reflect Steilacoom Historical School District No. 1, and pinpoint participation growth opportunities. We drive operational excellence and deliver results that help you meet your goals quickly and efficiently.



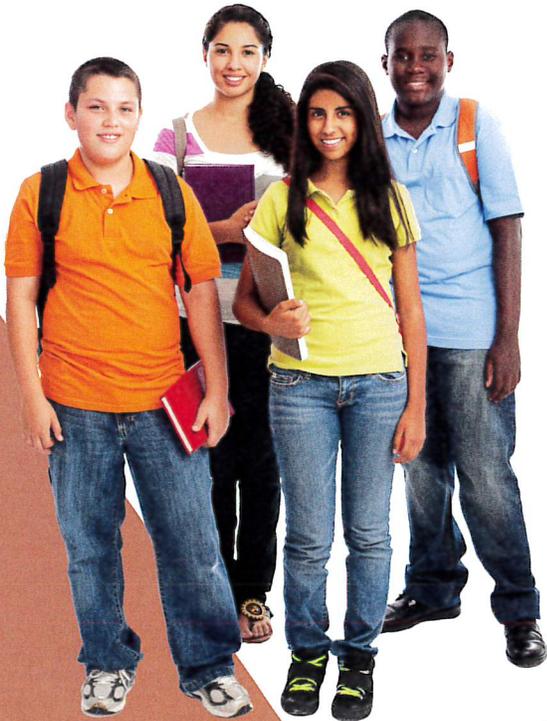
Our Olympia-based Chef, Dave Williams creates amazing recipes celebrating the diversity of the communities we serve. From breakfast tacos made with cage-free eggs to spicy banh mi sandwiches crafted with all-white-meat chicken, Dave delivers customization using local fresh ingredients.

STEILACOOM

Our marketing will continue to grow participation and engage all students, faculty and staff. Our plan is customized by grade level with a focus on communication, personalization and rejuvenating the student experience.



On the following page, you will see our marketing plan, built for Steilacoom Historical School District No. 1 and geared toward expanding great experiences at each grade level.



25/08/14 12:42:39

DISTRICT MARKETING PLAN

GROWING A HEALTHIER FUTURE TOGETHER.



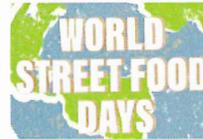
COMMUNICATION



FOCUS GROUPS



PERSONALIZATION



GROWTH



simply to go



ACCESS

DISPLAY COOKING	2ND CHANCE BREAKFAST	PRE-ORDER FAST PASS	DESK EXPRESS
BREAKFAST ACCESS EXPANSION	GRAB AND GO MEAL EXPANSION	AFTERSCHOOL REFUELING STATIONS	FLAVOURS CATERING
MENU PROMOTIONS THEME DAYS NUTRITION EDUCATION	CONVENIENCE SOLUTIONS	PERFORMANCE MEALS	MICRO MARKETS



PROVIDE TASTY AND NUTRITIOUS FOOD EXPERIENCES FOR ALL

We work hard to eliminate the barriers for students that may be impacting their ability to eat quality, nutritious and tasty meals. Our team rapidly weaves your student insights into customizable, thoughtfully sourced homemade meals that fuel every student.

With participation in available federal programs for breakfast, lunch and snacks, our focus remains on growing each program to its maximum potential through the following innovations:

- Advanced **student-driven menu** architecture, reflective of your community's taste preferences
- **Pop-up restaurants** that cultivate excitement by promoting culturally appropriate foods and the exploration of new concepts
- **Functional meals** tailored for student performance with nutrient-dense, high-protein and high-quality entrees
- Introduction of **foodiE**, our new middle school brand, designed for the tech savvy, socially responsible student looking to explore amazing culinary adventures
- **Flexible meal options**, featuring pickup lockers, Desk Express, Micro Market solutions and mobile ordering



MIX IN SOME ADVENTURE

POP-UP RESTAURANTS

SURPRISING AND DELIGHTING STUDENTS NEVER GETS OLD

One of the biggest trends in the restaurant industry is the pop-up. Across the United States, diners get to enjoy delicious, seasonal food themed to match a cuisine and idea or to simply showcase the talent of local restauranteurs. Because your students are always on the lookout for the next best thing, we are proud to offer pop-up concepts as part of our unique offer.



From adventure to comfort, wellness to (healthy) indulgence, our culinary concepts include 52 unique opportunities to provide additional variety and fit right alongside our existing deli, grill, pizza and salad bar concepts.

One of the best parts of our pop-ups is students get to vote and select what will be featured. Neapolitan pizza? Yup. Ramen bowls? Check. Taqueria? We've got that too. Did we mention that 52 unique weekly choices mean that students can go an entire school year without experiencing the same pop-up twice?

WE START WITH QUALITY INGREDIENTS

EXPANSION OF WASHINGTON GROWN



LOCAL • FRESH • CLEAN

Chef Dave creates recipes that contain wholesome and healthy ingredients to ensure that your students are ready to perform their best in the classroom, on the sports field and in life.



“I am passionate about nourishing young minds!”

- Chef Dave Williams
Olympia-based Regional Executive Chef

Washington Grown is rooted in:

Dishes comprised of more whole grains and legumes, and less sodium, saturated fat, high-fructose corn syrup and other simple sugars

Snacks and beverages that meet USDA Smart Snacks' nutrition guidelines across all grade levels

Homestyle recipes, such as scratchmade soups, a variety of pasta dishes and freshly baked, whole-wheat bread and bakery items sourced from local bakeries

Garden Bars stocked with an assortment of fruits and vegetables from Northwest-based farms

A variety of entrées and sides representing the proper balance of proteins and carbohydrates to promote fullness

Fresh dairy products sourced from local dairies

Increased plant-forward menu options

A FRESH AND NIMBLE CULINARY DESIGN, ROOTED IN QUALITY AND CARE

Our culinary team created menus highlighting fresh, clean and responsibly sourced recipes that fit our **Washington Grown** philosophy. These items were student-tested and approved. Examples include:



Overnight Oats



Spicy Thai Bowl



Fresh Carnitas
with Pineapple
Pico de Gallo



Greek Falafel
Grain Bowl



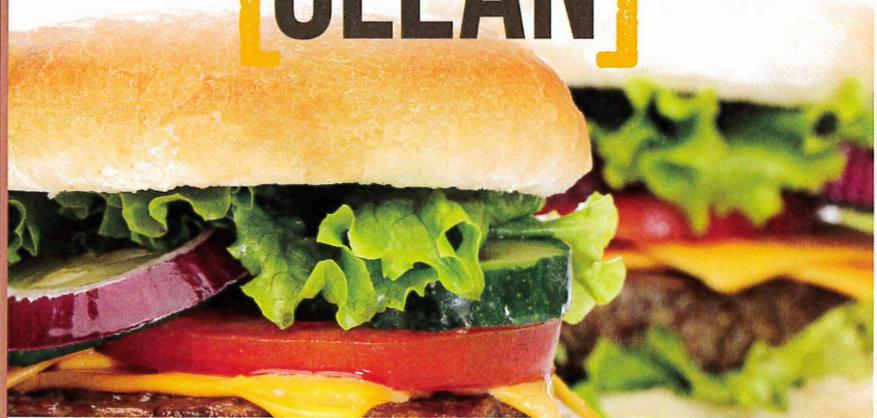
Ultimate
Veggie Wrap

Sodexo does not just remove meat for vegetarian options. Our chefs have created an enhanced variety with plant-forward options to stay current with trends and preferences.

- » Lentil Bulgogi Lettuce Cups
- » Orange Smoothie Bowl With Fresh Fruit and Granola
- » Wild Rice and Quinoa Bowl
- » Super Salads
- » Veggie Pizzas and Pastas
- » Fruit, Cheese and Yogurt Plate
- » Tofu Ramen

Offering hamburgers made with 100% beef

[CLEAN]



WHEN YOU SEE THIS ICON, YOU'LL KNOW THAT ITEM WAS MADE WITH A SHORT INGREDIENT LIST AND/OR NO ARTIFICIAL ADDITIVES.



2025 SCH 30-2429



ADD SOME FUEL

FIT AND FUNCTIONAL MEALS

MEALS TAILORED FOR STUDENT PERFORMANCE

Today's on-the-go students have diverse needs to help them fuel learning and play. Optimizing nutrition for physical, mental and emotional function is an incredibly important part of any well-rounded nutrition plan. Our comprehensive nutrition offerings appeal to students thanks to delicious flavors, nutritional benefits and convenience.

- **Protein Packs** - Protein plays an essential role in childhood growth and development. Many important nutrients like B vitamins, zinc, iron and magnesium come from protein sources. Our Protein Packs are a featured part of our snack offer that provides delicious, nutritious foods even the pickiest eaters love.
- **Fuel Packs** - When snack time rolls around, sometimes a single granola bar just won't do. Sodexo Fuel Packs are the perfect snack for any time of the day and feature fresh fruit and veggies, beverages, healthy proteins and plant-based choices. The healthy selections featured in the Fuel Packs are carefully curated to support performance in the classroom and on the playground. And because they're also built to be a fully reimbursable meal, the Fuel Packs can be the perfect complement for students who bring a lunch from home.
- **Performance Meals** - Student athletes have very specific nutritional needs. Understanding those needs from on-season to off-season and game day to recovery is both an art and a science. Sodexo's comprehensive nutrition offering for students appeals to athletes, coaches and trainers with our training tables, fueling stations and travel meals designed to improve physical performance, mental clarity and emotional positivity.

STEILACOOM HISTORICAL SCHOOL DISTRICT PERFORMANCE MEALS



The best education for every student.

STEILACOOM
Historical School District No. 1

PERFORMANCE TABLE

Steilacoom Historical School District No. 1 is full of top-performing students. We are proud to introduce the Performance Table. We will work with you to build a custom Performance Menu, providing nutritious meals to help your students perform at their best.



EXCITE WITH NEW EXPERIENCES

NEW MIDDLE SCHOOL FOODIE CAFÉ

FoodiE Café is our new integrated middle school dining program that is changing the way middle schoolers think about, choose and experience food. It is a place where students can enjoy exciting and nutritious foods, explore new opportunities with their friends as they relax and refresh, and engage with the foodiE Café culture through social media, influencers and exciting information that will help shape their minds about food and wellness far into adulthood.

FoodiEs will experience food that is on-trend, nutritious and, most importantly, delicious. Beyond just a place to meet with friends, foodiE builds community and provides an environment for continual learning. Thoughtful information, trivia and other activities give foodiEs a chance to learn more about health and wellness, safety, and the food they eat; all while connecting them with programs that directly impact the communities where they live.

FoodiE Café is built on what matters to your students:

- Enjoying a variety of flavors that can be customized to their liking
- Engaging with friends and technology because middle schoolers navigate the world through technology
- Exploring the world around them through fun, educational opportunities and events



tastes good
feels good
does good

**A CULTURE
OF MORE**

Simply put, the middle school cohort is built on a culture of

MORE

Cultural shifts and expansions allow them to experience

MORE

Technology enables them to know

MORE

And retail brands set precedents, so they expect

MORE



REMAIN FLEXIBLE

THERE'S ALWAYS TIME FOR DELICIOUS, NUTRITIOUS FOODS

It's a time-crunched world. Students today are constantly on the go, expecting healthier food choices, excellent service and lots of flexibility for where and when they choose to eat. In the world outside of school, students are used to having a wide variety of choices. And when you're ready to bring some of those experiences to your District, our convenience solutions deliver.

PICKUP AND DELIVERY LOCKERS

RETHINKING PICKUP

Pickup lockers offer a solution for long lines and time constraints during lunch periods. Students (or their parents) can pre-order and select any number of items on the menu for that day, then skip the line and pick up their order in the designated locker. The lockers are efficient and easy to use, allowing staff to save steps during service.



Students' schedules are hectic and can become stressful, so minimizing wait times and allowing for more time to socialize during lunch will certainly increase student satisfaction.

MOBILE ORDERING

Your students and staff are busy people. They're always on the go, and when they don't have time to slow down to enjoy a meal in the dining area, our Simply to Go mobile ordering puts freshly made, ready-to-eat menu items at their fingertips.



Simply to Go offers a convenient grab-and-go solution that's available any time of day with a wide range of breakfast items, sandwiches, salads, bowls, snacks and more. Whether students choose a single item or make a meal, they can get what they need and be on their way in seconds. With integration to SodexoMyWay and our So Happy app, we are able to provide mobile ordering, mobile wallet and contactless payment.

DESK EXPRESS

Teachers and administrators often eat at school enjoying the same meals as students or from the adult menus, which are packed with great-tasting choices that promote good health and wellness.



Our Desk Express menu offers adult-sized sandwiches, salads, entrées and side dish options to ensure faculty and staff have the convenience of a delicious, satiating meal made just for them.

When they don't have time to eat in the dining area, we can also bring lunch directly to your team. Convenient same-day online ordering makes getting a healthy, delicious meal a snap!

We are proud to be the first school nutrition provider in Washington state to offer Pickup Vending. This innovative program can improve meal accessibility and participation. Please let us know if you would like to explore this option at Steilacoom.





CREATE AN ACCELERATED AND ENERGIZED NUTRITION AND WELLNESS EXPERIENCE YIELDING BETTER RESULTS

LIVE LEARNING LABS

Children who grow good food eat good food. Learning more about how food systems function and how foods grow gets students excited about fresh fruits, vegetables and other nutritious foods. That's why we offer several different ways to bring these lessons to life in school communities benefiting science, nutrition, wellness and culinary curricula.



Tower Gardens – Tower Gardens are indoor vertical aeroponic gardens that can grow up to 32 different plants, vegetables, herbs and flowers. These fast-growing gardens allow students to plant, grow and harvest inside of a single semester alongside our lesson plans to help educators make the most of this resource.



School Gardens and Farms – From raised garden beds to football field-sized farms, we can help your school turn outdoor spaces into hands-on learning labs that can spark a lifetime of love for fresh, healthy foods among students.



Beehive Program – Pollinators play an important part in our food systems. Our Beehive Program can bring actual and virtual beehives/habitats and accompanying educational resources to sponsoring schools to help students understand the important role that bees play in our ecosystem.



NEW HEALTH AND WELLNESS PROGRAMS FOR ALL

Over the years, we've contributed to the health and wellness of students, faculty and staff at Steilacoom Historical School District No. 1 with healthy, delicious food and ongoing wellness programming. Because we're always on a mission to bring new, innovative ideas to life that deepen interest and connections with healthy lifestyles, we're excited to offer even more options to support the Steilacoom community.

NUTRITION AND PERFORMANCE EDUCATION COUNSELING

As one of the of largest private employers of registered dietitians in the United States, our school, District and regional dietitians can partner with your health education staff and sports programs to build relationships with students and athletes to help them meet their goals.

Our dietitians can offer one-on-one health counseling, allergy education and meal accommodation for religious, cultural, health and weight management support. We also offer athletes, coaches and trainers access to targeted performance-boosting advice and plans.

2025 SCH 9-2429

ONE TEAM

STRATEGIC VISION



VICTOR CASTILLO | *General Manager*

Victor is responsible for the overall accountability and strategic vision for the nutrition team. With more than 10 years of K-12 management experience, great customer service, and extensive food service and nutrition support services expertise, he has the sound judgment, effective leadership and communication skills needed to confidently support the Steilacoom Historical School District No. 1.



SCOTT HOYLE | *District Manager*

Scott is responsible for overall accountability and financial responsibility of your foodservice program. In collaboration with the Steilacoom Historical School District No. 1, Scott works to establish goals and produce short- and long-term strategies to meet shared objectives. Scott believes in supporting the development of employees, the communities we serve and ensuring a positive workplace culture.

STUDENT HEALTH AND WELLNESS



MICHELLE HEISTAND | *Marketing Manager*

- Student insight and food trend analysis
- Growth planning and student engagement initiatives

With over 17 years of teaching experience, Michelle provides a unique lens and student-centric approach to supporting marketing. Michelle supplies student digital, one-on-one, focus groups, and large-scale feedback mechanisms so that your nutrition offer is on trend and customized for your community.



HEATHER STEELE, RD | *Registered Dietitian and Nutrition Database Specialist*

- State review and compliance audit support
- USDA child nutrition regulation expertise and training
- Menu system director
- PrimeroEdge nutrition software support

Heather provides expertise and extensive knowledge of menu engineering, student trend analysis and menu management software. In her position, she:

- Provides customization of your menus
- Ensures audit compliance
- Educates the team on regulation changes
- Delivers professional standards training

DELIVERING INNOVATION

EMPLOYEE FOOD AND PHYSICAL SAFETY RESOURCE



CHERYL KATZBERG | *Safety Program Specialist*

Cheryl has been an integral part of the Steilacoom team and currently supports all Washington K-12 school districts in advancing their physical and food safety programs. She advances employee health and wellness by ensuring HACCP programs and safety regulations are meeting your needs.

- Safety training program lead
- Hazard Analysis and Critical Control Point operating specialist
- Physical safety analyst

HUMAN RESOURCES SUPPORT



KATHLEEN SMITH | *Human Resources Business Partner*

- Recruitment and onboarding specialist
- Payroll support
- Employee relations and management development oversight
- Professional development training program lead

CULINARY ADVANCEMENT TEAM



DAVE WILLIAMS | *Executive Chef, Washington Culinary Innovation Design Leader*

Chef Dave will support your nutrition program through authentic cuisine recipe development and community event support.

- On-site culinary skill building, training and assessment
- Leads Culinary Advancement Team in local recipe design and creation



GALINA DOBSON | *Senior Manager of Nutrition Systems and Sustainability Coordinator*

Provides virtual and in-person training to frontline staff on PrimeroEdge nutrition software.

- Develops and maintains menus that are compliant with all child nutrition program requirements
- Creates and maintains recipes, including promotional and culturally relevant recipes
- Provides procurement support for regional vendor and local sourcing
- Assists with menu modifications for specialty diet plans
- Coordinates the Farm-to-School initiative

Target and Create

NEW DINING
EXPERIENCES
THROUGH
INNOVATION



DRIVE INNOVATION AND PARTICIPATION THROUGH DEPENDABLE PERFORMANCE ASSESSMENTS

INNOVATION

DATA ANALYTICS

A deep knowledge of the individuals who make up your community is a crucial step in designing a tailored dining program for your students. Data-informed decisions improve the student experience by pinpointing the strengths and opportunities of our daily offering. Our team focuses on delivering predictable change in your program. We firmly believe that data analytics, when used properly, elevates our conversations and allows us to serve you more effectively.

EVIDENCE-BASED MENU DESIGN

Relying upon data to make informed decisions allows us to design a menu that resonates with your students. Insights we generate stretch beyond recognition of popular items. We dig deep into what is transpiring within the surrounding community.

We are committed to designing and delivering menus that are reflective of the Steilacoom community. As we come out of the supply chain concerns that have impacted us over the past year, we will work with the menu committee and student groups to build flexibility and greater customization into the menu.

DELIVER AHEAD
OF TREND



INNOVATION
IN FOOD OFFERINGS



EVIDENCE-
BASED
MENU
DESIGN



DATA
ANALYTICS



ANALYZE AND
DESIGN



Innovative TECHNOLOGY

So Happy PLUS

MOBILE MENUS AND COMMUNICATION AT YOUR FINGERTIPS



Steilacoom Historical School District No. 1's students, parents and teachers will always know what's for lunch with our So Happy menu and nutrition app. So Happy shows parents and students everything we're serving, along with each item's nutritional information, including allergens! So Happy provides a high level of transparency, with clear menu descriptions and graphical representations for every nutritional category. Students and staff can use the app to preorder their meals up to a week in advance, skip the line and spend more time enjoying lunch. Optional upgraded features enable students and faculty to save even more time. The multilingual, Alexa-enabled, user-friendly interface features:

- Identifying allergens with allergen alerts
- Better understanding of all nutrition analysis and tracking
- Connecting parent and child apps for a daily recap of calories in and calories out
- Providing a forum to give feedback
- Option for students and staff to preorder meals up to a week in advance, thereby skipping the line and spending more time enjoying lunchtime
- Hands-free connectivity to Amazon's Alexa and Google Home
- Multilingual options
- Step counter and activity component; the free So Happy app is downloadable from the App Store or Google Plays

SNAP SURVEYS

Snap Surveys allow us to place QR codes on posters, at the end of service lines and in other strategic locations to solicit feedback.

Snap Surveys are flexible, fast and easy. We quickly engage students for instant feedback.



THE SCIENCE OF IDENTIFYING AND DELIVERING SOLUTIONS FOR YOUR SCHOOL COMMUNITY

IDology is a dynamic, fact-based approach to understanding the needs and vision of your District.



This comprehensive study of the trends and preferences that are most prevalent on your school sites will ensure that your child nutrition program aligns perfectly with your master plan and supports the achievement of your goals.

BORN TO BE DIGITAL

Today's student is inseparable from technology. They expect tech-friendly services that offer speed, convenience and on-demand customization for every experience within the cafeteria.

Unlike other foodservice management companies, we are the only company capable of seamlessly integrating this program on day one of your transition.

We are ready to meet students where they are with the following solutions:



2025-0014 02/25/25



Capture

Today's students prefer to communicate in pictures more than words. As communication continues to evolve, so too must our response to meet the technology-driven world in which we live. Welcome Captured, a unique, research-based approach to gathering student feedback at Steilacoom Historical School District No. 1. Captured factors in emotions and lets students express what they are thinking, feeling and doing as they experience our operations. This reveals the true student experience and helps us make informed decisions to the benefit of the District. Understanding the "need" and the "why" helps us create solutions that fulfill students' needs in a way not typically pursued. Plus, it's more fun and interactive than a traditional survey.



myBtxt.com

THE DIGITAL CONNECTION

MYDXT provides instant feedback. Our unique offer allows customers the ability to tell us about their dining experience faster and with greater ease than comment cards, emails or phone calls.

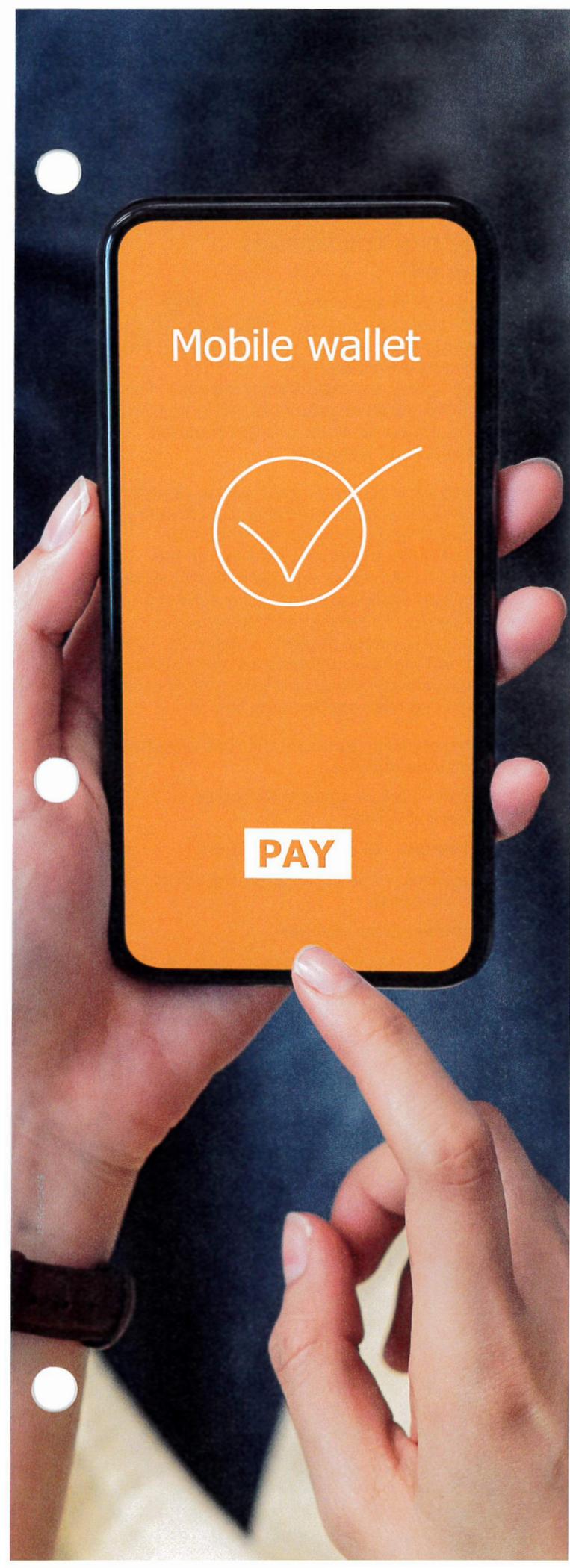
- Text-to-win promotions
- Automatic menu texts
- Text survey polling
- Important Districtwide notifications

UP SHOW

UPshow is a customizable digital signage platform delivering a cost-effective solution for a better mealtime experience for the K-12 segment through engagement, entertainment and education.

UPshow is powered by a web-based control panel that features a built-in digital asset library to ultimately save operators time when sourcing and scheduling screen content. The technology seamlessly connects cafeteria LCD screens and students' mobile devices, creating a revolutionary interpersonal network that breaks down social barriers and fosters student connection.





Mobile wallet

PAY

sodexoMYWAY.COM

A RESPONSIVE WEBSITE SOLUTION FOR STEILACOOM'S NUTRITION OFFER

SodexoMyWay.com is our comprehensive website designed to keep students and parents informed about your food program. It also provides a secure web portal for reaching out to your child's nutrition management team. Key benefits and functionality include:

- **So Happy** - This mobile app tells you what's on the menu today. You can check out the menu items, including calories, nutrition information and allergens. A free download on the app store and Google Play, it includes a step counter and the option to offer feedback.
- **Stay Informed** - SodexoMyWay.com features robust content that supports your work to enhance the learning environment. The site includes menus, student well-being information and news about our efforts surrounding sustainability.
- **Mobile Web App** - Everything on the site can be accessed anywhere and anytime via smartphones and tablets, including menu options for the day, well-being tips and promotion information. Teachers, students and parents can also quickly and easily send comments to the nutrition team or our national director of wellness.
- **Online Payment** - A customized link to the District's online payment options and information allows parents to make payments conveniently from anywhere they happen to be at any time of the day or night.
- **Choices for Good Health and Well-being** - Relevant and in-depth content provides a wealth of nutrition and health information to educate and support students and parents.
- **Safe and Secure** - Unlike a static HTML site, SodexoMyWay.com content resides in a secure database behind a firewall for maximum protection.



DELIVER THE BEST STRATEGY TO MAINTAIN AND BUILD THRIVING PARTNERSHIPS WITHIN OUR COMMUNITY

DRIVING A SENSE OF PURPOSE

We're here for just one reason: satisfying your students. We know that a strong understanding of the needs of the entire school community helps us deliver on our promises while showing students that we're giving them what they value most.

Connecting with and supporting Steilacoom Historical School District No. 1 students and their families has been and will continue to be a strong focus of the Sodexo team. As part of our company culture, we recognize the importance of developing an inclusive environment inside and outside the walls of the Steilacoom Historical School District No. 1.

Our staff is our community. We are committed to employee development and growth to empower employees to be their best while providing quality choices for students and staff.

Site staff training, skills development and engagement with the teams making your program meals each day is crucial to the quality and presentation of the food. We are committed to hiring, training and retaining the best team possible to grow your nutrition program.

Victor Castillo, Sara Million and Scott Hoyle support an imaginative team of highly engaged professionals who are critical to leading future innovation at Steilacoom Historical School District No. 1. Expertise, enthusiasm and a positive attitude are important components to finding the right team members to make this a success.

WELLNESS FAIRS

FOOD AND FUN FOR FRIENDS AND FAMILIES

The Wellness Fair is a one-day special event featuring display stations focused on food and nutrition, personal wellness, the environment, safety and community support. This interactive learning event connects students to the world around them and promotes solutions for long-term health and wellness.



Student Wellness Fairs are a great way to reinforce the five pillars of student well-being in secondary schools and add value for students, teachers, principals and the community. We provide the complete resources to plan and execute this special one-day Student Wellness Fair at your school or community center. These events strengthen our partnership and enhance student well-being. Your Sodexo general manager initiates a conversation with each school's principal, and they then form a committee to organize and execute the fair.

Student Wellness Fairs focus on the following five pillars and sample stations:

- **Nutrition** - Portion Sizes With the Local Registered Dietitian
- **Achievement** - Breakfast - It Works
- **Environment** - Composting With a Local Master Gardener
- **Community** - Stop Hunger
- **Activity** - School Activities and Clubs With the Student Body President



MAXIMIZE THE VALUE OF EVERY DOLLAR SPENT

FLEXIBLE, ACCOUNTABLE, TRUE TO OUR COMMITMENTS

The implementation of our programs described in this proposal is projected to result in a self-supporting foodservice department, generating revenues that exceed operating costs annually. This increased revenue allows for investment back into the program by adding improvements such as new equipment, remote dining kiosks and bakery cafés.

FIXED PRICE PER MEAL

Gross fixed price per meal: **\$4.17**

Commodity credit per meal: **<\$0.30>**

Net fixed price per meal: **\$3.87**

Note: The commodity credit per meal is an estimate. The Gross Fixed Price Per Meal will be billed with the commodity credit included on the monthly invoice as requested in the RFP.

HIGHLIGHTED PROPOSAL BENEFITS

Guaranteed break-even program for all five years of the contract with a projected minimum surplus of \$126,756 in year one of contract

Guaranteed support of our Washington-based resource team

Five-year strategic plan for growth

On-site management team led by our General Manager Victor Castillo and Operations Manager Sara Million

Proven history of delivering financial commitments

We are focused on driving student participation, delivering the highest quality entrees, and leveraging outstanding leadership to continue to maximize program performance.



Scott Hoyle
District Manager

“Sodexo deeply values our 18-year partnership with Steilacoom Historical School District No. 1. We commit to continuous improvement as we do our part to maintain Steilacoom’s standing as a Gold Standard district within Washington State. Sodexo will continue to provide best-in-class resources and our latest innovations to help you achieve your goals faster. You have my personal assurance that Sodexo will deliver on all promises made within our partnership and within this proposal.”

Transparency matters: In this proposal, we have identified everything you can expect and the many needs and steps required to achieve success. Based on the trust and collaboration we have built over the past 18-year partnership, we are ready to continue learning and adapting throughout this new journey that we will embark on together.

While other proposals may result in over-promises, lack of shared understanding and a host of negotiations down the line, we commit full transparency and accountability to Steilacoom Historical School District No. 1 so that we will continue to be your trusted partner.

BRINGING YOUR VISION TO LIFE

Steilacoom Historical School District No. 1 has set forth a vision for the future. Bringing that vision to life requires broad resources, unwavering dedication and vigorous action. It also requires a partner who understands your vision. A partner that strives to be the standard by which all partnerships are modeled.

That partner is Sodexo.



SCORING MATRIX

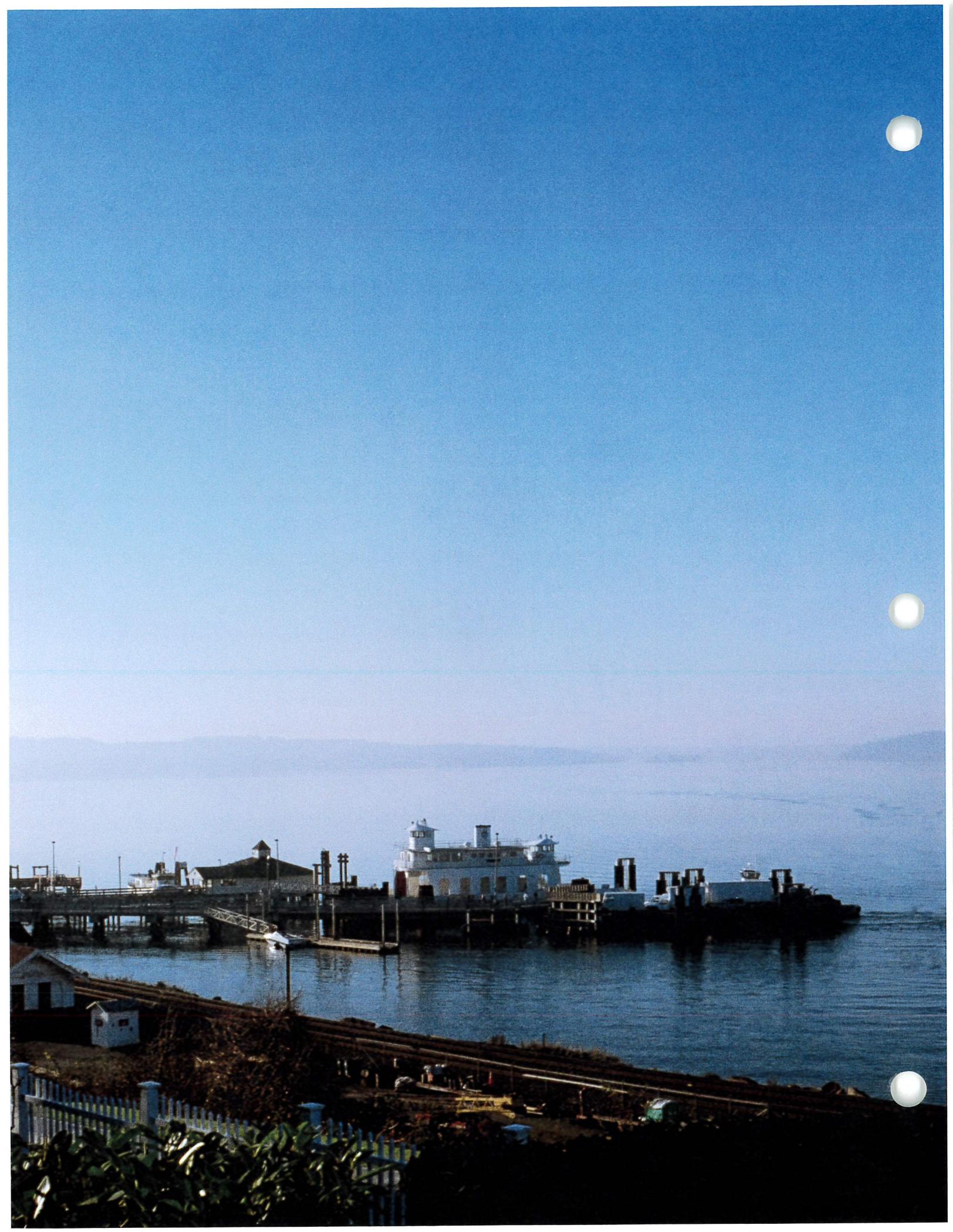
AWARD CRITERIA	CAPABILITY DEMONSTRATED BY:
<p>Price/Cost, Financial Pro Forma; Proposed Amount of Management Fee; Projected Overall Program Financial Results</p> <p>Points: 25 Factor: 25%</p>	<p>Gross Fixed Price: \$4.17 Commodity Credit Per Billable Meal: <\$0.30> Net Fixed Price: \$3.87 Proposed break-even guarantee for all five years of the contract term with a projected minimum surplus of \$126,756 in year one of the contract. Sodexo's resources include: nutrition and wellness, marketing, audit compliance, promotions, menu planning, supply management, financial and accounting systems, finance and legal support, regulation compliance, human resource support, technology solutions, innovation, training and professional standard compliance and much more!</p>
<p>Management Plan - Demonstrates FSMC's Plan and Personnel For How Services Identified in the RFP are Proposed</p> <p>Points: 20 Factor: 20%</p>	<p>Targeted innovation based upon Steilacoom student insights:</p> <ul style="list-style-type: none"> ▪ New foodiE middle school offer, Taste4 Tier 2 ▪ Pickup and delivery lockers - flexible serving ▪ New technology solutions: Online payment, So Happy 2.0, UpShow ▪ Community involvement and communication plan ▪ Customer feedback loop to seek insight ▪ Culinary network providing on-trend recipes and menu design ▪ Individual site-based employee staffing plans ▪ Personalized training solutions to drive engagement and build professional skills
<p>FSMC Experience, Ability, Responsibility, Work Record, and References in Managing of School Food Service Programs</p> <p>Points: 15 Factor: 15%</p>	<p>Proud 18-year partner of Steilacoom Historical School District No. 1 We have served over 31 K-12 districts within the state of Washington, ensuring you have the best possible local resources available to you who understand OSPI and Washington state regulations Washington-based senior vice president, district manager, executive chef, sustainability expert, marketing manager and human resources business partner all focused on your success</p>
<p>Financial Condition/ Stability, Business Practices</p> <p>Points: 10 Factor: 10%</p>	<p>100% nutrition audit compliance guarantee Government compliance expertise Maximize and leverage USDA commodity purchases 100% HHFKA-compliant programs National support on USDA regulation changes</p>
<p>Accounting and Reporting Systems</p> <p>Points: 5 Factor: 5%</p>	<p>Meal growth and opportunity assessments to ensure we deliver on what we promise Accounting controls aligned with federal, state and District regulations Collaborative year-end reconciliation process, assuring transparency and delivery on guarantee Minimal assumptions provided within the cost proposal to provide clarity on our offer Proven 18-year history of being true to our word and delivering on our promises</p>
<p>Personnel Management and Professional Standards Plan</p> <p>Points: 5 Factor: 5%</p>	<p>Victor Castillo and Sara Million work closely together to support Steilacoom initiatives and advance the child nutrition program Experience and excellence in USDA and OSPI regulatory compliance Program exceeds requirements of USDA Professional Standards training and tracking New Employee Voice Program ensures employees are appreciated, listened to and take ownership in the role they play in serving the students at Steilacoom Historical School District No. 1 Virtual training programs conveniently support orientation and new hire trainings Food safety, occupational health, ServSafe, foodservice skills, specialized cleaning, sustainability, customer service and life skills training provided on a regular basis Employee recognition, rewards and development plans in place for continued success</p>

This data constitutes a trade secret and shall not be disclosed except in accordance with the Washington State Public Records Law.

AWARD CRITERIA	CAPABILITY DEMONSTRATED BY:
<p>Purchasing Specifications and Purchasing Power Points: 5 Factor: 5%</p>	<p>Responsible sourcing that far exceeds the local purchasing requirements of 10% Sodexo's purchasing power ensures the most stable supply chain management available, fulfilling over 85% of all product orders nationally through COVID-19 as coops and smaller purchasing organizations achieved fill rates below 70%</p> <p>Well-established Hazard Analysis and Critical Control Points (HACCP) program keeping your students safe</p> <p>Maximization of your commodity entitlement dollars every year</p>
<p>Promotion / Marketing in School Food Service Points: 5 Factor: 5%</p>	<p>Comprehensive five-year innovation plan for all grade levels, built upon student feedback</p> <p>New middle school foodiE Café, where on-trend and delicious meals help build a sense of community</p> <p>Flexible, customized approach to meal delivery methods such as lunch lockers, pre-order apps and educator meals</p> <p>Marketing strategy focuses on engaging customers through websites, mobile apps, digital ads, email and other digital means, creating an immersive customer experience</p>
<p>Involvement of Students, Staff, and Patrons Points: 5 Factor: 5%</p>	<p>Standard survey platforms: Captured digital photo surveys, snap surveys and Vote and Be Heard</p> <p>Annual principal expectation-setting sessions, administrative partnership alignment meetings, PTA engagements, educator focus groups, school newsletters and monthly business reviews</p> <p>Taste testing and student focus groups</p> <p>IDology, a dynamic fact-based approach to understanding the needs and vision of your community</p> <p>Community engagement events such as open houses, wellness fairs and customer service interactions</p>
<p>FSMC Proposed On-site Supervisor Points: 5 Factor: 5%</p>	<p>Victor provides over 10 years of customer service and management experience in school nutrition, seven serving Steilacoom Historical School District No. 1</p> <ul style="list-style-type: none"> ▪ Has a proven history of building teams, collaborating and working towards Steilacoom's goals ▪ ServSafe® certified Food Service and Sanitation Manager <p>Sara Million, our operations manager, works closely with Victor to ensure strategic initiatives and daily quality operations to ensure we meet the needs of each student within the Steilacoom community</p>

23-SCH-32429

This data constitutes a trade secret and shall not be disclosed except in accordance with the Washington State Public Records Law.

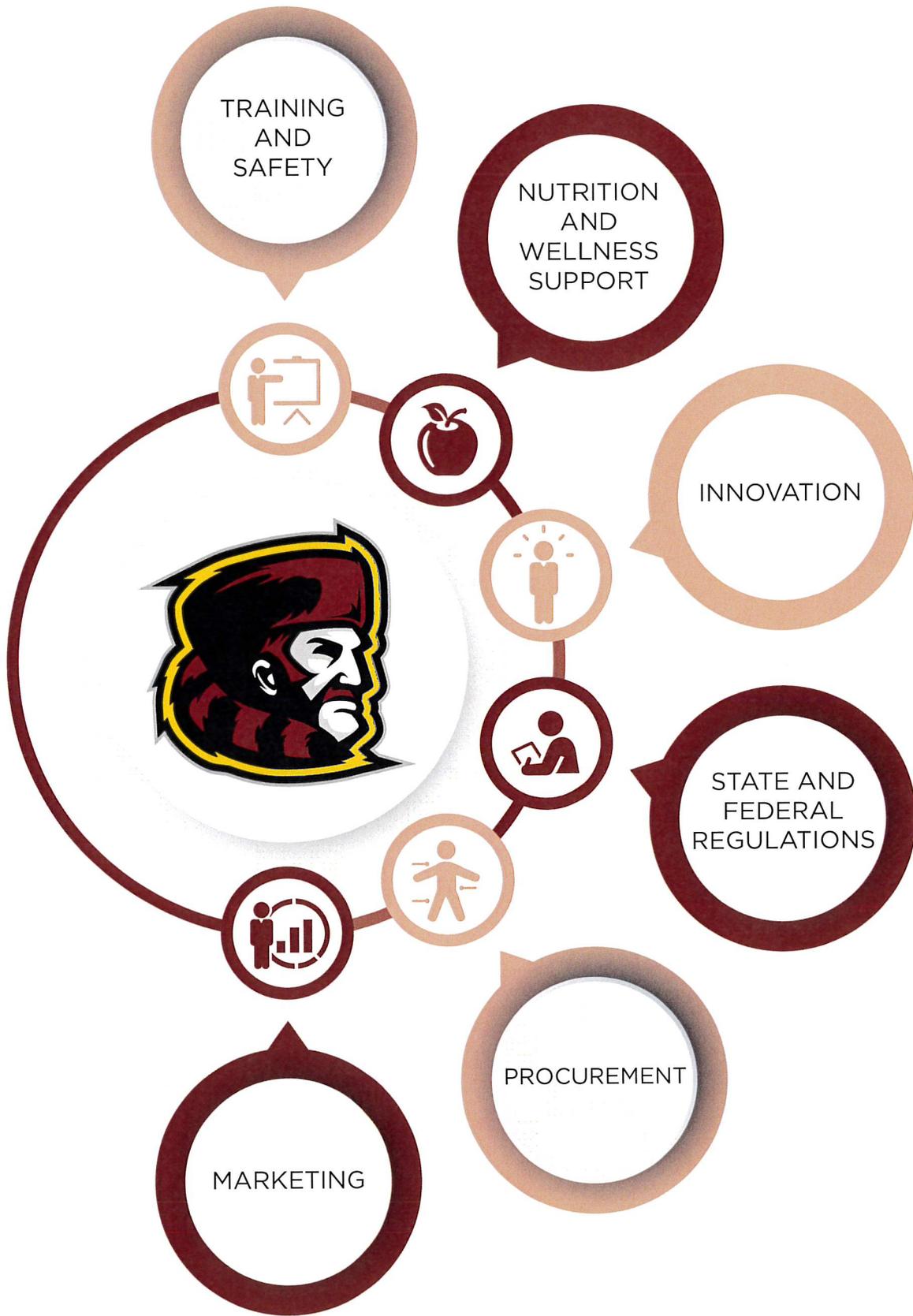




01

PRICE/COST







Financial Terms: Complete as to all price terms using a maximum of two (2) decimal points \$X.XX, methods of determining costs, rebates, methods of allocating expenses, methods of determining meal equivalents, and all formulas for computing fixed price per meal rate. The FSMC shall determine a per meal price as if all food was purchased (no commodities available.). To the extent relevant in determining financial terms, the FSMC shall use the exact information provided in Appendix (A).

For fixed price per meal purposes, each reimbursable lunch shall be considered one (1) meal/meal equivalent, each reimbursable breakfast shall be considered two-thirds (2/3) of a meal/meal equivalent, and one reimbursable snack shall be considered one-third (1/3) of a meal/meal equivalent.

The number of equivalent lunches derived from à la carte revenue equals à la carte revenues divided by the sum of the USDA free lunch reimbursement rate and the value associated with USDA entitlement food rate.

GUARANTEED FINANCIAL SUCCESS

Competitive pricing, desirable and innovative menu options, and engaged staff are the key ingredients to a successful student nutrition program. Sodexo prides itself on offering the most competitive student nutrition programs in the marketplace today, as well as having the most dedicated foodservice staff and support teams. Increasing student participation and satisfaction at Steilacoom Historical School District No. 1 without sacrificing quality or the student experience remains our overarching goal.

Financial commitments and guarantees, as shown below, reinforce our unwavering dedication to your total satisfaction and achieving the agreed-upon results you expect.

FINANCIAL OVERVIEW

Gross Fixed Price Per Meal: **\$4.17**

Commodity Credit Per Meal: **<\$0.30>**

Net Fixed Price Per Meal: **\$3.87**

HIGHLIGHTED BENEFITS

Dedicated General Manager Victor Castillo and Operations Manager Sara Million provide the necessary strategic guidance and student experience expertise needed to advance Steilacoom Historical School District No. 1's child nutrition program

Projected growth based on proposed programs and five-year innovation strategy

Focus on providing nutritious meals, accounting for food inflationary projections while ensuring food quality and daily variety is not diminished

We are focused on driving student participation, implementing the newest regulatory changes, delivering the highest quality meals and leveraging our outstanding, on-site leadership to maximize program performance.

We guarantee a five-year minimum break-even return to the District with a projected minimum return of \$126,756 in year one of the contract.



WASHINGTON STATE DEPARTMENT OF ENTERPRISE SERVICES Contracts and Procurement Division Employee Assistance Program P.O. Box 41411 Olympia, WA 98504-1411	INTERAGENCY AGREEMENT	
	IAA No.:	K8365
STEILACOOM HISTORICAL SCHOOL DISTRICT 511 Chambers Street Steilacoom, WA 98388	Effective Date:	July 1, 2023

INTERAGENCY AGREEMENT
BETWEEN
STEILACOOM HISTORICAL SCHOOL DISTRICT
AND
WASHINGTON STATE DEPARTMENT OF ENTERPRISE SERVICES
EMPLOYEE ASSISTANCE PROGRAM

Pursuant to RCW Chap. 39.34 and RCW 41.06.080, this Interagency Agreement (“Agreement”) is made and entered into by and between the State of Washington acting by and through the Employee Assistance Program (“EAP”) of the Department of Enterprise Services (“Enterprise Services”), a Washington State governmental agency and Steilacoom Historical School District (“Client Organization”), a Washington State institution and is dated and effective as of **July 1, 2023**.

R E C I T A L S

- A. The Washington State Legislature has authorized Enterprise Services to administer the Washington State Employee Assistance Program. See RCW 41.04.720.
- B. Enterprise Services, through its Employee Assistance Program, has dedicated professional team members and resources, including contracted resources, to provide a robust employee assistance program on an enterprise basis, which leverages state resources in a cost-effective and efficient manner.
- C. Client Organization desires to contract with Enterprise Services for employee assistance services through its Employee Assistance Program.
- D. The purpose of this Agreement is to establish the terms and conditions pursuant to which Enterprise Services will provide the requisite employee assistance services to Client Organization such that both Client Organization and Enterprise Services can help deliver cost-effective, efficient solutions for Washingtonians.

A G R E E M E N T

NOW THEREFORE, in consideration of the mutual covenants and agreements set forth herein, the parties agree as follows:

PURPOSE: The purpose of the Agreement is to allow the Enterprise Services Employee Assistance Program (EAP) to provide employee assistance services to Client Organization's employees as described in Section 1.0, *Scope of Services*, in return for financial compensation.

1. SCOPE OF SERVICES.

1.1 Client Organization Employees

The following Client Organization employees are covered by this Agreement:

- **345** = Total number of covered employees, which consists of:
 - 19 Administrative
 - 188 Certificated
 - 138 Classified/Exempt

The following Client Organization employees are **not** covered by this Agreement:

- Substitutes, Contracted Staff, Seasonal, Temporary

1.2 EAP Counseling Services

1.2.1 EAP shall provide EAP Counseling services to management-referred or self-referred employees, and their adult household family members. For a Counseling case, the client is assigned an EAP provider who conducts an EAP Assessment in person, through virtual communication/telehealth, or by telephone over 1-3 sessions, which may include problem assessment, short-term problem-solving, support and guidance, development of an action plan, referrals, resources, and follow-up services as necessary. Each time a new problem arises and a client uses EAP Counseling services, a new Counseling case is created.

1.2.2 EAP will inform Client Organization management of employee compliance with formal supervisory and/or formal human resources referrals in accordance with RCW 41.04.730 and the EAP confidentiality policy. Formal referrals are those referrals in which EAP has been notified in advance by the supervisor or human resources professional that the employee has been referred for job performance problems. Self-referrals are confidential as outlined in the EAP confidentiality policy.

1.3 24/7 Telephone Support Services

EAP provides access to telephonic EAP support and crisis counseling services 24 hours/day, 7 days/week. The services are provided by EAP staff, or if staff are not immediately available, through an after-hours clinical answering service that can be reached through EAP's primary phone line.

1.4 Organizational Services

EAP shall provide the following Services: Management Consultation, Educational and Promotional Services, and Critical Incident Response.

1.4.1 Management Consultation

EAP offers management consultation services to Client Organization’s supervisors, managers, leaders, and human resource professionals to assist in the development of management skills or to assist with how to handle a particular situation with an employee or within the organization.

1.4.2 Educational and Promotional Services

EAP offers educational and promotional services to Client Organization, which may include Presentations, Trainings, or tabling at Health/Wellness/Benefits Fairs, delivered as follows:

i Webinars Offered to the Public:

Client Organization’s employees may participate in any presentations and trainings offered by EAP via webinar, subject to space available.

ii . Group Educational and Promotional Services:

- a. EAP offers various group educational and promotional services, including presentations on EAP’s current list of offerings and participation in health/benefit fairs. Group educational and promotional services could be provided virtually or on-site.

As noted below, based on the number of covered employees, this Agreement includes a number of group hours that Client Organization may use toward scheduling virtual and on-site group educational/promotional services, at mutually agreed upon dates and times and at no additional charge except as provided below. A “group hour” is defined as one EAP provider delivering either one hour of presentation time or two hours of tabling time at a health/benefit fair. Group hours are to be used in 0.5 hour increments. Group hours are prorated for Agreements that are shorter than 24 months:

- up to 249 employees: group hours not included in rate,
- 250 to 499 employees: 2 group hours per biennium,
- 500 to 999 employees: 4 group hours per biennium,
- 1,000 to 2,999 employees: 6 group hours per biennium,
- 3,000 to 4,999 employees: 10 group hours per biennium,
- 5,000 or more employees: 16 group hours per biennium.

- b. Requesting a Group Educational/Promotional Service: To request a group educational/promotional service, Client Organization must contact EAP to arrange a consultation a minimum of six (6) weeks in advance before the desired date of service. If Client Organization requests an on-site group educational/promotional service, EAP will make every effort to find a qualified available service provider in our network who is located within 3 hours one-way drive time (“local provider”) of the service delivery location.

If there is no qualified local provider available, EAP will offer virtual service delivery instead. If Client Organization declines virtual service delivery, Client Organization will incur additional charges for on-site service delivery. EAP will make every effort to find a non-local qualified available service provider in our network. Client Organization is responsible for non-local service provider's full travel costs in accordance with published Office of Financial Management travel and per diem rates. Client Organization may use available group hours to cover travel costs, at \$130 per group hour, in 0.5 hour increments.

- c. Cancellation: In the event of the cancellation of a group education/promotional service by Client Organization, EAP requires notice of at least five (5) working days prior to the scheduled service, excluding emergencies. By providing this notice, Client Organization will not be charged (use group hours) for the cancelled service.
- d. Customization of Presentations in EAP's Current Catalog: Customization of an EAP presentation is the alteration of existing presentation slides and/or content. Delivery of EAP presentations to Client Organization includes a standard level of customization, as determined by EAP using professional judgement and expertise. For customization requests beyond the standard level of customization, EAP will provide an estimate that includes the time needed to produce the requested customization and total cost. The hourly rate for EAP presentation customization services is \$130 per hour.
- e. Creation of Presentations: On an as-available basis, EAP offers design services to create presentations that are not in EAP's current presentation catalog, on subject matter within EAP's scope and expertise. At Client Organization's request, EAP will provide an estimate that includes the time needed to create the requested presentation and total cost. The hourly rate for EAP presentation creation services is \$130 per hour.
- f. Additional Group Educational/Promotional Services: In the event that Client Organization requests group educational and promotional services that exceed the number of group hours included in this Agreement, on an as-available basis EAP may offer additional group educational and promotional services. At Client Organization's request, EAP will provide an estimate that includes the time needed and total cost to provide the requested services, including preparation, delivery of services and post-service delivery tasks. The hourly rate for additional EAP group educational and promotional services is \$130 per hour plus full travel costs in accordance with published Office of Financial Management travel and per diem rates.

1.4.3 Critical Incident Response Services

A critical incident is a sudden, unexpected event that significantly interferes with normal workplace functioning and is beyond the norm of what usually happens in that workplace, such as: traumatic death of an employee, violent event or

threat of violent event at the workplace, serious workplace accident, natural disaster, or substantial layoff/downsizing.

EAP offers group critical incident response services on an as-available basis at a fee-for-service rate of \$130.00 per service hour plus \$50.00 per hour of travel. A “service hour” is defined as one EAP provider delivering one hour of critical incident response services for one site.

In the unlikely event that EAP is unable to provide rapid and appropriate response, EAP will decline the request and provide a listing of independent, trained and qualified providers to Client Organization. It is the Client Organization’s responsibility to negotiate services and payment to those providers.

1.4.4 Services Outside of Scope

Services outside of EAP’s scope include but are not limited to: mediation, team building, organization development (OD), fitness for duty exams, and employee evaluations by a substance abuse professional (SAP). As appropriate, EAP will provide assessment, consultation and referral services.

1.5 Work/Life Resources

1.5.1 Access Work/Life Resources by logging into the [Work/Life Resources website](#): to login, enter Client Organization’s unique Org Code: **SHSD1**

1.5.2 Legal/Financial Benefit: 24/7 access to legal and financial consultants via toll-free phone to provide resources for issues including but not limited to separation, debt, or adoption needs, with the exception of those involving disputes or actions between an employee/dependent and their employer or EAP or for business issues. These services can be accessed by covered employees and their adult family household members.

- i. The Legal Benefit allows participants to
 1. Speak with a legal consultant who gathers information regarding the client’s legal concern and determines which legal benefit best suits the client’s needs: telephonic advice or local attorney referral.
 2. Receive telephonic advice from a general practice attorney, or referral to a local attorney with the appropriate expertise for a free half-hour consultation. If additional assistance is required, in most cases the local attorney will offer a discount to their hourly fees. Beyond the initial 30-minute free consultation, negotiation of fees, number and duration of contacts shall be a matter between the Participant and the attorney.
- ii. The Financial Benefit allows participants to access a program of comprehensive financial support services including:
 1. Access to financial counseling services, including an appointment for a detailed telephonic consultation.

2. There is no limit to the length of the consultation or restrictions on repeated use of the service.

1.5.3 Employee Support Website: Online access to a wide range of resources regarding work and life topics for employees and their families, which includes:

- Access to work-life content including information and resources to address emotional wellbeing, health and wellness, and workplace issues, as well as child care, elder care, adoption, education, legal, and financial needs. Content type including articles, resource links, financial calculators, searchable databases, audio and video files, and ready-to-use/DIY legal forms.
- A diverse library of webinars and eLearning options, with a new online seminar added every month.

1.6 EAP Access by Client Organization:

All EAP services may be accessed by Client Organization or its employees via the EAP website at www.eap.wa.gov, or by calling EAP at 877-313-4455 tollfree or 360-407-9490. Client Organization can refer either through the supervisory process or through employee self-referral. Employee assistance services are also offered to adult household family members of the above covered employees.

Human resource managers and officers, managers, and supervisors may refer employees to EAP for assistance for job performance and job-related behavioral problems or to fulfill an employee's request for assistance. Additionally, employees may come to EAP voluntarily or self-refer for assistance.

1.7 Program Promotion:

EAP furnishes unlimited promotional materials in print-ready digital format as requested, such as brochures, flyers, online newsletter subscriptions, and specialized topical resource guides and booklets. Client Organization will disseminate the materials to employees and promote the use of EAP. Client Organization may request EAP to attend health fairs and benefits fairs as available and in accordance with available group hours as listed in section 1.4.2.

2. PERIOD OF PERFORMANCE.

Subject to its other provisions, the period of performance of this Agreement shall commence on **July 1, 2023**, and be completed on **June 30, 2025**, unless terminated sooner as provided in this Agreement, or extended through a properly executed amendment.

3. COMPENSATION.

Compensation for the services provided in accordance with this Agreement has been established under the terms of RCW 39.34.130. Payment for satisfactory performance of the work shall not exceed this amount unless the parties mutually agree in writing to a higher amount prior to the commencement of any work which will cause the maximum payment to be exceeded. Compensation for service(s) shall be based as described below:

3.1 Rate

Compensation is calculated at a rate of \$1.48 per employee per month (PEPM).

3.2 Billing for contracted services

Client Organization shall pay EAP the sum of **\$12,254.40** (345 employees x \$1.48 PEPM x 24 months) for the performance of all things necessary for or incidental to the work as set forth in Section 1.0, *Scope of Services*, of this Agreement.

Enterprise Services shall submit an invoice to Client Organization in the amount of \$6,127.20 on July 1, 2023, and \$6,127.20 on July 1, 2024, for a total of **\$12,254.40** as stated above.

3.3 Billing for additional services

Costs for additional services and associated travel costs in accordance with Section 1.4.2 and Section 1.4.3 above will be billed by Enterprise Services per occurrence, if any.

3.4 Payment

Client Organization shall make payment by check, warrant or account transfer within 30 days of receipt of the invoice.

4. FUNDING CONTINGENCY.

In the event funding from state, federal, or other sources is withdrawn, reduced, or limited to the Client Organization in any way after the effective date of this Agreement and prior to completion of the work in this Agreement, Client Organization may:

- a. Terminate this Agreement with ten (10) days advance notice. If this Agreement is terminated, the Client Organization shall be liable only for performance rendered or costs incurred by the Agency, on a prorated basis, in accordance with the terms of this Agreement prior to the effective date of termination. Agency shall refund any prorated unused prepaid amount.
- b. Renegotiate the terms of the Agreement under those new funding limitations and conditions,
- c. After a review of project expenditures and deliverable status, extend the end date of this Agreement and postpone deliverables or portions of deliverables, or
- d. Pursue such other alternative as the parties mutually agree to writing.

5. AGREEMENT MANAGEMENT.

The parties hereby designate the following agreement administrators as the respective single points of contact for purposes of this Agreement, each of whom shall be the principal contact for business activities under this Agreement. The parties may change administrators by written notice as set forth below. Any notices required or desired shall be in writing and sent by U.S. mail, postage prepaid, or sent via email, and shall be sent to the respective addressee at the respective address or email address set forth below or to such other address or email address as the parties may specify in writing:

Enterprise Services

Attn: Randee Gibbons
EAP Customer Experience Manager
Employee Assistance Program
Washington Dept. of Enterprise Services
PO Box 41476
Olympia, WA 98504-1476
Tel: 360-407-9493
Email: randee.gibbons@des.wa.gov

Client Organization

Attn: Shawn Lewis
Executive Director of Administrative Services
Steilacoom Historical School District
511 Chambers Street
Steilacoom, WA 98388
Tel: 253-983-2233
Email: shlewis@steilacoom.k12.wa.us

Notices shall be deemed effective upon the earlier of receipt, if mailed, or, if emailed, upon transmission, to the designated email address of said addressee.

The Client Organization representative shall be responsible for working with EAP, approving billings and expenses submitted by EAP, and accepting any reports from EAP.

The EAP representative shall be the contact person for all communications regarding the conduct of work under this Agreement.

6. INDEPENDENT CAPACITY.

The employees or agents of each party who are engaged in the performance of this Agreement shall continue to be employees or agents of that party and shall not be considered for any purpose to be employees or agents of the other party.

7. TERMINATION FOR CAUSE.

If for any cause either party does not fulfill in a timely and proper manner its obligations under this Agreement, or if either party violates any of these terms and conditions, the aggrieved party will give the other party written notice of such failure or violation. The responsible party will be given the opportunity to correct the violation or failure within 15 working days. If the failure or violation is not corrected, this Agreement may be terminated immediately by written notice of the aggrieved party to the other.

8. WAIVER.

A failure by either party to exercise its rights under this Agreement shall not preclude that party from subsequent exercise of such rights and shall not constitute a waiver of any other rights under this Agreement. Waiver of any default or breach shall not be deemed to be a waiver of any subsequent default or breach. Any waiver shall not be construed to be a modification of the terms of this Agreement unless stated to be such in writing and signed by personnel authorized to bind each of the parties.

9. SEVERABILITY.

If any term or condition of this Agreement is held invalid, such invalidity shall not affect the validity of the other terms or conditions of this Agreement.

10. RECORDS RETENTION.

- a. AGREEMENT AVAILABILITY. Prior to its entry into force, this Agreement shall be posted on the parties' websites or other electronically retrievable public source as required by RCW 39.34.040.
- b. RECORDS RETENTION. Each party shall each maintain records and other evidence that sufficiently and properly reflect all direct and indirect costs expended by either party in the performance and payment of the services described herein. These records shall be subject to inspection, review, or audit by personnel of both parties, other personnel duly authorized by either party, the Office of the State Auditor, and officials authorized by law. Such records shall be retained for a period of six (6) years following expiration or termination of this Agreement or final payment for any service placed against this Agreement, whichever is later; *Provided*, however, that if any litigation, claim, or audit is commenced prior to the expiration of this period, such period shall extend until all such litigation, claims, or audits have been resolved.
- c. PUBLIC INFORMATION. This Agreement and all related records are subject to public disclosure as required by Washington's Public Records Act, RCW chapter 42.56. Neither party shall release any record that would, in the judgment of the party, be subject to an exemption from disclosure under the Public Records Act, without first providing notice to the other party within ten (10) business days of the receipt of the request. The parties will discuss appropriate actions to be taken, including release of the requested information, seeking a protective order, or other action prior to the release of records. Should one party choose to seek a protective order, it shall do so at its sole expense.

11. RESPONSIBILITY OF THE PARTIES.

Each party to this Agreement assumes responsibility for claims and/or damages to persons and/or property resulting from any act or omission on the part of itself, its employees, or its agents. Neither party assumes any responsibility to the other party for any third party claims.

12. DISPUTE RESOLUTION.

The parties shall use their best, good faith efforts cooperatively and collaboratively to resolve any dispute that may arise in connection with this Agreement as efficiently as practicable, and at the lowest possible level with authority to resolve such dispute. The parties shall make a good faith effort to continue without delay to carry out their respective responsibilities under this Agreement while attempting to resolve any such dispute. If, however, a dispute persists and cannot be resolved, it may be escalated within each organization. In such situation, upon notice by either party, each party, within five (5) business days shall reduce its description of the dispute to writing and deliver it to the other party. The receiving party then shall have three (3) business days to review and respond in writing. In the event that the parties cannot then agree on a resolution of the dispute, the parties shall schedule a conference between the respective senior managers of each organization to attempt to resolve the dispute. In the event the parties cannot agree on a mutual resolution within fifteen (15) business days, the parties shall abide by the Governor's dispute resolution process (RCW 43.17.330), if applicable, or collectively shall appoint a third party to evaluate and resolve the dispute and such dispute resolution shall be final and binding on the parties hereto.

13. TERMINATION FOR CONVENIENCE.

Except as otherwise provided in this Agreement, either party may terminate this Agreement upon thirty (30) calendar days prior written notification. Upon such termination, the parties shall be liable only for performance rendered or costs incurred in accordance with the terms of this Agreement prior to the effective date of such termination.

14. SITE SECURITY.

While on Enterprise Services/EAP premises, the Client Organization, its agents, employees, or Subcontractors shall comply with the Enterprise Services/EAP security policies and regulations.

15. GENERAL PROVISIONS.

- a. COMPLIANCE WITH LAW. The Parties shall comply with all applicable law.
- b. INTEGRATED AGREEMENT. This Agreement constitutes the entire agreement and understanding of the parties with respect to the subject matter and supersedes all prior negotiations, representations, and understandings between them. There are no representations or understandings of any kind not set forth herein.
- c. AMENDMENT OR MODIFICATION. Except as set forth herein, this Agreement may not be amended or modified except in writing and signed by a duly authorized representative of each party hereto.
- d. AUTHORITY. Each party to this Agreement, and each individual signing on behalf of each party, hereby represents and warrants to the other that it has full power and authority to enter into this Agreement and that its execution, delivery, and performance of this Agreement has been fully authorized and approved, and that no further approvals or consents are required to bind such party.
- e. NO AGENCY. The parties agree that no agency, partnership, or joint venture of any kind shall be or is intended to be created by or under this Agreement. Neither party is an agent of the other party nor authorized to obligate it.
- f. GOVERNING LAW. The validity, construction, performance, and enforcement of this Agreement shall be governed by and construed in accordance with the laws of the State of Washington, without regard to its choice of law rules.
- g. JURISDICTION & VENUE. In the event that any action is brought to enforce any provision of this Agreement, the parties agree to submit to exclusive in personam jurisdiction in Thurston County Superior Court for the State of Washington and agree that in any such action venue shall lie exclusively at Olympia, Washington.
- h. EXHIBITS. All exhibits referred to herein are deemed to be incorporated in this Agreement in their entirety.
- i. CAPTIONS & HEADINGS. The captions and headings in this Agreement are for convenience only and are not intended to, and shall not be construed to, limit, enlarge, or affect the scope or intent of this Agreement nor the meaning of any provisions hereof.
- j. ELECTRONIC SIGNATURES. A signed copy of this Agreement or any other ancillary agreement transmitted by facsimile, email, or other means of electronic transmission shall be deemed to have the same legal effect as delivery of an original executed copy of this Agreement or such other ancillary agreement for all purposes.

- k. COUNTERPARTS. This Agreement may be executed in any number of counterparts, each of which shall be deemed an original and all of which counterparts together shall constitute the same instrument which may be sufficiently evidenced by one counterpart. Execution of this Agreement at different times and places by the parties shall not affect the validity thereof so long as all the parties hereto execute a counterpart of this Agreement.

16. ALL WRITINGS CONTAINED HEREIN.

This Agreement contains all the terms and conditions agreed upon by the parties. No other understanding, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or to bind any of the parties hereto.

EXECUTED AND EFFECTIVE as of the day and date first above written.

**STEILACOOM HISTORICAL SCHOOL DISTRICT
A WASHINGTON STATE INSTITUTION**

By: Shawn Lewis
Title: Executive Director of Administrative Services

Signature: _____

Date: _____

**STATE OF WASHINGTON
DEPARTMENT OF ENTERPRISE SERVICES**

By: Randee Gibbons
Title: Customer Experience Manager,
Employee Assistance Program

Signature: Randee Gibbons

Date: 6/13/2023



The best education for every student.

STEILACOOM

Historical School District No. 1

DRAFT

Steilacoom Historical School District Board Meeting Schedule 2023-24

Meeting Date	Meeting Type	Location	Time
Wednesday, 09/20/23	Regular Business Meeting	Anderson Island Elementary School	5:30 P.M.
Wednesday, 10/18/23	Regular Business Meeting	Pioneer Middle School Library	6:00 P.M.
Wednesday, 11/15/23	Regular Business Meeting	Steilacoom High School Library	6:00 P.M.
Wednesday, 12/20/23	Regular Business Meeting	Pioneer Middle School Multi-Purpose Room	6:00 P.M.
Wednesday, 01/17/24	Regular Business Meeting	Steilacoom High School Library	6:00 P.M.
Wednesday, 02/21/24	Regular Business Meeting	Pioneer Middle School Multi-Purpose Room	6:00 P.M.
Wednesday, 03/20/24	Regular Business Meeting	Steilacoom High School Library	6:00 P.M.
Wednesday, 04/17/24	Regular Business Meeting	Pioneer Middle School Library	6:00 P.M.
Wednesday, 05/15/24	Regular Business Meeting	Steilacoom High School Library	6:00 P.M.
Wednesday, 06/12/24*	Regular Business Meeting	Pioneer Middle School Library	6:00 P.M.
Wednesday, 07/17/24	Regular Business Meeting	Steilacoom High School Library	6:00 P.M.
Wednesday, 08/21/24	Regular Business Meeting	Pioneer Middle School Library	6:00 P.M.

*June Regular Business Meeting scheduled for 2nd Wednesday of the month due to federal holiday on June 19.

Approved XX/XX/XXXX

STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1 BOARD OF DIRECTORS

Board Meeting Date: June 21, 2023

Strategic Focus Area

- Achieve
- Support
- Connect
- Plan

BACKGROUND INFORMATION

The district posted our SHS Assistant Principal positions on May 24, 2023, marketing broadly, through the Washington Association of School Administrators and Association of Washington School Principals. The hiring administrator is Jake Tyrrell, the Interim High School Principal.

Of the 36 applicants, 20 were recommended to the SHS Screening Committee. The screening committee conducted a comprehensive, anonymous review of each applicant and recommended six (6) applicants for the Interview Team.

Interviews were conducted on Friday, June 16th and included a staff panel, a student panel and a writing prompt. Over 19 certificated and classified SHS staff members participated in the process, as well as a panel of current students.

Through this process, in accordance with Board policy 5000, we are recommending Tracy Garza and Charlie Hilen as the candidates for the High School Assistant Principal positions.

Tracy comes to us with more than 13 years of experience in education with Tukwila SD and Kent SD. In her most recent position, she was an Assistant Principal at Kentwood High School. She holds a Principal certificate as well as teaching certificate with ELA, Middle Level-Humanities, and Social Studies endorsements. She holds a Bachelor's Degree from PLU, a Master's from Seattle University.

Charlie comes to us with 12 years of experience in education with Mercer Island SD and Sumner-Bonney Lake SD. In his most recent position, he was an Associate Administrator at Bethel Middle School. He holds a Principal certificate and multiple CTE endorsements. His Bachelor's degree is from Washington State University and his Master's Degree is from Eastern Washington University.

We are confident in their experience, skills, and abilities, and enthusiastically recommend their hiring to the Board of Directors for approval.

RECOMMENDED ACTION:

It is the recommendation of the Superintendent to approve the hiring of Tracy Garza and Charles Hilen as Assistant Principals at Steilacoom High School.

Report prepared by: Susanne Beauchaine, Executive Director of HR

STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1 BOARD OF DIRECTORS

Board Meeting Date: June 21, 2023

Strategic Focus Area

- Achieve
- Support
- Connect
- Plan

BACKGROUND INFORMATION

Student Fees:

For the 2023-24 school year, the district recommends changes to the Student Fee Schedule as follows:

- Increase the ASB Card fee from \$25 to \$50
- Increase the Athletic fee from \$50 to \$75 for Bowling, Cross Country, Golf, Swimming and Tennis
- Increase the Athletic fee from \$75 to \$100 for Wrestling
- Increase the Athletic fee from \$100 to \$150 for Football
- Change the repair/replacement costs for technology based on current supply costs
- Decrease the Club Fees for ASL Club and Literature Club to \$0
- Increase the Club Fee for FCCLA from \$20 to \$25

The increases in ASB Card and Athletic Fees are recommended due to a shifting of athletic related costs from the general fund to the ASB. Specifically, rental fees for swimming, golf bowling are going to be shared between the General Fund and the ASB, the ASB will be paying for athletic bus transportation, WIAA and SPSL league membership, and coaches workshops. These costs have been paid for by the district over the past several years.

These changes have been reviewed with the affected coaches and club advisors and the funding has been incorporated into the overall proposed ASB budget.

Facility Fees:

For the 2023-24 school year, the District recommends changes to the Facility Fee Schedule as indicated on the accompanying schedule. While there are a variety of changes recommended for Groups 2 and 3, the intent is to create more consistency and clarity to the fee schedule. For instance, it was difficult to understand the difference in cost for the elementary cafeteria/stage from the multipurpose room/stage. The new schedule has both these costs at the same dollar value.

The definitions of each group can be found in District Procedure 4260P, but are also included in this document for reference. Note that the district is not recommending any changes to the fees charged for Group 1 in the 2023-24 proposal.

Group 1 - School or Child Related Groups or Government Agencies or Programs

- 1A The official programs and activities of the schools in the district (ex: Associated Student Body (ASB), curricular and extracurricular student groups, district departments)
- 1B Government agencies or programs that offer opportunities for civic participation (ex: Scouts, PTA, 4-H, United States Military Armed Forces, Job Corps, Peace Corps)
- 1C City or Town sponsored recreation groups/Student activity groups that are sponsored by local government agencies (ex: City Parks and Recreation, Town youth programs)
- 1D District non-profit youth organizations or SHSD oriented clubs/groups (groups with students that reside within the school district boundaries. Proof that 75% of participants are district enrolled students.)

Group 2 – Non-Profit, Non-Local Groups

- 2A Non-local, non-profit youth activities (groups with students that reside outside the district boundaries)
- 2B Non-profit adult organizations (ex: colleges, religious institutions, adult athletic groups)

Group 3 – Commercial Enterprises

- 3A Profit / private events (ex: organizations that charge an admission and/or participation fees, business corporation events, weddings, receptions, private parties, fairs, semiprofessional groups)

RECOMMENDED ACTION:

I move approval of the 2023-24 fee schedules as proposed.

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

Steilacoom Historical School District 2023-2024 Student Fee Schedule

DISTRICTWIDE			
School Field Trips	Price varies	Lost or Damaged Equipment	Replacement or Repair Cost
NSF Check Fee	20.00	Lost or Damaged Library or Textbook	Replacement Cost
Online Payment Convenience Fees	No Charge	Chromebook fees	Next page
PIONEER MIDDLE SCHOOL			
Yearbook-subject to vendor pricing	approx. 35.00	Planner	5.00
ASB Fees and Extracurricular Participation (Fee Waiver Eligible)			
ASB Card required for all ASB activities	15.00	Athletic Fee (except Football)	45.00
Builder's Club	0.00	Baseball Uniform - 1st Year	36.00
ASB Clubs	15.00	Athletic Fee Football	75.00
ASB Sponsored Field Trip	Price Varies	Athletic Fee Football, sibling	50.00
Choir Fee	15.00	Dance Team Uniform (vendor pricing)	Price Varies
Choir Uniform Rental	25.00		
STEILACOOM HIGH SCHOOL			
Yearbook-subject to vendor pricing	approx. 70.00	Parking	50.00
Credit Enhancement or Retrieval	Price Varies	Transcript (certified only-each)	6.50
Athletic Event Prices (Free for SHSD Students with an ASB Card)			
Gate Ticket - Adults and Students w/o ASB Card	6.00	Gate Ticket - Seniors (62+)	2.00
Gate Ticket - Visiting Students w/ASB Card, Military w/ID	4.00	Family Pass	12.00
Gate Ticket - All K-5 Students	2.00	Steilly Pass*	Varies per season/sport
ASB Fees and Extracurricular Participation (Fee Waiver Eligible)			
ASB Card required for all Clubs and Sports	50.00		
Club Fees/ASB Card Also Required			
Anime Club	10.00	FCCLA	25.00
Art	0.00	Frisbee	0.00
ASL Club	0.00	GSA	0.00
Band	25.00	HOSA	25.00
Band Uniform Rental	25.00	Key Club	15.00
Cheer	50.00	Leadership	15.00
Choir	25.00	Literature	0.00
Choir Uniform Rental	25.00	Math Team	5.00
Dance/Drill Team	50.00	National Honor Society first year	10.00
DECA	25.00	National Honor Society subsequent years	5.00
Digital Gaming	5.00	Spanish Honor Society	5.00
Drama Club	5.00	Student 2 Student	0.00
Dungeons and Dragons	0.00	Wet Plate Engineering	0.00
Environmental Stewardship	0.00	Yearbook	0.00
Athletic Fees/ASB Card Also Required			
Baseball/Fastpitch	75.00	Soccer	75.00
Basketball	75.00	Swimming	75.00
Bowling	75.00	Tennis	75.00
Cross Country	75.00	Track	75.00
Football	150.00	Volleyball	75.00
Golf	75.00	Wrestling	100.00
ASB Fee Waiver Eligibility			
Available for any student who qualifies for free or reduced lunch through the National Lunch Program AND the family authorizes the district to use this information for fee waivers.			

CHROMEBOOK FEES

Repairs or Theft (Police report required for theft)

First Incident (unless intentional)	Lesser of \$25 or repair cost	Second Incident	Repair Cost or 250.00 to Replace
-------------------------------------	-------------------------------	-----------------	----------------------------------

Repair/Replacement Costs

Bezel (Screen frame)	55.00	Keyboard	95.00
Camera Lens	75.00	Key (Individual)	25.00
Case (Top or Bottom)	85.00	Power Cord	25.00
IMIE Device (Hotspot)	150.00	Protective Case	25.00
Touchpad	75.00	Screen - Non-touch	60.00
Hinge	25.00	Screen - Touch	150.00

Note: Repairs of Charging Ports and Headphone Jacks are not possible.

MEAL PRICES

Breakfast (K-5)	2.25	Breakfast (6-12)	2.75
Lunch (K-5)	3.50	Lunch (6-12)	3.75

2023-24 School Year					
Steilacoom Historical School District No. 1 Facility Fee and Rate Schedule					
Facility Hourly Rental Fee	Group 1	Group 2	Group 3	Increases/Decreases	
Standard Classroom	Custodian/Facility Attendant Costs	\$25	\$50	\$10	\$0
Library/Specialized/Commons/Large Classroom	Custodian/Facility Attendant Costs	\$25	\$50	\$0	(\$10)
Computer Lab/Classroom	Custodian/Facility Attendant Costs	\$50	\$125	(\$40)	\$0
Music Classroom	Custodian/Facility Attendant Costs	\$25	\$50	(\$5)	(\$20)
Professional Development Center (PDC)	Custodian/Facility Attendant Costs	\$50	\$125	\$0	\$25
Elementary Buildings					
Gym/Multi-Purpose Room/Stage	Custodian/Facility Attendant Costs	\$25	\$125	(\$5)	\$25
Common/Cafeteria/Stage	Custodian/Facility Attendant Costs	\$25	\$125	(\$25)	\$0
Pioneer Middle School					
Baseball & Practice Fields	\$5***	\$50	\$125	\$20	\$65
Football Field & Track	\$15***	\$50	\$125	\$0	\$55
Gymnasium	Custodian/Facility Attendant Costs	\$50	\$125	\$20	\$0
Commons/Cafeteria/Stage	Custodian/Facility Attendant Costs	\$50	\$125	\$0	\$0
Commons/Cafeteria/Stage w/Kitchen	Custodian/Facility Attendant Costs	\$50	\$125	\$0	\$0
Steilacoom High School					
Commons/Cafeteria	Custodian/Facility Attendant Costs	\$50	\$125	\$20	\$25
Commons/Cafeteria w/Kitchen	Custodian/Food Service Costs	\$50	\$125	\$0	\$0
Fitness/Weight Room/Wrestling Area	Custodian/Facility Attendant Costs	\$50	\$125	\$0	\$55
Auditorium/Pods	Custodian/Facility Attendant Costs	\$50	\$125	\$15	\$25
Auxilliary Gym	Custodian/Facility Attendant Costs	\$50	\$125	\$10	\$0
Gymnasium - Recreational Practices	Custodian/Facility Attendant Costs	\$50	\$125	\$15	\$0
Gymnasium - Full Facility Games	Custodian/Facility Attendant Costs	\$50	\$125	\$0	(\$15)
Stadium (includes scoreboard)	\$60***	\$100	\$200	\$5	\$0
Stadium - w/ scoreboard & lights	\$85***	\$120	\$250	\$0	\$0
Baseball/ Fast Pitch Field (no scoreboard)	\$30***	\$50	\$125	\$0	\$55
Baseball/Fast Pitch Field w/Scoreboard	\$40***	\$50	\$125	(\$5)	\$50
Tennis Courts	\$15***	\$50	\$125	\$0	\$55

EXPLANATION OF CHARGES

* Wages for personnel, specialized equipment, and custodians are in addition to hourly rates, when required.

** Custodian/Facility Attendant two hour minimum is included in hourly rate. Any additional time above the two hours will be charged at \$35.00 per hour or an overtime rate depending on time of usage (refer to Note 1 &2)

*** Amount charged per use with three hour maximum. Any additional time will be charged hourly.

The Custodian/Facility Attendant is responsible for opening, unlocking, locking and closing the facility, unless specified in written agreement with additional costs.

Group 1 - Custodian/Facility Attendant costs after hours will be charged with a two hour minimum.

Group 2 and 3 - Custodian/Facility Attendant costs will be based on actual utilization with a two-hour minimum - \$35.00 per hour.

Kitchens: Rental of kitchens requires a food service staff member in attendance - \$25.00 per hour.

NOTE:

1. Overtime rates are applied to facility use during weekday non-custodian coverage hours and Saturdays.
2. Double-time rates are applied on Sundays and District holidays. Maintenance, Grounds, and Custodians rates are double time and a half.
3. Computer rooms, special equipment, stadium, and baseball fields require a \$500.00 security deposit (paid in advance by check to the District's Financial Office) for damage costs, in the event of no damage, will be returned to the renter at the conclusion of the event.

STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1 BOARD OF DIRECTORS

Board Meeting Date: June 21, 2023

Strategic Focus Area

- Achieve
- Support
- Connect
- Plan

BACKGROUND INFORMATION

Policy 6881 establishes the requirements for declaring district equipment, supplies, furniture and other district property obsolete and/or surplus.

The current policy requires board approval for any item that is valued at \$500 or more or multiple items that are valued in excess of \$1,000. The current policy would also require placing a legal ad in the News Tribune each time the district was declaring items surplus. These legal ads now cost \$250.

The updated policy raises the threshold for board approval to require only those items that are consistent with the district's capital asset policy (Policy 6801), or valued in excess of \$5,000 to be approved by the board. It would also require multiple items that are valued at \$20,000 to receive board approval. Items falling below this limit would need to be approved by the Superintendent. Land always requires board approval and is not subject to this policy.

The updated policy also would require notice through a legal ad only once per year, with information on where surplus property information will be posted on the district website and where to find district procedures for handling surplus equipment.

If approved, the district would revise the accompanying procedures to ensure they meet legal requirements and they are consistent with common industry practice. For instance, the current policy does not contemplate that technology may be recycled and that the recycle value may be higher than selling the components through the state surplus process.

RECOMMENDED ACTION:

I move approval of the revisions to Policy 6881.

Report prepared by:
Shawn Lewis, Executive Director

DISPOSAL OF SURPLUS EQUIPMENT AND/OR MATERIALS

The board has the authority to declare equipment, supplies, furniture and other district personal property obsolete and/or surplus. ~~The superintendent will establish procedures for their sale, trade or disposal except that the board must approve of any sales where:~~

The board must approve of any surplus declaration where:

- A. A single unit item has a current value in excess of ~~\$500~~5,000; and/or
- B. Multiple items of the same type of equipment or material that have a total unit fair market value in excess of ~~\$4~~20,000.

The superintendent must approve any sales or disposal of any equipment or materials declared surplus not requiring board approval.

Surplus or obsolete books or other reading materials will be disposed of as follows:

- A. If the reading materials are estimated to have value as reading materials in excess of \$1,000, they will be sold at public auction to the person submitting the highest reasonable bid following publication of notice of the auction in a newspaper with a general circulation in the district;
- B. If no reasonable bids are submitted or if the reading materials are estimated to have value as reading materials of \$1,000 or less, the district may directly negotiate the sale of the reading materials to a public or private entity; or
- C. If the reading materials are determined to have no value as reading materials or if no purchaser is found, the reading materials may be recycled or destroyed.

~~Prior to disposing~~The superintendent will establish procedures for their sale, trade or disposal of any surplus texts, other books, equipment, and materials or relocatable facilities. Prior to the beginning of each school year, the superintendent will serve written notice in a newspaper of general circulation in the school district and to any public school district or private school in Washington state ~~annually~~ requesting such notice. ~~All schools on the list will be notified in writing of the materials and district's intent to surplus equipment, supplies, furniture, and other district property that is available, obsolete and/or surplus. The material or equipment will be sold to any interested public or private school at its depreciated cost or fair market value, whichever is greater. Students will have priority in~~notice will provide information on where surplus property information will be posted on the district website and district procedures established by the purchase of texts, superintendent.

Disposition of such surplus property to parties other than public or private schools may take place thirty days after ~~written~~both the surplus property is listed on the district website and the annual notice is served as required.

The preceding notice requirements do not apply to the loan, lease, sale or transfer of assistive devices for the use or benefit of children with disabilities, their parents, or any public or private

nonprofit agency providing education, health or rehabilitation services to individuals with disabilities. Such devices do not need to be declared surplus. The sale or transfer of such devices will be recorded and based on the item's depreciated value. The district will establish and maintain an inventory of assistive technology devices whose value exceeds \$100, and for each device will establish a value that will be adjusted annually to reflect depreciation.

“Assistive device” means any item, piece of equipment, or product system, whether acquired commercially off-the-shelf, modified or customized, that is used to increase, maintain, or improve functional capabilities of children with disabilities.

Funds derived from the rental, sale or lease of student transportation equipment will be placed into the transportation vehicle fund. Funds derived from the sale of personal property will be placed into the general fund.

Legal References: [RCW 28A.155.160](#)

[RCW 28A.335.060](#)

[RCW 28A.335.090](#)

[RCW 28A.335.180](#)

[RCW 28A.335.205](#)

[RCW 39.33.070](#)

[WAC 392-143-050](#)

Assistive devices-Interagency
cooperative agreements-Definitions
Surplus school property — Rental, lease
or use of — Disposition of moneys
received from
Conveyance and acquisition of property
— Management — Appraisal
Surplus texts and other educational aids,
notice of availability — Student
priority as to texts
Assistive devices — Transfer for benefit
of children with disabilities —
Record, inventory
School districts and libraries — Disposal
of obsolete or surplus reading
materials — Procedures
Resold School Buses

Adoption Date: 2.27.08
Steilacoom Historical School District No. 1
Revised: 6.24.10; 3.11.15

STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1 BOARD OF DIRECTORS

Board Meeting Date: June 21, 2023

Strategic Focus Area

- Achieve
- Support
- Connect
- Plan

BACKGROUND INFORMATION

The board requested information regarding the potential of a capital levy going before voters in November 2023. Based on this request, staff worked with the district's bond counsel to provide an "example draft" of a capital levy resolution. This resolution is for discussion purposes only.

The following significant items will be discussed with the board during the presentation:

1. The board's interest to maintain a steady and predictable tax rate in the 2024 tax year would result in a capital levy amount of roughly \$6,000,000.
2. Capital levies can be for terms of 2 to 4 years, but there is no minimum or maximum dollar threshold for each year. For instance, the first year could be \$6,000,000 and the second year could be for any amount from \$1 up to an amount set by the board.
3. The example shows the amount of collection that would be expected for ten cents per thousand in years 2 through 6. These are meant to provide the board an indication of scale. In 2025, ten cents would provide \$580,000 and one dollar would provide \$5.8 million. The board could set a rate or a dollar value target for each year.
4. The individual projects listed are examples only. These are intended to show that capital levies can be used for any capital purpose, which could include paying off the non-voted debt incurred for the McNeil Street property.
5. Unlike bonds which require a 60% super majority, capital levies only require a 50% yes vote.
6. Unlike bonds which allow districts to borrow for large projects, capital levies would not be feasible for projects such as the new elementary school or high school projects that were on the prior bond proposals. Capital levies could fund smaller projects based on the dollar value provided annually by the levy.
7. The deadline for passing a resolution and providing required documents to the County Elections department for the November election is August 1st. These documents would include the resolution, a resolution cover sheet, and explanatory statement provided by our bond counsel, and a committee member appointment form (for For and Against Committees).

The district could provide the required documents to the board in time to meet all reporting requirements if provided direction by July 1. Staff would need one month to ensure that all notice requirements were met and that draft documents were posted for public review in advance of a public hearing and consideration by the board prior to August 1st.

RECOMMENDED ACTION:

This Item is for Information and Discussion purposes only. No board action is required at this time.

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

FOR DISCUSSION PURPOSES ONLY

STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1
PIERCE COUNTY, WASHINGTON

CAPITAL PROJECTS AND TECHNOLOGY LEVY

RESOLUTION NO. [_____]

A RESOLUTION of the Board of Directors of the Steilacoom Historical School District No. 1, Pierce County, Washington, providing for the submission to the qualified electors of the District at a special election to be held therein on November 7, 2023, of the proposition of whether excess taxes should be levied of \$6,000,000 in 2023 for collection in 2024, \$580,000 in 2024 for collection in 2025, \$600,000 in 2025 for collection in 2026, \$620,000 in 2026 for collection in 2027, \$640,000 in 2027 for collection in 2028, and \$660,000 in 2028 for collection in 2029, said excess taxes to support the renovation, expansion and improvement of school facilities, and for safety and technology improvements to meet the current and future needs of District students.

ADOPTED [_____], 2023

PREPARED BY:
PACIFICA LAW GROUP LLP
Seattle, Washington

RESOLUTION NO. [_____]

A RESOLUTION of the Board of Directors of the Steilacoom Historical School District No. 1, Pierce County, Washington, providing for the submission to the qualified electors of the District at a special election to be held therein on November 7, 2023, of the proposition of whether excess taxes should be levied of \$6,000,000 in 2023 for collection in 2024, \$580,000 in 2024 for collection in 2025, \$600,000 in 2025 for collection in 2026, \$620,000 in 2026 for collection in 2027, \$640,000 in 2027 for collection in 2028, and \$660,000 in 2028 for collection in 2029, said excess taxes to support the renovation, expansion and improvement of school facilities, and for safety and technology improvements to meet the current and future needs of District students.

WHEREAS, the educational facilities of Steilacoom Historical School District No. 1, Pierce County, Washington (the “District”), including its technology facilities, are in need of repair, modernization, improvements and expansion to meet the current and future educational needs of its students (as further defined herein, the “Projects”); and

WHEREAS, funds available to the District are insufficient to enable the District to implement such Projects; and

WHEREAS, in order to support the cost of these Projects as found necessary by the Board of Directors (the “Board”), it is deemed advisable that the District levy a tax upon all the taxable property within the District in excess of the annual tax the District is permitted by law to levy without a vote of the people, such levy to be made for six years commencing in 2023 for collection in the school years 2023–2024 through 2029–2030, inclusive, as authorized by Article VII, Section 2 of the State Constitution and RCW 84.52.053; and

WHEREAS, the question of whether or not such excess tax may be levied must be submitted to the qualified electors of the District for their ratification or rejection; and

WHEREAS, the conditions here and above set forth require the holding of a special election in the District;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1, PIERCE COUNTY, WASHINGTON, as follows:

Section 1. Findings. The Board hereby finds and declares that the welfare of the students and other residents of the District requires the District to carry out the Projects as hereinafter provided, at the time or times and in the order deemed most necessary and advisable by the Board.

Section 2. Capital Projects. The Projects the District will finance with proceeds from the excess property tax levies shall include:

(a) Repayment of \$4 million in non-voted debt incurred to purchase land for a future elementary school.

(b) Capital improvements to District facilities, including: (1) installation of a new HVAC system at Cherrydale Elementary School; (2) adding a modular classroom to Anderson Island Elementary School; (3) conducting traffic studies and drafting traffic improvement plans at each District elementary school and Steilacoom High School; (4) providing technology system improvements in all District schools and the District office; (5) making necessary safety and security improvements at all District schools; and (6) making such other capital expenditures as the Board finds necessary. The District may repay any obligations hereafter incurred for the foregoing purposes.

If available funds are sufficient, the District shall acquire, construct, equip and make other capital improvements to the facilities of the District, all as the Board of Directors finds

necessary; provided that such funds may be used only to support the construction, modernization, replacement, and remodeling of school facilities or implementation of the District's technology facilities plan.

(c) Paying incidental costs incurred in connection with carrying out and accomplishing the foregoing. Such costs shall be deemed part of the Projects and shall include, but are not limited to: payments for fiscal and legal expenses; establishing and funding accounts; necessary and related engineering, architectural, planning, consulting, permitting, inspection and testing costs; administrative and relocation expenses; site improvement; demolition; and other similar activities or purposes, all as deemed necessary and advisable by the Board and permitted by law.

The Projects, or any portion or portions thereof, shall be acquired or made insofar as is practicable with available money and in such order of time as shall be deemed necessary and advisable by the Board. The Board shall determine the application of available money between the various parts of the Projects so as to accomplish, as near as may be, all of the Projects. The Board shall determine the exact order, extent and specifications for the Projects. The Projects are to be more fully described in the plans and specifications to be prepared by the District's architects and engineers and to be filed with the District.

If the District shall determine that it has become impracticable to accomplish any of such improvements or portions thereof by reason of changed conditions or needs, incompatible development, costs substantially in excess of those estimated, or acquisition by a superior governmental authority, the District shall not be required to accomplish such improvement and may apply levy proceeds as set forth in this section. If any or all of the improvements have been completed, or their completion duly provided for, or their completion found to be impractical,

the District may apply the levy proceeds or any portion thereof to other portions of the improvements or to other capital purposes of the District, as the District in its discretion shall determine. Notwithstanding any provision of this resolution to the contrary, levy proceeds may only be used to support the construction, modernization or remodeling of school facilities or implementation of the District's technology facilities plan.

Section 3. Authorization of Levies. The Board hereby finds and declares that the best interests of the District require submission to the District's qualified electors, for their ratification or rejection at a special election on November 7, 2023, of the proposition whether the District shall make the Capital Fund Project levies described herein. For the purpose of providing funds necessary for the needs described in Section 2 above, the Pierce County Auditor, as ex officio supervisor of elections in Pierce County, is hereby requested to call and conduct such special election to be held by all mail-in ballot within the District on such day and to submit to the qualified electors of the District for their approval or rejection, a proposition providing for tax levies for the Capital Projects Fund for six years, commencing in 2024, producing dollar amounts at estimated tax rates per thousand dollars of assessed value to produce such amounts, in excess of the maximum amount tax levy permitted by law to be levied within the District without a vote of the electors, all as follows:

- A. \$6,000,000, said levy to be made in 2023 for collection in 2024;
- B. \$580,000, said levy to be made in 2024 for collection in 2025;
- C. \$600,000, said levy to be made in 2025 for collection in 2026;
- D. \$620,000, said levy to be made in 2026 for collection in 2027;
- E. \$640,000, said levy to be made in 2027 for collection in 2028; and
- F. \$660,000, said levy to be made in 2028 for collection in 2029.

The estimated levy rate depends upon the final dollar amount of assessed value of the property within the District. At this time, based upon information provided by the Pierce County Assessor's office, the estimated levy rate for the 2024 levy is \$1.09 per thousand dollars of assessed valuation, the estimated levy rate for the 2025 levy is \$0.10 per thousand dollars of assessed valuation, the estimated levy rate for the 2026 levy is \$0.10 per thousand dollars of assessed valuation, the estimated levy rate for the 2027 levy is \$0.10 per thousand dollars of assessed valuation, the estimated levy rate for the 2028 levy is \$0.10 per thousand dollars of assessed valuation, and the estimated levy rate for the 2029 levy is \$0.10 per thousand dollars of assessed valuation. The exact levy rate shall be adjusted based upon the actual assessed value of the property within the District at the time of the levy.

Section 4. Approval of Form of Ballot. The Secretary of the Board of Directors is hereby authorized and directed to certify said proposition to the Pierce County Auditor, as ex officio supervisor of elections in Pierce County, substantially in the following form:

PROPOSITION NO. [__]

STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1

CAPITAL PROJECTS AND TECHNOLOGY LEVY

The Board of Directors of Steilacoom Historical School District No. 1 adopted Resolution [_____] concerning a proposition for a capital levy. The proposition would authorize the District to levy the following excess taxes on all taxable property within the District to renovate, expand and improve existing facilities of the District, repay an outstanding obligation incurred to purchase a future elementary school site, and replace and improve its security and technology systems and equipment:

Collection Years	Estimated Levy Rate/\$1,000 Assessed Value	Levy Amount
2024	\$1.09	\$6,000,000
2025	\$0.10	\$580,000
2026	\$0.10	\$600,000
2027	\$0.10	\$620,000
2028	\$0.10	\$640,000
2029	\$0.10	\$660,000

Should this proposition be approved?

YES.....

NO.....

The Secretary of the Board of Directors is hereby authorized to deliver a certified copy of this resolution to the Pierce County Auditor.

ADOPTED by the Board of Directors of Steilacoom Historical School District No. 1, Pierce County, Washington, at a [regular][special] meeting thereof, held this [__] day of [____], 2023.

STEILACOOM HISTORICAL SCHOOL
DISTRICT NO. 1, PIERCE COUNTY,
WASHINGTON

Chair and Director

Director

Director

Director

Director

ATTEST:

Secretary, Board of Directors

CERTIFICATE

I, the undersigned, Secretary of the Board of Directors of Steilacoom Historical School District No. 1, Pierce County, Washington (the “District”), and keeper of the records of the Board of Directors (the “Board”), DO HEREBY CERTIFY:

1. That the attached resolution is a true and correct copy of Resolution No. [_____] the Board (the “Resolution”), duly adopted at a [regular][special] meeting thereof held on the [___] day of [_____], 2023.

2. That said meeting was duly convened and held in all respects in accordance with law, and to the extent required by law, due and proper notice of such meeting was given; that a legal quorum was present throughout the meeting and a legally sufficient number of members of the Board voted in the proper manner for the adoption of said resolution; that all other requirements and proceedings incident to the proper adoption of said resolution have been duly fulfilled, carried out and otherwise observed; and that I am authorized to execute this certificate.

IN WITNESS WHEREOF, I have hereunto set my hand this [___] day of [_____], 2023.

Secretary, Board of Directors

OFFICIAL BALLOT
 STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1
 PIERCE COUNTY, WASHINGTON
 November 7, 2023

INSTRUCTIONS TO VOTERS: To vote in favor of the following proposition, place a cross (X) in the square opposite the words "YES"; to vote against the following proposition, place a cross (X) in the square opposite the words "NO."

PROPOSITION NO. [__]

STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1

CAPITAL PROJECTS AND TECHNOLOGY LEVY

The Board of Directors of Steilacoom Historical School District No. 1 adopted Resolution [_____] concerning a proposition for a capital levy. The proposition would authorize the District to levy the following excess taxes on all taxable property within the District to renovate, expand and improve existing facilities of the District, repay an outstanding obligation incurred to purchase a future elementary school site, and replace and improve its security and technology systems and equipment:

Collection Years	Estimated Levy Rate/\$1,000 Assessed Value	Levy Amount
2024	\$1.09	\$6,000,000
2025	\$0.10	\$580,000
2026	\$0.10	\$600,000
2027	\$0.10	\$620,000
2028	\$0.10	\$640,000
2029	\$0.10	\$660,000

Should this proposition be approved?

YES.....

NO.....

NOTICE
 STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1
 PIERCE COUNTY, WASHINGTON

November 7, 2023

NOTICE IS HEREBY GIVEN that on November 7, 2023, a special election will be held by mail in the above-named school district for the submission to the qualified electors of said school district of the following proposition:

PROPOSITION NO. [__]

STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1

CAPITAL PROJECTS AND TECHNOLOGY LEVY

The Board of Directors of Steilacoom Historical School District No. 1 adopted Resolution [_____] concerning a proposition for a capital levy. The proposition would authorize the District to levy the following excess taxes on all taxable property within the District to renovate, expand and improve existing facilities of the District, repay an outstanding obligation incurred to purchase a future elementary school site, and replace and improve its security and technology systems and equipment:

Collection Years	Estimated Levy Rate/\$1,000 Assessed Value	Levy Amount
2024	\$1.09	\$6,000,000
2025	\$0.10	\$580,000
2026	\$0.10	\$600,000
2027	\$0.10	\$620,000
2028	\$0.10	\$640,000
2029	\$0.10	\$660,000

Should this proposition be approved?

YES.....

NO.....

Pierce County Auditor